COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS

A8 EDUCATIONAL TRIPS & VISITS POLICY

COMMITTEE	Curriculum & Student Matters
SLT RESPONSIBLE	Kelly Sharp Assistant Principal
REVIEW	Every 3 Years Or earlier if there are statutory changes
POLICY REVIEWED	November 2024
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APPROVED BY THE GOVERNING BODY	March 2025

COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS

A8 EDUCATIONAL TRIPS & VISITS POLICY

Purpose:

This policy explains how the school arranges Educational Trips and Visits and it is essential that any member of staff reads this policy before contemplating or organising any educational trip or visit be made by students. Further information can be found in the OEAP National Guidance (https://opeapng.info).

The Policy:

It is the policy of Colchester County High School for Girls to comply with the National Guidance for educational trips and visits as offered by the Outdoor Education Adviser's Panel (OEAP) accessed through the EVOLVE website.

The Rationale:

The school supports purposeful education outside the classroom and recognises the contribution to the learning experience, in the broadest sense, of organized Trips and Visits. This policy provides a framework for ensuring that offsite educational activities are well-planned, appropriately led, financially sustainable and safe.

Guiding Principles:

The school recognises two types of Educational Trips and Visits: non-residential within the UK trips and residential/overseas/adventurous visits. The risks associated with both categories are significant but very different and require different procedures to ensure they are successfully managed.

However, ALL trips and visits must be risk assessed and have signed parental consent for the students attending.

Signed parental consent for all non-residential UK visits will be obtained via the consent form in Appendix 1 which is completed once and will cover students for their whole time at the school. Consent for the individual trip should be obtained by completion of an electronic reply slip sent via the secure EVOLVE+ site.

Written consent for residential/overseas/adventurous trips and visits will need to be requested by letter and additional information will be entered on a form using the secure EVOLVE+ site.

Non-residential trips within the UK can be approved by the member of SLT designated as the Educational Trips and Visits Co-ordinator [ETVC] who has received appropriate training in this role from Essex County Council Educational Visits Support Team, following initial approval in principle by the Executive Principal (or either of the Associate Principals in their absence).

Residential, overseas and/or adventurous trips and visits require 'Approval in Principle' from the Local Governing Board and subsequent advice, guidance and approval from an external body, currently Essex County Council Educational Visits Support Team via the EVOLVE website, and the school's ETVC.

Should the ETVC believe it necessary to appraise Governors of issues in relation to the trip or visit and there is no suitable meeting of the Local Governing Board scheduled, the matter can be referred to the Chair of the Curriculum & Student Matters Committee or in unavailable pending discussion at a subsequent meeting.

Expected Outcome:

Educational trips and visits that take place will be safe and financially sustainable. By having a robust framework in place the school staff we be able to be confident that they have done everything "reasonable" in planning for and accompanying the trip or visit. All staff will be required to complete the e-learning module for Visit Leader Training.

Related Documents:

Section 6 Staff Handbook
School Visit Emergency Management Plan (Appendix 4)
AT4 Alpha Trust Health and Safety Policy Manual 2024
KCSIE 2024

1. Residential/Overseas/Adventurous Trips and Visits:

Residential/Overseas Trips and Visits will be led by suitably experienced, and if necessary (for example in the case of a ski trip) qualified, colleagues who have attended Educational Visit Leader Training and relevant courses with the Essex Educational Visits Support Team or the ETVC.

The following protocols will be followed as the trip or visit is prepared for and then executed:

- Following initial discussions about dates in relation to the School Calendar, teacher cover implications and oversight by the ETVC, proposals will be presented to the Governors Curriculum and Student Matters Committee for discussion and 'Approval in Principle' according to the following schedule:
    - Trips taking place in the Autumn Term – Governors' Meeting in the previous Spring Term
    - Trips taking place in the Spring Term – Governors' Meeting in the previous Summer Term
    - Trips taking place in the Summer Term - Governors' Meeting in the previous Autumn Term
- In parallel with the above, the full details including comprehensive risk assessments will be submitted to Essex County Council Educational Visits Support Team via the EVOLVE website for advice, guidance and approval.

- Group Leaders will prepare a detailed budget for the trip, to be approved by the School Business Manager.
- Group Leaders will identify a Deputy Group Leader.
- Group Leaders will prepare a comprehensive letter (guidance provided in Appendix 5) containing information about dates, expected behaviour, financial commitments, accommodation, meals, planned activities and transport to ensure that, as far as is reasonable, parents are able to make a fully informed decision as to whether they wish their child to take part in the activity before making any financial or other commitments.
- Group Leaders should ensure that wherever possible at least one of the supervisory staff is a competent first aider, preferably holding a valid first aid certificate.
- Once a trip has obtained the Approval of Governors and the financial, health and safety, arrangements for the support of individual students where appropriate, staffing arrangements and information letter are agreed, the ETVC will give the visit 'Final Approval'.
- The group leader will then be in a position to advertise the opportunity to parents who can then enter into financial commitments via Parent Pay.
- Any financial or other commitments, that are needed before approval can be given, may only be made with the prior agreement of the ETVC and School Business Manager.
- Written consent from parents will be sought by letter and an electronic form of additional information, e.g. Passport Numbers, will be requested by the secure EVOLVE+ site in order for a student to participate in the trip. In the initial stages of planning the names of students wishing to attend the trip discussed with the relevant pastoral team.
- Group Leaders, in consultation with the ETVC, will update and modify the Risk Assessment as circumstances change and/or on the advice of Essex County Council Educational Visits Support Team in order to ensure that approval from Essex County Council Educational Visits Support Team is obtained.
- Group Leaders will hold a parent information evening for the trip or visit.
- Group Leaders will hold a meeting with all staff involved in the trip or visit.
- Group Leaders will complete the organisation of the trip, in consultation with the ETVC, to ensure the safety of students and staff and the financial viability of the trip at all times.
- Robust contingency and emergency plans must be in place in line with the Visit Emergency Management Plan and using the guidance on the Essex County Council 'z-card'.
- EVOLVE+ should be used to obtain information regarding any condition medical or otherwise that may affect students during the visit and emergency contact details.
- A pack containing details of all students and staff including emergency contacts, medical information, itinerary, transport and accommodation contacts must be given to the School Office and the relevant members of the SLT 'on call' for the trip.
- Following the trip a final Financial Review to balance the trip accounts must take place with the School Business Manager.
- Once the trip has taken place an evaluation should be submitted on the EVOLVE website and a record of any incidents should be submitted to the ETVC.

2. Non-residential UK Visits

The arrangements for non-residential trips within the UK are as for other trips but without reference to the Governing Body or Essex County Council Educational Visits Support Team.

- Following initial discussions about dates in relation to the School Calendar, teacher cover implications and oversight by the ETVC 'Approval in Principle' will be given.
- In parallel with the above, the full details including a comprehensive risk assessment will be submitted to the EVTC via the EVOLVE website for approval.
- Group Leaders will prepare a detailed budget for the trip, to be approved by the School Business Manager.
- Group Leaders will identify a Deputy Group Leader.
- Group Leaders will prepare a comprehensive letter (guidance provided in Appendix 5) containing information about dates, expected behaviour, financial commitments, meals, planned activities and transport to ensure that, as far as is reasonable, parents are able to make a fully informed decision as to whether they wish their child to take part in the activity before making any financial or other commitments.
- Group Leaders should ensure that wherever possible at least one of the supervisory staff is a competent first aider, preferably holding a valid first aid certificate.
- Provided a trip has obtained the Approval of the ETVC and the financial, health and safety, arrangements for the support of individual students where appropriate, staffing arrangements, and information letter are agreed, it will be given 'Final Approval'.
- The group leader will then be in a position to advertise the opportunity to parents who can then enter into a financial commitment via Parent Pay
- Any financial or other commitments, that are needed before approval can be given, may only be made with the prior agreement of the ETVC and School Business Manager.
- Signed parental consent for all non-residential UK visits will be in place via the consent form in Appendix 1. Consent for the individual trip will be sought by completion of an electronic reply slip sent via the secure EVOLVE+ site. In the initial stages of planning the names of students wishing to attend the trip discussed with the relevant pastoral team.
- Group Leaders, in consultation with the ETVC, will update and modify the Risk Assessment as circumstances change.
- Group Leaders will complete the organisation of the trip, in consultation with the ETVC, to ensure the safety of students and staff and the financial viability of the trip at all times.
- Group Leaders will hold a meeting with all staff involved in the trip or visit.
- Robust contingency and emergency plans must be in place in line with the Visit Emergency Management Plan and using the guidance on the Essex County Council 'z-card'.
- EVOLVE+ should be used to obtain consent from parents, information regarding any condition medical or otherwise that may affect students during the visit and emergency contact details.
- A pack containing details of all students and staff including emergency contacts, medical information, itinerary and transport contacts must be given to the School Office and the relevant members of the SLT 'on call' for the trip.
- Following the trip a final Financial Review to balance the trip accounts must take place with the School Business Manager.
- Once the trip has taken place an evaluation should be submitted on the EVOLVE website and a record of any incidents should be submitted to the ETVC.

A Summary of Steps involved in Trip/Visit Planning can be found in Appendix 2 for non-residential UK Visits and Appendix 3 for Residential/Overseas/Adventurous Trips and Visits.

Additional areas for consideration:

Withdrawal of students from trip/cancellation and financial responsibility:

There are various reasons why scheduled trips or visits may not take place. Group Leaders need to ensure that parents / guardians are aware of the following:

- If there is not enough interest expressed in a trip or visit, the trip or visit will not take place, as it is not financially viable. Group Leaders will inform parents of the cancellation and arrange for any monies that have been collected to be refunded to parents.
- If a parent chooses to remove a student once they have committed to the trip or visit, the financial implications will fall on the parent. If however, there is a waiting list for the trip or visit and the Group Leader is able to replace the student with someone from the waiting list, parents will not be held liable for the whole trip or visit cost. They will instead be held liable for any administration costs incurred due to name changes etc.
- If withdrawal is due to illness or bereavement the school's insurance will be consulted, and reimbursement of monies paid by a parent may be pursued via the insurance company.
- It is not guaranteed if a parent chooses to remove a student from a trip or visit they will receive a refund of monies paid in after the deposit (deposits are non-refundable). If there are any outstanding balances to be paid for the trip or visit the parent is still liable for this, even though the student has been withdrawn.
- If a trip or visit was unable to take place due to unforeseen circumstances (power cut/ closure of venue etc) and travel costs have been incurred parents will receive reimbursement for the ticket /entry fee only.
- Travelling with COVID 19. As a school we will endeavour to follow the latest UK government's guidance as well as any government guidance in the countries being visited or travelled through. However, the school reserves the right to withdraw a student from the trip if at the time of travel a positive COVID test result has been declared. In such an event the wider community and duty of care for all students who are travelling, is paramount. If a student is unable to travel due to a positive test parents may be able to claim through the tour operator's travel insurance. However please be advised if making a claim parents may be liable for an excess charge through the tour operator's insurance.

Using outside organisations

If an outside organisation is used to provide an activity the Group Leader must check they have appropriate safety standards and liability insurance.

The Council for Learning Outside the Classroom (LOtC) awards the Learning Outside the Classroom Quality Badge (http://lotcqualitybadge.org.uk) to organisations who meet nationally recognised standards. The Group Leader can check if an organisation holds the LOtC Quality Badge (http://lotcqualitybadge.org.uk/search).

If an organisation does not hold the badge, the Group Leader must check that they are an appropriate organisation to use and complete the EVOLVE+ provider form.

This should include checking:

• their insurance	• safeguarding
• that they meet legal requirements	• accommodation
• their health and safety and emergency policies	• any sub-contracting arrangements they have
• their risk assessments	• that they have a licence where needed
• staff competence	• control measures
• their use of vehicles	

The Group Leader should have an agreement with the outside organisation that makes it clear what everyone is responsible for. This is especially important if they will be taking over supervision of the students. The school's pastoral responsibilities cannot be delegated to other external providers.

Adventure activities: caving, climbing, trekking and watersports

These kind of activities should be identified and risk assessed by the Group Leader as part of the visit beforehand. Staff managing or leading visits must not decide to add such activities during the trip. The abilities of the students must always be considered when assessing the risk.
Organisations need a licence to provide some adventure activities. Organisations who hold the LOtC Quality Badge should hold a licence for the activity they provide. Further information about licensing can be found at http://www.hse.gov.uk/aala/public-information.htm
.
When planning watersports the requirement for instructors and lifeguards **must** be in place.

The Group Leader **must not** permit students to use hotel swimming pools and other water leisure activities which may not have a trained lifeguard. The Outdoor Education Advisers' Panel (OEAP) provides advice when undertaking adventure specialist activities, including swimming.

Transportation and Transport providers:

The Group Leader should ensure that coaches and buses are hired from a reputable company. The School Office has a list of previously used suitable local providers. The company should be able to offer assurances to support the service that they offer and should be able to direct you to other, similar users who can confirm this.

Professional operators of buses and coaches are legally required to be licensed. Establishments using operators to transport young people should seek assurances that the operators have the appropriate Public Service Vehicle (PSV) Operators' License and that operators have adequate procedures in place to deal with emergencies such as vehicle breakdown.

Visit Leaders should ensure parents understand that seating and seat belt regulations abroad are not necessarily the same as in the UK.

If a group member requires a wheelchair, the Group Leader should ensure that the transport has appropriate access and securing facilities.

Further guidance on this issue can be found on the Outdoor Education Advisory's Panel website accessed via Evolve.

"Free time":

Whether at home or abroad, residential visits will include periods of time, which are not taken up with organised activity and students may want to leave the group accommodation. The Group Leader must therefore issue guidelines clearly understood by all members of the party. The following guidelines should be followed:

Students should not be allowed to wander unsupervised in groups of less than four, and permission (or not) should be given appropriate to the age of the students.

The geographical area in which students are allowed to wander should be clearly defined. This may be relaxed only in terms of Duke of Edinburgh expeditions/PE trekking trips although the students will need to have pre-planned their routes prior to the trip and will still be under 'remote supervision'. Emergency contact information or procedures for what to do in an emergency must be given to students.

A time limit should be set in proportion to the age of the students and anyone who returns late should understand that she might subsequently be sanctioned. Before dispersal, everyone should know where a member of staff can be found during the whole of the period, and exactly where the group is to reassemble.

Further guidance and support on this matter can be found on Outdoor Education Advisory's Panel website as recommended by Essex County Council Educational Visits Support Team.

Consideration for Foreign Visits:

If the trip include significant risks, such as challenging terrain, going to remove places or extreme climates, the Group Leader should follow the guide to the British Standard for adventurous activities outside the UK (https://www.bsigroup.com/en-GB/about-bsi/uk-national-standards-body/what-is-the-nationa-standards-body/why-standards-matter-for-consumers/comsumer-resources/) as the basis for the planning and risk assessment.

The Group Leader should consider the Foreign and Commonwealth Office's detailed guidance on safer adventure travel and volunteering overseas (https://www.gov.uk/safer-adventure-travel-and-volunteering-overseas) when organising adventure visits abroad.

Passports

Parents should be warned at least 3 months in advance if students need individual passports. For collective passports, arrangements must be made with the Passport Office, well in advance, giving details of nationality and place of birth of all group members. For groups using individual passports, the Group Leader and ETVC should keep a record of the number, date and place of issue of each passport in case it gets lost. If this should happen, the local police should be contacted immediately and an application made to the nearest British Consul, for an emergency travel document. At least 1 month prior to the departure of an overseas journey, the Group Leader should check the passports of each member of the party and ensure they have collected the Passport Number, country of issue and date of expiry via the EVOLVE+ site. For non-EU passports holders the Group Leader should check for current visas and Leave to Remain.

The Group Leader will collect and keep all passports as soon as the group has passed through passport control during any part of the journey. When staying in an hotel, passports should be deposited in the hotel safe.

Travel to other parts of Europe- Post Brexit

Further to the United Kingdom's withdrawal from the European Union, there are new travel considerations to take into account for individuals and groups travelling to Europe. For the most recent guidance trip organisers should check the British Council website: (britishcouncil.org/school-resources/exchanges/travel-guidance)

Passports

You should check that everyone has their own passport or apply for a group passport if applicable.

To be eligible to enter the European Union, Iceland, Liechtenstein, Norway or Switzerland from the United Kingdom, passports will need to meet the following criteria:

- Valid for at least a further six months
- Less than ten years old (even if it has less than six months validity left)

This rule does not apply to travel to the Republic of Ireland, where you can use your passport for entry as long as it is valid for the duration of your stay.

Group Passports

A collective (or group) passport is a way for an organised group of young people to make a trip to certain European countries (https://www.gov.uk/collective-group-passports/countries-you-can-visit) at the current time these are Austria, Denmark, France, Italy, Malta, Norway, Romania, Spain, Switzerland.

A collective passport costs £39 and takes six weeks to be processed.
Between five and 50 children can travel on a group passport. If there are more than 50 in the group, you can split the group and apply for two or more passports.

Everyone on the group passport must be a British national and under the age of 18 by the end of the trip.

Visas

As a tourist with British Citizenship, if you are travelling to most EU countries, Iceland, Liechtenstein, Norway and Switzerland for a period of less than 90 days within a 180-day period you will not need to obtain a visa. You can check the **short-stay visa calculator** (**https://ec.europa.eu/home-affairs/content/visa-calculator_en)** provided by the European Commission to check.

Different rules apply to Bulgaria, Croatia, Cyprus and Romania, therefore it is recommended to check the individual country's travel guidance page.

List of Travellers Visa scheme

Due to the changes to border regulations, the list of travellers' visa scheme is no longer be available for use. Therefore, you should check with the local consulate in said country to identify if any specific measures for non-UK/EU/EEA travellers attending a visit will need to be met. You should do this at the earliest opportunity prior to travel.
A list of ways in which to explore options for contacting overseas offices by country can be found on **GOV.UK**

Healthcare

If a valid EHIC was provided before 1 January 2021, it can still be used as normal whilst travelling in the European Union provided that it has not expired.

If you meet the following criteria, you will be eligible to apply for a new EHIC card:

- UK student studying in the EU
- Some British State Pensioners who live in the EU and their families
- EU nationals in the UK.

For most people, the UK Global Health Insurance Card (UK GHIC) replaces the existing European Health Insurance Card (EHIC) for new applications. Each individual teacher and student that are travelling will need a E/GHIC card.

Roaming Charges

It is important to notify students that rules around mobile data roaming **have changed in EU countries** . You or your students may face charges when using your phone abroad, including for making calls, sending messages or using the internet.

Check with the mobile phone providers about their data roaming policy and consider using WIFI.

Once mobile phone account reaches £45 spend in one billing period, the user must opt-in to continue.

Travel outside of the European Union

Visas

These may be required for visiting or travelling through some countries and must be applied for at least 3 months in advance. A collective passport is not always acceptable when travelling to such countries, and there may be additional or different requirements for non-British passport holders.

Health Checks

Investigation should be made to see whether inoculations are required either for the country to be visited or for those to be passed through. Although these are not usually necessary for Europe, an isolated outbreak will sometimes change the regulations and it is as well to check several weeks before travelling. Advice on health regulations is available online at www.dh.gov.uk and by following the "Travelling" link; careful consideration should be given to inoculations that may be necessary or advisable which can be arranged through family doctors. Groups should be carefully briefed on any health and hygiene precautions, which are necessary in the regions where they will be travelling.

Insurance Provider details and the level of cover provided:

The Group Leader will need to be clear on the different types of Insurance: e.g. staff, student, travel, personal belongings. The Group Leader should note that, as an Academy, Colchester County High School for Girls is not covered by ECC insurance and has in place insurance cover for off-site visits.

The Group Leader must check the trip or visit is fully covered under the School Insurance Policy via consultation with the School Business Manager as part of the Risk Assessment process. If necessary, especially due to medical conditions, parents may have to take out additional insurance for their child.

Any loss/theft of student/staff/school property should be reported to the Group Leader and the police at the time, if possible, to enable an insurance claim to be made. The school's insurers will require a copy of the report.

If the decision is made not to report immediately, for example if the party has an urgent deadline to meet, this will need to be justified to the insurers. In this situation the incident should be reported to the police as soon as possible and certainly within 48 hours.

Terrorist Threat:

In light of current terrorist threats, Group Leaders that are organising trips are advised to take note of the guidance and advice found in the news section of the National Guidance website, and also information on the Evolve website. These sites are regularly updated to take into account the current situation. For travel abroad, Group Leaders will also need to take account of advice given on the Foreign Office travel advice website.

Host families – homestay during exchange visits

Homestays provide rich learning and development opportunities. Safeguarding is paramount for any trip involving under-18s, particularly a trip overseas. It is recognised the importance of balancing safeguarding issues with a commonsense approach so that it does not prevent these kinds of activities happening altogether.

Placing students with host families raises safeguarding issues. Key to managing that risk is good preparation with the partner schools, as well as preparation of the students to educate them how to manage situations as they arise.

Before the exchange takes place, the Group Leader must work closely with the partner school to ensure that the suitability of the families to host has been considered and that the hosts are known to the partner school. The types of background checks available to schools and colleges will vary depending on the partner country. The Group Leader must have regular communication with the partner organisation and the Group Leader must share this information with parents and carers.

The government's statutory guidance *Keeping Children Safe in Education September 2024* refers to homestay with host families in Annex D.

Homestays overseas

The Group Leader should liaise with partner schools abroad, to establish a shared understanding of, and agreement to the arrangements in place for the visit. The Group Leader should use their professional judgement to satisfy themselves that the arrangements are appropriate and sufficient to safeguard effectively every student who will take part in the exchange. The equivalent to a DBS check is not available in most countries, and where checks do exist, schools may not have the authority to perform them.

The Group Leader must ensure that the host school has a procedure in place to assess the suitability of homestays and obtain confirmation of this in writing. The Host Family Stay Information Form (Appendix 6) must be completed. The procedure should then be communicated to parents and carers with their written agreement obtained to confirm they are satisfied with the hosting arrangements and the way in which the hosts have been identified.

Hosting families in the UK

A DBS certificate (with the 'barred list' option checked) should be requested in respect of UK host families for the adults who will be responsible for supervising the visiting children during the homestay in each household (in some households this might be just one person). The Host Family Stay Information Form (Appendix 6) must also be completed.

The adults who are responsible for supervision should be required to declare whether anyone they live with, or who regularly visits the household, has been barred from working with children. If this is the case, the adults will be automatically 'disqualified by association' from childcare in a domestic setting themselves, and therefore from hosting a homestay.

Parents must affirm the following aspects have been assured to their satisfaction:

- Where a visit is being arranged for the first time, or involves a significant number of new staff members, a preliminary visit has been carried out.
- Families and young people have been carefully matched and consideration given to particular aspects, including gender, diet, religious belief, and special needs.
- Hosting families are well known to the school and the host school have identified no concerns about the suitability of the host family to care adequately for the visiting child.
- The student will have his or her own bed in a room of someone of their own gender, or a separate bedroom.
- The student will have privacy whilst dressing, washing, and using toilet facilities.
- Students feel confident about how to contact supervising staff and can identify and report risks or situations which make them feel uncomfortable.
- An emergency keyword has to be agreed between students and the Group Leader/Deputy Group Leader
- Students will have access to a phone or mobile phone to contact the Group Leader or Deputy Group Leader
- Contingency measures are in place if a child needs to move from the host family.
- There is a 24-hour contact number that students and families can use in the event of concerns or an emergency and there is an invitation to the Group Leader to home visit.
- Homestay hosts have been briefed about safeguarding and what to do if a student makes a disclosure of safeguarding concern
- Leaders have daily contact with all the students
- Students, their parents and host families have been briefed about what to expect, how to make the most of the homestay, how to stay safe, and what to do if problems should arise.
- Acceptable and unacceptable activities on family days have been agreed with the host family prior to the visit. Adventure activities must not be added during the trip.
- Consideration has been given to the safety and wellbeing of the students during travel and this includes appropriate drivers and transport whilst with the host family.
- A code of conduct has been agreed – Appendix 7

Trip or Visit Emergencies:

2 members of the SLT must always be assigned to be on call for each trip or visit and if the Group Leader has any concerns or issues they should call for advice or reassurance.

Serious incidents are rare, but they do happen and can be categorised as follows:

Incident: a situation dealt with by the Group Leader, who remains in control and can cope with the resources immediately to hand.

Emergency: an incident that overwhelms the coping strategies of the Group Leader so that they have to refer to the ‘on call’ SLT person.

Critical Incident: an incident that goes beyond the coping mechanisms of the visit leadership team and the ‘on call’ SLT person.

Major Incident: declared as such by the UK Police, Foreign and Commonwealth Office or other relevant authority.

If **Critica**l or **Major Incidents** status is met the School Visit Emergency Management Plan should be invoked as is found in Appendix 4.

School Policy Links

A4 Behaviour, Rewards and Sanctions Policy
AT2 Alpha Trust Safeguarding and Child Protection
A3 CCHSG Child Protection Procedures
45 Supporting Students with Medical Conditions Policy
AT14 Alpha Trust Health and Safety Policy Manual 2024

APPENDIX 1
Consent form for school trips and other off-site activities

Please sign and date the form below if you consent for your child:

a) To take part in school trips and other activities that take place off school premises; and

b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before consenting:

- The trips and activities covered by this consent include;
  - all UK non-residential visits of a day in length or less
  - off-site sporting fixtures outside the school day
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day. This will cover the written consent for the whole time your child is at the school.

The school will inform you about all trips and visits by letter and ask for your consent via the secure EVOLVE+ site. On the secure electronic form you will also be asked to complete information regarding any condition medical or otherwise that may affect her during the visit and emergency contact details.

For residential/overseas and adventurous trips and visits written consent will be requested by letter and additional information supplied by the completion of a form on the secure EVOLVE+ site.

Please sign and date this form if you agree to the above.

Name of student ……Form ……..

Signed……..

Name of Parent/Guardian……..

Date……

This information will be held confidentially and stored electronically by the school in accordance with the Data Protection Act 2018 and the CCHSG Privacy Notice.

APPENDIX 2- Trips and Visits Summary Table – UK Day Visit (Blue forms)

Please follow the steps below when arranging your visit.

Step	UK Day Visit	Tick when completed
1	Blue paper work collected from Sharon Aves (School Office) • Approval in Principle • Financial Planning • Final approval	
2	See KSH to approve the date(s) on the School Calendar and trip discussion using the STAGED approach	
3	Check nominated names of staff on the trip with DFR. Complete PINK request form, hand to NHE.	
4	Complete 'Approval in Principle Request Form' and 'Financial Planning Form.' The Business Manager must sign and approve the planning form including deadlines for instalments if appropriate. Once completed both forms should be submitted to SAV	
5	Start completing EVOLVE process. Please see KSH for emergency contacts.	
6	Names of students wishing to attend must be discussed with relevant Head of Year to ensure appropriate arrangements are in place including any specific SEND needs. The student list should be signed by Head of Year.	
7	Prepare a draft letter and send to adminrequests@cchsg.com	
8	If a private car is being used by a member of staff to transport students please upload to EVOLVE with a copy of the driver's licence, MOT certificate and car insurance. If using the school minibus or hiring a minibus please ensure the Pre-Drive documentation from the site office has been completed and BGI has a copy of your drivers license. All hire bus documentation must go to the finance office.	
9	Completion of EVOLVE information including 'Event Specific Plan' (Risk Assessment) submitted to EVC (KSH)	
10	EVOLVE information submitted to Essex by EVC KSH	
11	Final Approval Form completed and submitted to EVC KSH	
12	Trip Pack prepared for School Office (Sharon Aves) and 2 relevant members of SLT 'on call' for the trip	
13	Financial Reconciliation	
14	Evaluation completed on EVOLVE	
15	Return all documentation back to SAV to comply with GDPR	

APPENDIX 3

Trips and Visits Summary Table - Residential or Overseas Visit (Cream Forms)

Please follow the steps below when arranging your visit.

Step	Residential or Overseas Visit	Tick when completed
1	Cream paper work collected from Sharon Aves (School Office) Approval in Principle Financial Planning Final approval	
2	See KSH to approve the date(s) on the School Calendar – including date for information evening and trip discussion using the STAGED approach	
3	Check nominated names of staff on the trip with DFR and complete PINK request form and hand to NHE	
4	Complete 'Approval in Principle Request Form' and 'Financial Planning Form.' The Business Manager must sign and approve the planning form including deadlines for instalments if appropriate. Once completed both forms should be submitted to EVC for signing.	
5	Organise and attend Governors' Student and Curriculum Committee' to present information and obtain governors approval. (Please ensure the front sheet has been signed by all)	
6	Start completing EVOLVE process. Please see KSH for emergency contacts	
7	Names of students wishing to attend must be discussed with relevant Year Leader, DSL and DFR to ensure appropriate arrangements are in place including any specific SEND needs. The student list should be signed by the Year Leader, DSL and DFR before the letter is sent.	
8	Prepare a draft letter and send to adminrequests@cchsg.com	
9	If a private car is being used to transport students please upload to EVOLVE a copy of the driver's licence, MOT certificate and car insurance. If using the school minibus or hiring a minibus please ensure the Pre-Drive documentation from the site office has been completed and BGI has a copy of your drivers licence. All hire bus documentation must go to the finance office.	
10	Completion of EVOLVE information including 'Event Specific Plan' (Risk Assessment) submitted to EVC (KSH)	
11	EVOLVE information submitted to Essex by EVC KSH	
12	Information Evening for Parents organised and held	
13	Final Approval Form completed and submitted to EVC KSH	
14	Final letter to parents ~~(if needed)~~	
15	Trip Pack prepared School Office (Sharon Aves) and 2 relevant members of SLT 'on call' for the trip	
16	Financial Reconciliation	
17	Evaluation completed on EVOLVE	
18	Return all documentation back to SAV to comply with GDPR	

APPENDIX 4 - School Visit Emergency Management Plan

Actions at the location by the Group/Deputy Group Leader:

<table>
<tr><td colspan="2">Assess the situation, establishing the nature and extent of the emergency but ensuring that the leader does not put them self at further risk and keep an accurate, real-time record of all actions as they occur.</td></tr>
<tr><td colspan="2"></td></tr>
<tr><td colspan="2">Render first aid</td></tr>
<tr><td colspan="2"></td></tr>
<tr><td>If necessary call the emergency services UK – 999, Europe – 122, USA - 911</td><td rowspan="2">Protect the party from further injury or danger. This will involve making sure all other members of the party are:
accounted for safe
adequately supervised
briefed to ensure that they understand what to do to remain safe</td></tr>
<tr><td>Call the Executive Principal /‘on call’ SLT and state the nature of the emergency.</td></tr>
<tr><td>Give your name, address/location and telephone number followed by:
the location of the incident
the nature of the incident
the names of the individuals involved
the condition of those involved and where they are located</td><td>It is probable that both staff and students will be in a state of shock, so:
remove the remainder of the party to some secure location and place under the care of a member of staff able to protect them from the attention of the press/media
if necessary, request the police to assist
calm and comfort the group and arrange for their evacuation</td></tr>
<tr><td colspan="2"></td></tr>
<tr><td colspan="2">Ensure that anyone going to hospital is accompanied by an adult.</td></tr>
<tr><td colspan="2"></td></tr>
<tr><td colspan="2">Ensure that no member of the party has access to a telephone until they are advised to do so. This may mean confiscating mobile telephones from students while the situation is being assessed.</td></tr>
<tr><td colspan="2">Do not make any statements to the press/media or allow anyone else to make statements other than expressions of sympathy. Refer all press/media to the Executive Principal /Governors.</td></tr>
<tr><td colspan="2"></td></tr>
<tr><td colspan="2">Write down all relevant details while still fresh in the memory and take photographs where possible. Include names and addresses of any witnesses. Keep any associated equipment in its original condition.</td></tr>
</table>

Actions by Executive Principal/ 'on call' SLT in the event of being alerted to a Critical Incident on an off-site visit:

STAY CALM – consider the actions you need to take and the people you need to contact to help you. Decide what immediate help you need and contact these people. These could include: • ECC School Comms Team 01245 434 745 (office hours), • ECC Press Office 03330 132 800 (office hours) 07717 867 525 (out of hours) • ECC Educational Visits team 01245 221 022 • Zurich Insurers medical/security emergency 01489 868 888
Establish communications with the agreed Establishment's Incident Controller and agree the support needed and the protocol for keeping communications open.
Delegate tasks as and when possible/appropriate to allow you to manage the situation and to allow for 'concurrent' activity.
Create a Critical Incident Response Team (CIRT) (Other SLT Members) Possible required roles/staff to include (combine if insufficient people – these roles may be shared with the establishment) • Incident Controller – with responsibility for overall control • Communications (a number of people dealing with different aspects?) • Resilience team/emergency planning officer • Press officer Logistics – arranging transportation, accommodation etc. for group and any travelling team, arranging payment for this • Resources – e.g. office space, reception for any visitors (parents, media etc), refreshments/food • Record/log keeper • Travelling Team Leader
Establish a control room with unrestricted internet access and multiple telephone lines capable of calling worldwide. Consider other means of communication such as internet, email, text, amateur radio nets, etc.
Agree with the Establishment Incident Controller a protocol for contacting the group and for maintaining links with emergency services, media, tour operators, insurance companies etc. - as appropriate. If you receive a call from the media refer them to the Essex County Council Press Office. (03330 132 800 in office hours, out of hours 07717 867 525).
Keep a log of all actions, communications and decisions including people involved and timings.
Consider whether a 'Travelling Team' is needed to provide support at the scene/in country? (e.g. Outdoor Education Adviser, counsellors, translator/linguist).
For an overseas incident - inform the Foreign and Commonwealth Office Consular Assistance team (0207 008 1500).
Make arrangements for the return or onwards travel of the party.
Arrange for the transport of parents (including provision of a suitable escort) to the scene/hospital.
Control communications and flow of information to the affected group, parents and establishment staff (beware of other staff inadvertently starting rumours circulating).
Control information to the media – via Press Officer (you and the establishment need to be clear about who is issuing press releases, holding press conferences etc., and agree a protocol for release of agreed statements.
Make arrangements for meeting the group on its return to base and for returning students to parents.
Consider the possible need for future emotional support and care for anyone involved (don't forget other staff, students and the incident response team as well as those directly involved).

APPENDIX 5 - Letters regarding Educational Trips and Visits

The initial letter must ensure that parents are able to make a 'fully informed' decision when deciding whether, or not, their child wishes to take part in a trip.

It must include (where relevant):

Topic	Check	Topic	Check
Purpose of the Trip		Which students are eligible	
Trip date(s)		Group Leader Name	
Destination		Deputy Group Leader Name	
Cost per student and initial deposit		Names of other staff attending	
Non-refundability of payments (unless 'sold on')		Arrangements for allocating places if oversubscribed	
What is included in cost (and excluded: e.g. food)		Accommodation Information	
Payment details and deadlines		Itinerary	
Refund policy following trip if contingency added to cost.		Transport Details	
Passport/Visa Requirements Passport numbers should be requested via the EVOLVE+ site		Supervision details, especially 'freetime', bedtime etc.	
Insurance Details		Health and Safety Information (inc. Parental Consent and Medical Forms) – obtained via EVOLVE+	
Particular Equipment/Clothing requirements		Date of Information Meeting for Parents with Group Leader(s)	
Expectations for Student Conduct			

There are a number of key paragraphs that letters could include and providing the School Office with the paragraph code will help in the letter construction:

Group Leader and Supervision

A1 The trip will be led by ……, with ……as Deputy Group Leader. The following staff will accompany the students ……..

A2 Students will be under direct supervision of staff at all times during the trip.

A3 There will be certain times when students are allowed free time. At these times they may be permitted to wander more freely, but in small groups no smaller than four, around easily defined areas such as shopping malls, a square or a clearly identified block of streets indicated by a map which will be given to the individual students. Student will not be allowed to wander alone or outside the defined area or leave the group without the explicit permission of staff. It is important that parents realise that individual students will not be under the direct supervision of staff at all times during the visit although staff will remain within the designated areas so they are available should difficulties arise. An emergency number will be issued to the group to be used if they get separated at any time.

Itinerary, Transport and Accommodation:

B1. **If appropriate.** This visit has [an early start/late return] and so we ask parents and students to be considerate to our neighbours and to keep noise to a minimum.

B2. Please note that supervision can only be provided on return for 15 minutes after the arrival of the coach at school. You will need to arrange transport for your childs journey home at the end of the visit.

Charging

C1. **If a trip/activity takes place wholly or partly within school hours and is NOT a residential trip or where contributions towards materials or equipment are sought.**
Although contributions are voluntary under the Education Reform Act, the School has no budget to subsidies activities of this nature and if insufficient funds are received it will not take place. In case of genuine hardship please contact the Associate Principal in confidence.

C2. **If a residential trip takes place wholly or partly within school hours OR takes place wholly outside school hours but is a necessary part of the National Curriculum, part of the syllabus for a prescribed exam that the school is preparing the student to sit, or the syllabus is religious education:**
Charges for board and lodging are permitted under the Education Reform Act. Parents in receipt of certain means-tested benefits may be entitled to remission. The total payable for activities of this type typically includes the cost of transport, professional tuition, use of facilities etc and although contribution is voluntary under the Education Reform Act, the School has no budget to subsidise activities of this nature and if insufficient funds are received it will not take place. In case of genuine hardship please contact the Associate Principal (Students) , in confidence.

C3. **Other trips/activities/residential trips:**
The charge for this activity is permitted under the Education Reform Act. In case of genuine hardship please contact the Associate Principal (Students) , in confidence.

Insurance

D1. **For trips abroad or for more than one day**
The trip is covered by the School Insurance Policy. It is a world-wide policy, covering all organised school trips, journeys and off-site events. Cover includes personal accident, personal property & money, overseas medical expenses, cancellation & disruption and personal liability. Should parents require further details of the extent and limitations of the policy, they may request a copy from the School Business Manager. Parents should note that Insurers will only entertain claims for loss/theft where the incident has been reported to the police at the time (or exceptionally within 48hours).

D2. Other trips

The trip is covered by the School Insurance Policy. Cover includes personal accident, personal property and money and personal liability. Parents should note that Insurers will only entertain claims for loss/theft where the incident has been reported to the police at the time (or exceptionally within 48hours)

Consent Form and Medical Needs

E1 Local/UK day trips or visits

If you would like your child to participate in this trip, please complete the secure electronic consent form, the link for which will be sent to you via email from EVOLVE+. The form will also request details of any condition, medical or otherwise, which may affect her on the visit.

E2 Overseas or residential trips

If you would like your child to participate in this trip, please fill in the attached consent form. Please complete the secure electronic form which will request additional information, the link for which will be sent to you via email from EVOLVE+. The form will also seek details of any condition, medical or otherwise, which may affect her on the visit.

E3 Local/UK Day visits

Does your child suffer from any condition, medical or otherwise, which may affect her on this visit? Please complete the online medical form when prompted by EVOLVE +

Behaviour

F1 The party leader reserves the right to withdraw any student from the trip if the student's behaviour and conduct, prior to departure, is inappropriate and does not comply with the school's expectations. If this happens the school will not reimburse any costs incurred.

APPENDIX 6
Exchange/Homestay Assessment of Suitability Information Form for Homestays in the UK

PART 1
to be completed by the person organising the homestay

Name of school / establishment organising the homestay Colchester County High School for Girls
Name of person organising the homestay
Contact number
Name of the visiting school / establishment
Dates of homestay

PART 2
to be completed by the host
The host is the person with overall responsibility for supervising and caring for their guest(s) during the homestay.

Your details

Name	Gender
Address	
Home phone	Mobile
Email	

If there is not enough room on this page, please continue on a separate sheet.

Details of any other adult(s) who will also have responsibility for supervising and caring for your guest(s).

Name	Gender	Age	Relationship to you

Who else lives at this residence?

Name	Gender	Age	Relationship to you

Is it possible that any visitors aged 16 or over will be left alone in private with your guest(s)? If so, please give their details.

Name	Gender	Age	Relationship to you

Have any of the people you have named been barred from working with children?

If this question raises any concerns for you, please contact the person organising the homestay in confidence (see Part 1 above).

How many guests are you offering to host?

Will your guest(s) have their own bedroom(s)?
If not, whose bedroom(s) will they share? Guests should only share a bedroom with someone of the same gender and similar age.

Will your guest(s) have access to toilet and bathroom facilities which they can lock for privacy? If not, please give details.

I understand that if I/we transport the guest(s) in a private vehicle, it must be roadworthy and appropriately insured, and the driver(s) must be agreed in advance by the organiser of the homestay. Please give the names of any proposed drivers:

I understand that any adventurous activities (including e.g. swimming, ice skating, climbing, trampolining, horse riding) I/we will provide for the guest(s) must be agreed in advance by the organiser of the homestay.

I accept that I will be responsible for supervising and caring for my guest(s) so that they are safe and secure, and I agree to any necessary checks.

I confirm that the statements above are correct.

Signature of host	Date

This information will be held confidentially and stored electronically by the school in accordance with the Data Protection Act 2018 and CCHSG Privacy Notice

APPENDIX 7 Student Overseas Visit Code of Conduct

a) Remember that whilst travelling abroad you are ambassadors for your country and CCHSG. In recent years British tourists in general and to some extent children in particular have been perceived as being poorly behaved. Remember that when you are abroad you are a foreigner in another country. The customs and cultures of countries visited will differ from ours. Please try to understand these differences and never make fun of a way of life you may not fully understand. If you have some knowledge of the language of the country visited, use it. This is an opportunity to correct that image. **Please behave in a responsible manner and be courteous at all times.**

b) If you are instructed to register with your group leader at a particular place and time please make sure you obey this instruction and be prompt. Do not stray from the party unless you have prior explicit consent from a Party Leader.

c) During your visit you are likely to have to carry your money, passport and other documents with you. Please make sure these are kept safe and are available when needed. Foreign travel may involve frequent security checks, particularly at ports and airports. Please make sure you answer any questions politely and accurately. Do not try to be humorous as this will not be appreciated by security personnel and can lead to serious consequences.

d) On occasions you may be given 'free-time' to explore part of a town. In these circumstances your party leaders will give you clear instructions as to where you may go. You will also be instructed to remain in groups of at least 4. Never stray outside the designated area and never leave one of your group on his/her own. Be particularly careful when crossing roads using crossing where there are available. Remember traffic will often be driving on the right!

e) **YOU MUST NOT SMOKE, VAPE OR DRINK ALCOHOL.** Please do not deposit litter anywhere other than in litter bins.

f) Remember that you must not attempt to bring alcohol or cigarettes through customs. If you need to carry medication please inform your Group Leader. It is also forbidden to bring back fireworks, crackers, flick knives etc.
NEVER OFFER, OR BE PERSUADED, TO TAKE ANY ITEM OR PACKAGE THROUGH CUSTOMS ON BEHALF OF ANOTHER PERSON.

g) Also remember that any form of criminal activity e.g. shoplifting, vandalism etc., would result in very **serious consequences** not only for the student concerned but also for the whole party. It could also mean that your parents would be financially liable for compensation, and even for their travel abroad, if the local police detained you. The School Insurance does NOT cover costs of this nature. **Should it become necessary for a student to return home early because of their behaviour their parents will be responsible for any additional expenses and for their supervision during the journey.**

h) If you are staying abroad, treat your hotel room with respect. Your room must be kept clean and tidy and care must be taken not to damage furniture and fittings. When you enter your room for the first time, please inspect it carefully for damage and report any to your Group Leader. If this is not done you may subsequently be held liable. If damage occurs during the visit, students responsible will be liable for the cost of repairs. **Any damage should be reported immediately to the Group Leader.**

i) At mealtimes please be punctual and try to eat the food offered. After all, one of the reasons for going abroad is to sample different foods. Good table manners are expected at all times.

j) The hotel staff will be pleased to help you. Please be polite to them at all times.

k) If you have any problems, talk to a Group Leader **as soon as the problem occurs** so that a quick solution can be found to leave you to enjoy your stay fully.

Signed: …… (Student)

I have read the letter and accompanying information to parents giving details of this visit and consent to my child taking part.

Signed: …… (Parent/guardian) **Date: ……..**

Appendix 8 Student Code of Conduct for UK Residential Visits:

a) Please behave in a responsible manner and be courteous at all times.

b) At mealtimes please be punctual and try to eat the food offered. Good table manners are expected at all times.

c) If you are instructed to register with your group leader at a particular place and time please make sure you obey this instruction and be prompt. Do not stray from the party unless you have prior explicit consent from a Party Leader.

d) On occasions you may be given 'free-time'. In these circumstances your party leaders will give you clear instructions as to where you may go. You will also be instructed to remain in groups of at least 4

e) Never stray outside the designated area and never leave one of your group on their own. Be particularly careful when crossing roads using crossing where there are available.

f) Please do not deposit litter anywhere other than in litter bins.

g) You must not smoke, vape or drink alcohol at any time on the visit.

h) Remember that any form of criminal activity e.g. shoplifting, vandalism etc., would result in very serious consequences not only for the student concerned but also for the whole party.

i) If you on a residential visit, treat your area with respect. Your area must be kept clean and tidy and care must be taken not to damage furniture and fittings. When you enter your area for the first time, please inspect it carefully for damage and report any to your group leader. If this is not done you may subsequently be held liable. If damage occurs during the visit, students responsible will be liable for the cost of repairs. Any damage should be reported immediately to the group leader.

j) If you have any problems, talk to a group leader as soon as the problem occurs so that a quick solution can be found to leave you to enjoy your stay fully.

k) Should it become necessary for a student to return home early because of their behaviour their parents will be responsible for any additional expenses and for their supervision during the journey.

I have read and understood the Code of Conduct.

Name (Student) _____**Signature** _____ **Date** _____

I have read the letter and accompanying information to parents giving details of this visit and consent to my child taking part.

Name (Parent) _____ **Signature** _____ **Date** _____

Appendix 9

COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS
FINANCIAL COMMITMENTS FOR SCHOOL TRIPS & VISITS

The cost of all trips and visits must normally be covered by the families of the students taking part. Where the trip or visit takes place during the school day the school may be able to provide partial assistance to the cost for families in receipt of certain state benefits in order to help students to participate.

For trips and visits that take place during the school day the costs will normally be covered by asking parents to make voluntary contributions to cover the expense of providing the offsite activity. It is not compulsory for students to take part in the visit but the experience will enhance their learning opportunities and provide examples to better understand the work being covered during lessons. Where a parent wishes their child to take part in the trip or visit but is unwilling to make the appropriate contribution it is likely that the entire trip will need to be cancelled as it is unlikely that the overall cost can be met from alternative sources of funding and therefore all students will be denied the opportunity that the visit would provide. For many trips the school incurs costs from 3rd-party providers or for items such as food and accommodation. In such cases part of the cost of the trip could be charged to parents but to avoid complication and confusion all charges are referred to as voluntary contributions.

For activities taking place outside the school day, or predominantly during the school holidays, the overall cost of the trip or visit is proportionately charged to parents. In some cases, particularly for large overseas trips, a proportion of the charge will provide a trip contingency fund against emergencies and the unforeseen.

In applying for a place on a trip or visit parents are committing to pay the school the agreed amounts in order that the trip can take place and staff will plan and make financial commitments on that basis. As a result, all payments are therefore non-refundable, unless covered by insurance, and in the event of a student withdrawing from the trip without good reason parents are agreeing that they may be liable for the full cost of the trip as charged to the school.

Many larger trips will require payments to be made in stages and parents are agreeing to make the minimum payments required by the published date so the school can meet its financial commitments. If parents are unable to meet a payment deadline then contact must be made to the Trip Leader in advance. If parents fail to contact the trip leader in advance of the deadline, then their child will likely be withdrawn from the trip.

In circumstances where a student wishes to withdraw from the trip, the place may be offered to another student but if this cannot be arranged payments already received will not be refunded.

For trips where an external provider is involved, additional information may be required in order for students to take part in various activities. For example, external providers organising an overseas trip may require passport information. All external providers used by the school will comply with the 2018 Data Protection Act and GDPR. By consenting to their child participating on the trip, consent is given to an external provider having access to the information which the parent has provided. Only information that the parent has provided directly to either the school, or the external provider, will be accessible.

In the case of serious misbehaviour by a student then parents will be responsible for the consequential costs and supervision of her journey home.

MEDICAL INFORMATION:
Staff supervising trips and visits need to be in a position to take full care of the young people involved and as they will be away from school will need complete information concerning any and all recent or long term medical conditions that apply. Parents must inform staff of these and must not assume that the school record will be consulted. In completing the appropriate section on the consent form please consider the following points:

- Does your child suffer from any allergy?
- Is your child currently taking any medication, can they self-medicate?
- Has your child suffered any contagious or infectious diseases within the last 3 months?
- Give details of any recent serious illnesses (within the last 6 months)
- Does your child have any long-term disability/medical condition?
- Does your child have any specialist dietary requirements?
- Does your child suffer from travel sickness?
- For adventure holidays only – is your child a non-swimmer?

Staff will require consent to authorise medical treatment on behalf of the parents and may refuse to accept a student on a trip where the medical, or other circumstances, mean appropriate care cannot reasonably be provided. It may also be necessary for parents to take out additional insurance cover, at their own expense in order for their child to take part in the trip or visit and written confirmation from a doctors may be needed confirming a student's fitness to take part in the trip.

Staff will not normally administer medication to students.

Travelling with Covid-19
As a school we will endeavor to follow the latest UK government's guidance as well as any government guidance in the countries being visited or travelled through. However, the school reserves the right to withdraw a student from the trip if at the time of travel a positive Covid-19 test result has been declared. In such an event the wider community and duty of care for all students who are travelling, is paramount. If a student is unable to travel due to a positive test parents may be able to claim through the tour operator's travel insurance. However please be advised if making a claim parents may be liable for an excess charge through the tour operator's insurance.