

THE LONDON ORATORY SCHOOL



School Journeys Policy

Approved by: A&P Committee

Date: October 14 2024

Last reviewed on: June 2026

Next review due by: August 2028

Responsibility for the operational implementation of this policy: Assistant Head with Responsibility for Journeys

1. Educational visits: policy guidance

1.1.Scope

This guidance is applicable to all those involved in the organisation of Journeys, whether residential, non-residential, foreign or domestic, sporting, CCF, Duke of Edinburgh, pilgrimages, or otherwise.

Please note procedures relating to the process for approval, execution and feeding back.

1.2.Objectives

- 1.2.1** To ensure that visits are well planned and significant risks are identified and managed and that children are kept safe at all times.
- 1.2.2** To ensure that there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable.
- 1.2.3** To ensure that those in charge of visits have the necessary competence to manage situations appropriately.
- 1.2.4** To ensure that Journeys do not exclude financially disadvantaged pupils.
- 1.2.5** To ensure that the impact of Journeys on curriculum time and on the efficient running of the School is minimised.
- 1.2.6** To ensure the costs of any trips are within the school's budget or funded appropriately by parents (where applicable).

1.3.Guidance

- 1.3.1** Learning outside the classroom environment is an essential part of our curriculum. Journeys include the following (non-exhaustive list):
 - a) Day journeys to historic sites, museums, galleries, natural features, drama productions.
 - b) Half day fixtures for sporting matches.
 - c) Language visits abroad.
 - d) Fieldwork, e.g. Geography, History, Academic Excellence.
 - e) Adventure activities, e.g. canoeing, climbing, trekking, sailing.
 - f) Pilgrimages, including supporting the handicapped through visits to Lourdes
 - g) Choir concert tours.
 - h) Sports teams.
 - i) Duke of Edinburgh Award programme.
- 1.3.2** The school calendar will list the key residential journeys and non-residential journeys that are due to take place over the coming academic year, together with planned home and away sports fixtures. In the ordinary run of events, these Journeys will have been tabled through the Calendar submission process and will have been confirmed from a Calendar perspective by the Senior Staff; by exception, for instance, where competition fixtures are scheduled at short notice, this can be waived by the Senior Staff responsible.

1.3.3 Parents will be notified in advance of:

- a) Selection of a pupil for a sports team where they will be given a list of fixtures.
- b) A pupil attending a day out on a visit, including details of any extra charge and details of visit duration.
- c) Planned journeys and visits for year groups.
- d) For residential journeys only, parents of pupils opting to participate will attend the school for a full briefing.

1.3.5 Individual written consent will be obtained where pupils are taken on a visit that:

- a) Takes place within the School day.
- b) Extends beyond the normal school day.
- c) Involves an overnight stay.
- d) Has collection from a different venue.
- e) Is an overseas visit.
- f) Has an extra cost to a parent.

1.3.6 The completed and signed consent forms will include details of how to contact a parent in the event of an emergency. The forms must be returned to the School at least 10 days before the start of the journey. Consent forms to be completed by parents:

- a) Health Form
- b) Declaration
- c) Indemnity

1.3.7 Parents are expected to support the School in ensuring that pupils follow instructions given by those in charge of the visit. Those in charge of the journey may send home early any pupil who declines to follow reasonable instructions, and/or is in breach of the School rules and Regulations. Parents will reimburse the School for such transportation, and any other costs incurred.

1.3.8 The designated member of Senior Staff responsible for Journeys will:

- a) Support the Headmaster in the process of approving visits, raising and discussing any issues in advance of approval.
- b) Ensure, as far as possible, they are spread through different age groups and the school year
- c) Check parental consent forms.
- d) Keep records of previous visits, including details of accidents and incidents.
- e) Risk Assessment

1.3.9 All new staff will receive support in planning school visits, should they be involved in the planning of such visits.

1.3.10 Every planned journey or visit will have a nominated Group Leader ("GL") who is responsible for organising and running. A deputy GL will also be nominated.

1.3.11 For residential journeys, the Senior Staff responsible will organise a briefing session for all those nominated as a GL, which will cover:

- a) Staffing protocols
- b) Charging protocols
- c) Medical information
- d) Conducting risk assessments
- e) Emergency procedures
- f) School insurance cover
- g) Budgeting for visits
- h) Circumstances when a journey may be terminated
- i) Absence management

1.3.12 Where possible, the GL will hold a valid first aid certificate or ensure that one of the accompanying teachers does.

1.3.13 School trips that are part of the GCSE or A level curriculum (i.e. Biology and Geography field trips) are paid for by the school from defined budgets, although the school can charge parents for transportation and overnight accommodation (if applicable). Parents may apply for financial assistance with these costs, which those with FSM children will definitely receive, and others at the school's discretion. The cost of other discretionary trips is either paid for from departmental budgets or charged to parents, but care should be taken in arranging expensive trips that may exclude pupils whose parents cannot afford it.

1.3.14 Where a school minibus is used, the driver must have the appropriate qualifications. If staff are transporting pupils in their own private vehicle, the driver(s) will adhere to the Drivers Policy and complete a driver's declaration form, which is retained by the Director of Finance and Operations. Staff are prohibited from transporting pupils alone in their own private vehicles.

1.3.15 Personal Liability

- a) The GL and all staff on the journey act "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do"
- b) The school, as employer of the GL will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines.

1.3.16 Insurance

- a) The school has Employers Liability Insurance of £25m and Public Liability Insurance of £30m.
- b) It also has a Risk Protection Agreement with the DfE for overseas travel that covers all visits in the UK and overseas.
- c) The Senior Staff responsible and/or GL should check when planning journeys relating to hazardous/adventurous activities for the applicability of insurance and arrange for an extension where required.
- d) The GL should ensure that they have a copy of the school travel insurance with them on the journey.

- e) Travel involving staff using their own cars is discouraged. Where this is permitted, however, cover is provided through the schools "occasional business use" motor policy, subject to staff following the Driver Policy and returning a self-declaration form to the Director of Finance and Operations.

1.3.17 Journey planning

For Non-residential Journeys, except Games Fixtures: At least 15 School Days' Notice in advance that:

For Residential Journeys: At three months in advance, it is recommended that:

- a) A Journeys moratorium is in force: 1. between the beginning of the Trinity Term and the end of public examinations 2. At the start of the Academic Year for the month of September.
- b) A charging cap of £1,500 per Journey is in force for all Journeys
- c) Visits outside of Europe can only take place every 2 years maximum and at the discretion of the Headmaster.
- d) Extra-European Expeditions organisations, such as World Challenge and Outlook, are no longer supported by the School.
- e) The School does not support Homestays, or visits that include Homestays.
- f) If a pupil is in the Schola and wishes to take part in another activity, the pupil must be reminded to: seek permission first from the Choirmaster. (N.B. Pupils in the Schola are prohibited from attending Chamber Choir Tours that clash with Schola commitments).
- g) The School Rules and Regulations Booklet will apply in full to all School Journeys, except where dispensation is made for uniform requirements.
- h) Assurance should be sought that suitability checks have been carried out for any staff or another organisation taking responsibility for the School's pupils on a site other than the school.
- i) Obtain suitable advice from Senior Staff (sufficiently in advance of departure/scheduled Journey) on suitable dates, previous experience and requirements etc.
- j) Discuss key elements of the visit, including curriculum purpose, location, transport, accommodation, activities, itinerary, number and age of participants
- k) Calculate the staff to pupil ratio.
- l) Prepare a draft itinerary.
- m) Decide the mode of transport for the whole journey.
- n) Prepare a costing for the visit, remembering to allow for the [1.3%] fee charged by Parent Pay, and including an appropriate contingency for unforeseen costs and exchange rate risk.
- o) If an adventurous activity is involved, that the provider is licensed and individual instructors possess a recognised qualification (such as the Adventure Activities Licensing Authority).
- p) If a CCF Camp that a Notice to Train notification has been issued by the MoD to the Senior Staff responsible.
- q) Obtain relevant details from the intended Activity Centre regarding acceptance of responsibility and copies of risk assessments before committing to the visit
- r) Prepare your own risk assessment.
- s) Find other members of staff who are willing to participate, remembering:

- i. male / female ratios
- ii. language skills
- iii. medical assistance
- iv. nature of activities
- v. Subject specialism
- vi. The need to ensure that one member of staff is able to supervise a pupil in the accommodation, should illness or other substantial reason prevent participation in scheduled activities

Where a full complement of subject specialist teaching staff is not available to staff the journey, all Journeys must be promoted to all teaching staff via the Monday Morning Briefing, sufficiently in advance of the Journey to enable planning. This is to ensure that all have the opportunity to access the various Journeys and are made aware of them.

- t) Staff taking part in the journey are responsible for finding replacements for any additional duties scheduled during departure. Responsibility for this rests with each individual member of staff.
- u) The School may permit parents and office staff to assist with day journeys and sports fixtures; apart from D of E Expeditions all residential journeys must be staffed exclusively by School teaching and non teaching staff, including the Chaplain and the CCF Contingent Commanders and SSI, Director of Schola, Rugby coaches etc.
- v) Where parent volunteers participate, arrange for enhanced DBS disclosure if they may have unsupervised responsibility for children.
- w) If a pupil requires financial assistance to attend the Journey, then they must apply in writing to the Director of Finance. All parents requesting such must be referred directly to the Director of Finance, with evidence of FSM eligibility or other means tests.

For Residential Journeys Only:

- x) Check that the tour company / airline is ATOL / ABTA bonded so that cover is provided in the event of the bankruptcy of the provider.
- y) Check that any *Notice to Train* has been issued, where a CCF camp/shooting journey. N.B. If the journey is a CCF camp, then a NTR must have been issued by the MoD in advance of preparations being made internally – any internal consent is subject to this notification.
- z) Undertake a reconnaissance visit to the location if the school has not visited it before, or a reference from another school where this is not possible; consult with Senior Staff responsible for this in advance.
- aa) Establish the minimum and maximum numbers for the journey to be viable
- bb) Establish any visa and medical requirements.
- cc) Establish the cost of any deposits required both for travel and the activity provider and calculate the deposit required from participants.
- dd) Check with the travel advice unit of the Foreign and Commonwealth Office depending on the location.
- ee) Prepare a written case for counter signing by the Senior Staff responsible and approval by the Headmaster

- ff) If the journey is to an Activity Centre, the GL must ensure that the Centre is licenced in accordance with Adventure Activities Licensing Regs 2004 and a copy of the licence submitted to the Senior Staff responsible with the journey documentation.
- gg) GL must use an ABTA recognised Tour Operator to book overseas journeys and residential journeys. GL must not book flights, hotels, transport independently.

1.3.18 Staff pupil ratios recommend by the DfE for off-site activities are:

- a) 1:6 for J1.
- b) 1:10 for J2-4.
- c) 1:15/20 for First Year upwards (with a larger ratio permitted for over 16's)
- d) 1:10 for all visits abroad.
- e) PGCE Students are not be included in staff to pupil ratios.
- f) NB, Before the GL makes a final decision on Staff/ Pupil ratios, the Age, Ability and Aptitude of pupils must be considered. This may result in a higher Staff /Pupil ratios.

1.4. Summary of Internal Procedures

- a.** Seeking approval/authorisation in principle
 - i. Signed permission/consent from the Headmaster is essential for all Journeys, including those during and outside of School time, subject to the timely, accurate and complete submission of the relevant forms and Risk Assessments being signed off by the Headmaster's delegate. Assistant Headmaster with Responsibility for Journeys.
 - ii. A day visit requires a minimum of 15 school days' notice.
 - iii. A residential visit must have been proposed and agreed in principle in the previous academic year, and have been submitted and approved in calendar.
 - iv. After approval, all parents are to be sent a letter outlining the journey. The letter must contain details on how places will be allocated if the journey is over subscribed. Final details of arrangements must be submitted by the Wednesday PM of the week preceding the visit or journey.
- b.** Payments
 - i. No firm commitments or payments to suppliers should be made until the budget for the trip has been approved by the Director of Finance.
 - ii. Finance Office requires two weeks' notice for Day Journeys and at least three months' notice for Residential journeys.
- c.** Notification of journeys
 - i. A provisional list of pupils must be submitted to the Senior Staff with responsibility for Journeys as soon as the Headmaster has agreed to the Journey taking place. This list will be circulated to Senior Staff and Housemasters. Confirmation of pupil participants on the Journey is subject to approval from Senior Staff. The list of pupils out on a Journey will also be placed on the Common Room Noticeboard and the appropriate coding entered into the Progresso registration system.
- d.** Submission to Calendar

- i. All dates in the published Calendar will take precedence over other Journey arrangements, in the event of a clash.
- ii. Provisional bookings for accommodation and transport are only to be made once the proposed date has been confirmed from a Calendar point of view by Senior Staff and a Journey form submitted and signed in principle.

e. Cover Notifications

- i. Subject to Senior Staff confirmation of staffing arrangements, individual staff members are responsible for organising their cover arrangements, in line with School procedures. This includes finding substitutes for their additional (non-teaching) duties; playground, Lunch Duties, Homework Centre, Station Duty etc, and making arrangement for areas of responsibility. This needs to be done sufficiently in advance of departure. The names of the substitute teachers for these duties, playground,

Houseroom etc must be recorded on the Cover Sheet

f. Travel Packs

- i. The Group Leader is responsible for advising Media Resources on the compilation of the Travel Pack, which is to include a fully charged school mobile phone, pupil lists, medical data, consent forms, Senior Staff emergency numbers, an itinerary, emergency contacts, competent Risk Assessments as a minimum.

1.5. Risk Assessment

For both residential and non-residential journeys:

- ii. GL's must complete a competent risk assessment and how this relates to the visit journey or activity they are planning. Before completing the Risk Assessment, GL must discuss the Risk Assessment with the Assistant Headmaster before. Risk Assessment must include:
 - a) Identifying potential hazards of the location being visited
 - b) Listing the groups of people that are at risk from significant hazards
 - c) Listing control measures that are in place
 - d) Allowance for hazards which may not yet be fully understood due to lack of information
 - e) Monitoring hazards during the visit
- i. The GL should ask for copies of risk assessments at the planning stage from professionally operated licensed activity centres and tour operators. These will form part of the overall school risk assessment. Outdoor activity centres must be with those licensed under the Adventure Activities Licensing Regulations 2004 (AALA). Their risk assessment must accompany the documentation.
- ii. Risk assessments from previous visits can be used as a starting point for a revised assessment, but they must never be adopted without checking for changes which may have occurred.
- iii. A Generic Risk Assessment is available in *Staff Documents* relating to sports activities, regular school visits and theatre / museum visits, CCF

1.6 Charging

- 1.6.1** School journeys are NOT intended to make a profit and must NOT incur a loss. In no case should they have to be subsidised by the School without authorisation from the Director of Finance.

The organising member of staff is responsible for the journey and should ensure that non-refundable deposit is included in the pupil charge.

1.6.2 All parental payments must be made via Parent Pay (no cash or cheques). Money may not be collected from pupils nor bookings made until the visit or journey has been approved and the list of pupils taking part has been agreed by the Headmaster.

1.6.3 No communication to parents about costs should be made before the budget for the trip has been approved by the Director of Finance.

1.7 After permission for the journey has been granted

For Non-residential: at least 15 School days in advance of departure

For Residential: at least 3 months in advance

- a) Write a preliminary letter to send to parents and guardians of the target age group (which should be reviewed by the Senior Staff responsible), outlining:
 - b) Purpose of the journey.
 - c) Programme.
 - d) Expected maximum cost.
 - e) Process for expressions of interest and date by when deposit must be paid
 - f) Parents briefing at least six weeks before departure Residential Journeys only.
 - g) Restrictions on number.
 - h) Explanation on how decision will be made if the journey is oversubscribed
 - i) Brief pupils about the visit, its dates and purpose.
 - j) Check the names of all pupils wishing to participate with their Medical Records. Discuss any requirements with Senior Staff, SENCO and Medical Needs, (including those for special educational needs).
 - k) Collect the payment for the journey (via the appropriate protocols) and arrange for accounting procedures with Director of Finance and Operations:

For all journeys and visits collection will be through *Parentpay* portal.

Once the journey has been approved by the Headmaster, the journey organiser will:

- a) Finalise a residential journey budget comprising of anticipated collection and planned expenses with the Finance Office (Sample copy attached)
- b) Provide a list of students that are eligible to go on the journey
- c) Provide a copy of the letter that goes out to the parents
- d) Advise on the instalment plan for collection
- e) Explain the foreign currency requirements
- f) Arrange with the Director of Finance to pay any deposits for accommodation, travel, activity centre etc
- g) Assign pupils to rooms

The Finance Office will setup the journey on ParentPay and provide fortnightly updates on collection to the journey organiser

Discretionary spending on the trip should be minimised by arranging as much as possible for payment to suppliers (hotels, restaurants, museums, etc.) before the trip. This reduces the amount of cash/foreign currency that is needed on the trip with the attendant risk of theft, although small amounts may be prudent for emergencies. Most discretionary spending on the trip can be made by card, which can be cancelled if stolen. Unfortunately, the school is not able to provide a prepaid travel card under its own name, but the school can transfer any anticipated spending money to a prepaid card (not a debit or credit card) held in a staff member's name.

Prepaid travel cards are available for free from many suppliers (e.g. Revolut, Post Office, etc.) and are usually linked to the holder's own bank account, so the school will transfer any required funds to the staff member's bank account and the staff member would then transfer it to the card. On return, any unspent funds can be returned to the school in the reverse way, and details of all spent money should be passed to the Finance Office. If no staff member on the trip has their own prepaid travel card, a personal card may be available from the Director of Finance.

1.7.1 For Residential only: At least three months in advance

- a) Finalise costs with the travel company
- b) Where possible check that all coaches are fitted with seat belts
- c) Confirm the cost for parents (including contingency provision)
- d) Inform parents of medical and visa requirements. Any non-British passport holders parents should be advised that it is their responsibility for ascertaining any visa requirements for their child
- e) Arrange with the Finance Office for the parents to be billed for the balance of the cost of the journey / collect the balance of the money for the journey from pupils and pass to the Finance Office for crediting to the journey account
- f) Arrange for the Finance Office to pay the travel company /airline / hotel etc with the balance required
- g) Arrange via Media Resources for the loan of a school mobile phone, with pre-paid SIM for the country to be visited from an agreed date and travel pack
- h) Brief pupils and ensure any specific advance requirements have been communicated

1.7.2 For Residential only: Six weeks in advance

- a) Currency and cash required for a journey should be requested from Finance Office at least 7 days in advance, to enable enough time to be ordered through the bank. Transfer of funds to a personal card to avoid carrying cash is permissible, subject to certain terms and reconciliatory conditions.

1.7.3 Arrange journey briefing with parents, which will cover:

- i. Itinerary, including meeting and collection points.
- ii. Contact details for hotels / hostels.
- iii. The number of the school mobile phone issued to the GL.

- iv. Kit, equipment, dress code of country and money requirements for pupils.
- v. Expected rules of behaviour for the journey and the arrangements where such rules are not followed by pupils (including possibility of sending pupils home at parents expense). This includes, alcohol, tobacco, mobile phones, etc.
- vi. Arrangements for dealing with emergencies and informing parents of them.
- vii. Arrangements for communicating with parents in the event of return from the journey being delayed.
- viii. The need to notify the school of contact with an infectious disease 4 weeks before travelling.
- ix. The reasons for why a consent form is essential.
- x. The need for a copy of each pupil's passport.
- xi. Send all parents a copy of the consent form Medical update, Parental Declaration, Parental Liability.
- xii. Confirm any catering requirements with the Finance Office. GL must not liaise directly with the catering department. Brief pupils on expected standards of behaviour and cultural differences.

1.7.4 For Residential only (except (a) below): Two weeks in advance

- a) Chase parents who have not returned their consent forms, pointing out that their child will not be able to participate unless the form is received 5 working days before departure
- b) Obtain copies of each pupil's passport
- c) Check all travel tickets and store in the school safe
- d) If needing cash/foreign currency, arrange with the Finance Office for delivery of cash or transfer of funds to a prepaid travel card
- e) Meet with accompanying staff members to discuss all practical arrangements for the journey and roles and responsibilities.
- f) Issue a Risk Assessment to all staff, and discuss contents.

1.7.5 Liaise with Media Resources to prepare central documentation and packs for each member of staff containing:

- a) The itinerary, with all addresses of locations during the journey etc
- b) The GL mobile number
- c) A list of pupils with parental contact details and medical conditions, downloaded from Progresso and updated with information from the completed *Medical Information Form* from parents
- d) Copies of all passports and travel documents
- e) Emergency contact numbers for the Headmaster and Senior Staff responsible for Journeys, Address and contact details of nearest British Consul
- f) Copy of travel tickets and insurance documents
- g) Copy of the journey risk assessment

- h) Location of nearest hospital
- i) Meet with the DSL for a Safeguarding conversation
- j) Meet with SENDCO re any pupils on Journey with SEND

1.7.6 For residential journeys: Day prior to departure / day of departure

- a) Collect tickets, foreign currency etc from the Finance Office
- b) Give journey information packs to nominated persons
- c) Give each pupil the names, addresses and phone numbers of their accommodation
- d) Remind pupils about expected standards of behaviour and sanctions if not followed
- e) Remind pupils to bring passports and ask to see a copy
- f) Collect travelling first aid kit (check contents) and travel documentation pack
- g) Collect school mobile phone and charger
- h) Collect any catering provisions

1.8 During the visit or activity: For both residential and non-residential journeys

1.8.1 Primary responsibility for the safe conduct of the visit rests with the GL. They have sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions.

For residential journeys only:

- a) Checking the fire exits, escape routes and muster points at each hotel or hostel on arrival
- b) Ensuring that every pupil walks through the emergency escape route at each hotel. It is the responsibility of the GL to check that the Fire Exits are properly signed, the routes of escape are clear and not blocked, here are fire alarms in communal and private areas and that the fire evacuation procedures are adequately displayed.
- c) Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
- d) Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
- e) N.B. Mobile phones are not usually permitted on Journeys. If mobile phones are deemed necessary on the Journey:
 - i. Permission must be sought from the Headmaster,
 - ii. Phones must be they must be collected before pupils go to bed
 - iii. Phones may be returned after breakfast the following day
- f) Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
- g) Enforcing expected standards of behaviour
- h) Looking after (or reminding pupils to look after) passports and valuables
- i) Storing cash, travellers' cheques and tickets in the hotel safe
- j) Keeping an account of all expenditure

k) Recording all accidents and near misses

1.9 Illness or minor accidents Medical advice must be sought from a qualified medical staff. This does not include staff who are First Aid trained.

For residential journeys only:

1.9.1 If a pupil has a minor accident or becomes ill, the GL, or another member of staff, will take him/her to the local hospital or clinic. If the journey is outside the UK, he/she will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken bone) the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. The GL will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment - as opposed to minor cuts and bruises. The school must also be informed of any illness or accident.

1.9.2 If a child is unwell staff must:

- a. Contact the pupil's parents immediately
- b. Ensure that the pupil is checked at least every 30 mins by a member of staff/or stay with the child depending on severity and practicalities
- c. Contact medical advice, either through A&E in the host country or other medical services that may be available
- d. Notify the School using the EMERGENCY CONTACT Numbers of Senior Staff. Senior Staff on the Emergency Contact list may be contacted 24/7. GL must not wait for a convenient UK time.

N.B. no matter how seemingly harmless an illness may appear staff must remain vigilant as conditions can deteriorate rapidly and unexpectedly

1.9.3 GL must read the Insurance Travel Policy wording carefully and carry a copy of the documentation with them. The contact number must be kept separately and also inform a colleague. GL may wish to send the insurance details to parents so they have transparency of what is provided in case they wish to supplement the cover in any way.

1.9.4 The DfE Risk Protection Agreement, who insure us for overseas travel, need to be contacted in the first instance, or as soon as is reasonably possible, for any event that may give rise to a claim. Their emergency contact number is:

Emergency Contact Details: 0203 475 5031

They have a 24/7 contact number and in order to settle claims their procedure must be followed. In an emergency it is clearly the most important thing to call an ambulance or whatever action is needed. However, at the earliest opportunity engage the travel insurance on the contact numbers. They will log the incident which means the insurance is activated but more importantly they can assist in certain circumstances.

1.9.5 Whatever the circumstance where insurance needs to be evoked, never admit any liability and keep all receipts for expenses incurred. Do not make major decisions such as repatriation, or expensive transfer costs without discussing it with the insurers first.

1.9.6 In all cases where a pupil is ill or injured and requires medical attention Senior Staff must be informed immediately.

1.10 Emergency procedures

For residential and non-residential journeys:

1.10.1 In the event of an accident resulting in injury of any pupil or member of staff, the GL first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital.

1.10.2 After ensuring that the rest of the group are safe and looked after, the GL will:

- a) Inform the Headmaster or on-call member of the Senior Staff of what had happened
- b) Investigate the circumstances immediately
- c) Where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the Headmaster are maintained.
- d) Arrange for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas.
- e) A full record/log should be kept of the incident, the injuries and of the actions taken.
- f) Where possible, communication with the media should be left to the Headmaster. The GL will refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

1.11. Delayed return

For residential and non-residential journeys:

- iv. If the return from a visit is delayed, the GL will contact Reception, Senior Staff and/or all parents via the loan mobile. The loan mobile should have had all parent contact details uploaded. The GL is responsible for ensuring that the parent contact details have been uploaded to the loan mobile, with support from MRO. Senior Staff will ensure that the School website is updated with the information regarding the delay.
- v. Senior Staff will ensure that the School website is updated with the information regarding the delay.

1.12. Safeguarding disclosures on Journeys

1.12.1. If a pupil makes a safeguarding disclosure on a Journey:

- about a pupil, member of staff, or other adult on the actual Journey itself, then the Group Leader will need to notify the DSL and Senior Staff immediately and await further instruction.

OR

- about a pupil at School, member of staff, or another child or pupil not currently on the Journey, then the Group Leader will need to notify the DSL and Senior Staff immediately and await further instruction.

1.13 On Return

For residential journeys:

- a) The GL will provide Assistant Headmaster with a report on the journey.
- b) The GL will return all school property (together with a report of any lost or damaged property).

- c) The GL will return any unused cash or credit to the Finance Office
- d) The GL will produce a schedule of all expenditure on the journey. Unused balances will be returned to the parents by way of *Parentpay*.
- e) The GL will:
 - i. Provide names of pupils who had paid but could not go on journey
 - ii. Ask the Finance Office to refund the journey surplus to parents.
 - iii. The Finance Office will refund the amount through *Parentpay*
 - iv. Provide all expense receipts for the visit
 - v. Submit a signed Income and Expense statement for the journey (sample attached/available from MRO). Analysis sheet from PS
 - vi. In case of a loss discuss the reasons with the Finance Office.

1.14 Report for Governors

- 1.14.1** The Headmaster may elect to report to the Governors on Journeys, via a synopsis of all the school journeys and visits that have taken place since the last visit. The Assistant Headmaster responsible for Journeys will invite the GL to draft a short report for this purpose, and for the review and appraisal of residential journeys.

CHECKLISTS - NON – RESIDENTIAL

Please attach or provide evidence of the following:

Item	Attached √ or X. If not attached provide a further note e.g. date and time of meeting
Risk Assessment	
Printout of medical information	
Confirmation of no Schola clashes / exemptions granted by Director of Schola	
Correspondence with parents	
Final list of pupils • Notice board in SCR • Copy with reception	
Confirm any catering with Finance Office.	

For office use only

Permission granted by Senior Staff	
RA approved	
Updated on journeys spread sheet	
Email sent from Media Resources	

Residential

Please attach or provide evidence of the following

Item	Attached ✓ or X. If not attached provide a further note e.g. date and time of meeting
Safeguarding meeting with DSL (two weeks out)	
Group Leader has read LOS Journeys Policy	
Finance Office notified	
Risk Assessments	
Medical notes from Progresso and updated with medical information from parents	
Confirmation of no Schola clashes / exemptions granted by Director of Schola	
Correspondence with parents	
Final list of pupils • Notice board in SCR • Copy with reception	
Confirm any catering with Finance Office.	
If not previously visited location reference from another school	

For office use only

Permission granted by Senior Staff	
Competent RA approved	
Updated on journeys spread sheet	
Email sent from Media Resources	

APPROVAL CHECKLIST - NON RESIDENTIAL

Risk Assessment	Appropriate measures are in place	
Staffing ratio	Appropriate for journey	
Medical/SEND	Discussion of journey with SENDCO and Deputy Headmaster responsible, Collection of any medication stored at school. Collection of any medication sent in by parents	
Safeguarding	Approval of staffing gender mix Discussion with regards to safeguarding and mobile phones and cameras All arrangements comply with various policies	
Travel or transport	Arrangements are appropriate	
Parental consent	In place	
Funding/Budgeting	In accordance with protocols set out in Journeys policy and discussion with Finance Office	
Emergency	The journey leader has sufficient funds and an effective means of communication	
Activities	Assurance that the provider holds a licence as required	
Notice to Train	For CCF Camps/Visits only	
Third party providers	Check have been appropriately selected	
Contact point during journey for updates and emergencies	Notified and on file	
Pupil attendee list	Submitted	
Curriculum time	Considered	
Final decision	Visit is appropriately prepared and should take place	

APPROVAL CHECKLIST - RESIDENTIAL

Risk Assessment	Appropriate measures are in place The risk assessment should also consider the implications of one of the leaders/helpers becoming incapacitated either before or during the journey. Risk assessments should consider how the party might respond to a serious incident, including identifying any emergency procedures for contacting sources of help. Children should be involved in practical risk assessment and decision-making to help them become “risk aware”	
Staffing ratio	Appropriate for journey	
Medical/SEND	Discussion of journey with SENDCO. Collection of any medication stored at school Collection of any medication sent in by parents.	
Safeguarding and supervision	Approval of staffing gender mix Discussion with regards to safeguarding and mobile phones and cameras All arrangements comply with various policies Consideration of sleeping arrangements Does the leader possess the personal attributes needed to take responsibility for this particular group? Consider the ratio of experienced to novice supervisors. If an incident occurs, it is likely that, as a minimum, a different competent person would be required for each of the following activities (a) dealing with the incident and any casualties (b) going for help (c) leading the rest of the party to safety.	

Activities	Supervision on educational visits needs to be 24 hours per day 7 days per week. The precise nature of and planning for 24/7 supervision should be risk based, for instance taking account of the environment and the maturity of the children Qualifications and competence checked where necessary For adventurous activities and residential visits, a meeting with parents is required so that they can hear first-hand from the leader(s) about the proposed activities and contingency arrangements	
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	and can ask questions. Involving pupils in a pre-visit and/or post-visit presentation to parents can provide a useful opportunity to develop their understanding of potential risk and add to the visit's educational value. It is essential that prospective leaders are familiar with all relevant guidelines, including relevant guidance on outdoor and open water activities, and seek expert advice if necessary If the activities include swimming, prior parental consent for swimming is essential important and should ask about the child's swimming ability. This gives the leader objective evidence about their ability, rather than relying on verbal information from children who may be tempted to exaggerate, particularly in front of their peers. Leaders should make sure that they have sufficient local knowledge	
Travel or transport	Arrangements are appropriate	
Parental consent	Where required, is in place	
Funding/Budgeting	In accordance with protocols set out in Journeys policy and discussion with Finance Office	
Preliminary visits	If required, have taken place.	
Insurance	Suitable insurance is in place	

Emergency	The GL has sufficient funds and an effective means of communication	
Activities	Assurance that the provider holds a licence as required	
Third party providers	Check have been appropriately selected	
Contact point during journey for updates and emergencies	Notified and on file	
Pupil attendee list	Submitted: • Notice board SCR • Reception	
Curriculum time	Considered	
Final decision	Visit is appropriately prepared and should take place	

School Journey at LOS Check List

Day Visit

PRE- APPROVAL	Submitted	Returned	Notes
Look at online calendar for available dates – avoid clashes with relevant events			
Day – Journey form submitted to MYS 15 days in advance			
Draft Budget drawn up and approved by Director of Finance			
Letter submitted to MYS with Journey form & approved by HM			
JOURNEY APPROVED			
Collection of money via ParentPay arranged with Finance Office (2 weeks / 3 months)			
List of pupils receiving financial support agreed with Finance Office			
Collection of Money via ParentPay			
Risk Assessment completed & to MYS (by Thursday of the week beforehand)			
Check Pupils on Arbor for relevant information: medical / contact details			
DAY OF JOURNEY			
List of pupils on notice board			
List of pupils & contacts at reception			
Collect First Aid Kit, Inhaler, Epipens, other medication			

Overnight (Residential) Visit

PRE- APPROVAL	Submitted	Returned	Notes
Bid for dates in calendar at the end of preceding academic year – once approved some initial bookings can be made			
Journey form submitted to MYS at least 3 months in advance			
Letter submitted to MYS with Journey form & approved by HM			
JOURNEY APPROVED			
Letters out to eligible pupils – application process			
Pupil Names to MYS for approval by Senior Staff and HSMs before places confirmed			
Collection of money via ParentPay arranged with Finance Office (at least one week before payment schedule begins)			
List of pupils receiving financial support agreed with Finance Office			
Risk Assessment completed & to MYS (by Thursday of the week beforehand)			
Overnight Journeys - Declaration Forms distributed & collected by GL – returned to MRO:			
• Parental			
• Health			
• Indemnity			
Overnight Journeys - Submission of full itinerary			
TWO WEEKS BEFORE JOURNEY			
Liaise with curriculum secretary for travel packs			
Up-to-date contact list for Senior Staff			
School mobile telephone collected & number communicated to parents			
School camera			
Pupil & Parent briefing			
DAY OF JOURNEY			
List of pupils on notice board			
List of pupils & contacts at reception			
Collect First Aid Kit, Inhaler, Epipens			