



WESTMINSTER UNDER SCHOOL

Trips and Visits Policy

Written by:	MPK
Version number:	V9.0
Effective date:	June 2024
Approved by:	Audit, Risk and Compliance Committee
Audience:	Governors, staff
Summary of changes	<p>Following this year's policy review, MPK feels that it is not appropriate to adopt one policy for the two schools.</p> <ul style="list-style-type: none">• Guidance on administration and planning a trip through the Trips and Visits section on WUSMIS.• Safeguarding in accommodation Risk Assessment• A new section on sustainability• Appendices
Next review date:	June 2025
Person(s) in charge of review:	Assistant Master, Extra-Curricular

Contents

Introduction	4
Responsibilities.....	4
The Master	4
Assistant Master, Extra-Curricular.....	4
Trip Leader.....	5
Guidelines	5
Teachers	5
Parents.....	6
Pupils.....	6
Planning for an Educational Visit.....	6
Guiding Principles to consider when planning a trip.....	7
Flights and Sustainability	7
Finances for the Trip.....	8
Staffing	9
First Aid Provision.....	10
Pastoral matters.....	11
Staff Driving.....	12
Duty of Care	12
Mobile Phones and use of Electronic Devices.....	12
Pupils.....	12
Staff.....	13
Communication with Parents and Consent.....	13
A Part Day Trip Within school hours (7:45-17:00), and no cost to parents	14
A Full Day Trip Within school hours (7:45-17:00)	14
Outside of School Hours and Cost to Parents	14

Communication with Parents whilst on a trip.....	15
Communication with Pupils and Pupil Conduct.....	15
Communication with Staff attending the visit	15
Communication with the Wider Staff Body	16
Disability and Special Educational Needs	16
Risk Assessments.....	16
Individual risk assessments	16
Risk Assessment and Staff Information Packs.....	17
Data Protection	17
Critical Incident Management	17
Accidents on a Visit	18
Contact with the Media.....	18
Trip Evaluation	18
Appendix A: Checks required to be carried out on Activity Providers who do not hold a Learning Outside of the Classroom Award.....	19
Appendix B: Critical Incident Plan.....	20
Appendix C: Day Trip Planning Checklist	22
Appendix D: Homepage for the Trips and Visits webpage on WUSMIS	23
Appendix E: Trip Summary Page for a Part Day Trip	24
Appendix F: Residential Trip Planning Checklist	25
Appendix G: Residential Trip Planning Checklist	26
Appendix H: Educational Visit Financial Approval Form	27
Appendix I: Trip Overview Form printed from WUSMIS.....	28
Appendix J: Sample Individual Risk Assessment.....	29

Introduction

We are very grateful to the staff at Westminster Under School for organising an exceptionally large range of education trips and visits in the UK and overseas. These trips are extremely beneficial to the pupils, enhancing their learning experience as well as furnishing them with cultural and pastoral opportunities that cannot always easily be provided solely within a classroom setting.

The levels of risk that are encountered on trips outside the confines of the school are clearly enhanced. This document sets out how staff should plan and carry out these trips, to ensure the safety and welfare of pupils and staff taking part in the trip.

Staff should familiarise themselves with the following documents upon which this policy is based:

- [DfE guidance for Health and Safety on Educational Trips](#)
- [OEAP National Guidance](#)
- [HSE guidance on School Trips](#)

Staff should also be familiar with the following School policies:

- Safeguarding Policy
- Data Protection Policy
- Staff Code of Conduct
- First Aid Policy
- Administration of Medicines Policy

Responsibilities

The roles and responsibilities for the safe and effective management of Educational Visits are as follows.

The Master

The Master has overall responsibility for all trips and visits, although much of this is delegated to the Assistant Master, Extra-Curricular. The Master authorises and signs Risk Assessments for all residential trips and liaises with the Assistant Master, Extra-Curricular with regard to trips. If The Master runs a trip, the authorisation for the trip needs countersigning by the Assistant Master, Extra-Curricular, who will also sign off the Risk Assessment.

Assistant Master, Extra-Curricular

The Assistant Master, Extra-Curricular is responsible for the implementation of this policy and is the first point of contact for staff who are planning trips. They are also responsible for ensuring that staff have sufficient training and support to be able to discharge their duties as a Trip Leader effectively. For any trip that the Assistant Master, Extra-Curricular runs, the Master assumes the

responsibility for authorisation and signing the Risk Assessment. The Assistant Master, Extra-Curricular is the School's designated EVC.

The Assistant Master, Extra-Curricular has regular training with the Royal Geographical Society (or similar organisation) related to educational visit updates.

Trip Leader

The Trip Leader is responsible for the timely planning and preparation of all paperwork, with help from the Assistant Master, Extra-Curricular if required. Comprehensive guidelines are given to all Trip Leaders and they liaise significantly with the Assistant Master, Extra-Curricular prior to the trip to ensure that all planning for the trip is complete to a high standard and that expectations are understood.

The Trip Leader is in sole charge of the trip from the moment the group leaves the confines of Westminster Under School to the moment the group arrives back onto school premises, or other mutually agreed location (e.g., an airport or a train station).

The Trip Leader is responsible, as far as reasonably practical, for the safety and conduct of the group at all times, following the agreed itinerary.

The Trip Leader should evaluate the trip and feed back to the Assistant Master, Extra-Curricular with any incidents, near misses or comments that could be useful for future trips.

Guidelines

These guidelines have been prepared in accordance with the requirements outlined in the following documents:

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

<https://www.hse.gov.uk/education/school-trips.htm>

Teachers

Teachers will do their best to ensure the health and safety of everyone in the group and act as any reasonable and prudent parent would do in the same circumstances. They will:

- follow the instructions of the Trip Leader and help with control and discipline;
- consider stopping the visit or the activity, notifying the Group Leader, if they think the risk to the health or safety of the pupils they are responsible for is unacceptable;

- be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader.

Parents

Parents authorised by the Trip Leader are welcome to accompany day trips provided where space and logistics allow, however they are guests and are acting simply as a set of additional eyes and ears for the Trip Leader, helping to ensure the smooth running of the trip. They have no legal authority and are not DBS checked, and should therefore never be left alone with any child who is not their own, in line with the School's Policy on Visitors. They should be briefed by the Trip Leader before the trip about the itinerary and expectations.

Pupils

Pupils have a responsibility for their own and to look out for their peers' welfare. Boys have a responsibility to listen to instructions and to behave in a sensible manner, following the School Rules as they would normally at school.

Planning for an Educational Visit

All trips should be planned well in advance, although the timescales will vary depending on the complexities of the trip; a simple walking trip to a museum or art gallery, which is a regular destination for a department, can be effectively planned and carried out safely with a few days' notice, whereas the planning for any overseas trip should start at least a year in advance.

Potential visits must first be discussed with the Assistant Master, Extra-Curricular. This will include significant elements such as

- Dates of the trip; to avoid other big school events – liaison with the Deputy Master will be required initially.
- Proposed staffing to ensure correct ratios and skillsets, including members of staff qualified in First Aid.
- Any potentially dangerous activities.
- Accommodation, where applicable, including that staff and students are not sharing rooms nor toilet facilities.
- Approximate cost of the trip.
- Confirmation that the trip provider holds a LotC certificate or equivalent ([LotC Checker](#)) and are ABTA/ATOL members. If a provider does not hold a LotC certificate there must be checks carried out, as detailed in Appendix A.
- An awareness of the environmental impact: carbon offset costs for flights will be included in the trip budget. The Senior Management Team will review trip proposals which involve flights or activities that may negatively impact the environment.

After an initial discussion with the Assistant Master, Extra-Curricular the Trip Leader should complete the relevant sections of the Educational Trips and Visits webpage on WUSMIS to gain an Agreement in Principle from the Assistant Master Extra Curricular. This is a new system and all trips must be managed through the Trips and Visits section of WUSMIS.

Guiding Principles to consider when planning a trip

Curriculum, Year Group, or compulsory trips that usually take place in term time will usually stay within the UK. Some exceptions may be made but these will be considered on a case-by-case basis.

Elective, departmental and other specialist trips (which often extend into school holidays) may involve overseas travel – these types of trips require significant extra planning, increased staffing ratios and a longer lead to time to plan. Careful consideration will be given to the educational validity of any overseas visit.

Each trip should have a clear purpose and each activity should be carefully planned so that the overall purpose of trip can be achieved. The purpose of each trip and activity will vary depending on the nature of each trip, but unstructured time led by non-specialists should always be avoided.

Once agreed by the Assistant Master, Extra-Curricular for day trips and the Master for residential trips, the Financial Secretary will then be able to book the trip.

The following key actions should be taken, Appendix C has the day trip and Appendix D has the residential trip planning checklists.

- Liaise with the assistant Master, Extra Curricular regarding the documentation required for the trip.
- Arrange a visit to the site if not previously used; overseas trips through external providers will normally include the cost for a short familiarisation visit. This visit should only be carried out by employees of Westminster School and the visit is authorised by the Assistant Master, Extra-Curricular. It will need discussing in full before any visit takes place.
- Identify if inoculations are required for the trip.
- Ensure that the Bursar's Secretary is aware, through the Assistant Master, Extra-Curricular, of any hired vehicles (at least 3 weeks in advance) to ensure that the correct insurance is in place.
- Through the Assistant Master, Extra-Curricular, ensure that anyone intending to drive the school minibuses as part of the trip is on the Authorised Drivers List and are legally allowed to drive the vehicle being used. Details are provided in the document 'Driving for the School' on Aptus.

Flights and Sustainability

The School is mindful of its responsibility towards sustainability and mindful of the environmental impact of educational trips and visits. It is the School's intention to reduce the environmental impact of all trips. Appropriate environmental offsetting schemes will be considered, and parents will be

given the opportunity to engage with suitable environmental impact reduction schemes such as carbon offsetting projects or similar.

Some airlines and tour operators offer carbon offsetting and environmental impact reduction schemes, and these should be considered when planning a trip. If these are not appropriate or not available, trip leaders should use other calculators and providers (for example [Carbon Neutral Britain](#)) to analyse, and then subsequently reduce, the environmental impact of the trip. Trip leaders may factor these schemes into the overall cost of the trip. The Financial Secretary and Assistant Master Extra Curricular should be consulted during this process.

Briefing letters to parents should clearly state what is being done to reduce the environmental impact of the trip. It may be appropriate to request additional voluntary contributions from parents for environmental impact offsetting projects.

Where a new trip is proposed which includes a long-haul flight, members of the Senior Management Team will review the itinerary of the trip and the following will be taken into key consideration when deciding on the trip's suitability:

- Is there a clear and meaningful educational aim for the trip?
- Is there a short-haul destination that would fulfil the aims of the trip satisfactorily?

Finances for the Trip

Finances for the trip should be calculated using the Trips and Visits Finance Form.

Things to consider when completing the form are:

- Costs of accommodation
- Food not included in the package (allow up to £20 per meal for staff and up to £15 per child)
- Any additional activities that are not included in the package
- Travel to and from the airport for pupils, if meeting at School
- In the instance of early start or late finishes to trips, staff may need to have taxis provided if public transport is not a reasonable means to get to school or home with luggage
- A small surplus for treats/prizes at the end of the trip, if appropriate
- A reasonable contingency fund, in agreement with the Assistant Master, Extra-Curricular
- A familiarisation visit, normally paid for by a company if taking a package. No familiarisation visit should take place without the knowledge and agreement of the Assistant Master, Extra-Curricular

Trips should be carefully budgeted to ensure that

- they deliver the desired experience safely at the best possible price, bearing in mind that many families do not have large amounts of disposable income
- the stated likely cost of trip is, except in exceptional and unavoidable circumstances, will

likely be adhered to. A trip budget should be checked by Assistant Master, Extra-Curricular ahead of the trip and the projected cost to the parent be agreed. Where trip costs exceed the projected cost to parents by more than £100, the Assistant Master, Extra-Curricular should be informed before disbursement of costs is undertaken.

Once a trip or visit is complete, a detailed record of expenditure, supported by receipts, must be submitted as soon as is practicable to the Financial Secretary.

The cost of day or part-day trips is usually added to pupils' bills at the end of the term, in which the activity takes place. Details of the pupils concerned and the amount to be added to each bill should be emailed to the Financial Secretary as soon as possible and at least two weeks before the end of term. Where the cost of such an activity is likely to exceed £30, parents should be made aware of this in advance and given the option for their child not to take part.

For residential trips which are elective, a deposit of at least 50% of the total cost of the trip should be obtained before confirming a pupil's place on the trip. In some instances, a deposit of less than 50% may be collected if the Trip Leader is confident that all places will be filled and the school will not have to foot the bill for places that have not been taken up. The balance should be collected well in advance of the trip departing.

In the instance that Trip Leaders need large quantities of currency to take with them this should be split up and carried by different members of staff so that no member of staff is carrying more than the maximum amount covered by the school's insurance policy. The Financial Secretary will advise staff of this before the trip departs. It is preferable for the school to transfer the funds to the member of staff so that staff can use contactless payments for items whilst on the trip.

Staffing

Teaching staff are expected to involve themselves fully in the co-curricular life of the School. This includes accompanying or organising trips. Most members of teaching staff organise and accompany such trips on the basis of personal interest and enthusiasm; as a minimum, members of the teaching staff should expect to be available to accompany at least one extended duration trip per academic year, departmental capacity permitting.

Admin and Support staff may from time to time wish or be asked to accompany or organise trips or visits. This is encouraged but is at the discretion of the Master, whose agreement must be sought in advance.

Appropriately vetted volunteers may also, on occasion, be asked to accompany trips or visits. Where this is envisaged, the advice of the Assistant Master, Extra-Curricular should be sought. All adults taking part in a residential trip must be on the School's Single Central Register.

If a child of a member of supervising staff is on the trip, then that member of staff counts towards the staffing ratio only if the member of staff's child is at the School and part of the cohort that is going on the trip.

If the spouse / partner of a member of supervising staff is going on the trip then they can be counted in the staffing ratio if they:

- Agree to provide duty of care
- Have received an enhanced DBS check
- Have been given permission to participate by the Assistant Master, Extra-Curricular.

If the spouse / partner of a member of the supervising staff is going on the trip together with their child, but that child is not part of the cohort, then the spouse / partner cannot be counted as part of the staffing ratio nor be expected to have duty of care for Westminster Under School pupils.

Staffing should be discussed with the Assistant Master, Extra-Curricular at the early stages of planning to ensure appropriate ratios and skills. There are no set ratios required in law, (a ratio of at least 1:10 is a good starting point) but the tripler and Assistant Master, Extra-Curricular should consider the following:

- The nature and duration of the visit and the planned activities
- The location and environment in which the activity is to take place
- The nature of the group, including the number of young people and their age, level of development, gender, ability and needs (behavioural, medical, emotional and educational)
- Staff competence
- The consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time
- The availability of a native or fluent speaker on a trip to a country where the main language is not English
- First Aid provision
- Any specialist skills, such as sports coaches on a sports tour

No trip should ever be accompanied by a single member of staff, as in event of an incident involving that member of staff, there is no one to manage the incident. It is always a good rule of thumb to ask if the trip would still be safe if any individual member of staff becomes indisposed.

The trip should ideally be staffed by teaching members of staff, although admin and support members of staff may accompany trips.

Consideration should also be given to having a 'reserve' member of staff on standby if the trip would not be viable in the case of a member of staff having to drop out at short notice.

First Aid Provision

National Guidance for First Aid on Educational Visits can be found [here](#).

The nature, duration and distance from school will all affect the level of First Aid cover required for a school trip and the trip leader should discuss what level of cover is required with the Assistant Master, Extra-Curricular at the initial planning stage.

The following are three examples of reasonable cover:

- A 2-hour walking trip from school to the Tate Gallery: No specific First Aid cover is required for this; the levels of risk are not enhanced compared with activities that happen in the school day such as walking to Church or swimming.
- A full day Geography field trip to do field work in a rural location: at least one member of staff should hold an EFAW certificate as there is a reasonable chance that if an incident occurs, there may be a requirement to stabilise an injury and reassure the casualty while waiting for an ambulance.
- A one-week overseas residential trip: this would normally require at least one member of staff to hold a FAW certificate or similar qualification with duration of more than one day.

On some trips, it might be appropriate for the Trip Leader not be the designated First Aider; in a critical incident the role of the trip leader is to manage the situation and other pupils, whilst the First Aider's role is to preserve life and prevent further injury. When planning a trip consideration should be given to this role. The designated First Aider should liaise with the Medical Administrator, who will provide an appropriate First Aid kit for the risk associated with that trip. The First Aider is also responsible for ensuring that they have spare AAIs and inhalers for pupils with allergies. The First Aider should also check that those pupils are carrying their inhaler or AAI on all trips out of school, however simple.

Approximately three weeks prior to the departure of any trip involving an overnight stay, the trip leader, first aider and Day Matron should liaise on all medical matters, including medical conditions of participants, along with, where relevant, details of any medication and / or care plan and / or Personal Emergency Evacuation Plan (PEEP) that may be in place for the pupil(s) concerned. The trip leader should ensure that this information is stored securely and is shared with other staff accompanying the trip, who have supervisory responsibility. The information should be safely disposed of as soon as the trip or Expedition is complete. Trip leaders should also ensure that completed parental consent forms are scrutinised carefully before departure, in case of disclosure of any additional or new medical conditions.

Any medicines other than inhalers and AAIs require a pupil's parents to have completed a Permission to Administer Medications form. These forms are available on Aptus.

Pastoral matters

Two to three weeks prior to the departure of any trip involving an overnight stay, the Assistant Master Extra Curricular, Trip Leader and, if necessary, the Deputy Master (and DSL) and Assistant Master,

Pastoral will cross-reference all participants against the Pupil Concerns Log to consider appropriate strategies, if required, for the monitoring and management of concerns relating to pupils taking part in the trip. Should a concern be of sufficient seriousness to call into question the wisdom of a pupil's participation in a particular trip, a collective decision will be made as to the next steps.

Staff Driving

Staff driving school Minibuses as part of a school trip must liaise with the Assistant Master, Extra-Curricular about the suitability of using a school minibus. The Trip Leader should book the minibus through the Assistant Master, Extra-Curricular.

Staff driving any hired vehicles should read the Hiring a Vehicle guidance on Aptus.

The use of private vehicles should be avoided. If a private vehicle is to be used for school business, the owner of the vehicle must provide the school, through the Assistant Master, Extra-Curricular with a copy of the MOT, tax and appropriate insurance.

Duty of Care

On residential trips there is limited time away from pupils though a rota may be employed where staffing allows to allow for some *down time* away from direct supervision. Trip Leaders should devise a detailed duty rota giving staff who are accompanying the trip clear guidance as to their roles and duties whilst on the trip. At all times during a trip, teaching, admin and any support staff should act in a professional manner and be in a position to care for a child, or otherwise to be called upon at short notice, at all times.

Mobile Phones and use of Electronic Devices

Pupils

The policy on the use of mobile phones and electronics depends on the type of trip and the age group of the pupils. In general, mobile phones are not used by boys in Years 3 –5 as they do not come to school or go home by themselves: the use of mobile phones becomes more prevalent in Year 6 onwards.

Normal day trips do not require mobile phones and they should be left at school, turned off as usual. Should a pupil have to bring a mobile phone, for instance because they are going straight home afterwards without coming back to school, then it should be switched off, as it normally would be in school.

Residential trips in term time take place regularly with Years 3 to 8. These trips do not ordinarily require electronic games or mobile telephones – parents are routinely informed by email that the group has arrived safely and are also given an emergency number which they can contact at any time. It is made clear to parents in the first trip letter that this is the policy. If electronic devices

were to be found on a visit, then the device will be taken by the Trip Leader and returned at the end of the trip. Where remote supervision is employed, i.e., where boys leave the teachers for an agreed amount of time in groups, the Trip Leader will, where appropriate, distribute School Pay- as-you-Go telephones which pupils can use to call the Trip Leader in an emergency. Where any remote supervision is employed, this will be taken into account with the risk assessments written as part of the trip documentation.

Holiday trips are often longer and further, and it is understandable that pupils and parents might want to contact each other. Where this is the case members of staff on the trip would hold these phones and arrangements would be made whereby pupils have access to the devices at agreed times, e.g., during supervised recreation time in the evenings or during part of a visit when boys are separated from teachers, i.e., remote supervision activities. Similarly, when boys are on an exchange visit, guidance should be given to the family looking after the individual boys.

During any visit, should a boy have a genuine reason to contact home then the Trip Leader will facilitate this.

In all cases the rules for each trip should be made clear to parents in the form of the standard trip letter to parents and additionally to pupils in the standard pre-trip briefing. In all cases bringing of electronic equipment is at the family's own risk.

Staff

Staff should be in possession of a mobile phone at all times whilst on any school trip, so that help can be called for if required.

Staff should have the telephone number of the SMT member who is the Base Contact at school saved as a contact in their phone.

Staff are encouraged to have downloaded the 'What 3 Words', which is a very quick and accurate way to communicate a location to the emergency services.

Staff should not use their mobile phone for taking pictures of pupils at any point. The school's iPads or electronic cameras should be booked by the Trip Leader for this purpose. Staff should not take photographs of pupils who have been opted-out of being photographed and in good practice is that pupils should have a choice of whether to be photographed or not, e.g., 'Come over here if you want to be in the photograph.'

Devices are returned to School and photographs are uploaded onto the School's servers and/or Aptus to be kept.

Communication with Parents and Consent

All trips require parents to be informed about the details of the trip, even for a walking visit to a museum, although not all require explicit consent. There are essentially three types of trip and the

following sets out what level of information and consent is required.

A Part Day Trip Within school hours (7:45-17:00), and no cost to parents

Information letter with timings, location and purpose of the trip. No explicit consent needed.

A Full Day Trip Within school hours (7:45-17:00)

Information letter with timings, location and purpose of the trip. Parents are able to provide electronic consent using the Trips and Visits section on WUSMIS. Evidence of authorisation should be retained until the following term, in case a parent raises a query over an item added to the school bill.

Outside of School Hours and Cost to Parents

A detailed information letter to include a draft itinerary, address of the accommodation, details of the activities and educational objectives of the trip. A full *Parental Consent Form* needs to be completed by parents on the Trips and Visits section of WUSMIS.

For all residential trips a briefing meeting for parents should be offered a few weeks before departure. Parents are often anxious when their children are staying away from home, and this is an opportunity to allay any fears. This briefing should include a detailed, finalised, itinerary, details of the daily activities and potentially some photos from previous trips or a familiarisation visit.

The Briefing Letter and Meeting (where appropriate) should cover all the following points:

- The exact time and location of the start and end of the visit
- Method of transport
- Address and Telephone number (if possible) of the trip destination
- Name of the Trip Leader and other staff members going on the visit
- The name and phone number for the Base contact for the visit and with information to say that the Base Contact is the primary point of contact, but that they should only be contacted in an emergency
- An itinerary for the trip. This should be detailed and comprehensive and should only be altered due to unforeseen circumstances, such as extreme weather or transport failure. This should include the activities that the pupils will undertake, and the parents should have the opportunity to withdraw their child from these activities on the understanding that the child may then need withdrawing from the trip
- Total cost of the entire visit to parents
- A reminder that school rules apply at all time on visits and the potential consequences of poor behaviour
- Kit List
- Advice on spending money
- Clarification that the School's insurance policy is available to view on the School's Aptus site
- Information about GHIC cards (if required)

- Appropriate Visa advice (if required)
- The mobile phone policy for the trip (see above). It can be useful to ask the parents if they want to have a phone call from their child mid-trip or not
- The Base Contact's contact details (mobile/landline) should be included in all briefing documentation

Communication with Parents whilst on a trip

For extended UK and overseas trips, the trip leader should send an email to the Assistant Master Extra-Curricular to confirm that the group has arrived at the trip location safely. For residential trips, Trip Leaders should aim to email parents when they have safely arrived at their destination. Trip Leaders should provide a daily brief update via email with a small number of photographs highlighting the activities of the day. Trip Leaders should email parents on the final day to confirm arrival times and communicate any anticipated delays.

Communication with Pupils and Pupil Conduct

The Trip Leader should brief the boys at least one day before departure. Pupils should be given the opportunity to ask questions, where appropriate. The precise information given to pupils will depend on their age and the complexity of the trip but pupils should always be specifically briefed of what to do if they get separated from the group. If they are going abroad, they should be given 'Lost and Lonely' cards at the point of departure which will have the mobile telephone number of at least two members of staff participating in the visit and additionally a UK-based telephone number, usually the designated Base Contact.

The School Rules apply on all School trips. This should be made known to pupils in the pre-visit briefing and to parents in the visit information letter. The consequences of repeated poor behaviour should also be made clear in both the Parental Consent Form and in the visit information letter.

Any significant disciplinary issues should be recorded in the Trip Evaluation form, as this may affect both staffing considerations for future trips, or in extreme instances the pupil's future participation in school trips.

Communication with Staff attending the visit

The Trip Leader and the accompanying staff should hold a briefing meeting at least a week prior to departure. This should include information about travel arrangements, pupils with medical or dietary needs, specific activities while on the trip, sleeping arrangements, where appropriate, and any contingency plans made if the itinerary has to change due to unforeseen circumstances. Colleagues should have an opportunity to ask questions. The following points should be covered:

- Check that all staff have each other's mobile phone numbers and the Base Contact number.
- All staff are aware of those with key roles (Trip Leader, Assistant Trip Leader, First Aider).

Communication with the Wider Staff Body

- A list of all pupils attending trips in term time should go into a Daily Briefing email and be placed on the eNoticeboard on the MIS (unless it is a whole year group or a whole class).
- All colleagues should be informed that the trip is taking place by discussing it in a pre-school staff briefing at least a week prior to the visit.
- The following should also be informed in good time:
 - the Deputy Master for purposes of cover
 - the Director of Music to arrange music lessons around the trip
 - the Bursar's Secretary, through the Assistant Master, Extra-Curricular, to ensure that all insurance arrangements are in place
 - the School Chef

Disability and Special Educational Needs

The School will make every effort to include disabled pupils and pupils with special educational or medical needs on educational visits, whilst maintaining the safety of everyone in the group.

Special needs of any kind will be taken into consideration in the risk assessments and planning undertaken in advance of the visit and appropriate measures will be implemented.

Accompanying staff will be briefed specifically so that they are prepared for any implications of attending pupils who have SEND, physical or emotional issues that need consideration. The Group Leader will have responsibility for ensuring appropriate communication with the Head of Learning Development and accompanying adults. If a pupil has particular medical needs these will be identified by the Medical Administrator, and a detailed briefing protocol will be produced for the accompanying staff. Non-standard medication will be carried and stored by staff, rather than the pupil, and a routine of 'surgery' times will be established so as to ensure medication is dispensed appropriately – keeping a written record in the same way as would be applicable on the School campus. Boys, as they do in School will carry their own inhaler and AAIs. Where necessary, the Day Matron will provide relevant training to accompanying adults so that a particular pupil's medical needs can be catered for.

Risk Assessments

Individual risk assessments

There must be a specific Risk Assessment, signed by the Trip Leader, for each activity undertaken. Risk Assessments from an activity centre may be used if they are deemed to be comprehensive by the Trip Leader and additionally by the Assistant Master, Extra-Curricular. Centres and providers that have the LotC certificate do not need to provide their Risk Assessments nor does the Trip Leader need to request them. Completed Risk Assessments not related to centres or providers, e.g., transport arrangements, are to be included in the Trip Pack.

Risk Assessment and Staff Information Packs

A complete copy of the Trip Summary section from the Trips and Visits section of WUSMIS should be printed off by the trip leader, after being signed-off by the Assistant Master, Extra-Curricular (and The Master for residential trips). This should also be taken on the trip.

Trip leaders of all residential trips should complete the Individual Risk Assessment - Safeguarding accommodation including hotels, dormitories and bedrooms and this should be included in the final trip paperwork and trip leaders pack.

Essential information about the trip can be accessed from the Trips and Visits section of WUSMIS. Trip Leaders should avoid printing all of this information off, unless they are going to a destination where access to the Internet is not possible. .

Data Protection

It is important that staff are well informed about the pupils whom they are taking out of School, however the protection of this data must also be considered. The Trip Leader oversees distributing relevant information to staff. Depending on the length of the trip this may include confidential information about pupils' medical and dietary requirements as well as contact details of parents. The Trip Leader is responsible for distributing this information as well as collecting it in again at the end of the trip so that it can be shredded. Staff should be informed of this issue during the pre-trip briefing. This is in accordance with the School's Data Protection policy. Electronic copies of all documents relating to the visit should be saved in the relevant folder on Microsoft Teams for inspection and audit purposes.

Critical Incident Management

The Trip Leader in particular, but ultimately any member of staff on a trip must be familiar with the '*Emergency Card*', which is part of the '*Trip Pack*' and should have ready access to it at all times on the trip. This document is included in Appendix B.

If while out on a visit a critical incident takes place, whether affecting part of the party or takes place in the vicinity of the party, the Trip Leader or member of staff at the scene of the incident should remain calm and follow the procedures listed on the '*Emergency Card*'.

After coordinating with the Assistant Master, Extra-Curricular or the Master, it is highly likely that the trip would be cancelled, even if the group was not in the proximity of the incident. The entire group would then make their way as quickly and directly as possible back to School e.g., by taxi.

If a group was out on a visit while the School was in lockdown mode, i.e., an incident was occurring near the School, they, like all members of staff, would receive a text message to alert them of this. The group should stay where they are if safe to do so and make arrangements for the boys to go home-this would involve contacting the parents of all boys on the visit.

Accidents on a Visit

In the event of an accident the member of staff who witnessed, or was the first on scene, should fill out an accident form on WUSMIS as soon as possible. For serious accidents the Trip Leader should liaise with the Bursar to ascertain whether a RIDDOR report is required. RIDDOR reports may only be made by the Master or the Bursar.

Contact with the Media

In event of a major incident on the trip it is possible that the media will show interest in reporting the incident in a negative light, as has been shown in recent years with other high profile independent schools. If contacted, the Trip Leader should not decline to comment using vocabulary such as 'no comment' as this can be misrepresented by the media. Instead refer all media enquiries to the Master.

All staff have been provided with guidance on contact with the media and the key points are:

- No pupils in the group should speak to the media.
- Pupils should not have unsupervised use of mobile phones or other devices
- Names of those involved should not be given to the media under any circumstance as this could cause distress to their families.
- Nobody in the group should discuss legal liability with other parties.

The Master will deal with the media at the School end. They will notify the Bursar who will communicate with the Governing Body as appropriate.

Trip Evaluation

All trips should be evaluated after the trip concludes for educational merit, meeting the aims of the trip and for incidents or near miss incidents. This should lead to a conversation with the Assistant Master, Extra-Curricular to decide if the trip should be repeated, modified or replaced in the future.

The Trip evaluation form for staff can be found in Appendix G.

Appendix A: Checks required to be carried out on Activity Providers who do not hold a Learning Outside of the Classroom Award

The full guidance from the Department for Education is available [here](#), but if unsure staff should liaise with the Assistant Master, Extra-Curricular about whether their trip falls under this remit, or is exempt.

If an organisation does not hold the badge, the school must check that they are an appropriate organisation to use. This could include checking:

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

The school should have an agreement with them that makes it clear what everyone is responsible for. This is especially important if they'll be taking over supervision of the children.

Appendix B: Critical Incident Plan

The National Guidance for Leaders in Emergencies and Critical Incidents can be found [here](#). The Immediate Actions of the Trip Leader are:

The Visit Leader should take charge of an incident and follow the agreed Emergency Procedures unless and until relieved by the emergency services or by an appropriate member of employer/establishment staff. If the Visit Leader is incapacitated, all members of the visit leadership team should be able to take charge and to at least initiate the Emergency Procedures.

The Visit Leader should:

1. Assess the situation, establishing the nature and extent of the problem but ensuring that they do not put themselves or others at further risk.
2. Make sure all members of the party are:
 - a. accounted for;
 - b. safe;
 - c. adequately supervised;
 - d. briefed to ensure that they understand what to do to remain safe;
3. Allocate roles to other leaders and/or suitable participants. An effective emergency response requires several things to happen at once and the Visit Leader cannot attend to casualties, ensure that others in the group are moved to a safe place and kept safe, call for help from the emergency services, instigate the Emergency Procedures and keep notes of the incident all at the same time.
4. If there are injuries, take action to establish their extent and give appropriate first aid. Aim to:
 - a. Preserve life;
 - b. Prevent the condition worsening;
 - c. Promote recovery: treat for shock; reassure and keep warm.
5. Contact the appropriate emergency service(s) – in the UK dial 999 or 112 for the police, fire and rescue, ambulance or coastguard (for mountain/cave/mine rescue ask for the police); if overseas, ensure that your Emergency Procedures include the appropriate numbers. They will guide you through the information they need but this will include:
 - a. Your name and the name of the group/establishment;
 - b. Location;
 - c. Nature of emergency and number of injured persons;

- d. Action taken so far .
6. Alert your Emergency Contact. You may be in shock and need support. News travels fast and your establishment/employer will need accurate information.

Appendix C: Day Trip Planning Checklist



Day Trip Pack Contents

For your day for day trip please make sure you have completed the following

- ◇ Trip overview form – completed by the trip leader and generated by The Trips and Visits page on WUSMIS
- ◇ All relevant RA's completed
- ◇ Complete list of boys
- ◇ A print off of (or electronic access to) the Medical List for Day trips (obtained from WUS MIS)
- ◇ Emergency Procedure check list and summary
- ◇ Itinerary for the day
- ◇ Copies of all letters sent to parents

Appendix D: Homepage for the Trips and Visits webpage on WUSMIS

Westminster Under School MIS
Logged in: Matt Kerr [Logout]
[Home] [Webmail] [Aptus] [Office 365] [MFA Link] [Change Password]

Expeditions

Whole Day Trip UK	Extended UK Trip	Part Day Trip	Extended Overseas Trip
-----------------------------------	----------------------------------	-------------------------------	--

Trips + Visits guidelines

These pages will enable you to produce all the documents that are required for your trip. In some cases it also sends the information automatically to those who need it - this is explained where necessary. Please ensure that you have read the following documents, which are all available on SharePoint:

- Guidelines on taking pupils out of School, which are included in the School's Educational Visits Policy.
- The School's Travel Insurance Policy.
- Guidelines on minibus use The School's Motor Insurance Policy.
- The Trips + Visits Insurance Product Information Document.

Click on the headings above to go to the appropriate page. Further guidance is given there. You can also see the progress of the documentation for your trip by using the Check List link. You can print all the information at any time by using the PrintTrip Information option from the Check List menu.

Base Contact

The central base contact number is **020 782 15788** and this number will divert to the Base contact for the trip if the trip extends beyond the working day divert this number to whichever member of SMC is base contact at the time.

Briefing Letter for overnight stays

A template for briefing letters is [available here](#).

UK Trips, Sports Fixtures and Trips + Visits

Whole Day Trip UK

A whole day trip is one which takes place for the whole day or extends beyond normal School hours. Day Trips require the Assitant Master Extra curricular's permission. If adventurous activities are contemplated the Master's permission is also required.

- The Master's approval form should be filled in and submitted to the Assitant Master Extra curricular who will tell you when approval has been given.
- Fill in details of hired minibuses if necessary.
- Consult the Financial Secretary if you are embarking on adventurous activities which are excluded by the terms of the Insurance Policy.
- Compile a pupil list. This will also enable you to send Consent Forms to parents electronically.
- Write a briefing letter and upload this to the website. Guidance is given on the Briefing Letter page.
- Send the briefing letter to parents.
- In advance of the trip departing, sign out one of the School's mobile phones from Reception and ensure that the number is given to all trip participants and their parents.

Extended UK Trip


Extended Trips in the UK require the Master's permission.

- The Master's approval form should be filled in and submitted to the Assitant Master Extra Curricular.

Appendix E: Trip Summary Page for a Part Day Trip

Navigation icons: Home, Back, Forward, Search, Refresh, Print, Share, Copy

URL: wusmis.westminster.org.uk



Westminster Under School MIS
Logged in: Matt Kerr [Logout]
[Home] [Webmail] [Aptus] [Office 365] [MFA Link] [Change Password]

Expeditions

Whole Day Trip UK Extended UK Trip Part Day Trip Extended Overseas Trip

Part Day Trip Check List

The trip will not be approved by the Assistant Master Extra Curricular unless you complete the Risk Assessment for all the activities in your trips.

Choose which Trip/Fixtures to review:

2024, May 23, Greenwich , Museum Visit, 09:30

Trip Leader: Glenn Horridge

Section	Status	Action
Part Day Trip Permission	Completed	Edit
Risk Assessments	Completed	[Edit][View Log]
Assistant Master Initial Approval	Initial Approved on 15 Mar	[Initial Approval]
All Accompanying Staff	Completed	Edit
Staff Declaration Form	All eForm Completed	[Print All] [View All] [Reminder]
Hired vehicles (e.g. minibuses)	Nil return	[Edit]
Registration of Pupils	Completed	Edit
List of Registered Pupils	Completed	Print
Briefing Letter	Optional	Upload or Edit Guidelines
Informing Parents	Email Sent!	Email Parents (Part Day) View Logs
Essential Trip Documents	Completed	[View]
Medical Information Review	Completed	[Check]
Assistant Master Final Approval	Final Approved on 22 May	[Final Approval]
Trip Summary	Completed	[print]
Financial Form		Financial Form
Mark as Archive		[Click]

Appendix F: Residential Trip Planning Checklist

Trip Leaders should use the following check lists as an aide memoire for planning and embarking on a residential trip.

Documentation you should have access to either on WUSMIS or in printed form	Notes/comments
<i>Trip Summary Form</i>	
Contact Details form for pupils and staff	
List of pupils	
A copy of any letters given to parents	
Risk assessments for each activity, signed	
Map of the area(s)	
Collated medical and dietary details	
Insurance Details and Emergency Procedure Check List	
A staff briefing document setting out duties and expectations	

Additional documentation, where applicable	Notes/comments
An itinerary for more complex trips where boys visit different sites	
<i>Financial Details</i> form	
Signed <i>Parental Consent</i> forms authorisation for each child. (on MS Form)	
<i>Hiring a Minibus</i> (driven by staff) form	
<i>Foreign Visit</i> form (with supplementary passport details form)	

Appendix G: Residential Trip Planning Checklist

Residential Trip Checklist

1. Things to do to prepare for the trip

- Have an 'in-principle' discussion with Assistant Master, Extra Curricular.
- Ensure the Activity Provider holds a Learning outside the Classroom (LoC) certificate.
- Complete an '[Educational Visit Consent Form](#)' and an '[Educational Visits Financial Approval Form](#)'
- Write an initial letter to parents with timings and outline details such as the aim of the trip and an estimated cost. This must be checked by the Assistant Master, Extra Curricular and the Deputy Master.
- Book any transport required.
- Complete a Full Trip Pack for the Leader and Partial Trip packs for other members of staff. These can be either paper or downloaded onto an iPad provided it is password protected.
- Brief staff who are attending the trip.
- Arrange a meeting for parents a couple of weeks before the trip departs.
- Write a detailed letter to parents that includes contact details, an itinerary and guidance on clothing and money that boys will need.

2. Things to take on the trip

- One (possibly two) Full Trip Packs including contact details
- Partial trip packs for other staff
- First Aid kit and spare AAls and inhalers. Checks should be done before departure to ensure boys are all carrying their own.
- Fully charged mobile phone.
- School phone or iPad for taking pictures
- Passports/Visas/Residency documents for all staff and boys

3. Things to leave in the School Office

- Partial Trip Pack

4. Things to do after the Trip

- Return all Trip packs to Reception
- Complete and Incident or near miss reports
- Write a short report for Acta Adrianna
- Complete a '[Trip Evaluation Form](#)'

Appendix H: Educational Visit Financial Approval Form

The electronic version of this can be found [here](#).

Trip Description:		
Date of Departure:		
Date of Return:		
Trip Leader:		
Number of Pupils		
Expenditure:		
	Details	Total Cost (numbers only)
Accommodation		
Travel/Transfers		
Food		
Activities		
Staff Transport		
Treat/prize money		
Contingency		
Familiarisation Visit		
Other		
		Grand Total: 0
		Total Cost per Pupil #DIV/0!

Petty Cash requirements: Please give approximate amounts and currencies if relevant.	

	Date:
Approved by Assistant Master, Extra-Curricular:	
Approved by Master: (Residential)	
Agreed by Finance Secretary:	

Appendix J: Sample Individual Risk Assessment



WESTMINSTER UNDER SCHOOL

Individual Risk Assessment – Safeguarding in accommodation including hotels, dormitories and bedrooms

Significant Hazard	People at Risk	Control action to be taken	Severity	Likelihood	Risk S
Sharing Bathrooms	Pupils	<p>Pupils will be briefed about how to behave in shared accommodation. Only one person is allowed in the bathroom at any time, unless the facilities are communal. Pupils will be reminded about common decency and respecting other people's personal privacy. Staff to be present and moving around during bedtimes and periods where the boys are showering.</p> <p>Corridors to be supervised for an extended period in the evenings until dorms/rooms are quiet.</p>	3	1	3
Physical/verbal and sexual abuse in the dormitory	Pupils	<p>Pupils will be briefed about their behaviour and conduct on the trip. This includes adhering to all of the school rules. If anyone witnesses or suspects that abuse of any form has occurred or is at risk of occurring, then they will inform any adult immediately.</p> <p>All staff receive annual safeguarding training and pre-trip briefings reinforce these expectations.</p>	3	1	3
Illness/troubles during sleeping hours	Pupils	<p>Pupils will be shown the location of the staff bedrooms and pupils will be assigned to a particular teacher, who is normally located the closest to their rooms, for the duration of the trip. This person acts as the first point of contact for all pastoral matters whilst on the trip.</p>	2	1	1
Domestic accidents (falling over in the bedroom, bumping into furniture)	Pupils	<p>Pupils briefed to obey house rules and reminded on the need for responsible behaviour. Pupils to be made aware of different electrical sockets/voltage, not going out on balconies, etc.</p>	2	1	2