

		
Kingsmead Academy T/A Kingsmead School	POLICY TITLE:	External Visits
Committee/Person Responsible for Policy:		Assistant Head Teacher: Head of Lower School Provision & Progress sub-committee
Date Approved by Governing Body:		April 2022
Date of Last Review:		Term 4 2021/22
Next Review Due:		Term 4 2022/23

Introduction:

Kingsmead has a strong tradition of curriculum enrichment.

During their five years at school, Kingsmead students have the opportunity to get involved in a wide range of extra-curricular activities, study visits, trips and exchanges. Some of these cost little or nothing; others require a considerable financial commitment.

All external visits from Kingsmead should be planned to follow our core values:

- Care
- Aspiration
- Respect
- Determination

i) Care

Student and staff safety are crucial when planning and accompanying any school trip.

ii) Aspiration

External visits can have a dramatic and positive effect on the aspirations of young people. In many cases a trip may act as the catalyst for improved academic achievement, a lifetime interest or even professional fulfilment.

iii) Respect

As well as equipping our students with academic and vocational qualifications for their future studies and careers, we aim to make an important contribution to their personal and social development. We strive to foster responsible citizenship and respect both on a local and on a global level and our enrichment activities focus on this. All trips should have clear educational objectives and must be evaluated on completion.

iv) Determination

The new experiences gained on an external visit contribute to the development of students' ability and determination to overcome difficulties both in and out of school.

Getting involved in as many opportunities as possible will ensure that students have fun, are challenged, take on responsibility, are mature and have a rich and valuable school life.

Whilst this policy seeks to apply appropriate legal requirements and best practise it is the responsibility of all those involved in the organisation of any School visit or trip to be familiar with the requirements set out by the DfE in the following documents:

- Outdoor Education Advisors Panel <https://oeapng.info>
- Health and Safety: responsibilities and Powers (DfES/083/2001)
- Standards for LEAs in Overseeing Educational Visits. Part 1 of a 3 part supplement to Health and Safety of Pupils on Educational Visits (DfES/0564/2002)
- Standards for Adventure. Part 2 of a 3 part supplement to Health and Safety of Pupils on Educational Visits (DfES/0565/2002)
- A Handbook for Group Leaders. Part 3 of a 3 part supplement to Health and Safety of Pupils on Educational Visits ((DfES/0566/2002)
- Group Safety at Water Margins 2002
- Health and Safety of Pupils on Educational Visits: a Good Practice Guide 1988 (reprinted in 2001).

Copies of these documents can be downloaded from the HSE website at:

<http://www.hse.gov.uk/education/visits.htm>

- Appendix i Zambia Exchange
- Appendix ii Home School Agreement for staff on residential trips
- Appendix iii Home School Agreement for students on residential trips.

Abbreviations used in this policy:

- SLT – Senior Leadership Team
- EVC – External Visits Co-Coordinator
- EVA – External Visits Administrator

The safety of students and staff during all educational visits is of paramount importance and we strictly follow our guidelines for overseeing these trips.

Specific General Responsibility

It is the responsibility of:

- The Governors, through this and other policies, to ensure the Health and Safety of staff, students and others visiting and helping at Kingsmead. This will be achieved by assessment of documentation and signing the authorisation delegation for responsibility for CAT A trips to the Head Teacher or EVA. Governors will approve trips overseas and/or involving an overnight stay.
- The Head, together with the Educational Visits Co-Coordinator, to ensure that those leading the trip are competent to do so. It is the responsibility of the Head to recommend to Governors whether the visit should proceed.
- SLT to access the impact of the trip across the whole school before approval.
- The Trip Organiser, assisted by the EVC and EVA to ensure that all those involved in the trip are kept informed and that appropriate permissions and guidance are both sought and given to the staff, parents, students and volunteers involved.

Role of the External Visits Coordinator

April 2022 – External Visits policy

Author: Assistant Head Teacher: Head of Lower School

- Support the Head and governors with approval and other decisions.
- Ensure competent people lead or otherwise supervise a visit; NQTs should not be the named leader. Less experienced colleagues leading a trip should be supported by more experienced colleagues.
- Assess the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience.
- Organise the training of leaders and other adults going on a visit.
- Organise thorough induction of leaders and other adults taking students on a specific visit.
- Make sure that the Disclosure and Barring are in place as necessary.
- Review systems and, on occasion, monitor practice.
- Use the model forms in Health and Safety of Pupils on Educational Visits (HASPEV) that can be adapted for school use. Some of these forms will be adapted where functions are exercised by the EVC rather than by the head teacher; ensure that arrangements are in place for the governing body to be made aware of visits so that questions can be asked as necessary.
- Ensure that arrangements are in place for the educational objectives and quality of experience of a visit to be inclusive, to be stated in the pre-visit documentation, and to be made known to all relevant parties.
- Be aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships.
- Ensure that there are contingency plans, for example the implications of staff illness and the need to change routes or activities during the visit.
- Ensure evaluation forms for all trips are completed by the trip leader and discussed at SLT business meetings.
- Ensure that visit evaluation is used to inform training needs. Further staff training should be made available where a need is identified.
- Help to ensure that serious incidents, accidents and near-accidents are investigated.
- Ensure teachers are made aware of and understand our guidance on emergency planning and procedures. Training and briefing sessions must be provided for school staff.
- Ensure that the school has emergency procedures in place in case of a major incident on an educational visit. These should be discussed and reviewed by staff. Ensure that pupils, parents, group supervisors and others are given written details of these procedures.
- Ensure that the school contact has the authority to make significant decisions. He or she

should be contactable and available for the full duration of the visit 24 hours a day. He or she should be able to respond immediately at the school base to the demands of an emergency and should have a back-up person or number.

- Establish a procedure (by the use of Firefly and the school's social media accounts) to ensure that parents are informed quickly about incident details through the school contact, rather than through the media or pupils.
- Check that contractors have adequate emergency support procedures, and that these will link to school emergency procedures.

EVC Competence

The member of school staff designated as the EVC should be specifically competent to manage all the educational visits proposed for Kingsmead School.

Role of the External Visits Administrator

- Support the EVC and staff leading external visits.
- Work with the group leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- Obtaining quotes, budgeting for the trip, covering for absent staff where appropriate, and making relevant bookings.
- Check school diary, update school notices with all trips going out each half term for staff information.
- Ensure completion of Exeat A form.
- Getting SLT approval for proposed visit. SLT will discuss and confirm the staffing for each visit.
- Ensure that bookings are not completed until external providers with either a Learning Outside the Classroom Quality Badge or that they have met all the necessary assurances e.g. DBS, Insurance etc. Also, ensure that specific items in the risk management - for example, overnight security, room and floor plans - are checked prior to departure.
- Ensure the trip organiser reads the relevant parts of the DfE publication Health and Safety of Pupils on Educational Visits (principally section 9) to ensure that all relevant matters are covered.
- Sending letters to parents stating the details of the trip, the cost along with our policy on refunds and the deadline for applications. Our refund policy from Summer 2014 is the non-refundable deposit cannot be returned. A date will be set for the major trips after which any instalment payments cannot be returned. Students who are not able to go on trips due to medical reasons should be able to claim monies paid through insurance. If as a school we take a student off a trip a full refund will be made. Where parental consent is not established through ParentPay, it is essential that the tear off slip is received completed and signed for all participants as this also acts as parental consent, collecting parental consent and medical form for overnight and overseas visits, collect in and photocopy passports and EHIC/GHIC.

April 2022 – External Visits policy

Author: Assistant Head Teacher: Head of Lower School

- Liaise with the Finance Department on collection of money for trips and remind students who have not paid. The Director of Finance & Operations must be informed well in advance of the trip if payments which we are legally entitled to demand are still outstanding.
- Issue a bar code for students to pay who cannot access ParentPay. The bar code should state the date payment must be made by.
- Discuss general Health & Safety implications with the EVC.
- Check the organiser of the activities holds the appropriate licence (Adventure Activities Licensing Authority, 17 Lambourne Crescent, Llanishen, Cardiff CF4 5GG) or accreditation.
- All category B visits, overseas/ hazardous trip requests that have been approved by SLT are to be sent to the Governors for final approval (with a deadline of 7 days) before the trip is launched.
- The trip organiser should advise the EVA of concerns if insufficient interest has been shown to allow the trip to go ahead. If minimum numbers have not been reached, it will not generally be appropriate to extend the deadline and the trip will be cancelled.
- Pass to the EVC and the party leader a list of students involved, including their tutor groups highlighting any medical issues. The EVC and party leader should consider behaviour issues.
- Pass to the EVC, Heads of Year and Assistant Head Teacher: Inclusion a list of all students involved on residential trips to check if there are any safeguarding issues.
- Ensure medical forms/passports/EHIC/GHIC cards are in place as required.
- Appoint emergency contact and complete emergency documents.
- Mobile phone – top up and charge up ready for visits.
- Organise the emergency arrangements and ensure there is an emergency contact for each visit, which must include the school mobile number assigned to the party leader.
- Keep records of individual visits including reports of accidents and ‘near-accidents’ (sometimes known as ‘near misses’).
- Ensure that visits are evaluated to inform the operation of future visits.
- Arrange for the recording of accidents and the reporting of death or disabling injuries as required. Accident and incident records should be reviewed regularly, and this information used to inform future visits.

Health and Safety

- Consider issues arising from the Academy’s Risk Assessments and, in conjunction with the EVC, prepare Risk Assessments to cover special features of the trip.
- Discuss any special considerations arising from students and staff medical conditions.

April 2022 – External Visits policy

Author: Assistant Head Teacher: Head of Lower School

- Ensure that the Trip Organiser will take a mobile phone on the trip, in case of students becoming separated from the group, and that the students know the contact number and school number. The phone must be on at all times, 24 hours a day for residential trips.
- A member of SLT not on the trip will be the designated emergency contact. This member of staff should handle all contacts with the media; **no-one on the trip should speak to the media.**
- Ensure that the staff ratio to students is suitable given the activities to be undertaken (see below). Students will be divided into groups and supervised by a member of staff or adult helper who will be responsible for the welfare of the students.
- Kingsmead is required to satisfy itself as to the suitability of the accommodation used. DfE guidance lays down that an exploratory visit should generally be undertaken prior to the main visit. However, this will often not be possible due to time, cost or location constraints, in which case accommodation should be booked through a specialist provider of educational trips, which should be asked for its assessment of the suitability and safety of the accommodation to be used.
- **Mobile Phone Policy** – students can take mobile phones at their own risk. However, on residential trips phones will be taken from students in the evening and returned in the morning. This will not be the case for exchange trips such as Zambia.

Staff Ratios

- It is a requirement that there is an appropriate level of supervision at all times.
- Ratios to be calculated based on appropriate numbers per trip.
- The level of supervision must be based on appropriate risk assessments carried out for the individual trip (e.g. London Science Museum and Paignton Zoo stipulate 1:10 ratio).
- For the avoidance of doubt, staff are classified as employees of Kingsmead School, Governors and employees of the venue to which the trip is being made who are monitoring, or taking part in the activity. They must include at least one qualified teacher.
- Staff does not include volunteer parents, and particular consideration must be given where staff are to be accompanied by family members or partners on any visits. Staff are able to take their own child on trips however they are NOT to be party leader and their child must be assigned to another member of staff.

Finance/Charging

- If the trip is an essential part of the curriculum, legally a charge cannot be made. Because of the costs of residential or overseas trips, the implication of this is that they can rarely be treated as an essential part of the curriculum.
- A sentence must be included in the letter to let parents/carers know that if the cost of the trip will cause a problem, they should contact the finance department.
- Remission of up to 10% of the total cost is suggested to those students eligible for a Discretionary Award (see *Charging Policy*).
- All receipts should be kept.

April 2022 – External Visits policy

Author: Assistant Head Teacher: Head of Lower School

Debrief:

- The purpose of a debriefing session after the trip is to learn lessons from an activity so that it can be improved next time.
- It is understood that a formal debrief will generally not be necessary for trips of a type which have been undertaken without incident many times before, and it will often be necessary to do nothing more than to complete the Visits Evaluation Form.
- However, there should be a formal debrief for trips which do not fall into this category, and if any participant is involved in an accident or becomes separated from the rest of the party, or if there is any aspect of the trip (including planning and administration) which could be improved upon. Such debriefing should be held with the EVC in the first instance, and then SLT.

Role of the Party Leader

- Check the school diary to ensure that there won't be any clashes with your proposed activity.
- Collect a yellow EXEAT A form from the EVA and complete with all required details – especially staff names, so this can go straight into the diary and cover can be organised well in advance. Prices and bookings for coaches/ tickets etc can be discussed with EVA.
- Once a price per person for the trip is agreed it needs to be signed by the party leader and returned to EVA who will pass all forms to EVC for the SLT meeting where the proposed trip will be discussed and approved or rejected.
- The EVA or EVC will inform you on the decision by SLT. If approved a draft letter will be issued to you or you may supply your own draft, if you prefer. All letters will be typed by EVA and will be sent to parents with a reply slip attached where consent is not established on ParentPay . Students CANNOT be included in a trip unless we have the reply slip signed/ consent established on ParentPay. A consent form which covers students for the whole academic year will be sent out to students in September. This includes all Gifted and Talented trips.
- EV1 form needs to be completed by EVA with all details of trip (including venue and staffing). Non-adventurous/ non-hazardous visits will be a Cat A and can be authorised by SLT. All other visits will be classed as a Cat B and will need to be sent to Governors for approval.

Please note At least 4 weeks' notice for all UK day trips/ residential and 16 weeks for overseas trips. If we do not get approval in time for your trip it will have to be cancelled as this will void our insurance.

Risk Assessments will be used for each trip. EVA will need at least a fortnight to complete a risk assessment for a Cat A trip/ visit, and cannot do an assessment for Cat B until the Governors have approved the trip/visit.

If a trip/ visit is not approved it can be discussed further with EVC and alternative arrangements considered.

- Party Leaders must also work with the EVA and EVC during initial planning of trip.

April 2022 – External Visits policy

Author: Assistant Head Teacher: Head of Lower School

- Party Leaders must ensure they are familiar with all procedures (see visits packs) and seek support from EVA and EVC as necessary.
- Party Leaders should read and sign the Home School Agreement for staff on residential trips and ensure all staff on the trip also do the same. Updated procedures specific to residential trips abroad are itemised and explained in the Home School Agreement for Party Leaders and Staff.
- Read the relevant parts of the DfE publication Health and Safety of Pupils on Educational Visits (principally section 9) to ensure that all relevant matters are covered.
- Ensure they have with them an emergency contact list with any medical notes on, school mobile phone, first aid kit, risk assessment and any tickets.
- Register to be taken before coach leaves the school grounds, update the receptionist with any changes to the list. Register to be taken before you leave the venue and after each stop (toilets/services).
- Contact EVC or emergency contact to report safe arrival on major trips.
- Brief the staff and students on behaviour, venue expectations and any possible hazards. For residential visits in particular, staff should be aware of the home school agreement for students and staff. The trip leader should also give clear guidelines to staff on smoking and drinking:

Alcohol

Staff must not drink alcohol during working hours. On residential visits this means that staff must not consume alcohol during the day. During and after the evening meal, staff should only drink the amount of alcohol considered safe if driving a car. At least two members of staff must not drink any alcohol each evening to ensure appropriate decisions are made in an emergency situation.

Smoking

Staff should not smoke during working hours. During residential visits staff should not smoke during the day. Staff should not smoke in front of students.

- Ensure staff on the trip have copies of all documents and are aware of any students' medical concerns.
- Ensure staff on the trip follow the ICT Acceptable Use Policy, in particular:
 - I will ensure that when I use or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/ video images. I will not use my personal equipment to record these images. Where these images are published (e.g. on the school website/ VLE) it will not be possible to identify by name, or other personal information, those who are featured.
 - I understand that I should not use a personal mobile phone to make work related phone calls.
 - I understand that I must never take photographs of students using a personal video or still camera or mobile phone.

- In the case of all trips, staff using personal cameras should only do so with prior agreement from the Head Teacher.
- In this situation, all staff should download all images and videos to the school system on return to school. The images and videos should then be deleted from the personal devices.
- If a member of staff would like their own copy of any image or video they should request a copy from the Head Teacher.
- Either appoint the qualified first aider on the trip or to take charge yourself as party leader if someone is injured or taken ill, ensure an ambulance or professional medical help is summoned.
- On return from visit complete evaluation form and return to the finance office.

Role of the Governing Body

- Ensure that guidance is available to inform the school's policy, practices and procedures relating to the health and safety of pupils on educational visits. These should include measures to obtain parental consent on a basis of full information, to investigate parental complaints, and to discuss and review procedures including incident and emergency management systems. As necessary governors may seek specialist advice, Governors will approve hazardous trips, trips overseas and/or involving and overnight stay (CAT B). These will be sent to the Chair of Governors for approval and will be included as a standing item on the Provision & Progress Governors sub-committee agenda.
- Ensure that the Head teacher and the External Visits Coordinator are supported in matters relating to educational visits and that they have the appropriate time and expertise to fulfill their responsibilities.
- Ascertain what governor training is available and relevant.
- Agree on the types of visit they should be informed about.
- Ask questions about a visit's educational objectives and how they will be met. Are the objectives appropriate to the age and abilities of the pupil group? The Governors should challenge the nature of the venture when the educational objectives are not clear or where the means to meet them do not appear to be realistic. It is not expected that governors should become directly involved in risk assessment and related matters unless they have an appropriate competence. Governors offering professional advice to schools, should be aware that their professional indemnity insurance is unlikely to cover them for unpaid advice.
- Ensure that visits are approved as necessary by SLT before bookings are confirmed.
- Help to ensure that early planning and pre-visits can take place and that the results can be acted upon. Note - many complex or costly ventures require an 18-24 month planning period before departure.
- Ensure that the Head teacher and the EVC have taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit.

Role of the Head Teacher

April 2022 – External Visits policy
 Author: Assistant Head Teacher: Head of Lower School

- Delegate tasks to the External Visits Coordinator, having regard to the duties of the External Visits Coordinator mentioned earlier in this part of the policy.
- Agree who will approve a visit at school level (SLT) for approval if so required. The External Visits Coordinator signs on behalf of the Head for all visits.
- Ensure that the External Visits Coordinator keeps the Head informed of the progress whilst planning their visit and that this information is relayed to governors (and to parents as necessary).
- Check that the External Visits Coordinator has designated an appropriately competent group leader. The External Visits Coordinator will be able to assess a teacher's supervisory ability. The Head teacher will be informed by the External Visits Coordinator of a member of staff's competence and suitability to lead a visit. Discipline on an educational visit may, at times, have to be stricter than in the classroom.
- Make time available for the External Visits Coordinator to arrange for the induction and training of staff and volunteers and ensure that staff receive the induction and training that they need before the visit.
- Ensure that the External Visits Coordinator briefs the leader and supervisors about the emergency procedures as part of the risk assessment briefing and that the leader and supervisors have ready access to them during the visit.
- Ensure that the External Visits Coordinator impresses upon parents the importance of providing their own contact numbers, which will enable the parents to be contacted in case of emergency.

Appendix i – Zambia Exchange

The following action points must be followed in preparation for the Zambia Exchange:

Action:

1. A risk assessment for the visit of the Zambian students should be undertaken by relevant staff at Kingsmead. This should be presented and explained to Zambian staff as part of Kingsmead's health and safety visit in the Easter holidays.
2. The Head Teacher will meet with the Zambian students and teachers at the start of the visit to outline Kingsmead's expectations.
3. The schools in Zambia will be asked to complete a comprehensive pro-forma to provide information for host parents. This will include any contact number, dietary and medical requirements and details of any relations resident in the UK.
4. All future trips associated with the Zambian exchange must be checked by the EVC and vetted by SLT at the appropriate meeting.
5. The Zambian Executive and parents group to embed this procedure as part of their practice.
6. The school must also give the same level of support to Zambian trips as for all other trips. Joint trips the staffing ratio must be in line with school policy and staff should be currently employed at Kingsmead School. Naturally this does not exclude other adults accompanying or even leading the trip.
7. When a situation occurs on a trip the usual lines of communication must be followed e.g. the Head Teacher is the first point of contact. When this is done, parents of students on the trip must also be given accurate information by adults/ teachers on the trip. To this

April 2022 – External Visits policy

Author: Assistant Head Teacher: Head of Lower School

end parent contact numbers must be available back at school (as at present) and on the trip. The school must set up lines of communication between the school and parents to ensure information is exchanged.

8. The school mobile phone must be the point of contact for students on the trip. This must be included in the information card given to students (see below).
9. Prior to any joint trips, Kingsmead students must be made aware of the issues Zambian students may face when on trips e.g. meeting time deadlines. Provision must be made to enable Kingsmead students to accompany their partners at all times on trips and help them to overcome difficulties they may face.
10. All students must be given written information to carry with them at all times. This must include the itinerary, contact numbers and details of what to do if they become separated, get lost or other such emergency. For students in foreign lands it must include a section which they could show to a police officer in order to enable them to get assistance.
11. Parents and host parents must be given a full itinerary of the trip which includes contact details. This itinerary must include a "What to do if..." section. This must then be adhered to in the event of an incident occurring.
12. If any difficult situation occurs there must be an incident support team set up at school to direct, co-ordinate and approve decisions made on the ground. This group must consider scenarios and make a plan to put into place at certain points as the incident unfolds. If necessary and possible a member of the incident support team should travel to be able to co-ordinate on the ground.
13. The health and safety visit in February will take note of this appendix to the trips policy and include the actions which are not already part of the risk assessment and procedures as part of the practices. Parents will be informed of these following the health and safety visit in the Easter holidays.

Roles and Responsibilities of the Party Leader and Staff on Residential Trips

The Party Leader should:

- Ensure they are familiar with all procedures, visit packs available from EVA.
- Where a third party is used, the rooming arrangements must be clear at the outset and when other members of the public are in residence our students should not share a corridor with them. Teachers' rooms should also be close to the students. If there is any doubt about this, then a fact-finding visit should be made by the school to the proposed accommodation.
- Have with them an emergency contact list completed with any medical notes, school mobile phone, first aid kit, risk assessment and any tickets/money/passports/EHIC/GHIC card/medication. The phone must be on at all times, 24 hours a day.
- Give clear guidelines to staff on the use of personal cameras whilst on the trip. See External Visits Policy.
- Give clear guidelines to staff on smoking and drinking, see External Visits Policy.
- Give clear guidelines to staff on the use of social media whilst on the trip. See the Social Networking/Media Policy.
- Brief the staff and students on behaviour, venue expectations and any possible hazards. All staff should be aware of the home school agreement for students.
- When planning the trip, ensure there is sufficient time after the trip to investigate any matters arising from the trip. This need not be longer than a day, so long as there is time to reassure parents and students in particular.
- Ensure staff on the trip have copies of all documents and are aware of any student medical concerns.
- Appoint a first aider and member of staff to give out medication. As party leader, if someone is injured or taken ill, an ambulance or professional medical help should be summoned asap and then the emergency contact at school should be informed. The emergency contact will then liaise with parents and the media.
- Consult with the Designated Safeguarding Lead to ensure they and the staff going on the trip have been suitably trained and have clear procedures for reporting such matters to school and parents.
- For all trips which depart outside of school time, a building should be opened and made available until the coach departs from school.
- Take a register before the coach leaves the school grounds, update the receptionist with any changes to the list. Take a register before leaving the venue and after each

stop (toilets/services)

- Contact EVC or emergency contact to report safe arrival
- Agree an evening duty rota where at least 2 members of staff will be designated as on duty on the corridors immediately students are asked to go to their rooms and for a reasonable time after lights out.
- Teachers' rooms should be pointed out to students and the names of teachers put on the door should a student require help or support at any time during the evening.
- Communication between school and parents following an incident should only take place when full facts concerning any incident are known.
- Emergency contact staff should be known to the parents and be available to speak to the parents at any time. For trips with a large number of students it may be necessary for there to be more than one member of staff.
- Compile a blog available to parents and contributed to by students.
- Contact EVC or emergency contact to report departure and safe arrival home.
- On return from visit complete an evaluation form and return to the EVA.

All staff on a residential trip should:

- Act in duty of care of a reasonably prudent parent.
- Ensure the safety and well-being of participating students to the best of their ability.
- Take away all electronic devices capable of connecting to the internet, i.e./ mobile phones, iPods, iPads etc at "lights out" and return them to students at "wake up call" the next morning.
- Follow the guidelines and policies on smoking and drinking, use of social media and use of cameras whilst on the trip.
- Follow the guidelines from the Party Leader and share any concerns with him/her.

PARTY LEADER/ ALL STAFF

I have read and understand the responsibilities listed above and agree to uphold these.

Name: Signed:

Emergency Contact for the trip:

Name _____

Telephone Number _____

HOME SCHOOL AGREEMENT: YEAR 7 TO 11 STUDY VISITS

This agreement is based on the core values of the school and is put in place to ensure all participants enjoy their study visit.

- **Care:** All students and staff look after one another and are aware of the feelings of others.
- **Aspiration:** All students and staff take part in the trip in a positive way and take every opportunity to develop his/her language skills.
- **Respect:** All students and staff respect the people, culture and country throughout the visit.
- **Determination:** All students and staff strive to succeed with new challenges and situations.

It is the STUDENT'S responsibility to:

1. Follow instructions without question to ensure their safety and well-being and that of others.
2. Be courteous at mealtimes and use correct table manners.
3. Not leave the main party without permission and ensure that he/she is always with a minimum of two other students.
4. Wear the designated yellow hat at all times when instructed.
5. Neither drink alcohol, take drugs smoke cigarettes nor vape.
6. Not attempt to buy or bring back drugs, alcohol, tobacco, cigarettes, vaping equipment, lighters, matches, bangers, knives, fireworks, BB guns, imitation guns or any other inappropriate items.
7. Adhere to the ICT & Online Acceptable Use Policy especially regarding social media whilst abroad.
8. Tell a member of staff of any concerns immediately.
9. Hand in their devices, go to bed and remain quiet when 'lights out' is indicated.
10. Stay in his/her own bedroom after that time.

It is the PARENTS' responsibility to:

1. Provide any necessary medication with a consent letter in a labelled container/bag prior to departure, including painkillers and travel sickness medicine.
2. Advise the Party Leader of any objections to their child taking part in swimming or independent activities (i.e. shopping in groups of three or more).
3. Endorse the conditions of participation as listed under the core values and student responsibilities.
4. Cover the cost of damage to or loss of property if their child is at fault.

It is the STAFF'S responsibility to:

1. Act in loco parentis.
2. Ensure the safety and well-being of participating students to the best of their ability.

April 2022 – External Visits policy

Author: Assistant Head Teacher: Head of Lower School

- 3. Staff will take away all electronic devices capable of connecting to the internet, i.e. mobile phones, iPod, iPads etc. at “lights out” and return them to students at “wake up call” the next morning.

FOR THE STUDENT

I understand and agree to the conditions listed under student responsibilities and understand that if I do anything to jeopardise the safety and well-being of myself or any other member of the group my parents will be informed and requested to travel to collect me from the study visit.

Name: Signed: Date:

I have read and understand the conditions of participation for my son/daughter and agree to these conditions.

Name: Signed: Date:

External Visits – Covid-19 Addendum

School Name: Kingsmead Academy

Policy owner: Beth Newmarch – Assistant Head Teacher – Lower School

Date: March 2021

Date approved by Governing Body: 9 March 2021

Date shared with staff: 10 March 2021

- Every trip will be discussed, and the viability will be based upon the current Covid-19 guidance, produced by the government, which is relevant at the time
- All trips will be regularly reviewed to ensure they are in line with any updated guidance
- Risk assessments will be produced, to reflect any necessary amendments, in line with the guidance.