



## READING SCHOOL

### Educational Visits Policy

1. **AIMS AND PURPOSES OF EDUCATIONAL VISITS**
- 1.1 The School has a strong commitment to the added value of learning beyond the statutory School day and learning outside the classroom. Educational visits offer an invaluable opportunity to enrich the lives of students at Reading School, raise their self-esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education.
- 1.2 Residential experiences, in particular, offer unique opportunities. Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of students, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance.
- 1.3 Each year the School will arrange a number of activities that take place off the School site and/or out of School hours, which support the aims of the School. Reading School recognises its duty of care and statutory responsibilities for the health, safety and welfare of students, staff and volunteers in connection with educational visits for which it is accountable.
- 1.4 It is the purpose of this policy
  - 1.4.1 to ensure that all visits are viable, safe, purposeful and appropriate to meet the educational needs of students taking part
  - 1.4.2 to provide a framework that enables the school to fulfil its appropriate functions and responsibilities in relation to training, support and monitoring of governors, staff, students and providers involved in educational visits
  - 1.4.3 to ensure that, where appropriate, further advice is sought from technically competent sources
- 1.5 The Governing Body has given its approval to the following types of activities being arranged in support of the educational and cultural aims of the School.
  - 1.5.1 Out of hours clubs
  - 1.5.2 School teams
  - 1.5.3 Day visits for particular year groups
  - 1.5.4 Residential visits including staff and student exchanges
  - 1.5.5 Overseas visits
  - 1.5.6 Adventurous activities, which might be classed as higher risk
- 1.6 These activities are made available to students in a manner appropriate to the objectives of the trip. Some are open access, others are limited to particular age groups and others are by invitation.
- 1.7 All boarding educational visits are administered in line with the Educational Visits Policy with the same procedures in place to ensure the all visits are viable, safe, purposeful and appropriate to meet the educational needs of students taking part.
- 1.8 All staff involved in the running and support of School Trips do so in accordance with the advice, guidance and procedures in place.

## 2. PROCEDURES

- 2.1 **A detailed outline of Procedures is attached at Appendix 1. These are supplemented by Guidance and Advice at Appendix 2 as well as trip leaders being referred to National Guidance at <http://oeapng.info/> and advice from our External Educational Visits Advisor, Brian Mallett**

## 3. LOCAL RESPONSIBILITIES

- 3.1 The Headmaster is the responsible officer for ensuring visits are approved as necessary; that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the School wishes to be associated.
- 3.2 The Educational Visits Administrator is a staff member who has received relevant training and is delegated with the following indicated tasks:
- 3.2.1 To receive all EV forms and check all visit details are completed and to ensure the annual record of visits is maintained.
- 3.2.2 To check that the further requirements for residential or foreign travel and additional or high risk activities have been met.
- 3.2.3 To liaise with the Educational Visits Co-ordinator (**EVC**) on any visit involving residential or foreign travel and additional or high risk activities.
- (A) The School's current **EVC** is **Greg Fairchild**
- (B) The School's current **EVA** is **Justine Sudra**
- (C) The nominated **EV Governor** is **Bob Kenwick**
- 3.3 The designated visit leader is in overall charge of the group and remains responsible throughout the visit.

## 4. EMERGENCY PROCEDURES

- 4.1 The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the School day this includes nominating a member of SLT from the School who may be needed as a link between the party, the parents and the School in the event of an emergency. Risk assessments are a leader's fundamental intelligence on health and safety. They are the route to identifying the right control measures, not an end in themselves. They need to be fit for purpose.
- 4.2 In the event of a significant delay, or of an incident resulting in harm to any attending participant, staff member or volunteer, then the School must be contacted as soon as possible to inform the Headmaster, the EVC or designated member of staff so that they can decide: -
- 4.2.1 If the incident is of a less serious nature then the next of kin or parents of student(s) affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.
- 4.2.2 However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the Headmaster, or his appointed Deputy will make contact with the next of kin and any necessary follow up or enquiry.

- 4.3 In the event of a party being overdue and without contact by more than 1 hour, the School, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

<b>Approved by:</b>	<b>EXPC Committee</b>
<b>Date</b>	<b>21 November 2016</b>
<b>Revised</b>	<b>In accordance with legislation and/or annually</b>

## APPENDIX 1

### EDUCATIONAL VISITS PROCEDURES

- (A) **Greg Fairchild** (GF) is the Educational Visits Coordinator referred to as the (“**EVC**”).
- (B) **Justine Sudra** (JSU) is the Educational Visits Administrator referred to as the (“**EVA**”).
- (C) **Bob Kenwick** is the nominated Educational Visits Chair of Governor referred to as the (“**Chair of Governor**”).

#### 1. PROCEDURES

In order to carry out an Educational Visit the following procedures apply:

- 1.1 Where reasonable, Trip Leaders should conduct an exploratory visit prior to trip going ahead.
- 1.2 Firstly, the Trip Leader organising any Educational Visit should check the Annual Calendar and Events Calendar to ensure dates are available and no other major trips or events are organised for the proposed trip date.
- 1.3 The Trip Leader must select staff for the trip:
  - 1.3.1 consider pupil to teacher ratio;
  - 1.3.2 on any residential trip there should be at least one male member of staff and one First Aid trained member of staff;
  - 1.3.3 The first aider on the visit will take responsibility to check the SEN register and EpiPen register; collect the first aid kit from EVA and complete the first aid record. If there is no qualified first aider (day trips only) it is the responsibility of the party leader to check the EpiPen register.
  - 1.3.4 consider carefully the venue, age of pupils and experience of staff;
  - 1.3.5 it is important that all staff have the opportunity to go on visits regardless of experience;
  - 1.3.6 there should be at least one member of staff with experience of trips per visit. The experience of the Party Leader and Deputy Party Leader, where appropriate, should be noted on the OHA1 and EV1 where applicable;
  - 1.3.7 any family members to accompany the Educational Visit must be included in the relevant section of the OHA1. Any adults (not from Reading School) should be DBS checked before approval for any trip;
  - 1.3.8 parent helpers or parent host families for exchange trips should be DBS checked; and
  - 1.3.9 For residential trips the Trip Leader must nominate a member of the Leadership Team or the EVC as an emergency contact who is able to act as an emergency contact for the duration of the trip (this must be clearly stated on the OHA1).
- 1.4 The Trip Leader is to notify EVA, EVC and Deputy Headmaster, Christopher Evans for cover purposes via email of the staff selected to attend the Educational Visit (if taking place during school hours) outlining precise details of cover required (if any). Permission must be given by the Headmaster and cover agreed by the Deputy Headmaster.
- 1.5 Depending on the type of trip being run (i.e. Residential or Day Trip) the Trip Leader should complete the following forms:
  - 1.5.1 EV1 – Educational Visits seeking approval form (to be completed for all trips)
  - 1.5.2 OHA1 – Off-site Activities Approval Form (to be completed for Residential trips only)
  - 1.5.3 Finance Form – (to be completed for all trips)

- 1.5.4 Draft letter to parents – outlining the purpose of the visit and listing learning outcome aims, dates, costs, method of transport and attaching the EV2 consent form. This letter will NOT be sent at this stage until initial approval is obtained
- 1.5.5 Letters inviting “Expression of Interest” can be sent out prior to trip approval to gauge interest but should still hold the information stated at 1.5.4
- 1.6 All the above forms must be submitted to the EVA to seek approval from the EVC, the Headmaster, the Chair of Governors and the external Educational Visits Advisor (Brian Mallett) where applicable.
- 1.7 The Trip Leader may be requested by the External Relations and Pastoral Care Committee (EXPC) of the Governing Body via the Headmaster and/or Chair of Governors to give a presentation regarding the educational benefits, leadership and management of their respective residential visit before the EV1 and OHA1 are approved.
- 1.8 The financial management and insurance issues need to be considered at this stage of the process (and indeed throughout the process). Crucially, as stated on the Educational Visits Finance Form the **School Travel Insurance covers up to £50,000 per educational visit**. Alternative arrangements would need to be sought for large school trips e.g. sports trips. The advice of the EVC should be sought on this matter.
- 1.9 Use of the School Credit Card needs to be authorised by the Headmaster and School Business Manager. All receipts for expenditure and any outstanding invoices to be paid must be submitted to the Finance Office no later than 10 working days following the completion of the Educational Visit. (Withdrawals of £100 or more for the purposes of trip organisation must be authorised by the Headmaster and School Business Manager)
- 1.10 The EVA will allocate a Trip Code once:
  - 1.10.1 the EV1 has been agreed by the Headmaster for Day trips;
  - 1.10.2 the EV1 and OHA1 have been agreed by the EVC, the Headmaster, the Chair of Governors, and the External Educational Visits Advisor for Residential visits.
- 1.11 This will then be notified to trip leader via e-mail.
- 1.12 **No** transport bookings should be made until the EV1 has been approved.
  - 1.12.1 All transport should be booked by the Trip leader EXCEPT coach bookings which should be booked through the EVA unless otherwise advised.
  - 1.12.2 The Trip Leader should book the School Minibuses through Room Bookings and notify the EVA by email once this has been done confirming dates, times and registration details.
- 1.13 A School mobile will be allocated for the trip by the EVA who will advise of the telephone number to be used. The mobile phone should be collected from the EVA one school day before the visit and returned within one school day of return. If the trip takes place during the School day the main School contact will be EVA on 0118 9015600. If the EVA is not available please contact the EVC on 07774 202055.
- 1.14 In the case of all residential visits and visits which take place/return outside normal School hours the Trip Leader should confirm with a member of staff to be the main contact (details of which should be inserted on the OHA1 form for residential trips). The member of staff should be a member of the Senior Management Team or the EVC.
- 1.15 The EVA must be sent a list of all the students going on the trip by the Trip Leader at least 1 day prior to sending out any approved letters asking for online payment via Scopay to allow sufficient time to set up online payment.
- 1.16 At this stage the draft “Letter to Parents with Consent Slip” should be reviewed by the EVA and the Trip Leader. It is essential that the wording on the reply slip adheres to “consent form EV2” on SharePoint (select the appropriate Consent Form to attach). Trip leaders may wish to add additional details. EVA must have a copy of the letter electronically for file and reference. Once the letter is finalised this should be sent out by the Trip Leader and or EVA to parents advising of the visit and requesting payment.

- 1.17 If there are limited places for a trip, a “Letter of Interest” should be sent to eligible students with details of how the selection process will be made:
- 1.17.1 Students will be selected using a fair and random method from all students who respond before any deadline dates e.g. names picked out of a hat;
  - 1.17.2 There should be **no** preferential treatment when offering places on trips. Student must not be precluded from attending on financial grounds and appropriate support in such cases given by the School.
  - 1.17.3 The School reserves the right to prohibit individual students from attending a trip on Health & Safety or behavioural grounds in accordance with the Code of Conduct attached at Appendix 3.
  - 1.17.4 School Competitions and Sports Tour participants may be selected on a different basis e.g. ability linked to sport or knowledge/experience in specific subject area.
- 1.18 A copy of all letters to parents will be available on the School Website/Educational Visits.
- 1.19 All hard copy consent slips must be placed in the EVA post box outside reception. Teachers/tutors must not collect any replies unless agreed with the EVA ie due to quick turnaround for trip.
- 1.20 All money for educational visits is collected via scopay.
- 1.21 The EVA will email to the Trip Leader the following forms to be completed and returned:
- 1.21.1 EV3 form “List of Students taking part in the Educational Visit” should be sent to EVA by email.
  - 1.21.2 EV4 form – A list of Teachers/adults supervising the trip, together with next of kin details and emergency contact numbers.
  - 1.21.3 Generic Risk Assessments relevant to your respective trip must be completed, signed and returned to the EVA at least 10 working days before a day trip and 6 weeks before a residential visit to seek relevant final approval. All generic risk assessments are available on the t/drive at no. 27 Educational Visits Documents. When providing and considering Risk Assessments please ensure the following:
    - (A) On residential trips please request Risk Assessments from respective Travel Operators and/or Education Centres to be provided to the EVA;
    - (B) All staff should be aware of and fully understand supervision responsibilities;
    - (C) The Trip Leader should undertake on-going Risk Assessments and Management during the trip;
    - (D) The Trip Leader to ensure everyone (teachers and students) agrees and understands emergency procedures such as being familiar with fire exits;
    - (E) Regular meetings with staff pre-visit and during the visit to discuss “what if” risks and to agree subsequent strategies should an unfortunate event occur e.g. Awareness of fire exit locations; procedures to follow in the event of an emergency or missing student etc.
    - (F) Regular headcounts at regular intervals during the day or duration of trip of all students.
    - (G) Identify potential hazards and create awareness;
    - (H) Consider what safety measures should be implemented;

**Note: Adult to student ratio on educational visits**

Day Trip:	1:15 (unless the venue specifies a lower number OR agreed prior to the trip with the EVC and./or Headmaster)
Residential Visits:	1:10 for exchange, cultural visits
Residential Visits:	1:8 for expeditions and sports tours
Day Trips to London:	1:8 (min 2 staff)
There should always be a minimum of 2 members of staff on any visit unless agreed with prior to the trip with the EVC or Headmaster taking in to account the competency of the trip leader, appropriate risk assessments and further consideration in relation to Clause 2.	

1.22 Once the EVA has received all the Risk Assessments, the EVA will provide the Trip Leader with hard copies and an email containing the following forms. These are to be completed on the trip:

1.22.1 EV5 – Record of First Aid Treatment

1.22.2 EV6 – Incident Record Sheet

1.22.3 EV8 – Evaluation of Off-site activity – online form sent to trip leader after the visit is completed

**NOTE: All the above forms must be completed, signed and returned to the EVA even if no incident occurs**

1.23 The EVA will compile a list of names, contact details and other related medical/dietary details for the visit: 1 copy will go to trip leader and deputy as well as other staff on the trip; and 1 copy to reception.

1.24 **All payments and consent forms must be in place 2 school days before a day trip and 5 school days before a residential visit. Trip leaders may not be able to take students on day visits if these conditions are not met or on residential visits except in exceptional circumstances.**

1.25 6 weeks prior to any residential visit the EVA must send a copy of all forms for residential visits to the External Educational Visits Advisor, Mr Brian Mallett for final approval with a copy to the Chair of Governors.

1.26 All trip payments must be made online – cheques are no longer accepted for trips.

1.27 If it is necessary to administer first aid the first aider should complete First Aid form (EV5).

1.28 Incident report sheet must be completed and signed at the time of any incident by the trip leader and countersigned if necessary by another member of staff and any party involved in the incident, including pupil, if possible (EV6).

1.29 In the case of any incident occurring whilst on a trip it is essential that the School takes control of the situation. Students must not use their mobile phones. Staff should call the emergency services if appropriate and the named School contact. If the named contact is not available then the main school switchboard (if during School hours) or a second named contact (if out of School hours). NO contact with parents should be made at all. This will be the responsibility of the EVC or a member of the Leadership Group.

1.30 Upon return from the trip an evaluation form must be completed (EV8) online.

1.31 EV5/EV6 should be completed and returned to EVA within 2 school days of the trip returning even if there is no incident to report.

1.32 All invoices and expenses for trips should be signed off by Trip Leader and handed to Finance marked clearly with trip code or details of trip.

1.33 Complete online EV8 and confirm to EVA trip can be closed.

**2. TRAINING & EVALUATION OF TRIP LEADER**

- 2.1 The Trip Leader needs to be both accountable and competent. Being accountable implies being an employee and thus part of a chain of specified roles and responsibilities.
- 2.2 Competence implies that the leader can demonstrate the ability to operate to current standards of recognised good practice, with: appropriate knowledge and understanding of the group, the staff, the activity and the venue. Appropriate experience and, in some circumstances, a formally accredited qualification (e.g. Life Guard training for water activities)
- 2.3 In order to lead an Educational Visit the trip leader must:
  - 2.3.1 have attended the Educational Visits CPD session run in September of every academic year by the EVC
  - 2.3.2 have previously been a deputy on a trip on at least 1 occasions this should be a combination of residential and day trips
  - 2.3.3 must be first aid qualified
  - 2.3.4 have shown competencies in 2.2 as well as demonstrating:
    - (A) Knowledge of Venue/s
    - (B) Knowledge of Pupils
    - (C) Knowledge of Activity
    - (D) Recent & Relevant trips attended
    - (E) CPD
    - (F) Driving licence
    - (G) Training e.g. Group Leader
    - (H) Trust
    - (I) Confidence
    - (J) Intuition
    - (K) 'My Child' Test
    - (L) On going Risk Assessment

## APPENDIX 2

## EDUCATIONAL VISITS GUIDANCE AND ADVICE

## 1. DATES FOR PROPOSED EDUCATIONAL VISIT

When planning a visit please consult and check the Annual Calendar and Events Calendar and inform the EVA. Try to avoid the same year group being out on same days or visits being too close together.

## 2. SELECTING STAFF TO TAKE PART IN EDUCATIONAL VISIT

2.1 On any residential trip there should be at least one male member of staff and one First Aid trained member of staff.

2.2 The first aider on the visit will take responsibility to check the SEN register and Epipen register; collect the first aid kit from EVA and complete the first aid record. If there is no qualified first aider (day trips only) it is the responsibility of the party leader to check the Epipen register.

2.3 The Reading School recommended staff: student ratios are as follows:

Day Trip:	1:15 (unless the venue specifies a lower number or agree prior to the trip with the EVC and./or Headmaster)
Residential Visits:	1:10 for exchange, cultural visits
Residential Visits:	1:8 for expeditions and sports tours
Day Trips to London:	1:8 (min 2 staff)
There should always be a minimum of 2 members of staff on any visit unless agreed with prior to the trip with the EVC or Headmaster taking in to account the competency of the trip leader, appropriate risk assessments and further consideration in relation to Clause 2..	

## 3. FINANCE FOR EDUCATIONAL VISIT

3.1 When calculating costs, please include the following where applicable (NOTE there is NO cost to pupils for running school competitions):

3.1.1 Costs for transport – flights, ferry, coach, train or minibus. Minibus use where pupils are paying for the trip please add 50p per pupil

3.1.2 £1 per pupil for online payment merchant fees £1.00 per payment (i.e. if you accept payment by 3 instalments add £3.00)

3.1.3 £1 per pupil First Aid contribution (Day Trip) or

3.1.4 £5 per pupil First Aid contribution (Residential Trip)

3.1.5 Insurance – (25p per day trip or 1% of total costs for residential up to max £5 per pupil)

3.1.6 Contingency amount recommended 5-10% per pupil especially on residential trips

3.1.7 Estates “out of hours – 7am to 6pm” service charge ie for opening evening and depart and arrival times – 30 minutes at £13.50 ie 1 hour = £27

3.1.8 Costs for any tickets (theatre or museum entrance etc.)

3.2 All Invoices must be addressed for the attention of the Finance Department quoting the “Trip Code” and sent directly to Finance for reconciliation and payment.

3.3 Trips should not make a profit or a loss. Therefore please ensure that should a pupil drop out of a trip or the trip is cancelled that any costs incurred are covered by non-refundable

deposits (residential trips) or a replacement pupil. After the trip has taken place, should the trip account be in deficit when it is reconciled, the department budget may be charged.

4. **INSURANCE COVER**

Regarding school insurance – check with the School Business Manager that the school's policy cover the visit.

5. **LETTER TO PARENTS**

5.1 When writing to parents informing them of a visit which is limited by number do not offer places on a first-come-first-served basis. Set a clear deadline for replies (and deposit if necessary). Remember that boarders may only see their parents at weekends.

5.2 If there are limited places for a trip, a "Letter of Interest" should be sent to eligible students with details of how the selection process will be made:

5.2.1 Students will be selected using a fair and random method from all students who respond before any deadline dates e.g. names picked out of a hat;

5.2.2 There should be no preferential treatment when offering places on trips;

5.2.3 Sports tour participants may be selected on a different basis.

5.3 Ensure the "Letter to parents" details the "Trip Code" (assigned by the EVA) purpose of the visit, dates, costs, method of transport, any medical/allergy information and requests for any additional information required i.e. copies of Passports, EHIC cards for trips abroad and attaching the EV2 consent form.

6. **FIRST AID**

6.1 First Aid courses are arranged throughout the year. Please advise EVA if you require training.

6.2 The first aider on the visit will take responsibility to check the SEN register and Epipen register; collect the first aid kit from EVA and complete the first aid record. If there is no qualified first aider (day trips only) it is the responsibility of the party leader to check the Epipen register.

7. **SAFEGUARDING INCLUDING E-SAFETY**

7.1 The E-safety policy remains in force for pupils on school day or residential educational visits. This is reflected in Appendix 3 Code of Conduct on Educational Visits at Clause 5 - "I will abide by Reading School's ICT User Agreement whilst on School day or residential trips" signed by parents and pupils consenting to this for residential trips.

7.2 A "Specific" Risk Assessment relating to an individual rather than a Generic Risk Assessment may be required for individual circumstances e.g. Special Educational Needs and severe medical conditions.

7.3 Risk Management all documents containing personal student data should be returned to the EVA to be confidentially destroyed upon return from the visit both for day visits and residential visits.

8. **FORMS TO BE COMPLETED**

8.1 Depending on the type of trip being run (i.e. Residential or Day Trip) the Trip Leader should complete the following forms:

8.1.1 EV1 – Educational Visits seeking approval form (to be completed for all trips)

8.1.2 OHA1 – Off-site Activities Approval Form (to be completed for Residential trips only)

8.1.3 Finance Form – (to be completed for all trips)

- 8.1.4 Draft "Letter to Parents" outlining the purpose of the visit and listing learning outcome aims, dates, costs and method of transport and attaching the EV2 consent form.
- 8.2 All the above forms must be submitted to the EVA to seek approval from the EVC, the Headmaster, the Chair of Governors and the external Educational Visits Advisor (Brian Mallett) where applicable.
- 8.3 The following forms will be emailed to you by the EVA or can be found on t/drive at No. 27. and will be required to be completed after once initial approval has been received.
  - 8.3.1 EV3 form "List of Students taking part in the Educational Visit" should be sent to EVA by email.
  - 8.3.2 EV4 form – A list of Teachers/adults supervising the trip, together with next of kin details and emergency contact numbers.
  - 8.3.3 Generic Risk Assessments relevant to your respective trip must be completed, signed and returned to the EVA at least 10 working days before a day trip and 6 weeks before a residential visit to seek relevant final approval. All generic risk assessments are available on SharePoint. When providing and considering Risk Assessments please ensure the following:
    - 8.3.4 On residential trips please request Risk Assessments from respective Travel Operators and/or Education Centres to be provided to the EVA;
    - 8.3.5 All staff should be aware of and fully understand supervision responsibilities;
    - 8.3.6 The Trip Leader should undertake on-going Risk Assessments during the trip;
    - 8.3.7 The Trip Leader to ensure everyone (teachers and students) agrees and understands emergency procedures such as being familiar with fire exits;
    - 8.3.8 Regular meetings with staff pre-visit and during the visit to discuss "what if" risks and to agree subsequent strategies should an unfortunate event occur e.g. Awareness of fire exit locations; procedures to follow in the event of an emergency or missing student etc.
    - 8.3.9 Regular headcount at regular intervals during the day or duration of trip of all students.
    - 8.3.10 Identify potential hazards and create awareness;
    - 8.3.11 Consider what safety measures should be implemented;
- 8.4 The following forms are provided to you for the duration of the visit and to be signed, completed and returned to the EVA even if not used:
  - 8.4.1 EV5 form - If it is necessary to administer first aid the first aider should complete First Aid form.
  - 8.4.2 EV6 form - Incident report sheet must be completed and signed at the time of any incident by the trip leader and countersigned if necessary by another member of staff and any party involved in the incident, including pupil, if possible.
  - 8.4.3 EV8 - Upon return from the trip an evaluation form must be completed – Sent on line.
  - 8.4.4 EV5/EV6 should be completed and returned to EVA within 2 school days of the trip returning even if there is no incident to report.

## 9. EMERGENCY PROCEDURE

- 9.1 In the case of an incident occurring whilst on a trip it is essential that the School takes control of the situation. Students will be requested not to use their mobile phones. Staff should call the emergency services if appropriate and the named School contact. If the named contact is not available then the main school switchboard (if during School hours) or a second named contact (if out of School hours). It is requested that no contact with parents should be made at all. This will be the responsibility of the EVC or a member of SLT.

- 9.2 Ensure regular headcounts of all pupils.
- 9.3 There should be at least one member of staff at the front of the coach next to the exit and one member of staff sitting in the seat next to the emergency exit at the back of the coach.
- 9.4 Establish if any students are prone to travel sickness and seat them at the front of a coach together with a sick bag and water.
- 9.5 A School mobile will be allocated for the trip by the EVA who will advise of the telephone number to be used. The mobile phone should be collected from EVA one school day before the visit and returned within one school day of return. If the trip takes place during the School day the main School contact will be EVA on 0118 901 5600. If the EVA is not available please contact the EVC on 07774 202055. In the case of visits which take place/return outside normal School hours the EVC or a member of SLT will be the main contact. These details will be given to the trip leader by the EVA when the trip is approved. Completed request form giving these details will be e-mailed to the Trip Leader.

10. **FORMS CAN BE FOUND ON SHAREPOINT AS WELL AS OTHER DETAILS ON T/DRIVE NO. 27 EDUCATIONAL VISITS DOCUMENTS**

On the T/drive No. 27 Educational Visits Documents useful information and lists are stored such as:

- 10.1.1 List of approved teachers/Staff to run a school trip
- 10.1.2 List of approved Travel Agents
- 10.1.3 List of approved First Aiders
- 10.1.4 List of pupils that use Epi-Pen/Jext pens
- 10.1.5 List of Qualified Minibus drivers
- 10.1.6 Ratios for Educational Visits
- 10.1.7 Schedule of Minibus drivers – Guidelines
- 10.1.8 DfE Health and Safety Advice for Schools
- 10.1.9 Best Practice for Educational Visits Presentation
- 10.1.10 Travel Insurance details

**APPENDIX 3**

**CODE OF CONDUCT ON EDUCATIONAL VISITS**

Dear Parent/Guardian

As you are aware in today's climate, there are certain precautions we must take before taking your child on the proposed visit. In respect of Health & Safety regulations and insurance, we require the assurance of yourself and your child that the following rules of behaviour will be adhered to both before and during the visit.

Failure to comply with these rules while abroad may result in the removal of privileges such as free time without direct supervision, as we may not be able to guarantee the safety of the student.

If, in very extreme cases, staff feel that they are not able to guarantee the continued safety of the student because of serious or repeated infractions, they may be forced to ask parents to come and collect their son in order to maintain the safety of the rest of the group at the parents' expense.

**Code of Conduct:**

1. Instructions of staff or local monitors must be entirely obeyed and followed at all times.
2. Students should behave appropriately and dress suitably, seeking by their conduct to enhance rather than detract from the good name of the school.
3. The occupants of each room are held responsible for the furnishings and fixtures. Any damage caused or seen should be reported at once to a member of staff. Please note that students will be liable for any costs incurred above the caution fee. Rooms will be inspected regularly for tidiness and safety.
4. Mobile phones and cameras are to be used responsibly and at appropriate times. No one may take photographs of anyone else without their prior consent. Mobile phones should be used sparingly, and do not need to be turned on except when students have time in small groups without direct supervision (for emergency contact with staff). The School accept no responsibility for the security of personal belongings such as phones, cameras, personal iPod's or any other personal possessions.
5. Students will abide by Reading School's ICT User Agreement whilst on School day or residential trips.
6. Normal school rules governing bullying, and concerning drugs, alcohol, tobacco, and the purchase of weapons or cigarettes, must be followed.
7. Punctuality in returning to meeting points and for registration throughout the day is important. Persistent lateness will result in sanctions.
8. All property remains the responsibility of the individual. Passports, EHIC and travel tickets will be kept centrally when not needed by the student.
9. Sensible behaviour when travelling in a group is vital. Wear seat belts when on coaches, and always stay in a group of at least 3 students when allowed time without direct supervision.

In signing this contract you are agreeing that your child fully understands and respects the conditions and expectations stated above.

**Pupil Name:** .....**Form** .....

**Pupil Signature**.....**Date**.....

**Parent/carer Signature**.....**Date**.....