



CRANLEIGH
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SCHOOL TRIPS AND EXPEDITIONS

1. INTRODUCTION

The Governors and Senior Management Team (SMT) of Cranleigh School recognise the value to pupils of Educational Visits. Such visits should:

- enhance pupils' understanding of curricular activities
- provide opportunities to practise competencies and learn new skills
- develop pupils' social skills, independence and confidence
- provide the opportunity for pupils to experience other cultures and broaden their horizons and knowledge
- seek to implement the aims and objectives set out within the Council for Learning Outside the Classroom framework

The Governors and SMT also recognise and accept that such visits may present challenges to the health and welfare of pupils. Educational Visits will therefore be planned and operated in accordance with this policy and guidance so that everyone involved understands his or her responsibility and can participate fully in learning outside of the classroom.

All members of Common Room have the option to take part in visits. If for any reason they do not wish to participate they should be prepared to cover for others.

Educational visits should be available to all the pupils concerned, and should be organised accordingly, with particular consideration being given, especially when selecting venues and organising transport, to any pupils who have special educational needs or disabilities.

All educational visits should have clear, relevant and achievable aims and objectives. A major consideration on any visit is the safety of all participants, having regard to the Department of Education document "Health and Safety: advice for schools" found [here](#).

It is currently Cranleigh School's policy not to run recreational School ski trips. School ski trips are only for the school ski team pupils (or pupils aspiring to be team members) to train or compete.

This Policy relates to the following Cranleigh School policies and documents (Health and Safety Policy, Child Protection (Safeguarding), Crises and Emergency Communication Planning, Medical Care and First Aid, Minibuses, Risk Assessment, Staff code of conduct, Staff employment handbook).

2. EMPLOYER'S POLICY AND NATIONAL GUIDANCE

This policy has been written using the OEAP National Guidance as a guideline. Further useful information can be found at <http://oeapng.info>.

This policy has been written with the needs of Cranleigh School in mind and therefore does not adhere precisely to the OEAP guidelines. Where there are differences between the OEAP information and the Cranleigh School policy then the guidance in the school policy must be followed.

3. ROLE SPECIFIC REQUIREMENTS AND RESPONSIBILITIES

Employer

As an employer, Cranleigh School is required to ensure that its employees are provided with

- appropriate guidance relating to visits and Learning Outside the Classroom (LOtC) activity;
- employer-led training courses to support the guidance to ensure that it is understood;
- suitable systems and processes to ensure that those trained are kept updated;
- access to advice, support and further training from a Specialist Educational Visits Adviser that has proven expertise and professional understanding of the guidance, the training and expectations set by current good practice.

The appropriate guidance for the management of outdoor learning and LOtC at Cranleigh School is the National Guidance web site [OEAPNG](#)

The relevant training courses for Cranleigh School are:

1. Educational Visit Coordinator (EVC) Training – Cranleigh School is required to have a current, trained EVC in post.
2. Cranleigh School Educational Visit Coordinator (EVC) Revalidation – the EVC is required to undertake a formal revalidation from time to time (3-5 years suggested)
3. Visit Leader Training – all visit leaders have training and support from the EVC. Experienced staff are encouraged to advise and mentor staff with less trip experience.

Employees

Under Health and Safety legislation, employees must:

- take reasonable care of their own and others' health and safety
- co-operate with their employers over safety matters
- carry out activities in accordance with training and instructions
- inform the employer of any serious risks

Employees also have a common law duty to act as any reasonably prudent parent would do in the same circumstances. However in some circumstances such as where employees specialise in a particular activity or lead more adventurous activities there may be a higher duty of care.

Where an employee experiences problems with finding the material they are looking for, or require clarification or further help and guidance, they should consult the EVC.

Other specific roles

The following link includes detailed National Guidance for each role [oeapng - guidance by role](#) . A summary of Cranleigh School Employer Guidance for responsibilities of key roles is provided below:

- *Governors and Head*

The Governing Body and Head have overall responsibility for ensuring robust trip planning and risk assessment procedures are in place and that employees follow the procedure.

In practice day-to-day responsibility for ensuring the safe and effective organisation of out-of-school visits has been delegated by the Governors and Head to the Assistant Head (Co-curriculum) who is also the Educational Visits Co-ordinator (EVC).

- *Educational Visits Coordinator*

Policy updated September 2021

The EVC will oversee and has direct responsibility for the preparation procedures for all educational visits, advising the Visit leader as required and making staff and all relevant parties aware of the details of all proposed visits.

The EVC will ensure that the Visit Leader is competent to undertake and supervise activities and to monitor the risks throughout the visit.

The EVC will support the Head and Governing Body with approval and other relevant decisions.

The EVC will keep up to date with all legislation and best practice advice on the running of educational visits, and ensure that all activities meet guidance requirements.

- *Visit Leader*

Every Educational Visit will have a Visit Leader who will have been appointed or approved by the EVC. In the event of the incapacity of or injury to the Visit Leader, arrangements will be made for another appropriately qualified employee to join the party and take over the Visit Leader's responsibilities.

The Visit Leader will have:

- overall responsibility for the planning, supervision and conduct of the visit
- responsibility for the health and safety of the group
- responsibility for the behaviour and discipline of pupils during the visit
- responsibility to carry out the risk assessment

4. APPROVAL AND NOTIFICATIONS

Cranleigh School uses an online system for Visit planning, notification and approval (Evolve).

Notifications

When a Visit is granted outline approval and then final approval by the EVC the calendar, finance, catering, medical centre and IT departments as well as selected member of SMT are automatically informed.

Approval

The EVC is responsible for granting outline approval for all Visits.

The EVC is responsible for granting final approval for all routine day visits and will consult with other relevant members of SMT as necessary prior to this.

For residential, adventurous and overseas trips, the EVC will grant preliminary final approval but the Head will grant official final approval.

The approval process and procedures for day, adventurous and residential visits are set out in detail on the Evolve system and shared resources (risk assessments, consent forms, emergency cards, checklists, trip letters etc.) are available.

Sport fixtures as part of the regular weekly Co-curricular programme are organised and approved by the Directors and Heads of Sport. All fixture details are recorded in a separate online sports and calendar administration system (SOCS). The EVC has oversight of all

The competence of the Visit Leader is the key component in ensuring the safety of the participants. Assessment, training and support of Visit Leaders is a priority of the EVC.

All School trips have a named Visit Leader who must be a serving teacher at Cranleigh School. The planning and approval process on Evolve is to be completed by the Visit Leader

5. PLANNING

Planning should reflect the consideration of Legal and good practice requirements, ensuring:

- The plan is based on Cranleigh School procedures, systems (eg Evolve) and employer guidance.
- All staff (including any adult volunteer helpers) and the young people to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process.
- Those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained.
- Proportionate assurances have been obtained from any providers (making full use of national schemes that accredit that assurances have already been obtained by credible inspection regimes).
- Designated emergency contact(s) have been identified that will work on a 24/7 basis where required.
- All details of the activity provision are accessible to the emergency contact throughout the period of the activity.

There is a detailed, clear Visit planning procedure for Visit Leaders to follow on Evolve and considerable support materials are also available on Evolve,

The Visit Leader will need to consider the nature and complexity of several key variables when planning a Visit and any activities that are to take place. These variables can be remembered as “SAGED” and are explained below.

- Staffing requirements – trained? experienced? competent? ratios?
- Activity characteristics – specialist? insurance issues? licensable?
- Group characteristics – prior experience? ability? behaviour? special and medical needs?
- Environmental conditions – like last time? impact of weather? water levels?
- Distance from support mechanisms in place at the home base – transport? residential?

For overseas trips it is normal practice that a trustworthy Travel Operator (ABTA approved) is used and, if possible, a contact is obtained in the place to be visited. There may occasionally be circumstances when the Trip Leader for specific reasons chooses to, or needs to, self-organise an overseas School Visit. The EVC must grant direct approval for this on these rare occasions and additional careful planning must take place involving the EVC at all stages process.

6. RISK MANAGEMENT

Refer to National Guidance document: [“Risk Management”](#)

As an employer, Cranleigh School has a legal duty to ensure that risks are managed - requiring them to be reduced to an “acceptable” or “tolerable” level - and not to eliminate risks, as would be a reasonable expectation when risk assessing a piece of machinery, work shop or manufacturing process. This requires that proportional (suitable and sufficient) risk management systems are in place, requiring Cranleigh School to provide such support, training and resources to its employees as is necessary to implement this policy.

The risk management of an activity should be informed by the benefits to be gained from participating. Cranleigh School promotes a “Risk-Benefit Assessment” approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is “acceptable”. HSE endorse this approach through their [“Principles of Sensible Risk Management”](#) and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk

for themselves. DfE also make clear that they support this approach through their guidance here [DfE assessing and managing risk](#)

There is no legal requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual, or harm several people.

Low risk routine day trips do not require a specific Risk Assessment (refer to DofE guidance “Health and Safety on Educational Visits” November 2018). This would include day trips for activities such as routine trips to theatres, museums, conferences, concerts, etc. These routine trips are covered by Cranleigh School’s Generic Trip Risk Assessment document.

Specific Risk Assessments (for example focusing on travel, accommodation, safeguarding, adventurous activities) will need to be completed by the trip leader for:

- Overnight stays
- Foreign trips
- Activities where risk levels are over and above those encountered in day to day school life eg
 - Climbing trips
 - Kayaking races and expeditions
 - D of E/expeditions/ outdoor education offsite
 - CCF camps and exercises
 - Motorsports
 - Fieldtrips in potentially hazardous locations
 - Activities where pupils are offsite and unsupervised.

The Generic Trip Risk Assessment Document and examples of specific Risk Assessment documents can be found in the resources section on Evolve. If the Visit Leader is in doubt about which category a Visit falls into, then he/she should complete a specific Risk Assessment.. The EVC is always available to offer advice.

All staff are required to sign a register at the start of the academic year to confirm that they have read, understood and will put into practice the control measures on the Generic Trip Risk Assessment. Staff are reminded to update themselves on this document during the year.

There is a separate section in the Generic Trip Risk Assessment document to cover risk management of sports fixtures.

Once on a trip, all staff should conduct dynamic risk assessments as conditions and circumstances change.

Pupils going on overnight, overseas or adventurous trips should be involved in the risk assessment process prior to the trip

7. SAFEGUARDING

Safeguarding is of paramount importance for Visit Leaders and Visit staff when planning and taking any type of trip. Staff should refer to the Cranleigh School Child Protection (Safeguarding) Policy and all aspects of this policy apply to all trips at all times.

Visit leaders are required to complete a specific safeguarding risk assessment for all overnight trips and any other trips where circumstances mean safeguarding risks maybe higher than under routine school business.

The EVC is a trained safeguarding officer and is delegated the responsibility by the DSL to approve Visit safeguarding risk assessments. The EVC will consult the DSL prior to approval about any new or unusual circumstances on a Visit that may result in higher safeguarding risks. The DSL has

responsibility for approving any individual care plans or risk assessments that maybe required for specific pupils.

Vetting and DBS Checking

Cranleigh School employees and volunteers who work frequently or intensively with, or have regular access to young people or vulnerable adults, must undergo an enhanced DBS check as part of their thorough recruitment process.

Visit leaders check with personnel at least 8 weeks prior to departure of a trip that all volunteers have the necessary checks

Refer to National Guidance document: ["Vetting and DBS Checks"](#)

8. MEDICAL

Medical details for students taking part in trips are checked by a designated Nurse at the School's medical centre and updated on the school database (ISAMS) as necessary. The school nurse will contact parents as necessary regarding any inoculations or medical queries relating to the relevant trip. The school nurse will also refer to the medical section of the parental consent form issued for residential trips (and recorded on Evolve) and will consult directly with the Visit Leader.

The Visit Leader will take a paper copy of the student medical notes from Evolve on the trip (as well as being able to refer to online Evolve notes remotely) and will make sure all staff have copies of this. Any specific student medical issues (physical or mental health issues) are to be included in the visit risk assessment planning and if necessary a separate individual care plan / risk assessment is to be completed in consultation with the EVC, School Doctor, School nurse, Counsellors, DSL, Housemaster/mistress as appropriate.

The Visit leader will ask all staff accompanying the visit to inform him/her in writing of any relevant medical issues they may have. The Visit leader will directly address any relevant staff medical information as part of the Risk Assessment process.

For residential, overseas and adventurous Visits it is expected under normal circumstances that at least one member of staff will have a first aid qualification (and it is desirable that all trip staff have knowledge of appropriate first aid). If this is not possible then a careful risk assessment will be undertaken by the Visit Leader in consultation with the EVC to determine the safety of pupils and staff on the trip and therefore the viability of the trip

9. CONSENT

In our current Cranleigh School parental contract, parents' consent to the following:

1. School Trips: A variety of school trips will be provided for the Pupil. Parents will be provided with relevant information in advance of educational visits. Unless Parents specifically notify the School in writing that they do not wish the Pupil to take part in a specific educational visit, by signing the acceptance form or agreeing to be bound by these terms and conditions the Parents consent to the Pupil taking part in all School trips. These include:
 - visits (including overnight or residential stays) which take place during the weekends or school holidays; or
 - non-routine off-site activities and sporting fixtures which extend beyond the normal start and finish of the school day; or
 - adventure activities which may take place at any time; or
 - visits that cost less than £200.00
2. The Parents agree that the Pupil shall be subject to School discipline in all respects whilst engaged in an educational visit.

- Pupils may not be allowed to participate in School trips if they or their parents do not follow advice given by the School's medical professionals

When an activity is part of a planned curriculum in normal curriculum time and no parental contributions are requested, then additional formal consent is not necessary.

All overseas and adventurous activity Visits require specific parental consent to be obtained. There are template parental consent forms available on Evolve and these can be sent electronically.

10. EMERGENCY PLANNING AND CRITICAL INCIDENT SUPPORT

A critical incident is an incident where any member of a group undertaking an off-site activity has:

- either suffered a life threatening injury or fatality;
- is at serious risk;
- or has gone missing for a significant and unacceptable period.

As an employer, Cranleigh School is committed to providing emergency planning procedures to support students, staff and parents in the event of a critical incident.

Refer to NG document: "[Off-site visit emergencies: guidance for leaders](#)" and the Cranleigh School Crises and Emergency Communication Planning Policy

All Cranleigh School trip leaders are provided with a Trip Emergency Information Card detailing the school's emergency procedures along with key information and contact details.

All residential and overseas trips have a nominated Critical Incident base contact who has trip details and is 'on call' at all times.

11. DATA PROTECTION

Staff are aware that all personal data should only be stored on the school's systems / devices with the exception of a paper copy of important pupil data (medical and parent contact details) being kept securely by Visit staff for the duration of the Visit. This should be destroyed securely once no longer required immediately at the end of the Visit.

Personal data, including medical information, may be shared with third parties (such as tour operators or partner schools) if necessary for the purposes of organising the trip and on a need to know basis. Transfer of personal data outside the EU may be subject to separate arrangements.

Staff should contact the Compliance and Data Protection Lead if any further guidance is required. Should any data breaches occur, staff must inform the EVC and Compliance and Data Protection Lead without delay.

12. TRANSPORT

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it. All national and local regulatory requirements must be followed.

Minibuses and coaches

Staff should refer to Cranleigh School Minibuses policy taking careful note of what category of licence is required and what courses need to be completed in order to drive each school minibus.

The level of supervision necessary should be considered as part of the risk management process when planning the journey, giving proper consideration to issues of driver-distraction when considering what supervision is required for the specific group of passengers being transported in a minibus.

The Visit Leader should ensure that coaches and buses are hired from a Cranleigh School-approved company.

Also see NG document: "[supervising minibus passengers](#)"

Cars

Staff should refer to the section in the Cranleigh School Minibuses Policy that refers to driving of the School car.

Transporting students in staff private cars requires careful consideration and should be undertaken only as a last resort or in 'unplanned' or 'emergency' situations. For example, for an important journey when all other transport options have been exhausted or journeys to hospital or to prevent students being left stranded. In each case the journey should be carefully risk assessed in consultation with the EVC or in the case of an emergency reported to the EVC and DSL afterwards.

Refer to National Guidance document: "[Transport: General Considerations](#)"

13. ASSESSMENT OF LEADERS COMPETENCE

The EVC is responsible for assessing the competency and suitability of Visit Leaders and Visit staff. The experience, qualifications and personal qualities of staff are evaluated, in line with National Guidance, alongside the complexity and risks associated with the proposed trip

Cranleigh School acknowledges the immense educational benefits that adventurous activities can potentially bring to young people, and fully supports and encourages adventurous activities that are correctly planned, managed, and conducted. Competences to lead outdoor activities should be demonstrated by holding the relevant National Governing Body (NGB) award where it exists.

The EVC will consult with the Director of Outdoor Education to ensure that all Cranleigh School staff responsible for any Outdoor Adventure based Visits hold the necessary qualifications and awards. Where there are queries regarding the competencies/experience required, contact will be made with outdoor education professionals for advice.

Staff competence in first aid, minibus driving, life saving etc may also be needed, depending on the activity. Volunteers will also require induction training prior to a specific visit. Training requirements in these areas should be identified as part of the risk assessment process.

Refer to National Guidance document: "[Assessment of Competence](#)"

14. REQUIREMENT FOR EFFECTIVE SUPERVISION

Government legislation and National Guidance does not prescribe activity-specific staffing ratios but it does require that the level of supervision and group management is "effective".

Effective supervision should be determined by proper consideration of SAGED factors below:

- Staff Competence
- Activity - nature and location of the activity (including the type of activity, duration, skill levels involved)
- Group - age (including the developmental age) of the group; ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics etc);
- Environment - nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions,

- Distance away from the base

Refer to National Guidance document: ["Ratios and Effective Supervision"](#)

Refer to NG document: ["Group management and Supervision"](#)

Visit leaders should consult with the EVC if unsure about appropriate staff-pupil ratio. Cranleigh School guidance is that for overseas visits a suitable staff-pupil ratio is unlikely to be higher than one to eight and the ratio can extend up to a recommended one to fifteen for lower risk day visits (there may be occasional circumstances where a higher ratio is acceptable but this would be on the basis of careful assessment of SAGED factors above and in consultation with EVC).

It is expected that a minimum of two members of staff should accompany each visit however in certain low risk circumstances one member of staff may take the trip having consulted with the EVC to ensure appropriate measures are put in place (such as an emergency back-up plan).

If the party is mixed, then every effort should be made to ensure members of Common Room of both sexes should accompany the visit. Parents and pupils should be made aware if this is not possible for overnight trips.

15. PRELIMINARY VISITS AND PROVIDER ASSURANCES

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet necessary safety requirements and group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. The EVC will advise on this in each specific case. A pre-visit is usually required for visits where there is a high complexity factor and the visit has not happened previously, or when the visit is adventurous and led by Cranleigh School staff. A new D of E day walk for example

If the visit is led and managed by a provider, then Visit Leaders should check that they hold suitable nationally accredited badges and awards from provider assurance schemes such as:

- The LOtC Quality Badge
- AALS licensing
- Adventuremark
- School travel forum

Cranleigh School takes the view that where a provider holds such one of the above accreditations, there should be no need to seek further assurances.

All centres and providers used by the school for the provision of adventure activities will hold a current Adventure Activity Licence Scheme (AALS) licence.

See appendix A for a list of Adventurous Activities.

Refer to: NG document ["Preliminary Visits and provider Assurances"](#)

16. CHARGES FOR OFF-SITE ACTIVITIES AND VISITS

In our current Cranleigh School parental contract, parents' consent to the following regarding the cost of educational visits:

1. The cost of educational visits: The School will advise the Parents in advance of any additional costs associated with an educational visit, including those visits described in clause 55.1 to

55.3 above (referenced in section 9 Consent of this document). The cost of such a visit or any visit with a cost in excess of that stated in will be payable in advance and may be subject to a separate agreement. All additional costs of special measures (such as medical costs, taxis, air fares, or professional advice) necessary to protect the Pupil's safety and welfare, or to respond to breaches of discipline, will be added to the bill.

2. The School reserves the right to prevent the Pupil from taking part in an educational overdue Fees remain unpaid

17. INSURANCE FOR OFF-SITE ACTIVITIES AND VISITS

Employer's Liability Insurance is a statutory requirement and Cranleigh School have arranged a policy that will respond and, if appropriate, indemnify against all claims for compensation for bodily injury suffered by any person with a contract of employment. This cover also extends to those persons who are acting in an authorised voluntary capacity as assistant supervisors. Cranleigh School also holds Public Liability insurance, which will indemnify the school against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, third party property where Cranleigh School are deemed to have been negligent. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer's staff if they commit a negligent act. The indemnity includes activities such as off-site activities and outside visits organised by all departments for which Cranleigh School may be considered responsible.

The School also holds comprehensive travel insurance for staff and pupils. Details of the Policy are available to trip leaders.

Refer to National Guidance document: ["Insurance"](#)

18. INCLUSION

Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every reasonable effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

The principles of inclusion should be promoted and addressed for all visits and are reflected in Cranleigh School policy, thus ensuring an aspiration towards:

- an entitlement to participate
- accessibility through direct or realistic adaptation or modification
- integration through participation with peers

The Head, members of SMT, the EVC and Visit Leaders should be aware of the extent to which Inclusion is or is not a Legal issue.

Under the Disability Discrimination Act 1995, it is unlawful to:

- treat a disabled young person less favourably;
- fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

Refer to NG document: ["Inclusion"](#)

19. HOST FAMILIES

Policy updated September 2021

It is currently Cranleigh School Policy not to use local host families to accommodate students on school organised visits. This is for safeguarding reasons.

Appendix A: Adventure Activities

Below is a list of 'Adventure Activities' as agreed by Local Authority outdoor education advisors.

Before our students take part in any of these we need to be sure that the relevant National Governing Body qualifications are held by the person/organisation running the activity or a technical advisor has provided a statement of competence.

- All activities in 'open country' such as D of E Expeditions.
- Swimming (all forms, excluding publicly life guarded pools)
- Camping where participants/leaders erect tents and/or self-cater.
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Paintball (including 'Laser Quest')
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Mountain biking
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coastering/coastal scrambling/sea level traversing
- Underground exploration (Except designated 'Show' caves)
- Shooting and archery
- Skiing, snowboarding, and related activities (including dry slope)
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- 'Extreme' sports (Parcours, Bungee, Zorbing, Mountain or ATB Boarding etc.)
- CCF and military activities
- Other activities (e.g. initiative exercises) involving skills/risks inherent in any of the above