

# SACRED HEART HIGH SCHOOL



## SCHOOL JOURNEY POLICY

**MARCH 2024**

*To be reviewed March 2026*

*This Policy should be read in conjunction with  
all other Sacred Heart High School Policies*

# Contents

	Page
<b>1 INTRODUCTION</b>	<b>4</b>
1.1 Rationale	4
1.2 Related Guidance	4
<b>2 STANDARDS</b>	<b>4</b>
<b>3 PLANNING PROCEDURES - GENERAL</b>	<b>5</b>
3.1 Calendar	5
3.2 Initial Discussions	5
3.3 Journey Category Overview and Approvals	5
3.4 Insurance	6
3.5 Preliminary Visits	6
3.6 Transport	6
3.7 Staffing Ratios and DBS checks	6
<b>4 CATEGORY 1 JOURNEYS</b>	<b>6</b>
4.1 Definition	6
4.2 Staff Ratios	6
4.1 School Forms to Complete	6
<b>5 CATEGORY 2 JOURNEYS</b>	<b>6</b>
5.1 Definition	6
5.2 Staff Ratios	6
5.3 School Forms to Complete	7
<b>6 CATEGORY 3 JOURNEYS</b>	<b>7</b>
6.1 Definition	7
6.2 Approvals	7
6.3 Quotes	7
6.4 Staff Ratios	7
6.5 School Forms to Complete	7
6.6 Meeting With Parent/Carers	9
6.7 Residential Journeys	10
6.8 Passports/Extra Information For Journeys Abroad	12
<b>7 RESPONSIBILITIES</b>	<b>13</b>
7.1 Headteacher	13
7.2 The Educational Visits Co-ordinator (EVC)	14

7.3	The teacher in charge/group leader	14
7.4	Teachers	15
7.5	Non-teacher adults acting as supervisors	15
7.6	Information to Pupils /Expectations of Behaviour	15
<b>8</b>	<b>COSTS AND PAYMENTS</b>	<b>16</b>
<b>9</b>	<b>LUNCHES</b>	<b>16</b>
<b>10</b>	<b>RATIFICATION</b>	<b>16</b>

**Annex A: Separate approval forms for day visits (1 form) and for overnight stays (2 forms)**

**Annex B: Risk Assessment Forms A and B**

**Annex C: Emergency Procedures**

## 1 INTRODUCTION

### 1.1 Rationale

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The school acknowledges that students can derive immense educational benefit by taking part in off-site visits. Taking part in problem solving, decision making and residential experiences both at home and abroad can enhance the development of personal and social skills. The knowledge and experience gained 'outside the classroom' can enhance and extend the curriculum taught within it.

The aim of any school journey/visit is to

- Broaden the curriculum
- Give all students the opportunity to experience cultural, religious, environmental, historical and sporting events/ activities not available in the classroom
- To foster an enquiring mind and a spirit of wonder about the outside world
- To encourage students to explore their own local community and beyond

This policy aims to establish a framework so that visits are carried out in a safe, healthy and secure environment.

In accordance with this aim this policy

- Defines the types of journey that should be encouraged to take place
- Details the procedures required when organising a school journey
- Identifies the roles of the Educational Visits Coordinator (EVC), Journey Organisers, accompanying staff and students

### 1.2 Related Guidance

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This school policy is to be read in conjunction with the document 'Guidance for Off-Site Visits and Related Activities with National Guidance & SLT 2014' – available [here](#).

Please refer also to: [Health and safety on educational visits - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## 2 STANDARDS

The School Business Manager is our Educational Visits Coordinator.

The safety of both staff and students is paramount.

It is important to ensure that:

- journeys are of a suitably educational nature and have an educational impact;
- journeys are monitored by the school to ensure that and every effort made to minimise disruption to lessons;
- journeys are financially sound;
- all students should have equal opportunities to access visits and journeys;
- whenever possible, journeys should be added to the school calendar
- SLT via line management when appropriate and the Headteacher, approve all journeys and visits.

No journeys will take place without all pre planning requirements being completed on time and all student monies collected.

### 3 PLANNING PROCEDURES - GENERAL

#### 3.1 Calendar

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All visits / journeys will be added to the school calendar but the calendar entry cannot be taken as signifying approval for the journey to take place. Appropriate forms still need to be submitted for approval and appropriate procedures need to be followed as referred to in this document.

If a journey is planned after the school calendar has been published, it is important that the possibility of the journey is discussed and agreed as soon as possible.

#### 3.2 Initial Discussions

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To ensure that the above standards are complied with, all staff wishing to undertake any journey with students from Sacred Heart High School should initially discuss the idea with the appropriate line manager. The following questions should be considered:

- What is the purpose of the journey? Does it improve/ reinforce the understanding of a particular subject area?
- Is the journey essential? Could students access the experience in another way e.g. video, web sites etc.
- Can the journey be organised in the subject lesson time?
- Does the journey broaden the cultural or spiritual experience of students?
- Does the journey enable students to develop personal, learning and thinking skills such as working as part of a team or to be an independent learner?
- Is the journey work related and linked to future employment opportunities?
- Can the journey be taken outside the school day?
- Does the journey affect examination classes?
- Have previous staff absences been taken into account when proposing staffing for the journey?
- Does the journey meet with our safeguarding responsibilities?
- Check dates are available in the school outlook calendar.
- Can parents/carers meet the costs of the journey.
- Can appropriate cover work be set and carried out by students when the teacher/teachers are absent from class.

#### 3.3 Journey Category Overview and Approvals

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The government recognises journeys as Category 1, 2 or 3, depending on the level of risk involved.

For all journeys, the relevant forms and risk assessments (contained in the Appendices to this policy) must be completed in consultation with the school's Educational Visits Coordinator, and the Assistant Headteacher responsible for the school journey approval process (Philip Hambleton)

Full Permission will not be given unless the forms and risk assessment have been completed. It is not sufficient to submit copies of generic risk assessments or those relating to previous journeys. Certain places like museums, ice rinks, bowling venues, activity centres, etc., will provide risk assessments for the various activities at those locations.

Only once the appropriate approval has been agreed should the organiser start the process of organising the journey. Journey Organisers must have full journey authorisation before any bookings are made or a deposit paid.

### **3.4 Insurance**

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All school journeys have insurance cover via RPA (DFE) including overseas journeys.

### **3.5 Preliminary Visits**

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Wherever possible a preliminary visit should be made. It is appreciated that this is not always possible, but it is highly recommended and can be discussed with the EVC.

### **3.6 Transport**

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Coaches must be hired from reputable companies, please see the Finance Administrator Louvain Drewitt for a list of acceptable companies.

If you are using public transport, Transport for London operate the School Party Travel scheme that gives free transport for school journeys on educational visits; please use this service if appropriate.

### **3.7 Staffing Ratios and DBS checks**

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It is obviously of paramount importance that all journeys are properly staffed. Each journey should have an experienced teacher in charge and different required ratios are specified in sections 4-6 below depending on the journey categorisation. In all cases one member of staff must be a female and all adults on school journeys must be DBS checked.

## **4 CATEGORY 1 JOURNEYS**

### **4.1 Definition**

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Category 1 covers regular activities where assessment shows no significant risk of harm. e.g. activities that take place within the school grounds (i.e. PE in the gym or walking journeys to local facilities such as parks and playgrounds). The activity is planned by the teacher. No approval is required for on-site activities. No parental consent is required if in the 'normal school day'.

### **4.2 Staff Ratios**

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There should be 1 staff member to 15/20 pupils with a minimum of two staff, one of which must be a teacher.

#### **4.1 School Forms to Complete**

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- School Journey Approval Form (Day Visits)
- Risk Assessment

## **5 CATEGORY 2 JOURNEYS**

### **5.1 Definition**

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Activities which require enhanced planning by the teacher. Parental consent is required. School approval is required (e.g. activities such as career day journeys, day journeys involving non-routine journeys using public or hired transport to visit museums, field study centres, theatres etc.)

### **5.2 Staff Ratios**

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There should be 1 staff member to 15/20 pupils with a minimum of two staff, one of which must be a teacher.

### **5.3 School Forms to Complete**

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- School Journey Approval Form (Day Visits)
- Risk Assessment

## **6 CATEGORY 3 JOURNEYS**

### **6.1 Definition**

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These are activities that require detailed planning to reflect the complexity of the activity, the environment and/or the group, e.g. activities that involve travel abroad, staying away overnight or some form of adventurous activity such as climbing, trekking, water sports or Duke of Edinburgh Award scheme.

### **6.2 Approvals**

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Parental consent is required, and Headteacher's *and Governors'* approval is required. The journey will be risk assessed by the EVC.

### **6.3 Quotes**

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Three quotes must be obtained in order to ensure best value (other than for DOE journeys).

### **6.4 Staff Ratios**

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There should be 1 staff member to 10 pupils.

### **6.5 School Forms to Complete**

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- School Journey Approval Form (Residential) (Approval in principle)
- School Journey Approval Form (Residential) (Final approval)
- Risk Assessment

## SCHOOL JOURNEYS APPROVAL PROCEDURE

**All school journeys**, whether during the school day, in the evenings, at weekends or during the holidays require the **written approval** of the Headteacher or Associate Headteacher. This includes journeys that form a part of curriculum or exam requirements. Approval for journeys abroad require ratification by the Governing Body.

Forms will be available in the school office or may be printed from the SCHOOL JOURNEYS folder in SHAREPOINT. They **must** be submitted in **hard copy** to the tray provided in the school office.

In no circumstances should any stage of the following procedure be bypassed or any action taken on the basis of informal or verbal approval that has not been confirmed in writing as outlined below.

### NON-RESIDENTIAL JOURNEYS

Forms must be submitted at least 10 working days before the date of the proposed journey.



The AHT i/c cover will note implications for cover and check that all the necessary information has been supplied and pass on the proposal for approval to the HT/DHT or bring to a meeting of the SLT.



If the journey is approved the form will be signed by the HT/DHT. The original will be passed to the School Business Manager and a photocopy made and returned to the teacher in charge.



**Final authorisation** for the journey to take place will be granted only when the School Business Manager has received a copy of the requisite risk assessment and list of pupils taking part in the journey and has signed the original of the school journey approval form.

*A register of pupils actually present for the journey should be left at reception on departure.*

### RESIDENTIAL OR OVERNIGHT JOURNEYS

#### *Stage 1: Approval in principle*

Stage 1 forms must be submitted at least two full terms before the proposed journey and stage 2 forms at least one full term before the journey.

A draft **risk assessment** and **three competitive quotes** must be submitted with the stage 1 application.



The AHT i/c cover will note implications for cover and check that all the necessary information has been supplied and will take the stage 1 approval request to the HT and SLT. If the journey proposal has the support of the HT, she will sign the form and pass it to the Chair of Governors for approval. After signing by the Chair of Governors, the original will be passed to the School Business Manager and a photocopy made and returned to the teacher in charge.



#### *Stage 2: Final Approval*



Stage 2 forms must be submitted at least **one full term** before the journey, along with a proposed **list of pupils**



The AHT i/c cover will

- check that all the necessary information has been supplied on the form
- photocopy the pupil list and circulate copies to the SLT, the Attendance Officer and relevant DoLs for comment
- bring final approval of the journey as an agenda item to the next convenient meeting of the SLT (to which the teacher-in-charge may be invited for discussion of any issues arising)

If the journey receives final approval, the stage 2 form will be signed by the HT/DHT. The original will be passed to the School Business Manager and a photocopy made and returned to the teacher in charge.

***No firm offer of a place on a journey may be given to any pupil or her parent(s) prior to final approval by the Headteacher of all arrangements for the journey, including the proposed list of pupils taking part***



**Final authorisation** for the journey to take place will be granted only when the School Business Manager has received a copy of the requisite risk assessment and final list of pupils taking part in the journey and has signed the original of the school journey approval form.

*A register of pupils actually present for the journey should be left at reception on departure. If the journey departs at the weekend or during the holidays, the School Business Manager or other SLT contact should be informed if the list of pupils actually present differs from the final approved list.*

## **6.6 Meeting With Parent/Carers**

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Parent/carers should be invited into school to attend a briefing meeting relating to any Category 3 journey, so that they can be given in writing any information not in the initial letter, and be given the opportunity to ask any questions. In some cases representatives from the activity centre or company will be happy to come into school and do a presentation and answer questions. The meeting also gives the journey organiser an opportunity to check medical/contact details with parent carers.

The journey organiser will inform the site manager of the date and venue and book the relevant room.

Alternative arrangements made for parent/carers who cannot attend or who are not fluent in English will be made by the Events & Journeys Coordinator.

During the meeting with parents/carers the following additional information should be given to parents:

- Details of staff going on the journey, named leader.
- Payment schedule, deadlines.
- Details of travel arrangements.
- Address of accommodation and emergency contact number.
- Size of the group, level of supervision.

- Details of accommodation, security.
- Procedures for illness.
- Issue Health Questionnaire
- Risk assessments.
- Standards of behaviour expected, consequences of poor behaviour.
- What students need to take, must not take.

During the meeting all the Parental Consent Forms should be collected and checked if not completed beforehand.

## **6.7 Residential Journeys**

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### On the day of Departure

On the day of departure, the journey organiser will ensure all journey documentation is accessible for the EVC and Headteacher in case of emergency.

### To be Taken on the Journey

The group leaders should take with them on the journey:

1. Tickets, passports, the group list.
2. Copies of GHIC Cards and passports / copy doc of passports. (if going abroad)
3. Copy of the contract with the tour/holiday company.
4. Parental consent/ contact/ medical information spreadsheets.
5. Contact numbers of Head of School.
6. A school mobile phone & charger.
7. The school phone number.
8. Details of insurance arrangements including telephone number.

### Money And Valuables

Students should have been told not to bring anything of value. However there will always be someone who brings too much money, or valuables.

Parents / carers should be informed that teachers will not be responsible for valuables. Teachers may wish to run a BANK system if they prefer.

### Illness

The leader of the party will have all the medical information and emergency contact numbers for all pupils on the journey. S/he may have passed this information to other responsible staff if the students are arranged in groups.

Places visited often have a qualified first aider who may be able to help and be able to contact a doctor if required. Ideally one member of school staff should be first aid trained.

Medication should only be administered to students in emergencies like anaphylaxis, asthma, diabetes, or other critical situations where the student cannot self-administer, and failure to do so would have a harmful effect. You can of course supervise them taking any medication that they have brought with them. As a courtesy, telephone the parents/carers or get the student to phone home.

## Emergencies

Hopefully you will never be involved in a serious accident or incident. If you are, the first thing you will need to do is check on the students.

Make sure that all students are accounted for and are safe. Move them to a safe area if necessary. Assign an adult to a group of students. Assess the situation, reassure students and phone the emergency services.

- As soon as possible you must notify the Headteacher or the designated SLT lead about the nature of the emergency to agree how to proceed.
- On no account should you talk to the press or media, direct all enquiries to the Headteacher
- Do not allow students to talk to the press or media.
- Do not allow anyone, except for medical services to see any party member without an adult present.
- Remember that a teacher should always be present if police wish to interview a child and remember that police do not have the right to interview any child without an adult present.
- Ensure that an adult accompanies any student to hospital.
- Do not allow students to phone home.
- Write an account, as soon as possible, of all the relevant facts and details, and if necessary ask students to do the same.

## Student Behaviour

Poor behaviour should be dealt with immediately by the teacher in charge. How any serious behaviour problem is dealt with will depend on the circumstances.

On a 'day visit' it may be impractical for the student to be taken back to school. However the school should be notified and on the return appropriate action taken. This may be that the student is banned from further journeys.

On residential journeys it may be necessary for the student to be collected by parents/carers, or if they are unable to do so then by a member of the SLT. This must be made known to parent /carers in the letter sent home with journey information.

## Staff Behaviour

Colleagues need to understand that participation in residential school journeys is often a 24 hour commitment and that appropriate standards of staff behaviour must be maintained at all times. This is particularly important where the dividing line between what is regarded as work activity and what is regarded as social activity can become blurred during the course of the journey (at mealtimes or in the evenings for example, or when direct responsibility for supervising students is lessened for whatever reason).

Colleagues need to remember that at all times during the journey, relevant school staff policies and procedures will continue to apply, including the staff code of conduct, the staff handbook where relevant, and grievance and disciplinary procedures.

## Supervision

The journey leader and other staff are responsible for the students at all times. Supervision can be close or remote but is always 24hrs. Close supervision means that a member of staff is with the students at all times. Remote supervision means that students will not be with a member of staff but if this is to happen then it should be shown in the risk assessment.

Teachers/staff should:

- Have a group of students for whom they are responsible.
- Carry lists of students at all times.
- Regularly do a headcount particularly when getting on and off transport. Get a second member of staff to check.
- Rendezvous points should be organised, (especially when supervision is remote and in this instance students must check- in at regular intervals).
- Students should be told what to do if they get separated from the group.
- Ensure seat belts are worn at all times when travelling by coach or minibus.
- Check the accommodation and make sure that it is suitable, report any existing damage. Make sure that a fire practice is carried out.
- Take care when allocating rooms and ensure that at night all students are in their rooms at the agreed time. Do not take another student's word for it that a pupil is in the room.
- Teacher rooms should be on the same floor, next to the students' rooms.
- Keep students informed of any changes and the reasons for them.

#### On the return

If you are going to be later back than expected you need to phone into school (020 8748 7600) before 4.30pm in order for school staff to contact the parent/carers. If the school switchboard is closed (after 5.00pm), the teacher in-charge should contact parents / carers, using the journeys contact sheet, and notify a member of SLT using an appropriate mobile number.

You need to remain with the students until they are collected by their parent / carers (unless they have been given written permission to make their own way home). Ring parents if they are late collecting their daughter.

If you arrive back outside of school office hours please telephone contact a member of SLT by mobile to confirm the group's safe return and update regarding collected / uncollected students.

**Staff and students will not be allowed back into the school after the school buildings have been secured / alarmed.**

If you are unable to contact parent/carers and nobody has arrived to collect the student one hour after the arrival back at school, then take the student to the Hammersmith police station.

### **6.8 Passports/Extra Information For Journeys Abroad**

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If you are organising a journey abroad, whether residential or day journey, additional factors need to be considered:

#### Preliminary Visit

A preliminary visit is recommended if possible but otherwise it is important very least to get as much information as possible.

#### Passports

Journey organisers must check visa and other entry requirements for destinations abroad and ensure compliance by all participants in the visit.

#### GHIC Cards

Students should have a GHIC card ([online application: Apply for a UK Global Health Insurance Card \(GHIC\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/apply-for-a-uk-global-health-insurance-card-ghic)) –This enables free or reduced cost medical treatment (parents may be liable for costs without a GHIC Card).

- Ratio of staff to pupils should be 1 to 10 with at least 2 teachers and enough adults to cover an emergency.
- A contingency fund should be available to the journey leader.
- A meeting with parents is essential.

#### Pupils' Preparation

The girls should be prepared for the visit, with consideration stressed regarding the following:

- Language – common phrases.
- Local customs / dress codes.
- Food
- Money, exchange and safety. Money belt?
- Using phones abroad – always have enough money.
- What to do in an emergency? Pupils should carry a note in the relevant language for use if they get lost. They should also carry the name and contact number of the group leader.
- Regulations and penalties of bringing things back from abroad.
- Not bringing anything back into the country for anyone else.

#### Information to parent/carers

Once permission has been granted information about the journey needs to be given to parent/carers.

The initial letter to parents/carers should include the following information:

- Place being visited.
- Date of visit.
- Objective of visit.
- A contact number must be provided that will be available at all times throughout the duration of the journey.
- Time and place of departure and return.
- Travel arrangements.
- Cost of the visit, when non-refundable deposit is needed by, and how much it is.
- Details of the activities planned.
- Date of the meeting if applicable.

The letter must be accompanied the Parental Consent Form to be signed and returned by the date stated on the letter.

Sending letters home and collating returned consent forms will be managed by the Journey Organiser

## **7 RESPONSIBILITIES**

### **7.1 Headteacher**

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The Headteacher must ensure that any proposed school visit complies with:

- This school policy document
- The school's health and safety policy

- Guidance for Off-Site Visits and Related Activities with National Guidance.

Headteacher must also:

- Ensure that the Governors are notified and they have approved any category 3 journey.
- Be satisfied that the journey has been planned effectively, that any risks identified in the risk assessment are minimised, and that there is a suitable staff: pupil ratio.
- Ensure that staff accompanying pupils on the journey are appropriately selected and have the expertise, experience and qualifications relevant to the activities.
- Ensure that the teacher in charge has the experience and expertise to organise the journey, and is given sufficient time to do so.
- Ensure that parental consent forms (with medical and emergency contact information) have been issued and returned signed, and all monies owed have been paid in full
- Ensure that they retain details of the venue, telephone number and contact name.
- Ensure that a school emergency contact has been nominated and that the teacher in charge has the details.
- Ensure that both the nominated emergency contact and teacher in charge have a copy of the emergency procedures and names of all members of the group (including staff) with emergency contact details of parent/carer/next of kin.
- Ensure that there are contingency plans in place for delays and cancellations, that the Journey Organiser should have considered during initial the planning.

The Headteacher may delegate some of these tasks to the school's Educational Visits Coordinator, the Assistant Headteacher in charge of cover (Philip Hambleton), or the teacher in charge of planning the journey.

## **7.2 The Educational Visits Co-ordinator (EVC)**

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The appointed EVC acts on behalf of the Headteacher.

The EVC will:

- Support the Headteacher in their responsibilities.
- Work with teachers in charge of journeys to ensure that all relevant paperwork is completed and parental consent is obtained.
- Review systems and monitor practice.
- Review risk assessments and in respect of Category 3 visits.

The Headteacher and EVC must agree on the delegation of tasks so as to ensure that all aspects of planning and safety are covered.

## **7.3 The teacher in charge/group leader**

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Each journey must have a named teacher in charge, agreed by the Headteacher. They have overall responsibility for the group.

The teacher in charge must:

- Be able to control and lead the students.
- Be aware of child protection issues.
- In consultation with the EVC undertake an exploratory visit (wherever possible)

- Complete the necessary planning and preparation, including briefing the pupils, parents and staff.
- **Leave a paper copy of the risk assessment and register in the main admin office before departure.**
- Inform the school attendance officer (Deirdre Cahill) of the journey and confirm which pupils are on the journey.
- Ensure register checks are taken at regular intervals throughout the journey.
- Ensure that all accompanying adults are aware of what the visit involves, have details of the school and emergency contact numbers, know the emergency procedures, and are aware of any medical issues / plans.
- Ensure there is the correct staff: pupil ratio.
- Ensure the students suitability for the journey.
- Stop the visit if they think the risks to students is unacceptable.
- In consultation with EVC ensure that when submitting journey request forms all relevant sections are completed and other paperwork included (risk assessment/ letter to parents).
- Ensure all monies are collected before the journey and liaise with the Business Manager if there are any issues.
- In the case of Category 3 journeys ensure that three quotes have been obtained and discuss with the Business Manager the most appropriate journey in terms of best value and health & safety.
- In respect of Category 3 journeys submit the documentation through to SLT for approval.
- Ensure that first aid packs are taken on the journey.

#### **7.4 Teachers**

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All teachers must do their best to ensure the health and safety of everyone in the group and should act as any reasonable parent would in the circumstances.

They should:

- Follow the instructions of the teacher in charge and help with control and discipline.
- Consider stopping the visit or activity, telling the teacher in charge, if they think there is an unacceptable health and safety risk.
- Teachers accompanying children on journeys are not to consume alcohol or tobacco.

#### **7.5 Non-teacher adults acting as supervisors**

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Non teacher adults on any journey should be clear about their roles and responsibilities.

They have the same responsibilities as teachers with regards to health and safety and control. They should not be left in sole charge of a group unless it has been agreed in the risk assessment.

#### **7.6 Information to Pupils /Expectations of Behaviour**

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Behaviour expectations must be made known to all students at assemblies/ meetings held before any journey.

Students must be reminded that:

- When they are on any journey they must still behave according to the school's Behaviour Policy and Code of Conduct, and behave sensibly and responsibly.

- Must not take unnecessary risks.
- Follow instructions of teachers and other supervisors/instructors.
- Of the dress code required / additional clothes required; i.e if uniform should be worn if PE kits needed etc.
- If abroad be sensitive to local codes and customs.
- Look out for anything that might hurt or threaten themselves or anyone and tell a teacher.

There may be occasions where certain pupils are barred due to uncertainty about their ability to conform to the expected behaviour.

For the avoidance of doubt no students on school journeys are ever allowed to purchase or consume alcohol or tobacco, even if they are 18+.

## 8 COSTS AND PAYMENTS

Parent / carers should be advised of the cost of journeys and be asked for a voluntary contribution of that amount.

No child will be excluded from an activity / journey simply because his or her parent/carer is unwilling or unable to pay.

Pupil Premium or funding through School Fund is available for parents / carers to request financial assistance if required. If hardship is made known, parents / carers should be advised to make a written application to the Journey Organiser for assistance; these should then be passed to the School Business Manager, who will take the applications for review by the Pupil Premium Coordinator and/or Headteacher. The parent/carer will be informed of the decision.

Payments for journeys must be made through ParentPay.

For residential journeys where a payment programme is agreed, a schedule of payments through ParentPay will be organised.

## 9 LUNCHES

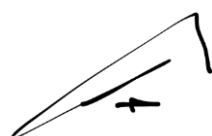
If you are out of school for the day, or travelling through lunch time to go on a residential journey, the Journey Leader will order packed lunches for the girls who are entitled to a free school meal. The Journey Leader will liaise with the Catering Manager regarding the number of students out on a residential journey to facilitate her planning for lunch numbers during that period.

## 10 RATIFICATION

This Policy (together with its appendix) has been approved and ratified by the Headteacher and Curriculum Committee and the Full Governing Body in March 2024. The document will be reviewed in February 2024.



Mrs S O'Donovan  
Headteacher



Glen Hodgson  
Chair of Governors



# **ANNEX A**

## **School Journey Approval Forms**

### **DAY VISITS**

- Approval Form for Day visits

### **VISITS INVOLVING OVERNIGHT STAY**

- Approval in Principle Form
- Final Approval Form

SCHOOL JOURNEY APPROVAL FORM  
**DAY VISITS ONLY (2 PAGES)**

Teacher-in charge:	
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Department/KS	Destination	Educational purpose						
<b>Dates</b> From: 02/12/21 To: Day:	Number of pupils (total)	Year/form/teaching group(s)						
	<table border="1"> <tr> <td>SEND</td> <td>PP</td> <td>MAGT</td> <td>Other</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>		SEND	PP	MAGT	Other		
SEND	PP	MAGT	Other					

STAFF	COVER REQUIRED (indicate teaching group requiring cover)						
	REG	1	2	3	4	5	REG

<i>Please indicate periods where pupils will miss lessons in other curriculum subjects:</i>						
REG	1	2	3	4	5	REG

TOTAL COST	BREAKDOWN	FUNDING	COST TO PUPILS/PARENTS

Arrangements for meals	Arrangements for Mass attendance (where applicable)
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Risk Assessment attached	<i>YES / NO</i>
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Teacher in charge NN	Date 24/09/21	<i>signature</i>
AHT i/c cover	Date	<i>signature</i>
HT/DHT	Date	<i>signature</i>
i/c risk assessment	Date	<i>signature</i>

# SCHOOL JOURNEY APPROVAL FORM

## RESIDENTIAL & OVERNIGHT JOURNEYS

### STAGE 1: APPROVAL IN PRINCIPAL (1 page)

Department/KS	Destination <i>e.g. Newcastle</i>	Educational purpose <i>e.g. Sacred Heart schools in England pupils festival</i>

<b>DATES</b>  From:  To:  Day:	Number of pupils (total)				Year/form/teaching group(s)
	SEND	PP	MAGT	Other	

<b>Teacher in charge</b>	Date	signature
<b>AHT i/c cover</b>	Date	signature
<b>Approved by HT / DHT</b>	Date	signature
<b>Approved by the Chair of Governors</b>	Date	signature

# SCHOOL JOURNEY APPROVAL FORM

## RESIDENTIAL & OVERNIGHT JOURNEYS

### STAGE 2: FINAL APPROVAL (4 pages)

<b>Department/KS</b>	<b>Destination</b>	<b>Educational purpose</b>						
<b>DATES</b> From: To: Day:	<b>Number of pupils (total)</b>	<b>Year/form/teaching group(s)</b>						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">SEND</td> <td style="width: 25%; text-align: center;">PP</td> <td style="width: 25%; text-align: center;">MAGT</td> <td style="width: 25%; text-align: center;">Other</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> </tr> </table>		SEND	PP	MAGT	Other		
SEND	PP	MAGT	Other					

<b>Teacher-in charge:</b>	1
<b>Other staff:</b>	2
	3
	4
	5
	6

TOTAL COST	BREAKDOWN	FUNDING	COST TO PUPILS/PARENTS

<b>Point of departure:</b> <i>e.g. London</i>  <b>Date &amp; time:</b>  <b>Point of return:</b>  <b>Date &amp; time:</b>	<b>Travel Arrangements</b>
<b>Accommodation details</b>	<b>Arrangements for meals</b>
<b>Insurance</b>	<b>Arrangements for Mass attendance (where applicable)</b>

<b>Risk Assessment attached</b>	<i>YES/NO</i>	<b>Student List attached</b>	<i>YES/NO</i>
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<b>Teacher in charge</b>	Date	<i>signature</i>
<b>HoD / DoL (where applicable)</b>	Date	<i>signature</i>
<b>Approved by HT / DHT</b>	Date	<i>signature</i>
<b>i/c risk assessment</b>	Date	<i>signature</i>

Please also complete cover requirements sheet overleaf and the risk assessment sheet and see also the Headteacher approval sheet

# COVER REQUIREMENTS

DAY & DATE								
STAFF (add rows where necessary)		COVER REQUIRED (indicate teaching group requiring cover)						
		REG	1	2	3	4	5	REG
1								
2								
3								
4								
5								

DAY & DATE								
STAFF (add rows where necessary)		COVER REQUIRED (indicate teaching group requiring cover)						
		REG	1	2	3	4	5	REG
1								
2								
3								
4								
5								

DAY & DATE								
STAFF (add rows where necessary)		COVER REQUIRED (indicate teaching group requiring cover)						
		REG	1	2	3	4	5	REG
1								
2								
3								
4								
5								

*Please add copies of this page as necessary*

# Risk Assessment

Has a specific written risk assessment been completed for this visit	Yes / No
Have copies of on-site risk assessments been obtained*	Yes / No

## Please attach copies of relevant risk assessments

\*Where a provider holds a quality badge or AALA licence, it is not necessary to attach copies of their risk assessments.

## GROUP LEADER SIGNATURE

I confirm that the information is correct and I have considered the arrangements and risk assessment for this visit.

Signed..... Date.....

# Headteacher Approval

The EVC and I have considered the arrangements and risk assessment and confirm that they are satisfactory.

The visit detailed is provisionally approved subject to the following\*:

Approval by SLT

The visit detailed is not approved due to the following\*:

.....

SIGNED:

DATE:



# ANNEX B: Two Risk Assessment Forms

## Risk Assessment Form A

**Risk Rating H= High, M = Medium, L = Low**

No.	Hazard	People at risk	Existing control measure	Risk Rating - If High or Medium go to Form B
1	Hazards of the place being visited	All	Refer to the LA and DfES guidance about identifying hazards, a written risk assessment	Medium
2	Type of transport being used	All	Refer to transport specific risk assessments which are kept with the LA and DfEE guidance	Low
3	Insufficient staff for supervision	All	The requirements laid down in the DfES guidance will be set as the minimum level of supervision.	Low
4	Staff are inexperienced in managing school journeys	All	No NQT will lead a journey without the backup and support of an experienced teacher	Low
5	Adult volunteers helping with visit	Pupils	Where someone has not had a DBS check then they will not be left in sole charge of a group	Low
6	Pupil has a specific medical need	Pupil	Appropriate staff will be made aware of the need and have suitable instruction/training to enable them to manage the situation effectively.	Low
7	Visit is to a remote area	All	An adequate number of first aiders will be on the journey to manage unforeseen incidents. The school mobile phone will be available to the group.	Medium
8	Pupil has special educational needs	All	These needs will be addressed at the planning stage of the journey to ensure suitable measures are taken.	Low
9	The visit includes pupils undertaking the following high risk activities ....	Pupils	The group leader will ascertain the names and qualifications of the staff leading these activities and where unsure will check with appropriate associations, information can be found page 64 to 68 of the DfES guidance	Low

<b>No.</b>	<b>Hazard</b>	<b>People at risk</b>	<b>Existing control measure</b>	<b>Risk Rating - If High or Medium go to Form B</b>
10	<i>Pupils swimming at a beach, lake, river, etc.</i>	<i>Pupils</i>	Constant supervision and regular head counts will be made. Pupils will be organised into groups of at least three. Pupils are not allowed to swim unless the LEA swimming instructor (or regular pool instructor) confirms they are good swimmers.	<i>High</i>
11	<i>Pupils paddling at beach, lake, etc</i>	<i>Pupils</i>	<i>A teacher will be in the water facing the shore and no pupil is allowed past them. Constant supervision and regular head counts will be made</i>	<i>Low</i>
12	<i>Going abroad</i>	<i>All</i>	<i>A pre visit will be undertaken where possible and the hazards identified then, and checks will be made on the sleeping arrangements. Pupils and staff will be reminded of the need to check for visas etc.</i>	<i>Low</i>
13	<i>A tour operator is to be used</i>	<i>All</i>	<i>The tour operator must have experience of school journeys and be approved by one of the travel bonding bodies.</i>	<i>Medium</i>
14	<i>The school phone number is inaccessible following an accident</i>	<i>All</i>	<i>The group leader and other designated staff will have the head teacher's direct line number as it is not known by parents or members of the press</i>	<i>Medium</i>
15	<i>An intruder is in the pupil quarters</i>	<i>Pupils</i>	<i>None</i>	<i>High</i>
16	<i>Teachers being attacked by an upset pupil</i>	<i>Teachers</i>	<i>The behaviour policy is emphasised prior to the journey and the pupils reminded that they will be sent back to school if they misbehave.</i>	<i>Low</i>
17	<i>Helpers are unaware of their responsibilities</i>	<i>Helpers</i>	<i>A pre visit session will be held with helpers where their responsibilities will be made plain.</i>	<i>Medium</i>
18	<i>Pupil has an allergy to food.</i>	<i>Pupils</i>	<i>Parents are asked to complete a form indicating any food allergies their child has and for an adequate supply of any medication to be taken to control it</i>	<i>Low</i>

<b>No.</b>	<b>Hazard</b>	<b>People at risk</b>	<b>Existing control measure</b>	<b>Risk Rating - If High or Medium go to Form B</b>

## Risk Assessment Form B

***Residual Risk: H = High, M = Medium, L = Low***

<b>No.</b>	<b>Hazard</b>	<b>Action required</b>	<b>Residual Risk</b>	<b>By Whom</b>	<b>Target Date</b>	<b>Completion Date</b>	<b>Completed By</b>
10	<i>Pupils swimming/paddling at a beach or river</i>	<i>At least one member of staff supervising the activity must hold the RLSS bronze medallion. There will be adequate buoyancy aids available.</i>	<i>Low</i>	<i>Group leader</i>			
15	<i>Group leader dealing with intruder</i>	<i>SMT will develop a procedure from the LEA guidance on dealing with an intruder and ensure the Group leader is suitably trained</i>	<i>Low</i>	<i>SMT</i>			
1	<i>Hazards of the place being visited</i>	<i>Carry out a pre-journey visit and list hazards pupils will be exposed to. Write up a post visit report highlighting any health and safety concerns</i>	<i>Low</i>	<i>Group leader</i>			
7	<i>Visit is to a remote area</i>	<i>There will be a detailed itinerary of the journey and the group leader will make regular calls to the school reporting any problems</i>	<i>Low</i>	<i>Group leader</i>			
13	<i>A tour operator is to be used</i>	<i>References of the operator will be sought from schools who have previously used them</i>	<i>Low</i>	<i>Group leader</i>			
14	<i>The school phone number is inaccessible following an accident</i>	<i>The school mobile phone will have the emergency number as NO.1 in the quick dial mode</i>	<i>Low</i>	<i>Head teacher</i>			
17	<i>Helpers are unaware of their responsibilities</i>	<i>A formal document on the procedures and responsibilities will be made and given to all helpers before they undertake supporting any visit</i>	<i>Low</i>	<i>SMT</i>			


***Please ensure that approval forms and both elements of the risk assessment where appropriate are submitted with this form.***

# ANNEX C

## EMERGENCY PROCEDURES

### Preparation

See HASPEV Chapter 10 and Standards for LEAs in Overseeing Educational Visits. By their nature, emergencies are usually unexpected. But careful emergency planning can mitigate the trauma of being caught up in an emergency. It is good practice for the group leader to:

- ◆ agree an emergency action plan, which includes 24-hour (i.e. constant cover) contact points at the school/LEA and clear roles for the group leader, school/LEA contact, head teacher e.g. managing media interest, supporting parents of an injured pupil, transport arrangements etc.;
- ◆ ensure that all members of the group know what action to take if there is a problem;
- ◆ hold evening briefings with supervisors to discuss issues for the next day;
- ◆ spend time early the next morning explaining arrangements to the pupils;
- ◆ hold, or ensure that other adults in the group hold, up-to date competence in first aid and other life saving competence as necessary for the activities;
- ◆ ensure that the first aid kit is properly stocked and accessible (see Guidance on First Aid for Schools, paragraph 60 <http://www.teachernet.gov.uk/firstaid>);
- ◆ ensure that all pupils' medical needs (e.g. asthma, diabetes, anaphylaxis) are known and that staff are competent to handle them (see Supporting Pupils with Medical Needs: A Good Practice Guide <http://www.teachernet.gov.uk/medical>);
- ◆ be aware that some diseases are more common in some countries and know what preventative action to take and what to do if a group member becomes infected;
- ◆ recognize that many of the health problems of pupils on longer visits are caused by lack of food, of liquid or of sleep;
- ◆ if appropriate, advise group members about the dangers of over-exertion in the heat and of dehydration, which can cause headache, dizziness and nausea;
- ◆ in warm climates, keep fluid levels high, take extra salt and wear loose, lightweight clothing – preferably made of cotton or other natural fibres – and use suitably factored sun protection creams and sun hats/glasses;

- ◆ ensure that drivers take adequate rest breaks on long journeys;
- ◆ ensure that all pupils understand and follow the code of conduct;
- ◆ practice emergency drills e.g. evacuation of mini-bus;
- ◆ if abroad, know where the nearest British Embassy or Consulate is located and the telephone number. Depending on the age of the pupils, it may be appropriate to ensure that they have this information to hand.

## **Emergency procedures framework during the visit**

If an emergency occurs on a school visit the group leader should maintain or resume control of the group overall. The main factors to consider include:

- ◆ establish the nature and extent of the emergency as quickly as possible;
- ◆ ensure that all the group are safe and looked after;
- ◆ establish the names of any casualties and get immediate medical attention;
- ◆ ensure that a teacher accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together;
- ◆ notify the police if necessary;
- ◆ ensure that all group members who need to know are aware of the incident;
- ◆ ensure that all group members are following the emergency procedures and the roles allocated to them – revise procedures and re-allocate roles as necessary;
- ◆ inform the school contact and provider/tour operator (as appropriate). The school contact number should be accessible at all times during the visit;
- ◆ details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);
- ◆ school contact should notify parents, providing as full a factual account of the incident as possible;
- ◆ notify insurers, especially if medical assistance is required (this may be done by the school contact);

- ◆ notify the British Embassy/Consulate if an emergency occurs abroad;
- ◆ ascertain phone numbers for future calls. Try not to rely solely on mobile phones;
- ◆ write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
- ◆ keep a written account of all events, times and contacts after the incident;
- ◆ complete an accident report form as soon as possible. Contact HSE or local authority inspector, if appropriate;
- ◆ no-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Refer media enquiries to a designated media contact in the home area;
- ◆ no-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from their LEA;
- ◆ keep receipts for any expenses incurred – insurers will require these.



