

Cambridge Meridian Academies Trust

Ely College Educational visits policy



ELY COLLEGE

Document Control

Version Number:	1
Applicable To:	Ely College
Committee:	Experience
Approved By Academy Council On:	13 th March 2017
Review Cycle:	2 Yearly
Date of Next Review:	March 2019

THE ORGANISATION OF EDUCATIONAL VISITS

INTRODUCTION:

This policy is not definitive and should not be taken as an authoritative interpretation of the law. However, it does conform to the legal framework set out in the booklet, Safety in Outdoor Education (1989) (DfEE), the DfEE Circular 22/94 Safety in Outdoor Activity Centres and the booklet Health and Safety of Pupils On Educational Visits 1998. The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992, have also been considered in formulating this policy.

PRINCIPLES:

The School is committed to incorporating educational visits and visitors into its scheme of work, providing that they will enhance pupils' relevant understanding and experiences, and that their inclusion is practicable, considering the constraints of staffing, cost and time. Visits help to develop a pupil's investigative skills and vocational experience. Longer visits, in particular, encourage greater independence.

Educational visits should be available to all of 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 some sensory impairment or physical handicap. Just as all other elements in course programmes, educational visits should have clear, relevant and achievable aims and objectives which should be communicated clearly in the trip application.

A major consideration in the organisation of any visit must be the safety of the participants, and in this, as in all other respects, both the LA guidelines and the School policy must be complied with. The minimum adult-to-pupil ratio is dependent on the nature of the visit and the age of the pupils - staff must therefore check that they comply with all school and LA requirements and regulations. The organiser must be satisfied that the venue is a suitable one, with all that this entails, and, where applicable, that any officials from the venue who will be involved in the visit, are qualified and dependable.

The current Educational Visits Co-ordinator and SLT link is KJ Norton-Berry

An annual trips meeting chaired by the EVC will be held at the beginning of each academic year for all those intending to lead trips in that academic year.

SECTION 1 BEFORE THE VISIT

Exploratory/preliminary visits

All visits will benefit from an exploratory/preliminary visit if the visit is not a regular event.

Exploratory visits contribute to overall planning by ensuring that the venue:

- can be assessed with regard to its ability to meet the aims and objectives of the visit;
- can be effectively assessed for risk;
- can cater for the individual needs of the group;
- can direct the visit's itinerary to make the best use of the venue's educational potential.

Exploratory visits contribute to overall planning by ensuring that the Group Leader:

- is familiar with the geographical, logistical and social aspects of the venue;
- has obtained names and addresses of other schools who have used the venue (if applicable);
- has met staff at the venue and has obtained advice from them.

If the venue for the visit is not familiar to an instructor or prospective group leader then an exploratory visit must be undertaken if:

- i. the visit is abroad or;
- ii. the visit involves a residential element or;
- iii. the visit involves outdoor activities, e.g. caving, climbing, hill walking, trekking or watersports.

Many visits are straight forward repeats of a previously successful visit but with a different group of pupils. However many factors at the venue can alter during the course of the year, e.g. museum displays may change, pollution may appear on a shoreline and the weather is likely to be totally different from a previous year. For these reasons it is still good practice to conduct an exploratory visit in order that planning and risk assessment are effective.

If an exploratory visit really is not possible then the Group Leader should obtain written information from the venue, from other schools who have recently visited it, and from local organisations such as tourist boards in order to complete a risk assessment - good practice would suggest that the visit should not take place if adverse information is discovered.

It is essential that the experience of the accompanying party can be deemed competent. Use of the ECA datasheet to record experience on trips should provide Group Leaders with evidence of this. The EVC will maintain this record as part of their responsibilities.

Where possible non specialist staff and ancillary staff should be given the opportunity to go on day or residential trips based on levels of competence and experience, records of which are logged with the EVC.

The SEND department must be consulted re: any pupil on the SEN register going on a trip so that special arrangements can be made if necessary.

Reasonable and responsible is how teachers must behave at all times in relation to school trips. Pupils should be made aware of the significance of the terms: MUST, SHOULD and OUGHT.

Managing Risk

- There are three types of risk assessment: generic, specific and continuing.
- Staff have always had to do risk assessment, the central difference is now that potential risk must be recorded.
- A Group Leader has done what they can if they have considered the central three issues: supervision of the pupils, protection and training.
- To risk assess the school trip, the Group Leader must first consider the environment in which the activities will take place, the qualifications and experience of those leading and accompanying them (especially important for adventure type expeditions) and the suitability of the equipment and resources as well as the age, ability, aptitude and experience of the pupils on the visit.

To be as thorough as possible the risk assessment process needs to be considered in eight stages as follows:

- Identify possible problems/risks
- Consider what needs to be done to minimise them
- Define the necessary actions
- Identify people to be responsible for the actions
- Set a time frame
- Implement
- Monitor progress
- Review afterwards (make changes next time around).

Risk Benefit assessment forms are to be completed at the stage of trip application. Examples and templates can be found on the school VLE.

Risk Assessments for Foreign Trips and Outward Bound activities

Risk Benefit assessment forms must be completed for any of the above. They are then checked by the EVC prior to sending for County approval (EVOLVE procedures).

NB – no such trip or activity should take place until County have approved it.

Other considerations

Other factors to be considered during the initial planning include:

- the facilities/equipment/clothing to be provided by parents for the visit;
- the facilities/equipment/clothing to be provided by the School for the visit;
- the facilities/equipment/clothing to be provided by the venue for the visit;
- identification of the need for and provide relevant staff training;
- the protocol of who carries details of the trip and key documentation and how all staff on the trip can gain access to these if required;
- transport arrangements;
- insurance arrangements;
- information to the provider, e.g. names, ages, genders, special dietary requirements, etc;
- arrangements for communication between the group and the school;
- supervision ratios;
- contingency measures for enforced change of plan, late return, sending pupils home early or other emergency arrangements;
- measures to keep parents fully informed;
- the preparation of pupils - to include knowledge and learning skills, safety awareness, code of behaviour, etc;

If the trip organiser needs clarification, please contact the Educational Visits Coordinator(EVC).

Financial planning

All financial planning should be undertaken with the Finance Office.

Trip leaders are required to obtain coach hire quotes.

A finance form **must** be completed for each trip, a copy of which can be found on EVOLVE (EV1 2015)

Letters should also be approved by the Principal to ensure the correct legal information is included as the return section must be clear as to the name of the trip.

The group leader should ensure that parents are notified as early as possible as to:

- the total cost of the visit;
- how much each parent will need to pay or be asked to contribute towards the cost of the visit;
- the date and time money will start being collected from. This must be negotiated with the Finance Office staff;
- how much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element);
- Use of any surplus funds, i.e. will they be returned to parents.

Early notification of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e. transport, accommodation, food, etc. A separate account heading should be opened within the School Fund so that suitable banking arrangements are in place. This is the responsibility of the Finance Office.

Charges

The School conforms to the LA's charging policy and the DES Circular 2/89, the Education Reform Act 1988: Charges for School Activities.

All school visits which occur during school hours must be provided free of charge. However, parents can be asked to make a voluntary contribution towards the cost of the trip.

In reality the value of the requested contributions equates to the total cost of the visit (or more to allow for those parents who cannot or will not contribute) and therefore if insufficient voluntary contributions are not forthcoming the visit may have to be cancelled - parents must be notified of this contingency. Pupils whose parents/guardians do not contribute cannot be discriminated against.

The Principal can charge parents for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra'. An optional extra:

- falls wholly or mainly outside school hours, i.e. a skiing holiday during the school holidays is an optional extra.
- does not form part of the National Curriculum or the statutory requirements for religious education;
- is not part of a syllabus towards a Prescribed Public Examination

Policies/Educational Visits

Parents who are in receipt of Income Support, Income-Based Jobseekers' Allowance, Family Credit or Disability Working Allowance may have board and lodging costs remitted for residential visits which:

- take place during school hours or;
- are not optional extras.

The parents' agreement to meet the costs of an optional extra visit before the visit is planned in detail will always be obtained in writing. The stated cost of an optional extra visit must not include an element of subsidy for pupils whose families do not meet the full charge.

Reimbursement of expenses and other allowances for staff on school trips

- Staff who take part in a school trip will be expected to pay for any meals, drinks in the same way that students do, if these are not part of an inclusive trip price.
- No reimbursement will be agreed for the following:
 - Any purchase of alcohol (staff are reminded of the code of conduct in this respect)
 - Any request not accompanied by a receipt
 - Any request where students on the trip have had to pay for the comparable meal or drinks
 - Gifts for staff
- Where the nature of the trip/exchange necessitates the need to entertain visiting staff please seek clarification of what can be claimed from the Business Office prior to incurring any expense
- If there is a need to consider passing on a percentage of the place cost to staff wishing to go on a trip this will be identified and staff made aware of this in advance, it is envisaged that this would only occur where there were a real possibility of the trip not going ahead.

First aid

First aid considerations must form part of the risk assessment - these considerations should include:

- the numbers in the group and the nature of the activity;
- the nature of any likely injuries and how effective first aid would be;
- the distance to the nearest hospital and availability of transport. N.B. All adults in the group should know how to contact the emergency services.

In all cases a **nominated person** should be in charge of the first-aid arrangements, e.g. a trained first-aid-er is advisable for adventurous activities, visits abroad or residential visits. However, for normal school trips and visits the group leader should have a good working knowledge of first aid and ensure that an adequate first-aid box is taken.

Arrangements for pupils on the epipen list must be agreed prior to any trip involving such pupils.

The minimum contents for a travelling first-aid box where no special risk has been identified are:

- **a leaflet giving general advice on first aid;**
- **six individually wrapped sterile adhesive dressings;**
- **one large sterile unmedicated wound dressing approximately 18 cm x 18 cm;**
- **two triangular bandages;**
- **one pair of disposable gloves;**
- **a resusciate (for mouth to mouth resuscitation) is recommended but not compulsory.**

N.B. All minibuses must carry a first-aid kit.

The Minibus has its own risk assessment as undertaken by the Lead Driver.

Approval for visits

a). Approval - 'In Principle' At least 4 weeks ahead of visit.

The group leader should obtain approval from the EVC as to the general suitability of arranging the proposed visit. Before any visit/internal event takes place you must complete the “Request for Trip Authorisation” which requires signatures from Line Manager, Cover Manager and the Principal. Once approval has been given, these forms need uploading on to Evolve before the EVC can approve. The Group Leader must show how the plans for the visit comply with current regulations and guidelines, including the School's general Health and Safety Policy and that of the LEA. (Risk Assessment). This approval is only 'in principle' and must be obtained before any substantial arrangements are made. The EVC must also be regularly informed in writing of the progress of the planning of the visit. All communications should be made by email so an immediate record is held. It is good practice to attach a copy of the proposed letter.

There are four levels of visit identified by the college.

Level	Features	Approval
1	Residential, foreign, adventure	EVC, SLT and County Advisor (Evolve system)
2	Impact on Curriculum	EVC (SLT if significant)
3	Outside Curriculum time or within subject time	EVC
4	Routine eg Sports Teams, Alconbury, CRC etc	EVC at start of year

b). Approval - 'Formal'

The EVC will electronically sign the form and then forward a copy to the Group Leader. A Group Leader checklist will be emailed to all Group Leaders with the trip approval documents (see appendix 1)

For trips requiring County approval EVC/SLT Link will authorize following set procedures. Activation of the Evolve Procedures for online County approval is the responsibility of the designated EVC only.

It is the Group Leader's responsibility to inform ID of any changes to the information contained “In Principle” approval form; e.g. insurance, itinerary, staffing.

N.B. The Principal’s designated representative will report termly to the Governors visits that involve an overnight stay, potentially hazardous activities or travel outside the UK.

The parents or guardians must be fully informed about the visit in a letter from the organising teacher (named), which should explain:

- its nature and purpose (to include aims and objectives);
- outline the programme/itinerary making reference to specific health and safety issues;
- how and when pupils will be supervised - making special reference to any work not directly supervised.

In accordance with current legislation, the letter to parents should also contain a section on meeting the costs of the visit, the essence of which is contained in the following example:

In order for this visit to take place, we ask you to make a total contribution of the full cost of £XX. Although such contribution is voluntary, in reality we have no alternative source of funding. If sufficient contributions are not received to make the visits financially viable they will be cancelled and all contributions will be refunded. In cases of financial hardship, any requests for the contribution to

Policies/Educational Visits

be waived will be treated sympathetically; please contact the Principal in writing. As these are educational visits and are taking place in school hours, we are not permitted by law (Education Act 1996) to exclude from such a visit a student of parents choosing not to contribute to the cost.

The consent letter to parents should also make clear: ' I am aware that the school has a detailed policy on the safe running of educational visits, which I can obtain from the school on request. I am also aware that the school's educational visits are always well organised with a particular attention paid to health and safety. I understand there can be no absolute guarantee of safety, but appreciate that the school leaders of the visit retain the same legal responsibility for pupils as they have in school and will do everything that is reasonably practicable to ensure the safety of everyone on the visit'.

The letter must include specific details of when payment will be accepted and how any system of placement allocation will occur.

Cover for Trips occurring across Curriculum Time

It is imperative that any Trip Organiser builds into any Trip the costs of cover if the trip cuts across curriculum time. Current costs for this can be found from the Cover Manager. Notification of trips must be at least 4 weeks in advance of the commencement of the trip using the correct procedures through the EVC.

This includes all trips / visits etc irregardless of the numbers or size of the group going out.

No authorization will be given if this ruling is breached in any way unless it has the full approval of the Principal and / or his / her Deputy.

Trip Applications including Calendaring & Minibus bookings

Any trip submitted for approval will be assessed by the EVC, in consultation with Cover arrangements & clashes and the Finance Office.

If the trip involves the use of the minibus then it is the responsibility of the trip leader to ensure its availability.

Mini bus bookings must be made with the Facilities Manager. Bookings of the minibus are to remain provisional until any trip has full authorization to continue. The EVC will liaise with the Mini-Bus driver re confirmation of bookings etc. If a member of staff is driving there should always be a minimum of 1 other member of staff present to deal with any issues arising.

Once a trip has been approved the EVC will inform the Principal's PA for it to be entered into the Live Calendar.

Although the Live Calendar can be consulted before any trip commences, all staff must follow procedure at all times.

Balloting Procedures

If oversubscription is anticipated, the preferred method of organisation should be:

- 1) State a start and finish time for collection of applications. This must be clearly stated in any introductory letter sent out to parents and pupils.
- 2) Organise a draw should the number of places available be oversubscribed after the submission time stated in 1 above has elapsed.
Ballots to be conducted by at least two staff members with independent witness plus the EVC.
Ballots can either be out of 'a hat' or by electronic random methods.
- 3) Where balloting has to take place for residential trips, gender issues need to be assessed for rooming arrangements. This may mean that the ballot has to be carried out with these in mind.
- 4) Reserve lists to be kept of those pupils who are unsuccessful and if a vacancy occurs a subsequent ballots are to take place which may need to be gender orientated.
- 5) Pupils and parents to be informed in writing as to whether a pupil is successful or not.
- 6) Trip Leaders must inform the EVC if a ballot is to take place, giving time and location.
- 7) Names of all pupils either successful or unsuccessful to be forwarded to the EVC and finance office asap after the ballot, so that these can be recorded on the central database of trips.
- 8) This database will be used to maintain records of pupil entitlement and trips.
- 9) Any queries regarding the balloting for trips must be referred to the EVC at all times.

However it must be made clear at all times that failure to get on one trip will not immediately mean that for the next trip they will be successful.

All trips to be treated to be treated individually on merit. The EVC will monitor all trips and advise SLT as necessary if any issues become evident re all pupils and access to trips.

Following Trip Authorisation

When the organisational details of the visit have been confirmed, all relevant forms - most notably those concerned with insurance - must be completed, and all other requirements detailed in the School's policy document must be observed.

Pertinent details of the visit will need to be given to all of those variously involved; to the participating pupils, to any accompanying teachers and any non-teacher supervisors, and, where applicable, to any officials who will receive and perhaps work with the School party. In addition to everyone being acquainted with the date, time, venue, programme details, nature and purpose(s) regarding the visit in question;

- the pupils will need to be made aware of its relation to and implications for their recent, current or impending learning, and will need to know what will be expected of them at the venue in terms of their work and behaviour;
- any accompanying teachers and any non-teacher supervisors will need to be carefully advised about their roles and responsibilities;
- any participating officials will need to know how their contributions are intended to enhance or to complement the pupils' work in School.

The organising teacher must also ensure that everyone involved is aware of any contingency plans for inclement weather or unforeseen circumstances, aware of the first-aid facilities, and aware of any emergency telephone numbers.

Policies/Educational Visits

If transport by coach or minibus is to be involved, the organiser must be satisfied that the vehicle(s) and the operators comply with the statutory requirements, and with any other requirements laid down by the LA or the School.

Members of the School Office staff should be notified, in writing, of the dates and times of all visits, and of the pupils and teachers involved. On any occasion when pupils will be away from the School the catering staff should also be notified, preferably two weeks prior to the visit. In all cases, the teachers from whose lessons or extra-curricular activities pupils will be absent and the Attendance Officer, should be advised of that fact - use of the staff newsletter should be suitable for this purpose.

It is good practice on trips that will incur a large level of expense to warn parents by InTouch at least one week in advance of any financial deadline.

Trip Leaders need to liaise with the Finance Office at all times. On the day before, or the morning of a trip, all first aid boxes should be collected from the member of staff tasked with whole school first aid, currently Caroline Price (Franklin SSA). If more than one coach is being used, such records need to be available to which ever coach a pupil is allocated and the staff on that coach informed as such.

DURING THE VISIT

Medical Lists

These will be uploaded by the trip leader to EVOLVE as part of the planning procedure prior to every trip.

Group Leaders should familiarise themselves with such lists prior to trip departure and inform sub-leaders of any potential issues within their subgroups.

On residential trips, all accompanying staff should be made aware of potential issues with any party member prior to departure of the trip.

Relevant medical details must be completed for party members including participating staff, to be uploaded to EVOLVE alongside student details.

Mobile Phones

There are designated mobile phones available for all trips. Responsibility for their distribution is by the Finance Office, either on the day of the trip, or days leading up to the departure.

All mobiles have pre-listed emergency and SLT numbers and the emergency SLT designated phones. The mobiles should be used in preference to personal phones unless in cases of necessity.

The mobiles are kept with the Finance Office and are to be returned upon the completion of a trip without delay.

Trip Leaders should familiarize themselves with these mobiles prior to the departure of each respective trip.

RESIDENTIAL TRIPS

Policies/Educational Visits

Group Leaders, should ensure all details of each trip, pupil names, staffing, contact details, itinerary, travel company information as applicable are with the named SLT Staff and Main Reception during the week prior to trip departure.

Group Leaders should make frequent references to the rules and procedures applicable to the visit or particular activity.

- a) Staff should insist that pupils are inducted into a real sense of safety awareness and good practice.
- b) Pupils should be divided into sub groups, each with a staff member allocated which should ease accountability, checkin procedures etc.
- c) Pupils should be encouraged to develop a strong sense of 'Health & Safety' for themselves and others, and to become familiar with the general and visit specific rules and procedures. Pupils must heed the staff's advice on how to avoid any potential risks when using particular equipment/hardware. They are required to behave sensibly at all times, and should be reminded regularly of the dangers of running.
- d) Doors to sleeping accommodation may be locked at night, provided that alternative and adequate fire evacuation routes are available. Pupils are not allowed to enter or work in hazardous areas unless appropriately supervised.
- e) A fire drill must be carried out before bedtime on the day of arrival.
- f) Tidying/clearing up at the end of a day or the visit should be an accepted part of the visit and time always needs to be allowed for this to take place safely and effectively. Various factors will dictate the time that is needed, but clearing up should never be left until the very last minute. The major safety consideration is that equipment is stored in its designated locations so that the next session is not compromised, and equipment will not be found by subsequent groups in an unsafe condition, or in locations which might cause injury.

DEALING WITH ACCIDENTS AND EMERGENCIES

ACCIDENTS:

In the event of a pupil injuring themselves, dealing with that incident must take priority. **All participation in such activities must stop** and pupils must be instructed to rest quietly and not to make any further use any equipment/hardware associated with the accident, until the incident has been dealt with and the welfare of the injured party has been organised.

Pupils must be made aware of the circumstances leading up to the accident and an appropriate short discussion about the incident should serve as an example to others.

Small cuts and abrasions can be dealt with using the first aid bag but more serious incidents should receive the attention and evaluation of a qualified 'first aider'.

All accidents however minor should be reported in the **ACCIDENT BOOK** by the end of the day in which the incident occurs, or as soon after the return of a residential trip.

The accident book must then be countersigned by the Principal.

Pupils should be encouraged to report all injuries however minor and should be reassured that no punishment or sanctions will be taken against them. Pupils should also be reminded at regular intervals about the course of action that they should take immediately following a personal injury. Any cuts and abrasions should be dealt with in accordance with the 'HIV preventative protocol'.

Policies/Educational Visits

Any cases involving hospitalization, emergency procedures must be enacted with information forwarded to the designated SLT member as soon as possible.

ILLNESS & SICKNESS DURING THE VISIT:

Pupils must be encouraged to report that they are feeling unwell during a visit - otherwise it is possible that their condition could cause them to lose concentration or become faint. They should have confidence in knowing that such matters are regarded seriously from a Health and Safety point of view, e.g. the unwell pupil may have an increased chance of an accident. Opportunities must be afforded in such circumstances for the pupil to leave the activity to visit the cloakroom, get some fresh air, have a drink of water, rest, etc. and the advice of a first aider should be sought if there is cause for concern, or if it is thought that the incident is not genuine. However, pupils must not leave the activity without first informing a member of staff of the situation.

EMERGENCY PROCEDURES:

In the event of accidents or faults with electrical equipment/hardware - it is important that the equipment/hardware be disconnected from the power supply and an '**EQUIPMENT/HARDWARE OUT OF USE**' sign secured to the equipment. Portable electrical equipment/hardware should be removed from the area and locked away until such time that the equipment has been inspected and/or repaired. Pupils must be made aware of all incidents where damage occurs to equipment so that they are not tempted to use such items, and they should always be encouraged to report any situation or equipment which appears to present a hazard.

OTHER ARRANGEMENTS

Jewellery (except closely fitting and non protruding ear studs) should not normally be worn in school or during school visits. N.B. If jewellery is worn for cultural reasons, religious observance or as a means of ethnic identity then every endeavour will be made to reach a safe compromise, e.g. adhesive tape may be wrapped around the finger or wrist in order that the risk of that item 'catching' or being damaged is minimised. When such instances occur the advice of the Assistant Head (House) must be sought and parents must be informed in writing (using a pro forma letter) of any remaining risk.

It is essential that all Group Leaders take at least one copy of the "OFF-SITE VISITS – EMERGENCY PROCEDURES" documentation with them. In larger groups, it is advised that more than one copy should be taken.

AFTER THE VISIT

- a) In general, work completed by pupils either during or subsequent to an educational visit, should be displayed as and when appropriate, in a public area of the School.
- b) The Group Leader should ensure that senior management are informed of the conduct of the pupils and also the conduct of Staff accompanying the trip.
A report (including evaluation) is presented to the EVC - perhaps for inclusion in the next Headteacher's report to the Academy Council.
- c) A trip evaluation sheet to be completed within 7 days of completion of trip.
- d) The Group Leader should also ensure that staff who have covered lessons because of the visit should be thanked in an appropriate way.
- e) Group leaders to write a website / newsletter report (100 words) plus accompanying photograph if available. Submit copy to the Principal's PA.

Policies/Educational Visits

- f) A random sample of pupils will be targeted by the EVC to complete a pupil evaluation per each trip.
- g) Parents will also be selected at random for further evaluation processes.

APPENDIX 1

TRIPS DEPARTURE & ARRIVAL POLICY

1. All trips leaving by coach must leave from Needhams playground.
2. When planning trips to leave before 8-00am, the trip planning form must clearly indicate this prior to sending to the EVC and finance office.
3. The site team to be notified of any trips leaving before 8-00am. The site team will come in and unlock all gates prior to departure. The site team must be informed of pending arrival back times.
4. On return all coaches must return to the rear bus park if *before 6-00pm* unless by prior arrangement through the EVC & liaison with the site team
5. *After 6-00pm* all return visits must come in at the turning circle next to the Needhams gate or Needhams playground. Parents must await coach arrivals in the Needhams playground.
6. At least one member of staff must remain in Needhams playground/on-site until all coaches have returned.
7. A staff presence must remain at the front of the school until all pupils have been collected.
8. Lead teachers must contact SLT Trip links via telephone or text to inform once coaches are back safely and all students have been collected.