

HEADTEACHER:  
Maureen Cobbett

Tel: 020 8897 4037  
Fax: 020 8897 8117



Haselbury Road  
Edmonton  
London N9 9TN  
office@latymer.co.uk  
www.latymer.co.uk

---

# THE LATYMER SCHOOL

---

Founded 1624

## Policy and Procedures: Journeys and Visits

---

<b>Approved</b>	<b>Pupils and Personnel Meeting March 2024</b>
<b>Prepared by</b>	<b>The Headteacher</b>
<b>Policy adopted</b>	<b>Full Governing Body Meeting March 2024</b>
<b>Review date</b>	<b>March 2026</b>

# Journeys and Visits Policy

**Trip information can be found on: Topics/Staff/Teaching and Learning/Lightening the Load/Trips and Finance**

## 1 Introduction

This policy applies, in the appropriate context, to single day visits, to longer journeys at home or abroad involving overnight stays, and to any visit in or outside normal school hours (including weekends and holidays) which is organised by the staff of The Latymer School or for which pupils are recruited in school.

**1.1** The school recognises and accepts that learning that takes place out of the classroom is a valuable tool in every one of its students' education, if conducted within a safe and healthy environment.

**1.2** It is the intention of the governing body that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment on school visits.

**1.3** The overall high quality of planning and leadership on school visits will be evident from the contribution these journeys will make to the all-round ethos of the school and the interaction between students and staff.

**1.4** All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The Latymer School Journeys and Visits Policy can only be successfully implemented with the full co-operation of everyone concerned.

**1.5** For the avoidance of confusion, the term "journey" where used in this document will refer to the entire educational trip from departure to return.

## 2 Responsibilities

### Responsibilities of the governing body

- i. In discharging its responsibilities, the governing body will:
  - make itself familiar with the requirements of the appropriate legislation and codes of practice;
  - ensure there is a management structure for educational visits;
  - ensure that there is an effective and enforceable policy for the provision of health and safety on educational visits throughout the school, and, that it is implemented;
  - periodically assess the effectiveness of the policy and ensure that any necessary changes are made;
  - ensure there are effective guidelines and risk management processes in place to enable educational visits and journeys which are safe for all participants and leaders.
- ii. In particular, the governing body undertakes to provide as far as is reasonably practicable:
  - effective guidelines and risk management to enable educational visits to occur ensuring the safety of both students and staff;
  - a management structure to give support and guidance so that staff feel able and are willing to undertake school visits;
  - safe and healthy working practices that take account of appropriate statutory requirements, code of practice and guidance;
  - supervision, training and instruction so that all staff and students can undertake school-related activities and visits in a healthy and safe manner;
  - ensure adequate provision of safety and protective activity equipment and clothing, with associated guidance, instruction and supervision;
  - ensure parents are fully informed on the arrangements for all journeys and visits, which include at least one overnight stay, by holding a parents and students meeting prior to the journey taking place. At this meeting at least one parent/carer and the student should be expected to attend as a prerequisite to the student being allowed on the journey.

## Responsibilities of the Headteacher

- The Headteacher has responsibility for the day-to-day development and implementation of educational visit practices and conditions for all staff and students.
- The Headteacher will take all reasonable steps to ensure that the Health and Safety Policy is implemented in relation to school visits.
- The single most important factor in helping to ensure safety on any visit is the competence of the visit leader. This is the responsibility of the Headteacher on the advice the Senior Leadership Team and, in particular, the Assistant Headteacher for Enrichment.

## Responsibilities of the Headteacher and Assistant Headteacher for Enrichment

The Headteacher and Assistant Headteacher for Enrichment will

- be responsible for the day-to-day implementation of the Educational Visits Policy
- be the designated contact for all staff planning on organising a school visit.

The Assistant Headteacher for Enrichment will also advise the Headteacher on the suitability of visit leaders.

## Supervision Guidelines for school residential visits & journeys

**Trip leaders should discuss these guidelines with all members of staff who enlist on trips. A trip leader anticipating any possible exceptions or additions to them should discuss them with the Headteacher and Assistant Headteacher for Enrichment before the trip.**

### During Travel

- Before leaving school students should be split into conveniently sized travel groups.
- Each adult in charge of each group should have a register of those in their group and this should be checked every time the group either leaves or joins transport – especially if individuals are allowed to go to shops or toilets in airports or on ferries.
- When releasing students for shopping or toilets, an optimum safety rule is: ‘less than three there never will be’.
- When seated on a coach or aircraft, each group leader should know where his/her charges are situated. It would be preferable if they could be sat together.
- Students **MUST** wear seatbelts when required in aircraft and at all times on a coach.
- **If the transport looks unexpectedly risky, for example, a tour company changes it at the last minute, the trip leader should discuss with the other members of staff and carry out an informal risk assessment.**
- On arriving at a hotel if it looks to be unexpectedly risky to ensure students’ safety, for example ground floor rooms were booked but the company changed them to 8th floor, with balconies, the trip leader should discuss with the other members of staff and carry out an informal risk assessment. [Whilst engaged in activities](#)
- Members of staff allocated to supervise groups should be contactable at all times, even if supervision is deemed to be ‘remote’ as in the case of lessons by outside providers or expeditions on final practices or assessment.
- If the activity can be classed as hazardous, such as swimming, qualified staff either from the provider or from Latymer must be in attendance at all times. Students who go swimming or take part in a similar activity without supervision will be deemed to have broken the trip’s safety rules and be liable to the full range of sanctions available. Where students go swimming within a safe environment such as a hotel swimming pool a member of staff should be present. Where students go swimming in a still water outdoor environment, staff in a ratio of not less than 1:8 should be present. Where students go swimming in the sea, staff in a ratio of not less than 1:8 should be present **and the section of beach must be lifeguard patrolled.**

## During meals

- Students should be supervised by staff during meals either in accommodation or when the whole party are eating as a group in a restaurant.

## Contact

- If students are out as groups, unsupervised by staff, the staff should be contactable by either school mobile phone or other agreed method communicated to the students in advance and know where the students are. Once again, 'less than three there never should be'.
- Students should be aware of where the staff can be contacted physically, which in most cases is likely to be an agreed meeting point.

## When in the hotel during day or evening

- If students are allowed in the hotel or their rooms during the evening, an appropriate number of staff members able to deal with foreseeable emergencies need to be on supervision duty and no less than two. Where possible one of these member(s) of staff should be a first aider.
- **Students should not be allowed in the rooms of other students.**
- The only form of moving around the hotel should be by corridors, stairs, lifts and doors. Climbing over balconies, out of windows and other non-standard methods must be expressly forbidden.
- Students' interaction with other resident groups in the hotel should be supervised and monitored to ensure duty of care. This should also be in designated communal areas, not in either the students or other groups' rooms.
- Staff should check all rooms for hazards including balconies and windows opening dangerously etc.

## After and just before lights out

- When students are sent up to bed, they should understand the rules laid down concerning staying in their rooms. Normally, once they have been sent to their rooms, they should not come out to visit other rooms unless specific approval has been given or unless the ablutions are communal and situated on the corridor.
- If the area is secure, rooms can be left unlocked at night to ensure ease of staff supervision access. If this is not the case, where possible, the rooms can be locked at night and staff should attempt to obtain a master key.
- After a reasonable period of time room checks should be done with a register. To do this, warning of entering the room must be given and acknowledgement received before entering the room to carry out a head count as well as checking the correct students are in the room wherever possible by a same sex member of staff. It would be good practice to have follow up room checks and checks from outside the doors to the rooms until there is quiet from the rooms and then again before the staff retire.
- Should quiet not be achievable, or there are suspicions that students are not going straight to sleep, random room checks should be carried out by a same sex member of staff, including going into the rooms. No room should be entered without giving appropriate warning.
- Students should know who the duty staff members are (two would be an ideal minimum, suggested number), where they are roomed and how to contact them.
- **There should be a briefing every night.** Students should be reminded about the code of conduct they have signed and that any issues arising can and will be addressed on return to school, sanctions can extend beyond the period of the trip.

## Security to ensure safeguarding

- Ensure security from strangers. This could include other groups, random strangers and individuals supplied by tour companies.
- Staff should ensure that Latymer students are not bothered or get unwelcome attention from other groups/individuals. This also applies to attention that they encourage if it is either inappropriate or staff feel it is intrusive to the Latymer party.
- Tour reps/coach drivers, or another adult provided by a tour company, may not have a DBS (Disclosure and Barring Service) check. They should not have direct contact with students without a member of staff present. If they are staying in the same hotel as the party, particular care should be taken.
- The hotel should have either a night porter or a locked front door at night when students are in residence.

## Staff alcohol/Drugs/"legal highs" guidelines

- In the present climate of litigation and accusation that accompanies incidents on school trips, it is now more important than ever to be pro-active in all areas in which our professionalism could be liable to challenge. One of the areas that produces most cause for concern is staff consumption of alcohol and/or drugs/"legal highs".
- No matter how little is drunk, if a member of staff is seen drinking, some students will assume that s/he is drunk and/or is under the influence of recreational drugs or "legal highs". These students may then pass on the same impression to their parents. The purpose of this section is to give a framework for use on trips that ensures a level of supervision while allowing staff to have the freedom to enjoy a drink when it is appropriate to do so.
- The use of any drug not prescribed to the member of staff by a doctor or substance referred to as "legal high" is NOT permitted under any circumstances at any time during the journey. Any failure to observe this guideline will be viewed as a serious failure of professional duty and will be dealt with accordingly.
- All trips should have an openness that allows for both students and staff to feel secure that what has occurred on the trip has been both professional and acceptable to both parents and the school. This will also allow for follow up sanctions applied to students, should it be required, and support for staff, in the case of any unacceptable behaviour by students. The SLT and Governors need to feel secure in the knowledge that they can back up trip staff with confidence in any case of parental complaint.
- "On duty" staff should always be available to deal with an emergency. These members of staff should not drink alcohol **during and for eight hours prior to** the period of their duty. This is to ensure that they are capable of taking important decisions with an unclouded mind. There must always be at least one member of staff "on duty". Please seek the advice of the Headteacher and Assistant Headteacher for Enrichment beforehand about safe levels of staff cover. In the absence of a clear instruction from the trip leader that a member of staff is "off duty" all members of staff will be assumed to be "on duty".
- **Throughout the period of the trip all other staff should ensure that their alcohol consumption is moderate, so that they are available to assist in dealing with students. Staff should never drink excessively.**
- In the case of trips where cars or minibuses are used, the school has a policy of zero alcohol for drivers up to 8 hours before driving. [On duty/off duty – rota](#)
- Each trip, where appropriate, should have an on/off duty rota or clear understanding of who is doing what, and when.
- 'On duty' staff should always be available to deal with any emergency. These members of staff should not drink alcohol during and for eight hours prior to the period of their duty. This is to ensure that they are capable of taking important decisions with an unclouded mind. There must always be at least one member of staff "on-duty", more for a larger group. Please seek the advice of the Headteacher and Assistant Headteacher for Enrichment beforehand about safe levels of staff cover.
- 'On duty' staff should have access to student medicines and health information as well as contact details for Police, Fire and Ambulance.
- 'Off duty' staff should be professional and moderate in their behaviour when around students. If they drink alcohol it should be moderately so that, if called upon, they can assist in any situation as required (see above)

## Dealing with an incident

- Latymer students are usually compliant if given clear guidelines in advance and are made aware of the possible consequences of misbehaviour. But if an incident does arise it should be handled in a way as closely as possible as if it happened at school. Even if an incident occurs on the last night, students should be given an opportunity to write a statement before leaving to come home. When taking statements, ensure there is no collusion. Statements should be written under supervision or students are placed in separate rooms to complete their statements.
- Punishments which last beyond the trip should not be given at the time but should be discussed with the SLT on return with the report of the trip.

### 3 Approval & Notification should all be done via Evolve

- Members of staff wishing to organise visits must obtain the Headteacher's approval before publishing arrangements or entering into any commitment.
- Requests for approval should indicate the nature of the journey and highlight any activities that may be regarded as hazardous.
- Risk Assessments for all proposed activities should also be submitted with the approval application.
- Vulnerable Students:
  - I. Where possible the Trip Leaders will support vulnerable students in accessing a full range of extra-curricular trips. However, in certain circumstances the school may have to refuse a place to a student.

All participants will be reviewed at the start of the process of organizing, 6 months and 3 months before departure. If at any point the school becomes aware of circumstances which would compromise the safety of the trip, or the individual, the student's place will be withdrawn.
  - II. A separate Vulnerable Students Risk Assessment (VSRA) to be produced by the trip leader after meeting with the relevant Head(s) of Learning to discuss any special arrangements required for vulnerable students. The completed VSRA to be submitted to Headteacher and Assistant Headteacher for Enrichment for review at least four weeks before departure. This will allow for any meetings with parents deemed necessary to take place. Please see the Policy Supporting Students with a Medical Condition for more information.
- Attendance:

Monitoring the attendance of participants wishing to attend the trip:

  - I. If any student's attendance falls below the 90% threshold, it will be flagged to the trip organiser.
  - II. Subsequently, the organiser will need to make the student and parents aware that we will be monitoring their attendance, and if a student's attendance fails to improve, they may be at risk of not being allowed to attend the trip.
- Trip Applications:

If oversubscribed, the Trip Leader should check the spreadsheet held with the Trips Administrator to ascertain how many extra-curricular residential trips a student has participated in. Students that have not attended any prior extra-curricular trips should be given preference.

### Parental Consent

- Consent must be obtained from the parent(s) of every child before commencement of any journey. This will usually be requested via Parentpay, although Google forms may be used when no payment is required.
- Parental/Medical Consent form and Health and Nutritional Information form, must be obtained. This is particularly important for overnight stays.
- The appropriate 'Code of Conduct' for students on school visits form should be signed by children and witnessed by parents at the pre-trip parents' evening unless already held by school office.

### Regular Extra Curricular Activities

Extra-curricular activities that recur regularly (e.g. football training, weekly activity clubs etc) require approval before commencement, but approval then applies for the entire school year, subject to prior written notification to the Headteacher of any changes to regular arrangements.

### Insurance

- The school has effective insurance cover for pupils on journeys. The cover includes Personal Accident, Medical Expenses, Cancellation or Curtailment, Baggage and Money, and Delay Cover (if abroad), and applies to travel world-wide. The policy has limits on payments and in some categories excesses apply. A copy of the current policy may be obtained from the Director of Finance and Personnel.
- The premium that applies will be advised to staff at the start of each school year. The cost will be charged by the School Finance Office to the journey account for residential trips, and should be included in journey costings for the purposes of charging to parents.

- If an incident occurs which may give rise to a claim, **liability should not be admitted at the time**, but the matter should be referred to the School Finance Office and Headteacher as soon as is practically possible. Losses or theft that might result in an insurance claim should be advised to the local police in accordance with the requirements of the policy.
- 3rd party liability cover is included in insurance cover arranged for pupils on journeys.

## Escorts

- Groups should be accompanied by members of staff or other approved escorts in a ratio agreed with the Headteacher. Specific journeys, such as those to Ysgol Latymer, may have a lower ratio due to the nature of the activities undertaken.
- Consideration should be given where appropriate to the need for escorts of each sex, and for sufficient members of the teaching staff to participate in the visit to ensure an appropriate level of supervision and discipline.

## 4 Costing of Journeys

- The member of staff in charge of a journey or visit is responsible for ensuring that the full costs involved are covered either by parental contribution or by pre-arranged subvention from School funds or Governing Body/Foundation funds. A face-to-face review of finances should take place with the Trips Administrations Officer before committing to a specific journey.
- The following main costs need to be considered but others will apply depending on the nature of the journey:

Accommodation  
Food  
Travel/transfers  
Excursions and activities  
Administration costs (including staff cover)  
Insurance  
Contingencies

## Accounts

A record of receipts and payments should be kept and supported wherever possible by documentary evidence.

- The records should be available at any time for examination by the Headteacher or the Director of Finance and Personnel and will be subject to review by the School's Auditors. They should be retained at the school for a minimum period of six years.
- For all practical purposes the School Finance Office will act as the bank for all school journeys and visits. All payments should be requested from them except in circumstances where imprest accounts have been authorised for the journey by the Director of Finance and Personnel.
- Personal accounts of members of staff shall not be used for any School activity without specific authority in exceptional circumstances.
- Where a pupil withdraws from a journey, or is banned from a journey because of bad behaviour, after arrangements have been made, sufficient funds should be withheld from the contributions already made by that pupil's parents in order to cover any irrecoverable costs incurred on the pupil's behalf. If insufficient funds have been collected from the parents for this purpose, then they will be liable for these costs. The receipt of payment does not itself guarantee participation in a trip.
- On return from a journey, surplus funds should be repaid to parents where the sums are significant (minimum £5 per child depending on the original cost). In the case of "Cwm" where it is not possible to easily allocate the cost of the journey directly to a specific trip, an appraisal will be made at the end of the financial year.

## Parental Contributions

- For journeys and visits that are part of curricular activity and which take part wholly or mainly in school time, parents should be asked to make a voluntary contribution to travel and accommodation costs in accordance with the school's current Charging Policy.
- If any parents cannot or will not pay, their children cannot be excluded from the activity, the cost being met by departmental or central funds. In special cases i.e. children on free school meals, or other forms of benefit or hardship, including those identified as belonging to the school's cohort of students that attract Pupil Premium, funding will be wholly or partially provided for according to school policy and personal



circumstances. Clearly, if a significant proportion of parents do not pay, then the school may well decide not to make good the shortfall in income and the activity will not go ahead.

- For journeys and visits that are not part of the curriculum (i.e. that take place wholly or mainly out of school hours), full cost recovery from parental contribution is the norm, except as allowed by specific school policy such as that relating to “pupil premium”. In cases of financial hardship that would otherwise prevent the child from participating, parents should be invited to apply to the Director of Finance and Personnel for consideration.

## Parental Communications

- The need for close communication with parents is obvious, so that they are assured of the whereabouts and the safety of their children at all times, and to forestall potential problems. For example, the trip leader may telephone the school office for information to be uploaded on to the school website.
- The School Office must be advised of all journey itineraries and contact phone numbers so that contact with the party can be maintained at all times including sending a notice of safe arrival.
- If the visit finishes outside school hours or away from the school premises, parents must be notified of the arrangements for dismissal. Careful consideration must be given, in particular, to dismissal arrangements late in the evening. Except in exceptional circumstances, all students should be dismissed from one pre-arranged and communicated dismissal point.
- Staff responsible for journeys must ensure that the School Office and the SLT contact is kept informed of any changes to itineraries – particularly changes to return/pick up times. Where the return time is different to that scheduled and this is known within the school day, the school should be telephoned, and appropriate arrangements made with site staff where necessary. Where a change from plan happens outside the school day staff should supervise all students until they have been collected.

## 5 Accidents and First Aid

- All accidents should be reported to the Headteacher.
- Any injury incurred by a pupil or member of staff on a journey should be reported by completion of an Accident Report Form as for all accidents within the school. (If required a RIDDOR form must also be completed (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)).
- For residential trips it is a requirement and for other trips desirable to have a member of staff who holds an appropriate First Aid qualification. See the section on ‘First Aid’ in the Health and Safety Procedures.
- Alternatively travel companies may provide a member of staff, or guide, who is appropriately trained.

## 6 Transport

### Minibus

- Where minibuses or coaches are hired in, journey leaders should ensure that only reputable contractors are used, the buses have seat belts on all passenger seats.
- At the end of each use, staff should ensure that minibuses are left in a fit condition for the next user, and in particular all litter is cleared from inside the vehicle.

### Private Vehicles

- Under no circumstances should there be a one staff member to one student ratio in a staff member’s vehicle. Ideally, there should be at least two members of staff in the vehicle, but where this is not possible there should be at least two students in the vehicle. Students should always be seated in the rear seats of the vehicle.

If the arrangement, with prior agreement with parents, is that a student makes their way to a venue and/or from the agreed place of dismissal, then staff members do **not** have duty of care regarding transport arrangements.

## Collection arrangements

- Students will be collected normally at the end of a trip in accordance with instructions issued in the pre-trip letter (by coach from the airport). Special collection arrangements are only to be made in extreme



circumstances. These must be notified to and agreed with the Trip Leader in writing, at least two weeks before departure. Only under EXCEPTIONAL CIRCUMSTANCES should this be varied.

## 7 Matches after School and on Saturdays

Consent for after school matches should be obtained on a blanket basis either termly, yearly or by key stage. However, it is important that parents should be made aware of arrangements for reporting and dismissal for home matches, additionally the methods of transport for away matches, and arrangements for emergencies and cancellations.

## 8 Guidelines for pre-trip meetings

### Contents

- Rationale
- Guidelines
- Book a large enough area
- Welcome parents at the entrance to the school building as they arrive
- Content
- Introduce other teachers
- Deal with the itinerary
- Deal with medical information
- Deal with the questions of supervision
- Deal with alcohol, smoking and drugs policy
- Deal with discipline, responsibility and trust and ensure that the Code of Conduct is signed there and then by the student and the parent
- Allow time for questions

### Rationale

- **The School's policy is that all overnight school trips must be preceded by a meeting for at least one parent/carer and the student and that attendance at this meeting is a condition of the student's participation on the trip.** The reason for this is to explain in detail what arrangements will be in place for the supervision of students at all times during the trip and what expectations there will be of students with regard to general co-operation and with regard to specific matters such as smoking and drinking as well as health and safety issues. It is important that parents are in no doubt at all about what will happen and what rules will apply, that they have the opportunity to question staff and that they have an opportunity to object (and therefore not participate) in advance of the trip.
- Pre-trip meetings also have the advantage that they enable all the paper-work and much of the administration to be completed in one go.

### Guidelines

- Circulate letter with date of the meeting and time, as soon as you know the names of participants. At least six weeks' notice of the meeting should be given. It is preferable to give this date when the trip is arranged and get it added to the school calendar. The more advance notice is given the less will be the difficulty with parents who wish not to attend. Include a 'return' slip with the letter so that you can make alternative arrangements to see parents who are unable to attend.
- 'There is a compulsory evening meeting for trip members accompanied by at least one parent. The attendance at the meeting of both the student and a parent is compulsory if the student is to be accepted as a participant on the trip. The meeting will be on .....(day and date) at ..... (time) in the... (venue). Please bring any outstanding forms and requested information to this meeting. We expect the meeting to last approximately an hour. Any questions you have regarding the trip can be answered at this meeting. Please confirm, by returning the attached slip, that you intend to attend the meeting'. If a parent or student is unable to attend the meeting, a mutually convenient time must be found for the trip leader or appointed staff member to discuss the trip arrangements with the absentees and give them the opportunity to ask any questions.
- Inform The Premises Manager about the meeting.

- Check with the Premises Manager, and the IT team the day before the meeting.
- Arrive early and lay out all the paperwork/booklet.

This should include:

- Hotel and travel details
- An appropriate Latymer code of conduct
- Packing list
- Information regarding pocket money, gifts
- Emergency contact details.

### Welcome parents as they arrive.

- Give them a pack of papers or a booklet to be reading while others arrive. (If you give the papers out to students in advance of the meeting, parents will be more likely to try to avoid attendance).
- Collect passports, photocopy of GHIC (Global Health Insurance Card) and photocopy of passport if required.
- Check all have arrived by taking a register of students and parents.

### Content

- **Introduce other staff.** Where this is not possible ensure that parents are advised of who the other staff on the journey will be.
- **Deal with the itinerary:** You may wish to give information about itinerary and activities if this has not been done in advance.
- **Deal with medical information:** Parents should let the staff responsible for the trip know of all medication being taken and of potential problems at the time of application - even if this information has been previously given to the school. In the case of exchanges, this information will need to be passed to host families. Ask for questions.
- **Deal with the questions of supervision.** Tell the parents how the students will be supervised at all times, including free time and mealtimes. Include information on room checks and how these will be conducted (see guidelines). Ask for any questions.
- **Deal with alcohol, smoking and drugs policy.** If senior students (over 18s only) are to be allowed to drink, specify what you consider to be acceptable; what arrangements you have in place for those whose parents do not want their children to drink - remembering that there may be religious considerations involved and that parents may regard this with extreme seriousness. Ask for any questions.
- **Deal with discipline, responsibility and trust.** Co-operation is expected and failure to co-operate will be regarded as a serious breach of trust with serious consequences either or both during the trip or on return (being sent back home, banning from further trips). Go through the trip Code of Conduct and specifically say what possible sanctions are for breaking it, including the rationale for these sanctions: if we are so concerned about the compromise to safety of an individual student (if they have ignored advice on, say, not swimming unsupervised) or others (if they have bought alcohol and shared it with others) they may be sent home, at parents' expense. Have a copy of the trip Code of Conduct for parents to sign at the meeting.
- Staff will be offended by comments from students that they are on a free holiday. You may wish to address this point in advance by thanking the staff for giving up their time to accompany a trip.
- **For exchanges,** deal with the question of parties - parents will value guidance on this as they often feel quite at sea and under pressure from their children. Talk about how to be a pleasant house guest in someone else's house and how to participate in a civilised way in someone else's family. Remind pupils about the reasons they are doing the exchange (e.g. language skills, international friendship, rather than an extended social life and spending unnecessary time on social media). Ask for any questions.
- Remind students that they must let all teachers know personally that they won't be in classes if a trip is in school time.
- **Allow time for questions.**

## 9 Incident Escalation

### Priorities

In the event of any incident on a school journey, visit or during a fixture, the escalation should be in keeping with

the severity of the incident.

- For minor incidents, where student or staff safety is not compromised the incident should be logged on return to school.
- For moderate incidents, where student or staff safety could be a consideration, the journey leader should contact the SLT contact for that trip, and, if deemed necessary, advice should be obtained from the Headteacher.
- For serious incidents, where student or staff safety is compromised the journey leader should contact the Headteacher and Assistant Headteacher for Enrichment who will consult with the Chairperson of The Governing Body.
- For all incidents (serious or minor) that may attract media attention, the Headteacher should be contacted as soon as possible and before releasing any statement. In all cases the control of information is paramount and no student should be allowed to contact parents or friends until after suitable advice has been obtained as above. Mobile phone use by students and staff must be totally restricted and in accordance with instructions from the trip leader.

## Emergency numbers

Prior to leaving on the journey, ensure that the insurance emergency helpline number and policy reference are obtained from the Director of Finance and Personnel. The leader should also ensure that all emergency phone numbers for contact with the school have been collected.

## Foreign travel Home Office check

In current times of international political unrest affecting travel, trip leaders should check with the Home Office any guidance for travel before embarking upon any trip. The Home Office link to carry out this check is <https://www.gov.uk/foreign-travel-advice>. Ensure that the Office is advised that this has been completed within the last week before departure by inclusion on the risk assessments submitted.

## 10 Uniform

Where school journeys or visits require students to attend in school uniform, this should be worn with the same level of attention as if worn in school and be conscious of the fact that they are representing the school in public.

## 11 Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness.

**Please refer to the School's Behaviour Policy Section 24 which deals with students not being allowed to go on trips for behaviour reasons.**

**Please refer to the School's Medical Conditions Policy for information on students and visits with a medical condition**

## EDUCATIONAL VISITS AND TRIPS CHECK LIST

PRIOR TO TRIP	ACTION		COMMENTS	DATE WHEN COMPLETED
	Investigate proposed trip, including dates, cover requirements and the school calendar			
	Cost Trip, with School Trips Administrator, including:	Accommodation		
		Food		
		Transfers/Travel		
		Activities		
		Insurance		
		Contingencies		
		Cover to be confirmed depending upon participating staff, availability of cover supervisors and time of year.		
		Administration and other sundry costs		
	Complete all risk assessments for travel / accommodation / activities. If you are booking through a company, ensure they have all risk assessments in place			
	Headteacher's Approval (verbal)			
	Complete Evolve			
	Check list for students to participate	Vulnerable students – Risk Assessment		
		Attendance Monitor		
		Spreadsheet of previous trips		
		Send list of students to HOL, SENCO and AHT for Enrichment for comment		
	Provide proofread letter to School Trips Administrator for distribution. Authorised by Head Teacher			
	Gather parental consent via Parentpay or Googleforms			
	Raise Purchase orders based on quotes.			
	Organise pre trip meeting for parents			
PREPARATION FOR THE TRIP	Hold regular meetings with the School Trips Administrator			
	Forward booking confirmations and invoices to <a href="mailto:trips@latymer.co.uk">trips@latymer.co.uk</a>			
	Regularly check travel advice from Home Office for travel abroad			
	School Trip Administrator and Trip Lead to monitor income and expenditure			

	Vulnerable students. Check if there have been any changes in circumstances.			
	Attendance monitoring. If concerned advise parents. Keep HOL informed			
	Medical details for all students along with medication			
	List of contact numbers including:	SLT contact telephone number		
		Parent/Carer contact list		
		Insurance emergency helpline		
	Provide school office with trip timings and itinerary			
	Request Equals card and mobile phone if necessary			
	Arrange Trip meeting, use policy to organize content			
	Liaise with Site team if access to the site is required out of hours			
<b>DURING THE TRIP</b>	Split students in groups with register – allocate group to teacher			
	Students to remain in groups of 3 – register to be taken constantly			
	On arrival risk assessment of accommodation and rooms			
	Set up ‘Duty Rota’ for accompanying staff			
	Activities / Meals – all leaders contactable at all times			
	At rest time – take registers in rooms			
	Briefing every night			
	Liaise with school office about arrival and return eta to be emailed to parents			
<b>IN THE CASE OF AN INCIDENT</b>	Contact the SLT Trip Contact			
	Complete accident report form on return to school			
	Take statements from students and staff			
<b>AFTER THE TRIP</b>	Return phone and any receipts to the Finance Office			
	If using the minibus – return keys to Premises Office and ensure minibus is cleared of all rubbish			
	Complete review of the trip			

HEADTEACHER:  
Mrs M. Cobbett

Tel: 020 8807 4037  
Fax: 020 8887 8111



Haselbury Road  
Edmonton  
London N9 9TN  
office@latymer.co.uk  
www.latymer.co.uk

# THE LATYMER SCHOOL

Founded 1624

## CODE OF CONDUCT FOR STUDENTS ON SCHOOL VISITS

The objective of School sponsored/organised journeys/educational visits is for students and accompanying staff to experience sights and activities, over and above those available in the classroom, in a safe, enjoyable and disciplined manner. Essentially, students are expected to think of the wellbeing of others whilst on journeys and behave in a sensible manner so that the safety and enjoyment of the many is not compromised by the thoughtless actions of the few.

The completion of the declaration below is required before acceptance on a journey. Please read the statements carefully and, if in agreement with the content, sign and return to the journey leader.

Declaration by Student and Parent/Guardian/Carer

I undertake:

- To observe all applicable School rules and the laws of the country being visited.
- To cooperate fully and promptly with all group leaders and staff at all times.
- To behave in a manner which is sensible and considerate towards others.
- To ensure my conduct has the safety of myself and others in mind and reflects credit on myself, the party and the school.
- To adhere to the smoking and drinking policy relevant to the journey as laid down by the journey staff and the School.
- To give permission for my possessions to be searched by staff if they have cause for concern.
- To ask staff for clarification if I am unclear on any instructions or detail.

I further accept that a full written report of any misconduct will be given to the senior leadership team of the School and my parents. I understand I will be expected to serve any punishment imposed on me for misconduct, both on the journey and on return. **This may include banning from future trips.** I also understand and agree that I may be sent home or collected from the journey, at my parents' expense, if required by the journey leader. I further understand that, should I break the law of the country I am visiting, the local police may become involved.

Name of Student (please print) ..... Form.....

Signed ..... (Student)

Witnessed ..... (Parent/Guardian/Carer) Date.....