READING BLUE COAT

Educational Visits Policy

As part of the School's commitment to all-round education, it places a high value on educational visits and therefore a large number are organised each year for all students. These range from short, one-day visits for a whole class to a local site of interest, or evenings out to plays or concerts, to language exchanges, overseas visits and sports tours which take place during holiday time.

Students' physical and moral safety is of paramount concern. The School accepts that visits, and adventurous activities cannot be completely without risk, but it requires that those staff in charge take all reasonable precautions to protect the health, safety and welfare of students, staff and other accompanying adults, and minimise the risk of untoward or dangerous situations, in accordance with DfE Guidance document 'Health and Safety on Educational Visits' (2018) read in conjunction with DfE guidance document 'Health and Safety: Responsibilities and duties for schools' (2022).

Every effort will be made to ensure that school visits and activities are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender or religion.

Educational visits must be planned and conducted in accordance with the School's Allergy Safety Policy and Administration of Medication Policy.

A fund is available to provide financial assistance for educational visits for students in receipt of a Foundation Scholarship.

General Principles

Parents will be notified in advance of selection for a sports team, together with fixture details, via the School's co-curricular and educational visits management system (SOCS);

- a student attending a trip or visit, including details of any extra charge and details of the visit duration;
- planned trips and visits for year groups.

Individual written consent will be obtained where students are taken on a trip or visit that:

- extends beyond the School day (16:10);
- involves an overnight stay;
- collection from a different venue;
- an overseas visit;
- or an extra cost to a parent.

Visits which contribute to the curriculum will normally take place during the School day. Other visits will normally take place at weekends or during holidays. The safety and welfare of students and staff will be of paramount concern on all visits.

Types of Trips
At RBCS students are given significant opportunities to participate in a wide variety of trips.

Day Trips
Theatre productions, concert performances, local visits (e.g. to university departments), fieldwork, museums and coursework trips (e.g. Art, Biology, Drama, Geography and Geology), adventurous activities. Minimum staffing ratio of 1:15 is required.

Residential Trips
Ski trips, sports tours, fieldwork and coursework trips e.g. Art, Biology, Drama, Geography and Geology, foreign exchanges, adventurous activities e.g. Duke of Edinburgh expeditions, Combined Cadet Force (CCF) camps, choir and orchestra tours. Trips may be school led or organised by an external provider. Minimum staffing ratio of 1:15 is required, unless the trip is abroad where a minimum staffing ratio of 1:10 is required.

Trips Abroad
The nature of trips abroad will vary substantially, as will the distance of the destination from the UK. During a trip abroad a minimum staff ratio of 1:10 is required, therefore providing adequate cover in an emergency.

It is the responsibility of the parents to make sure that all passports are valid for at least six months from date of departure and that their son/daughter has the correct documentation e.g. visas for them to travel to the country(ies) concerned. For trips to countries where the UK Global Health Insurance Card (UK GHIC) system applies parents will also be asked to provide this card. Parents may be asked to supply copies of this documentation in advance of the trip.

The Foreign, Commonwealth & Development Office (FCDO) website must be checked for certain visits where there may be political unrest or medical considerations. Before leaving, the Group Leader and other staff should find out and make a note of the location of the British Embassy or Consulate and the relevant telephone numbers should assistance be required. The Group Leader should advise parents to consult their son/daughter's GP before the trip leaves if there are any medical issues which will need resolving prior to the trip. This is set out in the trip consent form.

Management Structure and Procedure
The Deputy Head (Co-Curricular) is the School's primary Educational Visits Co-ordinator (EVC). The following staff also hold an EVC qualification and will deputise for the primary EVC when appropriate:

Caroline Nash
Elizabeth Tawse

The approval of the Deputy Head (Co-Curricular)/EVC is required for all educational visits after the submission of the relevant form/information. The monitoring, review and management of educational visits is the duty of the Deputy Head Co-Curricular/EVC and the Headmaster.

The Deputy Head (Co-Curricular)/EVC is responsible for ensuring that:

- correct planning procedures are followed
- appropriate risk assessments are completed and any control measures put in place
- the Group Leader is competent to lead the planned visit
- Supervision levels are appropriate to the planned activities
- child protection and safeguarding measures are in place
- visits are planned sufficiently in advance and entered into the School Calendar
- visits are co-ordinated to prevent clashes (as far as possible)
- Group Leaders have completed all necessary paperwork
- a member of the Senior Leadership Team (SLT) is available as an emergency contact and can be contacted on 0118 933 5867.

Procedure for Approval – Day Trips
A calendar request should be submitted on SOCS followed by the submission of a Non-Residential Trip Request Form via email to the Deputy Head (Co-Curricular)/EVC.

Procedure for Approval – Residential Trips/Trips Abroad
A calendar request should be submitted on SOCS followed by a submission of the Residential Trip Request Form via email to the Deputy Head (Co-Curricular)/EVC. Prior to submitting the request, trip organisers should contact the Finance department to discuss the trip budget and suitable payment plan, the details of which can be found on the Residential Trip Request Form.

Procedure following Approval – Day Trips

- Parents should be notified and given details of any additional charges and/or significant timings. Parental consent should be sought if the trip extends beyond the School day (16:10) or if there is an additional cost.
- Any external transport required for the trip should be booked through the Staff Secretary using the Vectare booking system. Any internal transport should be booked on the internal booking system.
- Staff attending a trip should be finalised at least one month prior to departure
- Cover should be requested through Cover@RBCS.org.uk at least two weeks prior to departure
- A detailed risk assessment should be submitted to the Deputy Head (Co-Curricular)/EVC at least one week prior to departure. Within the Risk Assessment students with significant pastoral or medical needs should be highlighted – this area of the risk assessment should be created in collaboration with Heads of Year and the Medical Team.

Procedure following Approval – Residential Trips

- An information letter should be sent to the relevant parents notifying them of the trip. Parents should be given a clear deadline for consent/expression of interest. Every effort should be made to ensure that school visits and activities are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender or religion.
- If the trip is oversubscribed student names should be drawn from a lottery (not first come first served) and parents should be notified of this procedure.
- A deposit deadline should then be sent to the parents of successful students and should be strictly adhered to. A waiting list will then be compiled of any students who were not able to be allocated a place. You must make clear in your communication that this deposit is non-refundable.

- Once deposits have been submitted a 'confirmation of place' letter should then be sent to parents, reconfirming the details of the trip.
- Any external transport required for the trip should be booked through the Staff Secretary using the Vectare booking system. Any internal transport should be booked on the internal booking system.
- The Residential Trip Planning Checklist should be used to support staff through the detailed planning phase of any residential trip. This document should be used as guidance and will not be an entirely exhaustive list due to the diversity of trips.
- Staff should ensure that the trip has been added to the Residential Trip Team by the Staff Secretary and all relevant and useful documentation should be uploaded to it as a central storage point. This can be viewed by all of the SLT, Medical Centre, Compliance Manager, Health & Safety Manager and Reception.
- Before departure the Group Leader should complete and upload the Residential Trip Summary Information Document to the Residential Trip Team and ensure that all staff on the trip are able to access this document quickly in an emergency.
- Alongside the above document, a detailed risk assessment should be submitted to the Deputy Head (Co-Curricular)/EVC at least one week prior to departure. Within the Risk Assessment students with significant pastoral or medical needs should be highlighted – this area of the risk assessment should be created in collaboration with Heads of Year and the Medical Team.
- Group Leaders must hold a digital copy of student Individual Healthcare Plans (IHCPs) and this information must be distributed to all relevant staff on the trip.
- Trips should not be offered to students who will have left the school prior to the departure of a residential trip. In the event that a student is withdrawn from the school we are not able to guarantee a refund, this must be communicated clearly to parents.
- The School reserves the right to withdraw a student's place on an educational visit at any stage prior to departure where there are concerns relating to behaviour, safeguarding, welfare, medical needs, risk assessment considerations or a student's ability to comply with the School's Code of Conduct for Educational Visits. Any financial consequences arising from such withdrawal will be considered on a case-by-case basis.

Staffing on Educational Visits

- There must be a minimum of two members of staff accompanying students on the coach during a visit. External providers can be counted for the purposes of the ratio in appropriate circumstances, such as Duke of Edinburgh, as long as appropriate safer recruitment checks and other checks have been carried out. There should always be a mix of staff and volunteers/external provider staff and there should be at least one member of staff who retains overall charge.
- In the case of residential trips there must be a minimum of two teaching staff accompanying the trip even when external providers are used.
- The School's Child Protection & Safeguarding Policy will apply and therefore any incident amounting to any report, allegation or suspicion of abuse or safeguarding concerns which occurs whilst on an educational visit must be dealt with appropriately at the time by school staff and reported to the School's Designated Safeguarding Lead.
- School staff retain ultimate responsibility for students at all times during visits, even when the group is under instruction by a member of the external provider's staff. Therefore, clear handover and hand back procedures should be in place and everyone, including the students, must have an understanding of the roles and responsibilities of the School staff and the external provider's staff. Both students and parents must be notified regarding who is responsible and at what times.

- The School's Mobile Phone Policy will apply and therefore any contravention of our mobile policy must be dealt with appropriately at the time by staff in accordance with the Student Manual.
- In the event of using external providers for a specific activity the Group Leader should ensure that the appropriate qualifications are in place for the level of activity undertaken.

Group Leaders are required to ensure that:

- Student welfare is safeguarded at all times in line with the School's Child Protection & Safeguarding Policy.
- Appropriate risk assessments are completed; any control measures put in place and are passed to the Deputy Head (Co-Curricular)/EVC at least a week before departure and all staff on the trip to be given access to a copy which they are expected to comply with.
- Group Leaders are expected to undertake dynamic risk assessments throughout the visit and adjust activities or supervision arrangements where circumstances change.
- Group Leaders must ensure that arrangements are in place before departure for responding to a lost or missing student, including agreed communication and escalation procedures.
- For visits that involve overnight stays, travel abroad or adventurous activities, it is essential that there must be at least one two-day trained first aider in the group; the Group Leader should have a working knowledge of first aid and all adults should be aware of how to contact the emergency services.
- All staff handling or supporting the distribution of food on a school trip have undertaken allergy and anaphylaxis training available to them.
- Trips follow the guidance of 1:15 staff/student ratio, but for any visits with an element of greater risk, such as adventurous activities or travel abroad, a smaller ratio of 1:10 is required. Details of this should be included within the initial Residential Trip Request Form. Hazardous and adventurous activities e.g. Duke of Edinburgh's Award Scheme expeditions, climbing, sailing and CCF will require fully trained staff; qualified staff from activity centres or organisations may be used to support Reading Blue Coat School staff; trip organisers should confirm with external activity providers that all activity leaders have had all the relevant checks completed.
- Parental consent has been obtained for all students, including disclosure of medical requirements and, in the absence of parental contact or in an emergency, for medical treatment to be given.
- They identify students with IHCPs and notify the Medical Centre of these students using the Medical Trip Request Form to ensure there is time to prepare the IHCPs for collection.
- Clarification is sought from the Medical Centre over medical issues raised on a consent form and a printed copy of the spreadsheet containing all necessary medical information is taken on the visit (see First Aid Policy).
- A first aid kit(s) is collected, relevant care plans and relevant medications from the Medical Centre before departure and deliver them back to the Medical Centre on return.
- Students' additional needs and medical requirements are met and the details cascaded down to other relevant parties.
- A meeting with pastoral staff should take place prior to a trip, ensuring that staff on the trip are aware of any pastoral needs that may arise.
- Adults accompanying residential visits are members of staff and have been DBS checked and that all other appropriate checks have been carried out.
- At least two school mobile telephones are carried throughout the visit and the number is known to the School, other designated staff (including those on the trip) and students; contact details for all staff on the trip are to be included on the front sheet of the risk assessment. RBCS has a number of mobile phones for staff to use on trips which can be booked out from Reception. If mobile phone reception is likely to be limited due to location the Deputy Head

Co-Curricular/EVC should be made aware and a risk management plan for this should be included in the Risk Assessment.

- The School's Mobile Phone Policy is followed and closely monitored ensuring that there is a phone free environment during educational visits (day trips).
- Staff running residential trips should follow the following guidance relating to mobile phones:
  - **Years 7 and 8** – Trips should be phone free (either in Yondr pouches or left at home).
  - **Years 9 – 11** – Group Leaders are able to run phone free trips if they wish. Alternatively, mobile phones should be in Yondr pouches with controlled access to phones during free time – the terms of this should be agreed with the Deputy Head (Co-Curricular) and highlighted in the Risk Assessment.
  - **Years 12 and 13** – Phones should be 'not seen' with agreed controlled access during free time - the terms of this should be agreed with the Deputy Head (Co-Curricular) and highlighted in the Risk Assessment.
- Risks are dynamically reassessed during the visit in the light of arising events or situations on the ground. Mitigations and controls include stopping the trip or the activity if the Group Leader thinks the risk to the health or safety of the students in their charge is unacceptable.
- Students only allowed to attend the trip if any required medication is on their person for the duration of the trip in line with their IHCP e.g. Asthma Inhaler, 2 Adrenaline Auto-Injectors (AAIs) etc. or has been handed to the staff to carry and administer to them as required.
- Students are supervised throughout the trip in accordance with the agreed itinerary.
- Students and parents have signed the School's Code of Conduct for School Visits (for overnight trips) and students follow it throughout the trip.
- All staff supporting the trip are aware of emergency procedures that might arise during the trip. In the event of a serious accident, safeguarding incident, fatality, missing student, significant illness, security incident or other critical event, staff must follow the School's Critical Incident Management Plan/Procedures and notify the emergency SLT contact immediately, the details of which can be found on the reverse of staff lanyards.
- No alcohol is consumed by staff during educational visits (day trips)
- Staff on residential trips are not drinking in excess and that at least two members of staff each day refrain from drinking any alcohol.
- A thorough and robust pastoral rota is implemented to ensure that the wellbeing of students is of the highest standard. This should include clear duties and responsibilities throughout the day and especially in the evenings and recreational periods.
- Transport for the trip is budgeted for and arranged in good time. Buses can be booked through the Staff Secretary in the School Office.
- The School's insurance policy is adequate for the trip. The Compliance Manager will be able to provide a summary copy of the policy.

Staff are required to:

- Follow the instructions of the Group Leader and help support student wellbeing and behaviour.
- Do their best to ensure the health and safety of everyone in the group.
- Notify the Group Leader if concerned about the health or safety of students at any time during the trip.
- In the absence of the Group Leader, consider stopping the trip or the activity if they think the risk to the health or safety of the students in their charge is unacceptable.
- Familiarise themselves with the trip risk assessment and the emergency procedures for that particular trip.
- Take responsibility for ensuring they are familiar with the pastoral and medical needs of all students on the trip.
- Comply with the Staff Code of Conduct throughout the visit.

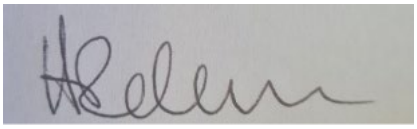
- Check students hold required medication on their person when arriving and alighting the initial transport for their trip in line with their IHCP e.g. Asthma Inhaler, 2 AAIs etc.
- Ensure no alcohol is consumed during educational visits (day trips).
- Adhere to a pastoral rota outlined by the Group Leader, to ensure that the wellbeing of students is of the highest standard. This should include duties and responsibilities throughout the day as well as evenings and recreational periods. This includes at least two members of staff each day refraining from drinking any alcohol and taking responsibility for any emergency situations.

Parents are expected to:

- Provide Group Leaders with all relevant information (including medical and dietary information) which may be needed to protect the welfare of their son/daughter.
- Update the Group Leader of any changes to the above in the run up to the departure of the trip.
- Provide accurate contact details to the Group Leader, in case of emergency.
- Ensure that their son/daughter is provided with all necessary clothing, documentation e.g. passports or visas and medication in original packaging and with prescribing label attached that may be needed for the visit.
- Ensure their son/daughter has read, understood and agrees to abide by the Code of Conduct for Educational Visits.

Students are expected to:

- Follow the instructions of the Group Leader and other staff.
- Comply with the School's Code of Conduct for Educational Visits throughout the visit.
- Do their best to ensure the health and safety of everyone in the group.
- Keep any required medication on their person for the duration of the trip in line with their IHCP e.g. Asthma Inhaler, 2 AAIs etc.

Author(s):	Kirsty Richardson (Deputy Head [Co-Curricular])
Date:	September 2026
Review Frequency:	Biennial
Linked Policies	Allergy Safety Policy, Administration of Medication Policy, Behaviour Policy, Child Protection & Safeguarding Policy, First Aid Policy, Mobile Phone Policy, School's Searches and Confiscation Policy, Staff Code of Conduct Policy and Critical Incident Management Plan/Procedure
Next Review Date:	September 2028
Agreed by:	 Helen Roberts (Chair, Education Committee) *on behalf of the Full Governing Board*
Date of Agreement:	September 2026

READING BLUE COAT

Code of Conduct for Educational Visits

This code is published to students and parents and forms the "ground rules" of the trip. Students are subject to the authority of members of staff who have a duty of care for the duration of the trip. All the rules and regulations which follow are a requirement for the safety and enjoyment of all involved.

All students are expected to behave throughout the trip with dignity and respect, treating other people with kindness and courtesy and bringing credit upon themselves and the School. In particular, the following points should be noted:

1. Dress – students should always dress in an appropriate manner. T-shirts or other clothing with logos should not cause offence to either teachers or members of the public.
2. Mobile phones – students must follow the instructions given by staff relating to the use and presence of mobile phones. Any contravention of these instructions will result in sanctions in line with the Behaviour Policy.
3. Alcohol – it is strictly forbidden for students to be in possession of or consume alcohol on a school trip.
4. Smoking is strictly forbidden on all School trips.
5. Drugs/medicines - the purchase, possession or consumption of any drug is completely forbidden. Any medicines needed by a student should be detailed on the parental consent form. Suitable arrangements for administering medication will be arranged prior to the trip.
6. Fireworks/knives – it is forbidden for students to be in possession of fireworks/knives.
7. Accommodation – Students should behave appropriately at all times in the accommodation, particularly after 'lights out' when respectful quiet should be maintained. It is forbidden to leave the accommodation without the express permission of a member of staff. Students' rooms will be regularly checked and must always be kept tidy.
8. Living arrangements – it is forbidden for students to enter rooms or sleeping areas that they are not assigned to. Socialising should take place in common areas which are assigned for social time.
9. Relationships – it is forbidden to engage in public displays of affection and/or physical contact. Any physical contact of a sexual or affectionate nature will be considered as a breach of School rules.
10. Periods of free time – students will be expected to have on them details of the accommodation in case they are separated from the group. Free time should be spent in groups no smaller than 4; individuals may not wander off on their own. During 'free time' a member of staff will be available at a designated rendezvous point.

11. Promptness – when the group arranges to meet at rendezvous time, all students are expected to be there without delay. Unnecessary lateness causes anxiety over safety. Students must attend all pre-arranged meals.
12. Personal possessions – students must accept full liability for their personal possessions, including money, and be careful with their possessions. It is advised that students should not take valuables on a School trip.
13. Consent to search - when students travel outside England on a school trip, a condition of participating in the trip is that parents of students give written consent to any search considered necessary by an authorised member of staff when they are outside England. Please refer to the School's Searches & Confiscation Policy for further information.

All students are asked to always bear these expectations in mind during the trip. Any breaches of this Code of Conduct will be dealt with at the discretion of the members of staff on the trip and according to the protocol for dealing with discipline on a school trip.

Parents are required to accept responsibility for any damage or costs incurred by their son/daughter due to his/her conduct and actions, whether intentional or not. Any claims made by a third party against a student, or the School as a result of their actions, must be met by the student's parents in the event that they are not properly covered by insurance.

A serious breach of this Code of Conduct or of the normal rules of acceptable behaviour may ultimately result in the student being repatriated or returned home at the expense of their parents; such a decision is made only in extremis and not before parents have been contacted.