

# Educational Trips & Visits Policy

for pupils in both the Junior and Senior Schools

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## Introduction

Strategic Intent: We want children at Freeman's to learn, to lead and to make a difference. The trips and visits programme forms a vital part in fulfilling our strategic intent and are central to the life of the School. Some trips are of direct relevance to the curriculum and form part of the teaching and learning in some subject areas. Other trips serve to enrich the school experience. They may relate to extra-curricular activities, leadership training, physical recreation, self-development and other non-subject specific objectives. Trips and visits include the following (non-exhaustive list):

- a. day trips to historic sites, museums, galleries, natural features, farms, drama productions
- b. language trips abroad
- c. field trips, e.g. geography, history, art history
- d. adventure activities, e.g. canoeing, climbing, trekking, horse riding, sailing
- e. Musical / choir concert tours
- f. sports tours and ski trips (but not sports fixtures)
- g. Duke of Edinburgh Award programme
- h. Combined Cadet Force ("CCF") activities, including weekend exercises, military camps
- i. Walbrook trips

When determining the programme of trips, the School is mindful to balance the many benefits of trips with the likely effects of lost teaching time.

The school calendar lists the trips and visits that are due to take place over the coming academic year, together with planned home and away sports fixtures.

It is the policy of the School to encourage educational trips and to ensure that they are properly organised and run in accordance with best practice and having full regard to health and safety and the School's duty of care to pupils. The School retains ultimate responsibility for pupils at all times during school trips, even when activities are undertaken under instruction from outside providers. Staff should be prepared to follow the procedures for organising and running trips in order to minimise the risks to pupils and themselves. A member of staff needs to act as a "prudent parent" at all times when preparing and participating in a school trip.

Trips are excellent opportunities for continuing professional development. Mindful of this, the School aims to offer these opportunities to as wide a range of teaching staff as possible. In addition, and presuming that there is no conflict with the execution of their primary duties, non-teaching staff are also encouraged to attend trips in a supervisory capacity.

The Deputy Head is the Educational Visits Coordinator (EVC) for the School and scrutinises the arrangements for any trip leaving the school, as does the Head of the Junior School in the case of Junior School trips. The Senior School Administrator, Lucy Ryckaert, provides administrative support for all trips.

The EVC conducts periodic reviews of the number, duration, timing, nature and quality of school trips at Freeman's to ensure that they provide an excellent range of opportunities for our pupils to fulfil their educational, personal, spiritual, artistic and sporting potential, as well as to check that the trips programme does not encroach to an unjustifiable extent on curriculum time.

Staff are given training relevant to trips from time to time. In April 2018 they were trained on trip risk assessments by the EVC.

This Policy applies to all Freeman's pupils, including boarders, and should be read in conjunction with the following documents:

- *Behaviour Policy*
- *Code of Conduct and School Rules*
- *Staff Code of Conduct (appended to the School's Safeguarding Policy)*
- *Alcohol Consumption by Pupils Policy*
- *Alcohol Consumption by Staff on Trips Policy*
- *Searches and Confiscation Policy*
- *Transport Policy*

This Policy incorporates non-statutory guidance from the Department for Education's *Health and Safety on Educational Visits* (November 2018).

## Procedures

### Initial planning

1. Trips should be good value for money and, in the interests of maximising access by all pupils, no more expensive than they need to be.
2. Support is available to staff when planning a trip or considering whether or not one is viable. The Senior School Administrator is the first port of call for all administrative aspects of trip planning and the EVC for all other aspects.
3. In planning any trip consideration should be given to the benefit to pupils. A trip to a place they could readily be taken to by parents is not really suitable – trips should offer unique experiences which might be difficult for the general public to access e.g. specialist talks by staff at zoos or companies, specific projects for which the stimulus material may be found in an Art Gallery or museum and the work is guided by staff.
4. Each trip must have a designated Trip Leader (TL) who communicates with parents, tour companies, the Bursary, the Deputy Head / Head of the Junior School and takes the lead on the trip itself. A Deputy Leader should also be appointed who is appropriately acquainted with the details of the trip to take over in the case of the Trip leader being unavailable.

5. When seeking to staff trips, TLs are asked to advertise them as widely as possible rather than solely reverting to colleagues who have attended such a trip in the past.
6. The TL will hold a valid first aid certificate or ensure that one of the accompanying teachers does, although in certain narrowly prescribed cases the EVC may waive this requirement if necessary.
7. Where a school minibus/vehicle is used, the driver must be authorised under the City's Corporate Transport Policy.
8. Staff must plan any day/evening trip at least 6 weeks in advance, any domestic residential trip (or overseas non-residential trip) at least 6 months in advance and any overseas residential trip at least 9 months in advance. Overseas residential trips that have not run before must be mentioned to the Deputy Head a year in advance. As far as possible, trips should be scheduled to avoid clashes and competition between trips. Proposed dates for major trips, such as ski trips, sporting tours, music tours and adventure holidays, must be submitted at the earliest possible termly Calendar Meeting so that potential clashes can be resolved.
9. A preliminary visit is made by the Trip leader if deemed necessary by the EVC. If necessary, efforts should be made to acquire details from other sources. The costs of any preliminary trip must be included in the overall budget for the trip.
10. Some trips may be organised using external providers. TLs firstly check whether or not the provider holds a valid [Learning Outside the Classroom Quality Badge](#). If not, preparations for the trip must include checking the following:
  - their insurance
  - that they meet legal requirements
  - their health and safety and emergency policies
  - their risk assessments
  - control measures
  - their use of vehicles
  - staff competence
  - safeguarding
  - accommodation
  - any sub-contracting arrangements they have
  - that they have a licence where needed

The Badge also guarantees that providers who offer adventure activities (e.g. caving, climbing, trekking, watersports) have the necessary licences to do so. If a provider of these activities does not hold the Badge, the School independently checks that it holds a licence as required by the Adventure Activities Licensing Regulations 2004.

11. No trips may be formally publicised to pupils or financial commitments entered into until the trip has been discussed and agreed by the Deputy Head. However, in some cases interest in a trip has to be gauged before approval can be finalised.
12. The proposal must have a clearly definable and educational purpose. Staffing must be carefully considered in order to minimise the number of lessons needing to be covered for staff absent on trips. Staff should give consideration to the amount of lesson time missed by pupils on the trip, especially for year-groups with forthcoming public examinations. It may be that approval is not granted by the DH if the trip is considered by him, to, on balance, be against the pupils' best academic interests.
13. It has not been practice at Freeman's for pupils to attend revision seminars or workshops and these should remain optional for students to undertake if they wish.
14. With the exception of departments such as Biology and Geography where field work is an essential component of the curriculum, departments should limit themselves to one outing per Key Stage per year if curriculum time is going to be lost. Evening events such as lectures and performances are not limited and the factors that need consideration are the lateness of the return and the age of the pupils.
15. Non-Freemen's children should not accompany Freeman's trips. The only exceptions to these are Glyn-Freemen's CCF trips.
16. It is not normally appropriate for staff to be accompanied by members of their family on trips and the agreement of the Headmaster is required before any exception can be made to this rule. Agreement is not required in the case of spare concert/theatre tickets being sold to relatives of staff where those relatives do not accompany the school party to and from the venue. Other than that, exceptions are only made for children who are also pupils at Freeman's. If a member of staff is on a trip which also includes their own child, the following conditions apply:
  - a) staff members are not allowed to be in a group containing their own child;
  - b) staff children must observe the usual formalities when addressing the member of staff- i.e. calling them Mr or Mrs X rather than "Dad" or "Mum";
  - c) in the event of the child being unwell, they will be looked after in exactly the same way as any other pupil on the trip;
  - d) the member of staff will not single out their own child for any special treatment whilst on the trip (e.g. providing extra money or food);
  - e) in the event of any emergency the member of staff will attend to the needs of the group of which they are in charge;
  - f) the staff member will not sit next to or near their own child on any sort of transport – again, their group must be their focus;
  - g) the staff member, and child, will return to the point of departure as any other participant; they will not ask for any special arrangement such as meeting other family members at the destination or remaining in a destination after the party has left.

17. Staff may only use their own cars during trips if they have been authorised for use on City business. As a general rule, staff are not permitted to carry pupils in their own cars while on trips. Exceptions to this general rule are detailed in the *Staff Code of Conduct*, which is appended to the School's *Safeguarding Policy*.
18. Drivers of a School minibus must have a current MIDAS certificate, have undertaken the City's transport training and confirmed that they have appropriate licences to drive a City vehicle. School minibuses may not be used for trips outside mainland UK.

## Application

1. It is necessary for permission to be obtained from the Deputy Head. An 'Approval in Principle for an Educational Trip' form is filled out by the TL. The completed forms should be sent to the Deputy Head for signature at least 6 weeks prior to a day / evening trip or visit, at least 6 months for a domestic residential trip (or overseas non-residential trip) and at least 9 months for an overseas residential trip. Overseas residential trips that the school has not run before must be mentioned to the Deputy Head a year in advance.
2. A risk assessment is submitted with the Approval in Principle form. A risk assessment is simply good sense and the requirement is that it would be the response of a "prudent parent". Risk assessments from previous visits can be used as a starting point for a revised assessment, but they must never be adopted without checking for changes which may have occurred. Where an outside service provider is being engaged, for example a tour company or activity centre, that provider must supply a full risk assessment. However, this must be in addition to a risk assessment that covers the trip as a whole. Completed risk assessments are to be given out to all adults accompanying the party and need to be read ahead of the trip.
3. A basic itinerary is submitted with the Approval in Principle form.
4. The Deputy Head may decide that a "Plan B" must be formulated in case the intended programme cannot be followed, e.g. what to do in inclement weather.

## Communication

1. Communications with parents include the fullest possible information about the purpose, destination, costs, insurance, requirements for spending money, the date after which deposits cannot be refunded and cancellation arrangements. Parents are also informed of medical and visa requirements.
2. Parents are made aware of the level of insurance cover which is provided. If additional or special insurance is being obtained through a tour operator, provider of services for the trip (e.g. ski insurance) or the City of London Corporation, details of this cover are also given. Letters also contain a statement to the effect that parents may wish to

consider the adequacy of their family 'all-risks' insurance provision. Parents are fully informed of all relevant details relating to cancellation and withdrawal of their children from a trip, including information about possible loss of deposits. The TL takes a copy of the school travel insurance with him/her on any overseas or residential trip.

3. Parents are encouraged to be honest about pupil medical conditions which may compromise insurance cover. If necessary, separate insurance might be necessary for pupils suffering long term and medicated conditions such as depression. The expense of such a policy would need to be met by the parents.
4. The Deputy Head may require potential participants in a trip to undergo a medical examination to determine whether they are fit to take part. This examination should be carried out by the pupil's GP and a letter confirming fitness sent to the trip leader.
5. The Deputy Head reserves the right to exclude any pupil from a trip on medical grounds or if there are concerns about his/her behaviour. In addition, no travel is undertaken against the advice of a medical practitioner, as this would not be covered by insurance.
6. A briefing meeting for parents is held for any trip which is overseas or possesses any other unusual factors. This meeting provides parents with full information about the trip and an opportunity to ask questions. Materials used at the meeting are sent electronically to parents and pupils who are unable to attend.

## Advanced Planning

1. For all overseas trips, the TL has a meeting with the Deputy Head (or Head of Junior School for JS trips) shortly before the trip departs to anticipate and discuss any challenging aspects of the trip and to agree action points. The DH / HoJS may also request such a meeting for certain domestic residential trips.
2. All coaches booked for school trips must have seat belts. When booking a coach abroad, organisers obtain written confirmation that seat belts will be provided. If seatbelts cannot be guaranteed by coach companies abroad in countries where they are not compulsory, the member of staff organising the trip must consult the Deputy Head at the earliest possible stage of organisation.
3. Passenger assistants and limits on driving time for school trips other than those exclusively for boarders are as follows:
  - a) In line with the Highway Code, drivers of minibuses without pupils in them (e.g. driving a minibus with the DoFE kit in it) must have a rest of minimum 15 minutes every 2 hours of driving (or sooner if tired).
  - b) This figure decreases to 1.5 hours if children are being carried.
  - c) Maximum 4.5 hours on the road by one driver in one day carrying children [legal limit is 10 hours in one day] - otherwise second driver is required.

- d) Maximum 6 hours if not carrying children (e.g. driving a minibus with the DofE kit in it)
- e) All of the above are based on the member of staff being fully rested and having had adequate sleep prior to driving.
- f) Minibuses always have a passenger assistant (who is a member of staff) if carrying children unless: all occupants are Sixth-Formers or there are  $\leq 6$  children AND, in addition, the journey is for  $< 30$  minutes.

Passenger assistants and limits on driving time for Walbrook (Boarding House) day-trips are as follows:

- a) Drivers must have a rest of minimum 15 minutes every 1.5 hours of driving (or sooner if tired).
  - b) Maximum 4.5 hours on the road by one driver in one day carrying children [legal limit is 10 hours in one day]- otherwise second driver is required.
  - c) All of the above are based on the member of staff being fully rested and having had adequate sleep prior to driving.
  - d) Minibuses always have a passenger assistant (who is a member of staff) unless the journey is  $< 30$  mins. AND risk controlled in the following ways:
    - i. There are no pupils on board who are known to be prone to disruptive behaviour.
    - ii. Pupils are briefed beforehand re. what to do if something happens in the back of the minibus (e.g. travel sickness) and are warned not to distract driver unnecessarily.
    - iii. If an older pupil is present, he/she is given the role of taking the lead in such situations.
    - iv. There is a nominated member of SLT who can come out in an emergency to support or relieve the lone member of staff
4. As a general rule, no pupil is permitted to take part without explicit parental consent. However, if and only if a trip meets all the following criteria, it is sufficient for parents merely to be informed of the details of the trip.
- a. the trip departs and returns between 0835-1600 on a single day
  - b. the trip involves no hazardous or unusual activities
  - c. attendance on the trip is not optional
  - d. there is no cost to be paid directly by parents
5. The Senior School Administrator is responsible for securing consent.
6. No pupil is permitted to participate in any trip without the necessary medical information having been received.
7. For certain trips staff will need to give their mobile 'phone numbers to pupils and, in line with Freeman's *Staff Code of Conduct*, will therefore need to be equipped with school mobile 'phones.

8. Travel to and from the destination is planned with care. As a general rule, unaccompanied travel is not permitted below the Sixth Form. For sixth-formers, accompanied travel is offered as an alternative to unaccompanied travel and explicit parental consent secured for the latter.
9. When planning a trip, TLs should observe the general rule that staff should enjoy the same quality of food, drink and accommodation as the pupils. An exception might be, given that the reasonable expectation of privacy differs for children and adults, the provision of single rooms for staff who request it.
10. In the days leading up to departure, the Trips Administrator arranges for the TL to meet with the relevant Head of Section so that the TL and, if appropriate, other trip staff are informed on a need-to-know basis of any pastoral and safeguarding issues pertaining to pupils on the trip.

## Staffing of Trips

1. It is important to have an adequate ratio of adult supervisors to pupils for any trip. The factors to take into consideration include:
  - a. Sex, age and ability of group;
  - b. Pupils with special educational or medical needs;
  - c. Nature of activities;
  - d. Experience of adults in off-site supervision;
  - e. Duration and nature of journey;
  - f. Type of any accommodation;
  - g. Competence of staff, both general and on specific activities;
  - h. Requirements of the organisation/location to be visited;
  - i. Competence and behaviour of pupils;
  - j. First aid cover.
2. Department for Education recommended staff to pupil ratios are:
  - 1:6 for Years 1-3 inclusive (higher ratio for under 5's)
  - 1:10-15 for Years 4-6
  - 1:15-20 for Years 7 upwards (with a larger ratio permitted for overs 16's)
  - 1:10 for all visits abroad
3. Freeman's ratios are, as a minimum:

Year 3	1 adult to every 6 pupils for all trips.
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Years 4 - 6	1 adult to every 10 - 15 pupils for trips in the UK
	1 adult to every 10 pupils for trips outside the UK
Years 7 – 13	1 adult to every 15 – 20 pupils for trips in the UK
	1 adult to every 10 pupils for trips outside the UK

There should be at least 2 adults with a trip. Exceptions to this would be small groups of Sixth Formers. The ratios stated are guidelines, and higher risk activities to be undertaken may require a higher ratio. Graduate Assistants, support staff and parents count as adults but are not given total responsibility for groups of pupils. On some occasions it may be appropriate to relax these ratios. If so, this is justified on the Trip Risk Assessment and, if necessary, the risk reduced through other means.

4. On domestic residential trips with a mixed party that includes any pupils below the Sixth Form, the accompanying adults include at least one man and one woman. In the Sixth Form this is not a requirement but is desirable.
5. For trips abroad, at least 3 adults must accompany the party unless the number of pupils is fewer than 10, in which case there should be 2 teachers. Mixed parties abroad, irrespective of year-group, must be accompanied by at least one adult of each sex.
6. Supervision arrangements for overseas trips will need to be considered individually. At least one teacher should have a basic knowledge of the area to be visited e.g. local medical services, bye-laws. It is advisable to have a 'basic knowledge' of the language of the country to be visited.
7. All Freeman's staff have enhanced DBS checks. Any other adults must be DBS checked if the trip is residential although this is not essential for day or evening trips on the condition that the Trip Leader ensures that they do not have unsupervised access to children at any point (staffing ratios may need to be increased in order to enable this). Any volunteer (e.g. a parent) should be DBS checked if they are regularly going to help with trips (i.e. more than 3 times in a term).
8. Non-teachers accompanying trips must be clear as to their responsibilities, be briefed and meet the pupils before the trip/journey and possibly receive training. They should not be left (without a teacher present) in charge of a large group or in a place with a potential hazard.
9. On residential trips, there should be a staff rota to allow each teacher some periods of relaxation without being first on call.
10. On all trips there should be a member of staff who has a First Aid qualification, although the Deputy Head may make occasional exceptions to this rule at his discretion.

11. Special arrangements for supervision are made when pupils of the School undertake expeditions and other exercises for the Duke of Edinburgh's Award Scheme. Elements of the Duke of Edinburgh's Award Scheme require participants to take part in unaccompanied activities.

## **Pupil behaviour and staff conduct on trips**

1. Normal school expectations of pupil behaviour apply on all school trips. When briefed about their behaviour, pupils are reminded that: they are in the public eye and have the responsibility and opportunity to uphold the good reputation of the School; behaviour that brings the School into disrepute or risks doing so will be treated with the utmost seriousness.
2. Pupils are briefed about cultural norms operating at their destination and instructed to respect them assiduously. Particular attention should be paid to modesty of dress in certain countries and in religious sites such as cathedrals and monasteries.
3. It is important all adults accompanying a trip are aware of the School's *Alcohol Consumption by Pupils Policy* and that this is implemented without exception.
4. Adults on a trip should familiarise themselves with the School's *Alcohol Consumption by Staff on Trips Policy* and follow it accordingly.
5. Pupils are forbidden from bringing, purchasing or consuming high-energy drinks containing caffeine or other stimulants (e.g. Red Bull, Monster etc.). As prohibited items, these can be confiscated by staff under the School's *Searches and Confiscation Policy*.
6. Pupils are not allowed in one another's bedrooms without permission of a member of staff, and even then only into bedrooms belonging to pupils of the same sex. Pupils are forbidden from entering into the bedrooms of any non-Freemen's children or adults, and from allowing them to enter theirs.
7. If a pupil misbehaves on a trip, the TL is at liberty to impose a reasonable sanction then and there, such as withdrawal of free time or restrictions on activities. Pupils may receive sanctions on return to school in addition to or in place of such. The Deputy Head is informed immediately of any serious misbehaviour.
8. If the TL has reason to think that a pupil has a prohibited item, he/she may initiate a search in line with the School's *Searches and Confiscation Policy*. Staff should note that the scope of this Policy depends on the country in which the trip is taking place.
9. A serious breach of the code of conduct or of the normal rules of acceptable behaviour may result in the pupil being repatriated or returned home at the expense of his or her parents. The decision to repatriate or send home a pupil is at the discretion of the TL in

consultation with the Deputy Head or alternative SLT Duty Officer. Parents are advised immediately.

10. Staff are contactable by mobile 'phone, but personal mobile 'phone numbers are not given to pupils. However, if for whatever reason, they need to give a personal 'phone number, care must be taken at the end of the trip to delete pupil and staff numbers from all address books and the Deputy Head informed.
11. Staff wear seatbelts on coaches so that, in the event of an accident, they are able to discharge their duty of care to the pupils.
12. There may be times on a trip when it is appropriate for a small amount of funds to be spent on essential items specifically for staff. An example is lunch for staff attending a Duke of Edinburgh Award expedition while the groups are out walking unsupervised during the day. Such expenditure should be modest, never excessive.
13. Staff may borrow and sign for a school laptop from IT Services in order to work while on a trip as long as they take good care of it and return it promptly. Any accidental loss, damage or theft is paid for from the trip contingency fund or by the respective departmental budget.

## **Active Supervision: recommendations**

1. Group size: small groups are easier to count and chase than large groups. Head count frequently.
2. Close consideration should be given to any unaccompanied time, especially if there is liberty to spend it in public, and must feature discretely on the trip risk assessment. The profile of the area and the age of the pupils are the two most important factors. Pupils should go round in small groups (groups of 3 or 4), have clearly defined bounds, meeting points and times, know the location of staff, and be equipped with their mobile phone numbers to use in emergencies.
3. Check the weather, suitable clothing and provisions. Have emergency procedures in place.
4. Be aware of water
  - i.* Activities near water such as a walk along a river bank or seashore, collecting samples from ponds or streams, paddling or walking in gentle shallow water. Tides and the time of high water should be checked for any seashore trip.
  - ii.* Swimming in the sea or other natural water should only be allowed as formal and supervised activities, preferably in recognised bathing areas which have qualified lifeguard cover. Pupils should always be in sight of their supervisors.

- iii.* Swimming pools: there must be constant supervision by a sufficient number of qualified lifeguards;
  - iv.* The swimming ability of individual pupils must be risk assessed.
5. Staffing must take into account having to send a pupil home accompanied.
  6. Security measures must be taken into account e.g. terrorist threats
  7. Check that seat belts are worn by all pupils and staff alike.

## **Illness / accidents / incidents / near misses**

Wherever possible, a pupil's medical conditions should not prevent him/her from taking a full part in trips organised by the School.

Trip leaders should be fully aware of all the medical issues of pupils on the trip. Details are supplied in the trip information pack

Where pupils require epipens or other medication the trip organiser must make sure they are confident about the use of medications and have read the written guidance issued from the Medical Centre where appropriate (e.g. the correct use of an epipen).

Should any pupil become seriously unwell or be involved in an accident;

- 1 phone the school emergency contact (usually DH)
- 2 inform the pupil's parents

Do not delay ringing the parents because you cannot contact one of the emergency contacts.

All medicines, epipens and care plans must be returned to the Medical Centre no later than the agreed date of return.

In the event of any other significant incident, the TL 'phones the Deputy Head (or Head of the Junior School for JS trips) to inform him of what has happened and to seek advice. He will typically brief the Headmaster in turn.

If there is an accident, near miss or significant incident on a trip, the EVC is obliged to meet with the EVC as soon as possible on return so that the trip can be evaluated and lessons learned. Normal accident reporting procedures are followed irrespective of the fact that the incident occurred off site.

## **Insurance**

1. Appropriate Insurance Cover must be taken out to protect all those taking part in the trip. In the case of journeys abroad, the policy must also cover charges for any form of medical treatment provided for pupils and adults in the party, including necessary incidental expenses.
2. Some journeys are covered by inclusive terms, while others are not. It is important to be sure that the journey is adequately covered either by the inclusive terms offered by the travel association or under the City of London Corporation's insurance. Where cover is provided under inclusive terms, details of the Insurance Policy must be passed to the Finance Manager.
3. The TL should check that the provider / host venue has adequate Public Liability Insurance.
4. To take advantage of the City of London Corporation's travel policy, details of domestic residential and all overseas trips will need to be provided by the trip organiser to the Finance Manager who will liaise with the City of London Corporation's Insurance Section. Details should be provided as soon as possible but in any case at least 2 weeks before a trip is to be undertaken.
5. The City of London Corporation's policy covers employees (including teachers), pupils, volunteers or helpers and includes cover in respect of:
  - Death and permanent disablement
  - Medical and emergency travel expenses
  - Money (including cash, travellers cheques, credit cards and travel tickets)
  - Cancellation, curtailment and change of itinerary
6. The Bursary must be notified as soon as possible of any claim or potential claim.

## **Passports and Visas**

1. For trips abroad parents should be reminded to check that passports must be current (6 months beyond the return date is required by some countries). Pupils with non-EU passports will need to check if a visa is required. Non-EU nationals can travel to EU countries with a visa exemption form (see Senior School Administrator). Visas may be required for trips beyond Europe.
2. The Trip leader must arrange for a photocopy of the back pages of the passport and a copy of the visa application (if applicable) for every pupil on a trip.
3. It is often advisable for the Trip leader to carry a document listing the names of all in the party printed on official headed paper and signed by the Headmaster.

## Financing of Educational Trips

1. The expectation is that trips are self-financing. Trips can only be part-financed through budget codes with the approval of the DH.
2. No payments, including deposits, may be made until Approval in Principle has been given by the Deputy Head. A signed copy of this approval form must be forwarded to the Finance Manager with the Preliminary Budget Estimate form before requesting first payments.
3. If the Trip leader intends to approach any outside body to sponsor or subsidise the trip they are planning, they must have the written agreement of the Headmaster and the Bursar in advance.
4. The financing of staff places over and above the normal pupil/staff ratio on all school trips must be approved by the Bursar.
5. The Bursar should be consulted about any pupil who might qualify for financial assistance. No parent or pupil must ever be led to believe that they might be eligible for financial assistance without the explicit authority of the Bursar.
6. Expenditure on equipment and clothing for staff accompanying the trip should be detailed and approved by the Deputy Head in advance.
7. Payments may be made by instalments prior to the trip/journey, preferably by adding them to parents' termly bills; collection of income must be scheduled so that sufficient funds are available to cover outgoing payments. Arrangements for the collection of money using the School's accounting system will be necessary. The organiser should check that all income and expenditure has been credited / debited to the trip holding account. Any variations should be reconciled initially with the Finance Office. All monies (cash or cheques) collected must be given to the Finance Officer immediately for safekeeping, including a consolidated list of cheques.
8. Money must never be held in a member of staff's personal account.
9. All bills must be paid by the School and not directly from monies collected. V.A.T. receipts must be obtained to enable the School to reclaim the tax. All expenditure on invoices must be paid out through the Finance Office with appropriate authorising signatures.
10. All cash received at any fund-raising event for a trip must be counted by two members of staff in attendance at the time and a cash receipt sheet must be signed by both members of staff.

11. Arrangements for drawing cash when abroad are made through the School's accounting system. Cash carried on the trip is to be limited to £1,000 or currency equivalent and is to be distributed among several members of staff for safekeeping. Arrangements can be made for currency cards. Any foreign currency is to be ordered at least two weeks prior to departure.
12. The TL is responsible and accountable for the financial management of the trip for its duration.
13. All transactions/expenditure and incidental expenses for whatever purpose involving cash must have an appropriate receipt issued at the time for accounting purposes. In those exceptional circumstances where, for example, refreshments for pupils have been purchased from street vendors who do not issue receipts, it will be acceptable for the Group leader to write and sign a note, detailing the cost of such refreshments and countersigned by another member of staff on the trip.
14. All returned currency/monies must be forwarded immediately at the completion of the trip to the Finance Officer. The final account summary, together with all supporting accounting records, must be signed by the TL and submitted to the Bursary within one month of the completion of the trip.
15. The Bursary undertakes regular internal checks of all financial transactions and account records for trips. The aim is to protect the interests of the staff involved, whilst at the same time providing a high level of probity and security for the school trip's funds. Accounts may be subject to internal audit by the Corporation within four weeks of the completion of a trip.
16. The Finance Office maintains a central record of all planned trips to enable the Bursar's staff to ascertain when trips are due to end so that they can pursue any late returns of unused currency and trip documentation.