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# G D S T

## **POLICY - Educational visits**

<b>Policy owner</b>	Owain Hall, Assistant Head Enrichment
<b>Policy last reviewed</b>	September 2022
<b>Policy next review date</b>	September 2023
<b>Policy audience</b>	Staff and parents

The Assistant Head Enrichment (O E Hall) is the designated Educational Visits Coordinator (EVC). He is responsible for overseeing the organisation and safety arrangements of all school trips. He should be consulted as soon as a trip is considered and before the girls are informed. All trip dates must be cleared by the EVC, the Head of Prep (for Prep School trips) and the Deputy Head Pastoral who oversees the calendar. This must be done by completing Outline Evolve.

The following procedures must be followed carefully as there are legal, financial and insurance implications whenever pupils are taken off school premises, even for an accompanied walk down to Norwich city centre.

Do not leave organising a visit to the last minute. Wherever possible, a term's notice is required for non-residential visits and two term's notice is needed for residential courses or trips abroad.

It is essential to have teachers with a cross-section of experience accompanying the trip and preference should be given to colleagues requiring as little cover as possible. It is the responsibility of the trip organiser to find out what classes can be combined to reduce the cover and to ensure that all details are given to the EVC and the cover supervisor.

A generic educational trip consent form must have been completed by the pupil before they can attend any type of school trip. This is completed at entry to the school and at Key stages. Residential trips and those which have an adventurous and physical element to them will require an additional parental consent which can be completed using our SchoolPost consent.

### **COVID**

Government DfE advice must be followed at all times to minimise the risk posed by Covid on all trip situations.

### **NON-RESIDENTIAL TRIPS**

The following steps must be completed when organising any school trip:

1. Complete Evolve Outline approval for a Proposed School Visit form which includes brief finance information on the reverse.
2. Once approved, complete the main Evolve trip application process and submit this to the EVC.
3. The above form will need, as a minimum, the following attachments:
  - Draft of a letter to go home to parents. A consent is only strictly necessary for residential trips; this must be an online consent, as per SchollPost.
  - Risk Assessment Form.

### **RESIDENTIAL TRIPS**

The following steps must be completed:

1. Complete Outline approval section of Evolve when you wish to propose a School Visit which includes key details. (pupils involved, estimated cost, dates etc)
2. Once Outline approval is granted by EVC, complete the Evolve online trip application process and submit this to the EVC.
3. The full Evolve form will need, as a minimum, the following attachments:
  - Draft of the letter to go home to parents with electronic consent (through ParentPost) specific to your trip. No girl should be allowed to go on the trip if they have not completed the consent element.
  - Risk Assessment Form.
  - An itinerary of the trip, giving details of each day's activities.
  - A copy of the external provider's insurance, external provider's declaration form and the LOTC (Learning outside the classroom) certificate, if appropriate.
4. Code of Conduct Form. See Generic Code of Conduct Educational visits Folder.
5. Trip Costing. Further details of ALL financial planning for the trip, including staffing costs incurred, should be discussed with the DFO and or EVC.  
NB. Also see the requirements below (Finance / Cost) – no girl should be allowed to go on a trip if they have not paid in full.

In addition, for residential trips:

- A photocopy of passport details must be held by the group leader.
- Full details of the itinerary, emergency contact numbers, and a copy of the paperwork must be given to the two nominated contact members of staff and the school office.
- An up-to-date photo of all girls must be taken on the trip. This should be in electronic form wherever possible. Great care must be taken of any printed versions; all should be shredded on return to school.

The trip leader must complete the Educational visits incident and emergency card and should also have an accommodation evacuation pack with them at all times. These can be collected from the EVC.

- In the senior school, all girls must be given a card to carry at all times which includes contact details of the hotel/hostel and the staff mobile numbers. This should include instructions in a foreign language where necessary. Prep school girls do not carry mobile phones so this is at the discretion of the trip leader.
- All parents should be invited to a briefing meeting at least a week before the trip leaves – you must go over the ‘Emergency Procedures’ in this meeting (Please read through Appendix 2 at the Parent Briefing meeting).
- In the Senior school, all staff going on the trip should, where possible, attend a briefing session with the EVC before the trip leaves and this should be arranged by the trip leader and EVC. In Prep, the staff meet together with the member of SLT who is going on the trip.

N.B. Nothing must be sent to parents until all the paperwork has been approved.

## **PLANNING THE TRIP**

### Date:

The organiser must consult with the EVC and Deputy Head overseeing the school calendar before deciding a date. This date must be shared at a staff briefing or shared publicly to allow other staff to consider its implications for their teaching. Dates should be chosen with due regard to other trips and visits being organised for the particular year group. Pupils are allowed one visit per

### Staffing requirements:

The ratios below are guidelines. The exact staffing ratios depends on the experience of staff and the nature of the children attending.

### SENIOR SCHOOL

- a) A non-residential visit (e.g. to a theatre): 1 staff to 20 pupils plus ideally 1 extra
  - b) Journeys abroad or residential trips: 1 staff to 10 pupils plus ideally 1 extra
- Headteacher to use her discretion for the 6th Form.

### PREP SCHOOL including EYFS

- a) A non-residential visit (e.g. to a theatre): Rec - Year 3 1:6 Year 4 - Year 6 1:10
- b) Journeys abroad or residential trips: Year 4 - Year 6 1:10 (plus ideally 2 extra)

## Nursery 1:4 or more

More staff will be required if any girl/staff on the journey suffers from a medical condition which could cause difficulty. The type of trip must always be considered alongside appropriate staffing ratios as occasionally it is necessary to increase the staffing.

For their own protection, male members of staff should normally be accompanied by a female member of staff.

### Parent Help in the Prep School:

Parents are invited to help with some of the trips and events based in school. All parent helpers should be informed by the trip/event organiser of their responsibilities on the trip and be fully briefed on the risk assessment.

### First Aid Qualifications for Staff:

Trip Type: Minimum First Aid Cover

Non-residential (low risk) - One member of staff with a 1 day First Aid Qualification

Non-residential (Higher Risk, e.g. coastal) - One member of staff with a 1 day First Aid Qualification.

Ideally, one member of staff with a 3 day First Aid Qualification.

Residential - One member of staff with a 1 day First Aid Qualification.

One member of staff with a 3 day First Aid Qualification (where possible, please see EVC with any concerns)

Early Years Trip - Paediatric First Aid qualification

Please refer to the Hub for more details. If using a centre, the staff there may well be in a position to provide the higher levels of First Aid cover.

### Selection of Participants:

Generally, trips should be accessible to all girls the trip is designed for. When selection is required however, you have three options:

1. Ask girls to complete an application where you can select between applications and decide who should go on the trip. This selection process must be done with at least one other member of staff involved in the trip (or your HOD). The test should be agreed with the EVC and well described in the trip material.
2. Selecting girls out of a hat – this must be done with girls present so that they can see that it is being done fairly.
3. A first come, first served basis, but this is not ideal. Please remember to include a closing date for applications.

### Tour Operator or provider:

Where the trip involves a tour operator or educational provider they should be asked to complete the relevant paperwork. be sure that they are a registered provider, accepted by Trust. If in doubt, speak with the EVC.

### Swimming consent:

For any trip which may involve swimming, an additional Swimming Consent Form (SchoolPost) is required. However, Evolve details from Sims for each pupil includes confirmation of whether swim consent has been given at the start of the year or Key Stage.

### Finance/Costs/Payment:

For trips incurring a high cost, a payment plan should be agreed with the DFO and/or Andy Grieves and details of it need to be included in the letter. All payments are to be made via ParentPay and details should be communicated to parents. Staff should agree the procedure with Andrew Grieve. The terms and conditions of the tour company for all trips must be sent to the parents at the outset of any trip and payment plan. It is essential that the trip leader checks that the tour operator offers refunds for COVID cancellation.

The cost of any trip needs to include the costs of travel/coaches, staffing, tickets and entrance and any other costs that will be incurred. A margin of maximum 10% should be added when charging to allow for emergencies (but only 10%). If any girl is prevented from participating due to financial problems, limited funds may be available. Staff should consult the Head as soon as they are made aware of a problem.

Where possible, our own full-time staff should be used on trips, and cover will be arranged for lessons missed. If the trip organiser has to pay for additional staff, eg p/t staff on their day off, then this should be costed in on the trip costing form and will be subject to approval before the trip is approved.

All trip leaders must produce a trip costing when seeking approval for the trip to go ahead. All known and likely items should be included in the costing. Reasonable FT and PT staff trip costs will be paid and must be included in the costing before the trip is agreed. These could include local travel before the trip departs, immunisations, visas, etc. Passport costs are not refundable.

A trip may include an element of cost as 'unforeseen'. The maximum for this is 10%, but for most trips this should be 5% or less (the euro Caxton card is available to trip leaders for travel to euro-zone countries which may allow them to reduce the unforeseen % in the costing, and the Global Card can be used worldwide). The unforeseen element of the costing is not expected to be spent and should be returned to school and refunded to the girls' trip accounts after the trip returns.

### Allowable Expenses:

The following staff expenses may be claimed back and booked to the trip account:-

- Travel – most travel will be included in the trip package, but if a normal journey to or from school is disrupted then travel costs may be allowed. This must be agreed in advance by the DFO.
- Food – most food should be included in the trip package, but where accommodation is on room only or B&B terms then lunch and dinner may be claimed (this must be built into the trip costing). Food and drinks whilst travelling to or from the destination is allowed. Alcohol will not be reimbursed.
- Mobile telephone costs – a school mobile will be available for the trip leader. If a personal mobile is to be used then agreement must be obtained from the EVC before the trip departs (note that an itemised statement will be required with the claim for

reimbursement). The use of a school mobile should be kept to essential calls only. Girls are permitted to use the mobile in an emergency, but not to make non-essential calls home.

- Staff subsistence is paid in line with the GDST guidelines as on the Hub.

#### Booking a Coach:

If we hire direct, Norwich High holds a list of all vetted coach companies and only these are to be booked. These are shown on the Evolve form and the trip organiser can liaise with the Admin Office, Jo Logan, for further support. If the trip uses a tour company then the trip organiser should ensure transport arrangements are vetted appropriately. Similarly, the use of a school minibus and whether you need a driver is covered on the Evolve form. Further liaison with Jo Logan (or Ann-Marie Howard in Prep) is needed, however, to finalise such arrangements.

All coaches must have seat-belts. Check this when the booking is made. Seat belts must be worn at all times. In no case may girls sit three to a seat. Sufficient coach space must be booked so that all participants have a seat with a seat belt. (There may be an exception to this with coaches booked in China, Africa and India).

Coach companies used must be carefully vetted by us if we hire direct and by the Tour Company if the contract is through them.

#### Annual trip Consent:

A signed Annual Consent Form must be on the system or completed by the parent/guardian for every girl to cover trips throughout the year.

Parents/Guardians must be informed of the detail of each visit by letter at the appropriate time. Separate visit specific forms will be provided for each residential/overseas visit or visits involving higher risk activities, for which a specific consent will be required. Please note any activities that will, or might, involve swimming (e.g. sailing) will also require separate consent. The trip leader must take note of any SEN / Medical requirements and refer to these in the Risk Assessment.

#### Insurance:

All Day trips and Residential visits are insured by the GDST unless activities are classed as 'High Risk'. (Please see EVC or Director of Finance and Operations if you are unsure whether your trip would be classified as 'High Risk').

Insurance details should be taken on all residential trips.

#### Pupils participating:

A list of pupils involved on the visit must be posted on the notice-board in the staff room, ideally two weeks before the trip. The office staff at reception must be given a list of all girls attending- this will be included in the evolve form so should happen when this is submitted. Where possible the trip leader should also email this list to all staff. The staff in charge should exercise discretion as to the attendance on an outing of any pupil who may cause problems. Staff should consult with the Head of Year and check medical records if necessary.

### Registers:

The school registers should be amended in advance of the trip by the office staff at reception once the evolve form is processed. Form Tutors, when registering their form, are to check that the correct entry has been made when they do their morning register.

A roll call should be taken frequently throughout the day by the trip leader/ staff, particularly at key “meeting up points” in the day.

### Cover:

Cover supervisor must be notified of cover requirements as soon as the date of the trip and the staffing is finalised.

The Head of Junior School must be notified of cover requirements as soon as the date of the trip and the staffing is finalised.

### Uniform:

Whether uniform should be worn for a visit should be agreed with the EVC/Head of Junior School and trip leader. This should be clearly stipulated in the parental letter.

The school PE Hooded top can be a useful item to stipulate as it allows the girls to be readily identified in crowds, even when in non-uniform and the top is a warm garment.

### Departure and returning meeting points:

If departing school before 6.00am or returning after 11.00pm, please arrange for the coach to meet you on Newmarket Road. Parents can use the front drive for drop off. A member of staff should be visible along the driveway for safety. When departing from Christchurch Road after 8.00am and before 6.00pm please ask girls and parents to be courteous of local residents.

### iPads and Phones on School Trips:

Senior School pupils should use their mobile phones to contact each other and staff in an emergency. The mobile number of the member of staff in charge (a school mobile number) should be given to Senior School pupils on residential trips. The school mobile phone number should be given to parents of school pupils on a residential trip.

Prep pupils do not usually take phones with them and the use of iPads is permitted but monitored closely by staff. Devices are given out at the beginning of the trip and collected at the end.

Where mobile phones are taken, the girls’ use of these devices is the responsibility of their parents/guardians and use will be monitored by staff where feasibly possible.

All students may take iPads on trips, for research, to document their experiences, and to otherwise enrich their learning beyond the classroom, unless the member of staff expressly wishes that they leave these in school. Staff must be vigilant about appropriate use of iPads whilst away from school.

### Equipment to be taken by staff:

Depending on the length and type of journey, staff should take:

- a) Electronic copy of the evolve form in full, provided by Nurse Page. This will include all of the medical and pupil details.
- b) Passports/ photocopies
  - b) Adequate money to cover emergencies.
  - c) First aid kit.
  - d) Plastic bags, kitchen paper, etc. in case of travel sickness.
  - e) Litter bags for collection of litter.
  - f) School mobile phone(s).

Please remember to leave your contact details and updated itinerary in the office before you leave school, if this differs to that recorded on evolve.

Safety and supervision, code of conduct and general behaviour:

- On all trips girls are to be in groups of FOUR minimum. This enables one to stay to assist a fellow pupil in difficulty whilst the other two can go together to get help.
- Girls must be strictly supervised while waiting for transport, during travel, and for the duration of the trip/visit. They must remain seated and wearing seat-belts whilst the coach is moving. The staff must decide whether eating or singing is allowed, and if the radio is to be played. Loud speakers are not recommended for safety reasons.
- No chewing gum is allowed.
- Litter must be collected before girls are allowed to leave the coach.
- Under Trust guidelines, whilst some staff may be at the front, there must be at least one member of staff towards the back of a coach on any lengthy journey. Staff should periodically turn round/walk down the coach to check on the behaviour of the pupils (staff must not put themselves at risk whilst doing this). Staff should check the coach for lost property when all the pupils have alighted. Encourage girls to thank the driver and staff. Hopefully, they will thank you too!
- Pupils who do not attend outings must attend school as usual, in school uniform. Staff should arrange for them to join other classes if applicable or for appropriate supervision.
- No alcohol may be bought or consumed by pupils on school trips.
- Swimming: no pupil is allowed in water to swim unless a qualified Life Saver is on duty.
- Mealtimes: It is very important that staff supervise students during mealtimes to ensure that they are eating properly and behaving well, particularly when in large groups. Staff should sit close to or with students, and should occasionally check up on them during the course of the meal.

Staff are responsible for the welfare and safety of the girls at all times. Be well prepared, take regular register counts and follow the Trust regulations on Safety very carefully.



### Staff on/off duty:

Where staff/pupil ratios allow, staff may be given some 'free time' on residential visits. This must be agreed with the Party Leader and the other members of staff beforehand. However, in an emergency, or when directed by the Party Leader, all staff are required to be on duty. Consequently no member of staff may consume more alcohol than would be allowed under drink/driving laws at any one time.

### Pre-trip meeting with Headmistress/Head of Prep and EVC:

For all residential trips, staff participating will be invited to a morning break meeting with the Head/ Head of Prep (coffee and biscuits supplied!) or EVC to discuss the forthcoming trip.

### Policy for Exchange Visits:

Pupils are encouraged to interact with their host families before meeting to allay any worries.

When pupils are hosted by families as part of exchange programmes, the following procedures must be in place:

1. Hosting parents should be DBS checked. A letter must be sent outlining the schedule and aims of the exchange, as well as explaining their responsibilities as hosts.
2. Hosting girls will be briefed about their responsibilities as hosts and our expectations for their behaviour.
3. All pupils and staff will be given a 24 hour emergency contact number (school phone) held by the trip organiser to deal with any issues arising during the stay.

### Emergency Procedures and Communications:

- Two emergency contacts are identified in school as primary points of contact for trips which operate outside of school hours (8am- 5pm). These are to be shown on the Evolve form.
- The front Reception to have access to trip details in case of a call through to reception. When possible, a ParentPost will be sent from the Communications team, but a combination of Twitter and use of mobiles will be used.
- Emergency Contacts 1 and 2 will have a full list of girls/contact details/itinerary/Passport & Visa details, medical consent forms etc.
- The trip leader should let the EVC and /or SLT contact know when the group arrives safely, give updates about the trip and confirm about the schedule for return if necessary. The trip leader should also let the 24hr contacts know when the trip is safely back to school so they can "stand down".

### Fire Safety

- Fire safety standards should be checked as part of the accommodation selection process. The 'Activity Providers Declaration' form ([ACTIVITY PROVIDERS Declaration -](#)) asks for specific information regarding fire safety.
- From a fire rescue perspective it is better not to sleep above the sixth or seventh floor (the limit of external rescue by the fire services) so as to make evacuating the building easier.
- Many fires are started by electrical faults. Be aware of electrical appliances fitted in rooms (e.g. kettles, hairdryers, heaters, fridge) and ensure pupils are briefed about any issues with these and also their own electrical items (e.g. hair appliances, mobile phones, chargers).

### Emergency Evacuation Procedures for Residential Trips

1. Prior to the trip, appoint a member of staff as an evacuation coordinator, ie not directly responsible for completing the roll call for a group. In the event of an evacuation they should:
  - Do an overall roll call as a double check. Liaise with each of the group leaders to ensure everyone is accounted for. Help maintain order if girls start to panic and seek reassurance from the group leader,
  - Liaise with centre staff, eg if anyone is missing, there is a need to move to another location, or to find out when it is safe to re-enter the building.
2. Prior to the trip prepare an emergency evacuation pack, normally for the trip leader and keep by bedside (so it can be taken in the event of an evacuation):
  - Torch – in case the emergency lighting is too dim or not working. This could be on a mobile phone, a head torch or a hand torch.
  - List of all girls in group, and list of girls that each group leader will be checking are present in a roll call.
  - Floor plan of residential accommodation indicating which room each girl is sleeping in.
  - List of key codes for all doors to enable them to be opened from the outside, e.g. if someone is stuck inside and can't get out.
3. Prior to the trip all staff to be reminded of the procedure for sweeping bedrooms and bathrooms/WCs in the event of a night time evacuation:
  - Identify who is responsible for checking each room/bathroom/WC.
  - Ensure all staff know procedure for sweeping, including checking under the beds and patting all the way down/fully turning back bedcovers on every bed in the room (NB girls may swap beds/ snuggle deep down under the covers/sleep at the opposite end of the bed).
4. Prior to the trip document a Personal Emergency Evacuation Plan (PEEP) will be needed for anyone in the group that needs one. (Think about sight and hearing impairments as well as mobility impairments).
5. On day of arrival:
  - Ensure everyone knows what the fire alarm sounds like.
  - Staff and pupils walk all fire exit routes they might need to use – familiarisation exercise.

- Staff and pupils familiarise themselves with all the muster points they might need to use.
- Review Personal Emergency Evacuation Plans (PEEPs) if anyone in the group needs one.
- Organise a room buddy system so that each girl makes sure her friend is with her in the event of an evacuation,
- Staff to remind girls to take a coat/blanket and wear shoes for night time evacuations,
- Staff to remind girls about fire risks associated with hair straighteners/tongs, etc. and to ensure they are unplugged when not in use. Also mobile phone chargers should not be left plugged in overnight.
- Staff to check all fire escape routes to ensure they are clearly signed, free of obstructions, that fire doors can be easily opened by children in dim light (think – could the smallest child reach & open the highest locking device?), and that final exit routes are clear (no parked cars, bins or bushes preventing the door opening)
- Staff to check emergency lighting works on both internal and external exit routes/ muster points (ask the centre staff to show you recent test records or demonstrate this to you).
- Conduct a fire drill on the day of arrival.
- At the end of every evening a member of staff should check that all fire exit routes are clear / unlocked.

In the event of an emergency: Trip management:

The Leader or staff member in charge of a sub-group out of immediate contact with the Leader should:

- a) Establish the nature and extent of the emergency.
- b) Follow any evacuation procedures relevant to the area/ centre
- c) Establish the extent of any injuries and administer appropriate first aid.
- d) Establish the name(s) of the injured and call whichever emergency services are required.
- e) Make sure all other members of the party are accounted for and are safe.
- f) Advise other staff of the incident and that the emergency procedures are in operation.
- g) Ensure that an adult from the party accompanies casualties to hospital.  
In the event of a major incident ensure that you have a list of the casualties, which hospital they have been taken to and the name of the staff member accompanying them.
- h) Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base.
- i) Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for.
- J) Where possible control access to telephones until contact is made with the Head, emergency contact point or designated senior member of staff and until they have had time to contact those directly involved.

Give full details of the incident:

- Name

- Nature, date and time of incident
- Location of incident
- Details of injuries
- Names and telephone numbers of those involved
- Action taken so far
- Telephone numbers for future communication

In the event of an emergency: Management of incident back at school

1. First emergency contact receives information from trip leader regarding:
  - Nature, date and time of incident
  - Name of pupil/s
  - Location of incident
  - Details of injuries
  - Names and telephone numbers of those involved
  - Action taken so far
  - Telephone numbers for future communication
2. Emergency Contact 1 informs the Head and Emergency Contact 2, and arrange for a meeting if possible, or a conference call.
3. Once the nature and extent of the incident is known, revert to the Emergency Plan.

Management of communication from parents:

All parents will have one contact number for 24/7 queries.

Return:

Parents should be notified of the approximate time and place of return. If a Senior School girl wishes to make her own way back or leave the coach early, permission must be given in an email or in writing.

On your return from a residential trip, please contact the emergency contacts to notify them of your safe return. This can be a phone call or text message.

Closing the trip:

The trip leader is responsible for trip closure by liaising with the Finance Manager to settle any outstanding expenses or queries. Any surplus of funds over £5 should be refunded by ParentPay to parents.

Any girl who has not made full payment for a trip must not be allowed to participate; payment cannot be accepted after the event. It is the responsibility of the trip leader to chase up missed payments. At the end of the trip, please give a copy of your financial account to the Finance Manager.

Evaluation:

An Evaluation must be completed after every visit and this is done through the Evolve process. Notification of this will be sent to trip leaders. If no issues have arisen and all went according to plan, the form will simply need a "no issues arising" comment.

Health and Safety meetings have an item on Visits and Journeys to discuss any issues arising, which will be raised by these forms.

### **Appendix 1**

When appropriate this information is to be included on the final letter to go to parents about a residential trip

Emergency Procedure for Residential Trips

Copies of the Consent Forms are held electronically/ by the party organiser for all school trips.

In the case of an emergency the Leader or staff member in charge of a sub-group would:

- Establish the nature and extent of the emergency.
- Make sure all other members of the party are accounted for and are safe.
- Ensure that an adult from the party accompanies any casualties to hospital.
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base.

### **Appendix 2**

When appropriate this information should be read out to parents in the Briefing Meeting prior to the trip.

The Leader, or staff member in charge of a sub-group out of immediate contact with the Leader should:

- a) Establish the nature and extent of the emergency.
- b) Establish the extent of any injuries and administer appropriate first aid.
- c) Establish the name(s) of the injured and call whichever emergency services are required.
- d) Make sure all other members of the party are accounted for and are safe.
- e) Advise other staff of the incident and that the emergency procedures are in operation.
- f) Ensure that an adult from the party accompanies casualties to hospital.  
In the event of a major incident ensure that you have a list of the casualties, which hospital they have been taken to and the name of the staff member accompanying them.
- g) Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base.
- h) Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for.
- i) Where possible control access to telephones until contact is made with the Head, emergency contact point or designated senior member of staff and until they have had time to contact those directly involved.

Give full details of the incident:

- Name

- Nature, date and time of incident
- Location of incident
- Details of injuries
- Names and telephone numbers of those involved
- Action taken so far
- Telephone numbers for future communication

**Appendix 3: Response to Increased Global Terror Alerts**

In response to increased terror alerts, the following additional precautions will take place for trips and visits:

- For trips abroad, the school will regularly review the guidance on the Foreign and Commonwealth Office website in the weeks and days leading up to the trip’s departure <https://www.gov.uk/foreign-travel-advice>
- Trip leaders will ensure the trip risk assessment includes the risk of disruption to travel arrangements or at the venue as a result of a serious incident.
- Trip staff and emergency contacts will ensure that the emergency plan is followed in the event of an incident.
- During the trip, staff will be vigilant at all times, being especially aware and alert for anything unusual – unattended bags, people acting suspiciously, etc.

Policy last reviewed: .. .. . Sept 2022  
 Next review due: .. .. . Sept 2023  
 Person responsible for review: .. . Assistant Head Enrichment, O E Hall  
 Audience: .. .. . Staff/parents