



REIGATE GRAMMAR SCHOOL
VIETNAM

School Off Site Visits/Trips/Events - Extended
Curriculum Opportunities policy

Policy Author:	Co-curricular Coordinator
Date Reviewed By Author:	December 2023
Next Review Due:	May 2024
Date Approved By Governing Board:	December 2023
Next Review by Governing Board Due:	May 2024

Introduction

Extended curriculum opportunities of off-site visits/trips or on-site events complement classroom learning and are an essential part of the school curriculum. As part of the school's commitment to an all-round education, a large number of visits are organised each year for all pupils. These range from short, one-day trips to local sites of interest, or evenings out to plays or concerts, overnight school camps, to overseas visits and tours which may take place during holiday time.

This policy contains detailed guidance on planning trips and gives due consideration to the safety and welfare of pupils, staff and adult supervisors. Procedures for planning a trip are appended to the policy.

Responsibilities

The **Headmaster** has overall responsibility for all education away from, and on the, school premises and their permission is required for all trips and expeditions.

The **Co-curricular Coordinator** is responsible for ensuring that:

- trips and events are planned sufficiently in advance and entered into the school calendar, avoiding clashes where possible;
- correct planning procedures are followed;
- in collaboration with the Headmaster or Managing Director, appropriate risk assessments are completed and any control measures put in place (see separate guidance);
- the trip or event Leader is competent to lead the planned trip; supervision levels are appropriate to the planned activities;
- Child protection measures are in place.
- to ensure that the lead teacher has completed the relevant and correct documents and included the correct people in communications

Trip and event Leaders are required to ensure that:

- their planning follows the proper procedures for either a trip or onsite event;
- parental consent has been submitted to the office, and signed by the Co-curricular coordinator, including disclosure of dietary and medical requirements;
- parents receive all relevant information;
- appropriate risk assessments are completed for either an onsite or offsite event an inspection visit is undertaken and any control measures put in place, including additional risk assessment, where appropriate, to support those with specific needs;
- pupils' dietary, medical and special needs and requirements are cascaded down to other teachers and adult supervisors;
- any adults accompanying residential trips have been police checked;
- he/she carries a school assigned mobile telephone throughout their time on the school trip and the number is known to the school and other designated staff (including those on the trip);
- risks are reassessed during the trip in the light of events or situations on the ground, including stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable;
- pupils are supervised throughout the trip in accordance with agreed itinerary;
- school rules (and/or an agreed code of conduct) are followed. Those pupils who fail to live up to the required standards of conduct can expect to be disciplined, which may involve exclusion from future trips. Such behaviour should be reported to the relevant Head of section.

- attention is drawn to the school rules on drugs, alcohol, vaping and tobacco.

Teachers and other adult supervisors are required to:

- follow the instructions of the Visit/Trip Group Leader and help with control and discipline;
- do their best to ensure the health and safety of everyone in the group;
- notify the Visit/Trip Group Leader if concerned about the health or safety of pupils at any time during the visit;
- in the absence of the Visit/Trip Group Leader, consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable.

Parents are expected to:

- provide to Visit/Trip Group Leaders all relevant information (including dietary, medical and special needs information) which may be needed to protect the welfare of their child(ren);
- provide accurate contact details to Visit/Trip Group Leaders, in case of emergency;
- ensure that their child is provided with all necessary clothing, documentation (e.g. national identity card, passports or visas) and medication that may be needed for the trip.

Pupils are expected to:

- follow the instructions of the Visit/Trip Group Leader and other teachers or adult supervisors;
- comply with school rules and/or a published Code of Conduct throughout the trip;
- do their best to ensure the health and safety of everyone in the group.

Guidelines for Pupils

Extended curriculum experiences of offsite visits/trips complement our curriculum, and as such, we expect pupils to adhere to the same social and academic rules, behaviour and standards which are required in school: appropriate and respectful behaviour towards everyone at all times.

In particular the School highlights to pupils, and their parents/guardians/carers, the following essential rules and regulations which are by no means exhaustive:

- It is completely forbidden to smoke or vape, drink any form of alcohol, possess and/or use illegal drugs, as well as undertake any action prohibited under the local law of the visiting place.
- It is completely forbidden to cause damage to people, animals, things, environments and structures at all points on the visits.
- Pupils must have correct and respectful behaviour towards each other, teachers and any other person with whom they come into contact.
- Pupils must strictly observe any meeting times set and be punctual to the meeting point as determined by the teachers. We insist that pupils never go off alone or leave the main group on their own for any reason whatsoever.
- On overnight visits, bed times will be decided by the teachers and must be adhered to. Lights out is the signal that all pupils are expected to settle down quietly in their rooms, without disturbing those around them, and remain in their own rooms until morning call.
- Mobile (cellular) phones and other electronic devices (e.g. iPods, electronic games, etc.) are only allowed at certain times during the day and only for certain age groups, but must be switched off and may be collected in at bed time. They will be returned to pupils at morning call. Naturally, the misuse of these items may result in them being confiscated. Pupils are personally responsible for any items that they choose to bring.

- Pupils will be able to call home at appropriate and convenient times during the day. To avoid calling at an inopportune moment, we recommend the following times for parents who wish to telephone: between 7.30-8.00am (local time) and 7-8pm (local time).
- Pupils are to travel in school uniform/PE kits, or appropriate clothes (for overnight visits) as determined by the group leader. Comfortable clothes and sensible shoes are required, and we insist on no inappropriate logos on clothing, high heels, short skirts or bare midriffs during the visit.

Teachers, who are acting *in loco parentis*, will use their professionalism, knowledge and discretion to organise activities, groups and allocate rooms (on overnight visits).

When appropriate, a list of essential items will be provided which will be attached to individual trip letters.

Any misbehaviour will be dealt with immediately, with school sanctions applied. This may result in parents being asked to collect their child from the visit. Any additional expenses incurred here are at the responsibility of the parent/guardian/carer.

Pupils are expected to follow our school rules at any on site events.

Residential trips

Accommodation on residential trips may be either in group accommodation (e.g. hotels, youth hostels) or staying with host families.

- A. Hotels, hostels** etc. These will be as recommended and checked by approved Tour Operators, or will be checked in advance by staff. Students rooms will, where possible, be located on the same floor
- B. Host families.** For RGSV pupils visiting host families abroad, assurances are sought from the exchange school about the suitability of families to act in loco parentis. Staff will hold pre-trip briefings and will ensure that pupils know who to contact and how to contact them should they be worried at any point. Group leaders will be authorised to move pupils into hotels or other accommodation if they are concerned about their welfare, health or safety.

Other points for parents

- The school will provide all relevant information to parents in a letter and, for major trips, by holding a meeting for parents.
- The cost of many one-day trips which form a part of the normal curriculum is included in the school fee; for other trips, parents will be required to cover all other costs.
- Parents and pupils will be informed of on-campus events by the relevant section office.
- Parents are required to accurately complete any documents and permission forms which are requested by the school.

Non-RGSV activities

On certain occasions, there may be local events, exhibitions and places of interest that RGSV staff may wish to encourage pupils to visit on weekends, or during holidays to support their learning. Attending a science exhibition, cultural dance show, social football match etc, are all examples where pupils may benefit from attending an event, however, aren't organised by the School. If this is the case, then please speak to Senior Leadership and then it must be made clear in writing to parents that these events are not organised nor authorised by RGSV.

Associated Policies

- Safeguarding & Child Protection Policy
- Health and Safety Policy and Appendices
- Behaviour Policy for the section
- First Aid and Medical Provision Policy
- Staff Code of Conduct

Policies on [school website](#)

Planning trips: Procedure

Inspection Visits

Rationale

Our visits/trips are designed to enhance our curriculum and develop our pupils to be more internationally-minded. An inspection visit is designed to give visit/trip group leaders the opportunity to check out the itinerary and complete the risk assessments. It is also designed to make visit/trip group leaders feel confident that they know about their destination before they go with pupils when not contracting a third party.

Pre-visit preparation

- Talk with Co-curricular Coordinator and relevant Head of section about the suggested itinerary and the curriculum links we are wanting to make
- Check all transport is arranged, and obtain any tickets needed
- Collect first aid kit, forms, expense money for transport, meal and entry to activities from the relevant school office

On-site inspection (if required by school)

- Check hotel and rooms (in order to complete risk assessment). Also think about any requests we want to make, such as rooms on same floor or boys/girls on separate floors (depending on age group)
- Visit any activities on itinerary as required (in order to complete risk assessment)
- Check out any public transport used (in order to complete risk assessment)
- Look at how the day is organised (where is lunch, what toilet facilities are there, etc.)

Post-visit follow up

- Finalise itinerary with Co-curricular Coordinator and relevant Head of section, including evening activities (in line with budget and curriculum)
- Complete risk assessment for entire visit (including all transports)

Approval

All group outings and expeditions require the approval of the relevant Head of section and the Head of School (via the Event Proposal Form) prior to any decision or commitment that they will take place.

The Group Leader organising an outing or expedition should:

- Check the availability of dates** in advance with the Co-curricular Coordinator who oversees the calendar. Once the date is confirmed, enter onto the relevant calendars. Complete the outline

- visit/trip information on the Event Proposal Form to obtain Outline Approval from the Co-Curricular Coordinator, relevant Head of section and Head of School.
- ii. Once Outline Approval has been granted, fill in the remaining trip details on the Event Proposal Form and complete **Risk Assessment**. In many cases, this will be covered by the Generic Risk Assessment for School Visits/Trips, which all staff taking visits/trips are required to complete. A copy of the operating organisation's safety management system should also be obtained, if appropriate. For more hazardous activities involving caving, climbing, skiing or water sports, check that the provider holds the appropriate licence. Specific risk assessments must be approved by the Co-curricular Coordinator. The information on the Event Proposal Form will include a complete list of participants (pupils and staff), the venue of the visit, a contact telephone number, and details of travel arrangements.
 - iii. Once all information has been entered on to the Event Proposal Form, the **Risk Assessment will be checked** and approved by the Co-curricular Coordinator who acts as the Educational Visits Coordinator (EVC). The Head of School will check the final details and will then grant **Final Approval**.
 - iv. Send a covering letter and Parental Permission Form and Waiver to the relevant School Office to go to parents, which will be checked by the relevant Head of section.
 - v. The **School Office** will send out the covering letter and Parental Liability Waiver and consent form via email. Consent will be collected on paper by the relevant school office.
 - vi. Send a **complete list of participants** to the relevant Head of Section and to the DSL team who will consider any pastoral, welfare or safeguarding concerns and determine whether any student requires a specific individual risk assessment.
 - vii. Complete a Task Request as required. If there is a charge for the trip, the Registrar will send out a Debit Note. Double check that the amount to be charged to parents is correct before the Debit Note is sent.
 - viii. The relevant office will provide details of **dietary, medical and special needs of participants** (this can also be obtained via completed Event Trip - Dietary/Medical Form) and will support staff in creating individual risk assessments for those that require it.
 - ix. The day preceding the visit/ trip, the group leader should check the reservation information and the details of the trip, collect the first aid kit from the relevant school office, the school mobile telephone (can be collected from the Head of School office) and a copy of the risk assessment form, which teachers will be issued with prior to the trip. A letter from the school with the list of pupils and teachers/parents may be required for entrance and the teacher can also pick this up.
 - x. On the morning of the trip any money for entrance costs should be collected from the relevant school office.
 - xi. Teachers are also requested to take photographs which will then be published on the school's social media platforms or used in the Yearbook. A list of pupils in each class whose parents do NOT authorise them to have their photographs taken is checked by the Media team before they publish. If photos have been taken on personal devices, these need to be removed once they have been shared with the Media team.
 - xii. For visits/trips during the week in term time a **complete list of participants** should be published in the appropriate staff bulletin. Trip organisers should send this list to the relevant ELT member in charge of Staff bulletins at least a week in advance of the trip.
 - xiii. For trips overnight, a **meeting should be held for parents and pupils** to explain procedures and rules and to answer questions.

No contracts may be signed with tour organisers, letters written to (or money taken from) parents, before the Headmaster has authorised the visit/trip.

Letter to Parents

A letter to parents is required for all visits, trips, outings and expeditions, except for away matches, or local trips taking place during normal school hours and not involving transport.

Letters requesting permission for trips should indicate:

- Date and timing of departure and return.
- Destination, purpose of trip.
- Method of travel.
- Cost and method of payment.

Always ensure that the letter includes the **Parental Permission Form and Waiver** for completion, parental signature and return indicating approval of the trip. This also provides evidence that parents have received your letter. Keep the forms safely until after your return, if you have not sent them to the relevant school office to arrange payment.

Specific permission must be sought if you intend to allow a student to travel to the destination unaccompanied or to leave the party before returning to the RGSV campus.

Well before departure, parents should also be sent detailed notes of guidance which should include the following:

- full itinerary.
- checklist of items the pupils should take with them.
- dates and times of departure and return.
- destinations, with full address and telephone numbers.
- the fact that school rules will apply.
- means of contacting the party in an emergency, and other emergency arrangements.
- method of travel, name of travel company.
- cost and what it covers; method of payment.
- date after which deposit cannot be returned if cancelling.
- pocket money.
- inoculations needed.

Staffing

Advice on supervision ratios should be sought from the Co-curricular Coordinator. In general, guidance would be:

- For all ratios and supervision requirements associated with class trips, extra curricular activities, or offsite ECAs, please refer to the **RGSV Whole School Supervision and Pupils policy**, reference, '*Offsite ECA's, Sports Competitions and Field trips*'.
- For hazardous expeditions, higher levels of staffing, appropriate to the activity, may be required e.g. expeditions into mountain environments must be accompanied by an adult with a Mountain Leadership Certificate. This is an insurance requirement.

- Certain activities, for example, Duke of Edinburgh Award expeditions, may require different supervision arrangements; these need to be agreed in advance with the Headmaster.

No overtime or other additional pay will normally be made to staff.

Staff who bring their own children on school trips have a potential conflict of interest. In an emergency, they might naturally seek to look after their own children, and might not be able to fulfil their supervision of other children as well. This is likely to be particularly true with younger children or those who are not RGSV pupils.

The general rule is therefore that **staff who bring their own children on school trips will not normally be counted as adult supervisors, nor can they receive free places** except in certain circumstances indicated in the additional rules below:

1. Free places may only be awarded to staff/adults who are supervising RGSV pupils. All others (adults or children) must pay the full cost as charged to other members of the tour party. The number of free places should be within the ratio required and may be varied only with the Headmaster's permission where a clear case can be made for their inclusion (e.g. requiring a female teacher, a minibus driver, or a first aider).
2. Where a member of staff is bringing their own children on a trip, he or she will not normally also count as a supervising adult. A risk assessment must be carried out, taking into account the nature of the activities and the amount of other supervision (e.g. centre managers) available, and the Headmaster must be consulted. Where at all possible, staff will not attend camps with their own children.
3. For any visit/trip, specific permission must be sought from the Headmaster in advance to take family members (partners, spouses, children) who are not members of staff or pupils at RGSV. All such family members must be identified as such on Event Proposal Form.

Risk Assessment

All staff taking any trip must have signed the Generic Risk Assessment Form (for Sports away matches, this may be signed once at the start of term).

Visits/Trips not covered by the Generic Risk Assessment will require a specific risk assessment. This involves a list of all potential hazards, along with the action supervisors will take to reduce the level of risk to an acceptable minimum.

The school's insurers may require additional information in order to provide adequate insurance cover.

The following eight questions should be asked when undertaking risk assessments:

1. What are the risks?
2. Are there members of the party more at risk than others?
3. Who is affected by the risks?
4. What is already in place to mitigate the risks?
5. What extra measures need to be put in place that will further reduce the possible risks?
6. Can the party leader ensure that these safety measures can be provided?
7. Who will be monitoring the risks during the visit and how?
8. What emergency arrangements will be in place?

As many potential risks as possible should be identified at the planning stage, but risk assessments should continue throughout the visit, to meet changing circumstances. The nature and availability of first aid should be identified at this point.

Please note that some pupils may require specific individual risk assessments linked to their physical, mental or emotional health needs.

Transport

If a bus/coach is used, the reputability of the bus/coach company should be ascertained. Think about the rules to be enforced during travel, and be clear about any movement allowed inside the bus/coach. Make sure that there are procedures in place for dealing with minor ailments during the journey. Where the party is split up when alighting from the coach during a stop for refreshments etc., each group must be briefed in the procedures for checking the party back onto the coach.

If minibuses are to be used, check that correct procedures are being followed with regard to road-worthiness of vehicles and correct licensing for drivers. Coaches and minibuses should be checked to ensure that they have seatbelts.

Accommodation

If the visit has been arranged through a reputable travel company, the company itself should have done a comprehensive safety audit. If the school is undertaking the arrangements, it will need to check fire safety arrangements, fire doors and exits. In many places, their legal requirements are not likely to be the same as staff's home country. The School will also have to assess other safety factors such as the proximity of entrances to traffic and whether there are balconies to rooms.

If the visit is to a commercial adventure activities centre, it should have a licence. Group leaders must check to ensure that the accommodation and facilities are what are required.

Activities

Whether the activities include visiting museums, walking in the hills or canoeing down rivers, each phase should be carefully scrutinised for potential risks.

Involvement of pupils

Pupils who are well prepared and involved will make decisions that are more informed and be at less risk. Developing risk management in pupils requires them to communicate well and get on with others to improve their own learning. PSHE can be enhanced by teaching hazard assessment and hazard control.

Communication

A mobile telephone should be taken on all school trips. School mobile phones may be available for trips, booked via the relevant school office

All trip organisers must ensure that lines of communication are clear. It is essential that parents can always contact someone who is fully informed of the group's movements; it is also essential that the group leader can contact individual parents if necessary. Group leaders must ensure that all group members have a number to contact the group leader. Group leaders are advised to carry with them all travel documents (and photocopies of all passports or national identity cards).

One member of the ELT is always on call, it should be the EVC. In an emergency, you should call that person's mobile phone number.

Medical Arrangements

On any outing, trip or expedition, one member of staff should be responsible for welfare matters, including First Aid, administration of pills or medication, etc. He/she may administer First Aid and prescribed drugs when appropriate. Such prescribed drugs should be in their original container or packaging, along with written instructions for administration from a parent/guardian/carer, doctor or pharmacist. Aspirin, or preparations containing aspirin, may not be given (except that a qualified first aider may give aspirin to chew in the event of a heart attack). Teachers who accept First Aid responsibilities must have workplace first aid training and be careful to avoid administering medical treatment beyond their training, skill and knowledge.

Details of medical conditions, allergies and other matters for each student should be taken on all trips abroad or involving an overnight stay, and staff must check these before administering any medication or agreeing to any treatment.

Safeguarding

If a member of staff has any concerns about safeguarding during a trip, they should make contact with the EVC & DSL, or an ADSL, as a matter of urgency.

The effectiveness of this policy will be monitored by ELT.

Planning Onsite Events: Procedure

All onsite events require the approval of the relevant Head of section and the Headmaster (via the Internal Event Proposal Form) prior to any decision or commitment that they will take place. Staff members are to liaise with the Co-curricular Coordinator at least 6 weeks prior to the event.

The Group Leader organising an outing or expedition should:

- i. **Check the availability of dates** in advance with the Co-curricular Coordinator who oversees the calendar. Once the date is confirmed, enter onto the relevant calendars. Complete the outline visit or event information on the internal Event Proposal Form to obtain Outline Approval from the Co-Curricular Coordinator, relevant Head of section and Head of School.
- ii. Once Outline Approval has been granted, fill in the remaining event details on the **Internal Event Proposal Form** and complete a **Risk Assessment**. In many cases, this will be covered by the Generic Risk Assessment for School Events, which all staff are required to complete. A copy of the operating organisation's safety management system should also be obtained, if appropriate. Specific risk assessments must be approved by the Co-curricular Coordinator. The information on the **Internal Event Proposal Form** will include a complete list of participants (pupils and staff), the venue and contact details of the event organiser
- iii. Once all information has been entered on to the Internal Event Proposal Form, the **Risk Assessment will be checked** and approved by the Co-curricular Coordinator, who acts as the Educational Visits Coordinator (EVC). The Co-curricular Coordinator will submit the event proposal to the SLT member incharge of events at least 4 weeks before the event. The Headmaster will check the final details and will then grant **Final Approval**.

- iv. Send a covering letter to the relevant School Office to go to parents, which will be checked by the relevant Head of section.
- v. Send out the covering letter and Parental Liability Waiver, if required, and consent form. Consent will be collected on paper by the relevant school office.
- vi. Send a **complete list of participants** to the relevant Head of Section and to the DSL team who will consider any pastoral, welfare or safeguarding concerns and determine whether any student requires a specific individual risk assessment.
- vii. Task Request need to be complete via the internal event form as required. If there is a charge for the event, the Registrar will send out a Debit Note. Double check that the amount to be charged to parents is correct before the Debit Note is sent.

Definitions

EVC: Educational Visits Coordinator

DSL: Designated Safeguarding

ADSL: Assistant Designated Safeguarding Lead

ELT: Educational Leadership Team