



## **Trips & Expeditions Policy (HHKCS-2.3.2)**

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Last updated (by): 01 August 2024 (JTA)

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### **1. Introduction**

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1.1 Educational visits, expeditions and residential trips are an important aspect of a Harrow-branded school curriculum and provide exposure to a variety of experiences outside the classroom. These activities extend students' knowledge and understanding of the world and give them opportunities to develop their skills, awareness, confidence and initiative in practical way and in an informal environment. Some visits, trips and expeditions are directly related to the curriculum or co-curriculum, some are designed to promote cultural awareness, to enhance communication or physical skills or to develop self-reliance, leadership skills or teamwork.

1.2 This policy provides guidelines to Trip Leaders, other staff, students and parents regarding all matters related to the educational visits, trips and expeditions. AISL supports members of staff who wish to engineer interesting and educational off-site experiences for students, but all such trips must align with the School's ethos and values.

### **2. Aims**

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2.1 To ensure that all students have access to educational visits, trips or expeditions during their time at the School.

2.2 To provide worthwhile experiences which both enhance the curriculum and help to develop a student's leadership skills, self-reliance and awareness of the world around them.

2.3 To ensure that staff running trips, visits or expeditions are aware and adhere to the School Guidelines, Policy and Procedures for running trips and visits including health and safety implications.

2.4 To ensure that all trips, visits and expeditions align with the School's ethos and values.

2.5 This policy applies to all students, staff, parents, bus monitors, bus drivers and other members of the bus company.

### **3. Roles And Responsibilities**

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#### **3.1 Head/Senior Leadership Team**

The Head and Senior Leadership Team (SLT) are responsible for approving requests for educational visits, trips and expeditions ensuring that all requests fully comply with the School's Trips and Expeditions Policy including risk assessment and management.

#### **3.2 Deputy Head (Extra-Curricular Activities)**

A senior leader will have responsibility for oversight of Extra Curricular Activities, or similar, is responsible for ensuring that the School has an extensive programme which offers a wide range for visits, trips and expeditions for all students. He/she shall work closely with Trip Leaders/Organisers for logistical arrangements for each trip including completion of risk assessment procedures.

#### **3.3 Trip Leaders/Organisers**

Trip Leaders/Organisers are responsible for developing the programme for their educational visits, trips and expedition in accordance with the School's Trip and Expedition Policy. They shall also be responsible for:

- Obtaining all necessary approvals from the Head/SLT and Assistant Head – Extra-Curricular



#### Activities.

- Checking the impact of the trip/visit/expedition with colleagues, ensuring it does not clash with any other commitments of students and staff and allows sufficient time for pre-visit planning.
- Proposing names of other member of staff for accompanying on the trip to the Head and SLT for approval. The number of staff shall be appropriate to the number of students joining the trip. Briefing the accompanying staff about their responsibilities both prior and during the visit.
- Developing a financial plan with the Finance Manager/Director and completing all necessary documentation. Keeping up to date with all the relevant paper works before, during and after the trip.
- Consulting the Operations Department at an early stage for arranging logistical arrangements such as transport, ticketing, visas, pre visits, risk assessment etc. Carrying out pre visits where possible for risk assessment.
- Ensuring that all adults accompanying visits/trips/expeditions are eligible to work with children according to the School's Safeguarding and Child Protection Policy.
- Ensuring the medical needs of pupils on the trip are fully understood and accommodated.
- Making sure parents are informed throughout the process by letter and/or a meeting and providing them a list of items/equipment which students should bring with them on the visit/trip/expedition. Obtaining the completed consent forms from parents.
- Giving clear information about the aims of the trip and instructions to students both prior and during the trip.
- Ensuring portable first aid kits are prepared for the trip. Reporting any accidents/incidents to the School and parents.
- Ensuring appropriate and adequate insurance coverage is purchased for each trip. Providing photographs and reports to be used in school publication both during (if appropriate) and after the event.
- Completing an evaluation form for the trip. Highlighting any issues or concerns or lessons learnt from the trip for future improvements.
- Leaving a full record of the trip with the designated member of Administrative Team (including accident/incident records) and shredding all personal information of students and staff.

#### 3.4 Accompanying Staff

- Have a clear understanding of the purpose of the visit/trip/expedition and standards of behaviour expected for the students.
- Work with the Trip Leader/Organiser to provide a safe, challenging and enjoyable experience for students.
- Supervise students and encourage them to cooperate and collaborate with other students. Ensuring students behave according to the Student Code of Conduct.
- Use their particular skills (as and when appropriate) to lead certain aspects of the trip after discussion with the Director of Co-curricular and Trip Leader.

#### 3.5 SLT & Operations Department

- SLT and The Operations Department are responsible for ensuring a pre-visit (where possible and reasonable) and risk assessment for each trip are carried out by the Trip Leader. The Operations Department should also be responsible for logistical arrangements for trips such as arranging transport, tickets, and insurance. , Parents/Guardians.
- Parents/Guardians are responsible for ensuring that they are fully aware of purpose and risks of the trip before enrolling their children for the trip. They shall complete the consent form if they wish their children to join the trip. Parents shall also encourage their children to behave appropriately on the trip. The School shall be informed before the trip if parents have purchased any additional insurance coverage for their children for the trip.

#### 3.6 Students

Students shall understand the aims, objectives and risk of the trip before joining so that they get the



most out of the experience. Students shall carefully listen to teachers or adult supervisors' instructions and behave according to the School's Code of Conduct. They shall foster positive and inclusive relationships with each other and staff while on the trip.

## 4. Safeguarding

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4.1 All school trips/expeditions must be in line with the School's Safeguarding Policy. All trip planning documents and procedures must include specific risk assessment for safeguarding and Health and Safety requirements. The safeguarding risk assessment should take into account who will be accompanying the children/young people and the adults they will meet at the places they visit and/or stay.

### 4.1.1 Designated Person

The Trip Leader will carry out the key duties on behalf of the School's Designated Safeguarding Lead (DSL) or will have an appropriate adult member of staff to do so. He/she will ensure that all staff involved in the visit are competent and are aware of their roles and responsibilities in relation to safeguarding and child protection. They shall also be made aware of the reporting guidelines in case of a safeguarding concern.

### 4.1.2 Contracted Staff

When contracting professional trip providers or facilitators to organise aspects of a school trip e.g. outward bounds facilities, hotels, travel companies or other schools, we must obtain assurances that these organisations are well-established, reputable and have safeguarding policies in place that ensure the safety of our students and meet our own standards. Centres providing activities for children should be asked to:

- Avoid any homestay accommodation for pupils (as substantiating background checks on hosting family adults is not possible)
- Provide evidence that staff who have substantial or unsupervised access to children have been police-checked
- If the centre is open to members of the public, managers should be asked what their policies are with regard to child protection
- Children should not be left unsupervised in any centre that is not able to provide evidence of appropriate checks
- We also insist that these providers be made aware of our own policies and expectations in respect of safeguarding by requiring a representative to sign and return a copy of our Safeguarding and Child Protection Policy.

### 4.1.3 Volunteers

- The Trip Leader needs to be clear about procedures for vetting volunteers who wish to be supervisors, in particular for residential visits.
- The suitability of potential supervisors should be assessed by the Trip Leader and by the Designated Safeguarding Lead at an early stage of the planning process. Where there is any doubt about the suitability of a volunteer, further investigations should be made. If any doubt remains the individual should not be allowed to help supervise the visit. Similar considerations should be made for individuals who have no supervisory role but who wish to take part in the visit.
- All volunteers who have unsupervised access to students, or who have a supervisory role, must have received full safeguarding training and must have a full set of background checks as per Harrow staff. Where it is not possible to carry out a background check as per Harrow Staff, volunteers shall not be given unsupervised access to students.
- All volunteers who participate in a trip in a support role (i.e. always supervised) must have received a short safeguarding induction (equivalent to Level 1) and have signed and have filled in the paperwork to demonstrate that they have received this.



#### 4.1.4 Student Records

- Before all overnight visits the accompanying staff should meet with the school's counsellors to discuss any ongoing safeguarding implications. Students should be made aware of what they should do if they have safeguarding concerns. For residential trips, parents should be made aware of the strict controls the school imposes to ensure safety.
- Following any educational visit, the Trip Leaders should talk to students and staff to check that there were no safeguarding fears or concerns. This is especially important for any residential trips. If there were significant concerns, these should be responded to and recorded according to the Safeguarding Policy.
- When there is no convincing evidence, but concerns remain, the school should maintain a record which ensures that these locations and/or other residential facilities are not used again and that other schools in the Group are aware of this.

#### 4.1.5 Photos of Students and Social Media Use

Parents often want to see images of their children whilst on a trip and the marketing department also finds such images useful. Here are some basic guidelines:

*Don't:*

- Post location-specific images to social media whilst on a trip (always post asynchronously)
- Post any photographs of children to your own social media account
- Store images of children on your phone for more than 48 hours after your return to school
- Post any photographs of children for whom you are not certain that their parents have given permission for photographs to be shared

## 5. Risk Assessment

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5.1 Trip Leaders shall carry out a risk assessment for each trip and expedition and where possible conduct pre-visits. The risk assessment shall include Health and Safety and Safeguarding & Child Protection provisions. The completed risk assessment form must be submitted for approval procedures. Where trips/expeditions are not covered by the School's generic risk assessment, staff shall complete a specific and detailed risk assessment for the trip or expedition. In all cases staff must consider all the specific activities taking place during the trip or expedition. As part of the risk assessment process, trip leaders shall meet with the Director of Co-curricular Activities and Head of Operations to review all aspects to the trip. A separate pre-trip briefing shall be held for all accompanying staff or volunteers. The purpose of this meeting is not necessarily to produce a written document but to ensure that all risks have been considered and briefed to staff accordingly.

Trip Leaders shall also arrange a pre-visit to the venue(s) where possible ensuring:

- the venue is suitable to meet the aims and objectives of the school visit
- assess potential areas and levels of risk
- the venue can cater for the needs of the staff and students in the group
- familiarisation with the area before taking a group of young people there.

5.2 In some countries, the pre-visit trip is mandated by local educational requirements. Otherwise, if an exploratory visit is not feasible then the Trip Leader will need to consider how to complete an adequate assessment of the risks. A minimum measure would be to obtain specific information from the venue, from other schools who have recently visited and/or from local organisations such as Tourist Boards. As some factors will change from year to year, it is prudent to reassess the risks each time you are revisiting the same location, even when the Trip Leader remains the same.

5.3 If you are planning a visit that will involve an overnight (one or more) residential stay, there are extra aspects that must be factored into your planning. As you will not be able to directly monitor students 24 hours a day, it is important to think about the security of the rooms in which the children



will be staying.

In assessing the risk, the Trip Leader must:

- Identify the hazards
- Identify who might be at risk and how
- Evaluate the risks and decide on precautions
- Record findings
- Identify and implement control measures

5.4 Where external service providers are providing hazardous activities, an up-to-date risk assessment should be obtained from the service provider. Tour Operators or Venue Provider shall be asked to provide details of their risk assessment/management system.

## 6. Supervision

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6.1 During all trips/expeditions safeguarding-trained, police-checked staff shall be present at all activities to ensure the safety of students. Non-staff members over the age of 21 years, whose background is checked in accordance with the School's Safeguarding Policy, could supervise the children but at least 50% of the supervisors must be members of the school staff. The Head must approve the inclusion of non-staff member supervisors. Gap students under the age of 21 and Sixth Formers can provide support but should not have full supervisory responsibility.

6.2 To ensure safety, staff should not consume alcohol or be under the influence of alcohol when on a school trip. They should also not smoke in front of students.

6.3 In cases where there are separate toilets and bathrooms for staff and students, these need to be used. Staff should never enter a toilet of the opposite gender. Staff members and volunteers should ensure that they are not in a toilet or bathroom on their own with students and only enter in a supervisory capacity when necessary, informing another member of staff that they are doing so.

6.4 Where there are only shared facilities, staff should make clear the guidelines on their use to keep the boys and girls separate. Plan use of these facilities to minimise the chances of accidental sharing. Younger students should go to the toilets and bathrooms in pairs and must ask permission from the staff first. Senior Students do not need to ask permission but should still ensure that staff know where they are at all times.

The minimum numbers of adults to accompany each part is:

- for Toddlers and 1-4 for Nursery to K3
- 1-6 for Year/Grade 1 to Year/Grade 3 and 1-10 for Year/Grade 4 to Year/Grade 5

*For Year/Grade 6 onwards:*

- 1-16 for day visits to museums galleries etc.
- 1-12 for any visit or expedition involving an overnight stay
- 1-10 for any overseas visit
- 1-8 for any hazardous activity including the International Award (this figure can include qualified third-party supervisors)
- A trained first aider with the minimum first aid training (Basic First Response or equivalent) should accompany every visit that extends overnight and where possible the person responsible for medical matters should be a trained nurse. Only a trained first aider or qualified nurse may administer drugs from the school's medical kit. The first aider and leader must be in possession of all medical data in relation to all students attending an expedition.
- For visits comprising students exclusively over the age of seventeen the number of accompanying adults may be reduced at the discretion of the Head.
- On all mixed visits, male and female members of staff should accompany the group.



- fluent in the local language. Under no circumstances should local speaking students occupy this role or be asked in an official capacity to liaise.
- Whatever the length and nature of the visit, regular head counting of pupils should take place, particularly before leaving any venue. All supervisors should carry a list of pupils and adults involved in the visit at all times. The group leader should establish rendezvous points and tell pupils what to do if they become separated from the group.

## **7. Mobile Phones**

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7.1 The School holds a pool of mobile phones for trips and expeditions. Staff must carry mobile phones with them during each visit, trip or expedition. The phone can be booked out for trips and expeditions through the Operations Department. It is advised to book the mobile phone 30 days in advance of the trip.

7.2 The school will hold a mobile phone with international roaming access for the trip leader to take on all trips. This phone will have emergency contact numbers programmed into its memory and the number of the phone will be known to all relevant people in the school to ensure efficient communications between trip leaders and school.

7.3 The trip leader should save all relevant contact numbers in the phone to enable quick dialing. The telephone number of the contact phones should be given to all parents for use in case of emergency and the numbers should be included in the expedition file that is left with the front desk staff and the trip coordinator.

7.4 Consideration should be given to the proper use of mobile phones by students during any trip undertaken by students and staff. It may be the case that students hand in mobile phones to accompanying staff at the beginning of the trip and that their use is restricted to a certain time of day/evening, in order to allow students to concentrate properly on the business in hand and not be distracted by phones. Mobile phones should of course be available to students if it is necessary to communicate with parents or guardians, but in many cases, it may be that occasional and controlled use is better for all concerned. Parents should be informed about the phone usage rules during the trip or expedition.

## **8. Medical / First Aid**

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8.1 On any outing, trip or expedition, at least one member of staff should be responsible for welfare matters, including First Aid, the storage of pills or medication etc. He/she must be fully trained first-aider. No one else other than the trained first-aiders shall administer First Aid and oversee students administering their own prescribed drugs. Such prescribed drugs should be in their original container or packaging, along with the written instructions from a parent/guardian or a doctor. Accompanying Staff should avoid administering drugs, including paracetamol, as they are then deemed to be prescribing medication. Staff who accept First Aid responsibilities should be careful to avoid administering medical treatment beyond their training, skill and knowledge.

8.2 Before the trip, the Trip Leader must check which precautions are advised for the location(s) to be visited i.e. vaccinations and/or any other medication requirement. He/she shall ensure to carry two sets of fully equipped first aid kits. It is essential that the Trip Leader is aware of the specific medical and dietary requirements of all students in his/her care. Their details can be obtained from the school nurse. The parents' consent form should contain dietary information, medical conditions including allergies, and permission to use the stated medical facility announced at the parents meeting and carry



out any emergency treatment as considered necessary by the medical authorities. The Trip Leader must request that parents inform them of any illness their child suffered in the 24 hours preceding the trip including headache, vomiting, high temperature, diarrhea etc. Trip Leaders are not obliged to include any student who may still be contagious or who may jeopardize the trip due to illness.

8.3 Staff shall pay special attention to students who require regular or occasional medication (e.g. asthmatics, diabetics) and those that have potentially serious medical conditions (e.g. allergies, epilepsy).

## 9. Accidents

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9.1 Accompanying staff have a duty of care to ensure that students are safe and healthy during the trip or expedition. The authorised staff accompanying the visit should treat minor accidents. In case of serious accidents/injuries where support from hospital or emergency services is required, the Trip Leader should oversee the situation carefully and keep close account of all developments.

9.2 Parents should be notified before a child is taken to a clinic or hospital except in cases of extreme emergency where the authority has deemed that life is threatened. No surgery should be undertaken without parental consent.

9.3 In case of fever or upset stomach, if the Trip Leader, Nurse or first aider consider that the sickness is significantly serious nature, parents or guardian should be contacted and organize repatriation. In student(s) repatriated on the grounds of illness (or behaviour) shall be accompanied back by a staff member. In such cases of repatriation all expenses shall be covered by the parents or guardians.

9.4 No sick student shall be left unattended. The Trip Leader must compile an accident/incident/sickness report detailing the situation including the response of all staff members and/or any trip/expedition service providers and any action and measures taken. The report shall be submitted to the Operations Department and the Head.

## 10. Insurance

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10.1 It is the responsibility of the Trip Leader to ensure that adequate insurance coverage is purchased for their trip or expedition. They should work with the Operations Department for purchasing the insurance. The Operations Department will also assist in reviewing the insurance coverage provided by the external service provider. Additional coverage will be required for adventure activities.

## 11. Transport

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11.1 All transportation for day outings and expeditions should be organised through the Operations Department. For day and local trips, the School Bus Company's buses shall be used. Students must wear seat belts at all times where available. Staff, even those with local driving licenses or international licenses, cannot drive vehicles transporting students. The level of supervision necessary should be considered as part of the risk assessment for the journey. The group leader is responsible for the group at all times including maintaining good discipline.

### 11.1.1 Train Travel:

When traveling by train, staff must be positioned at both ends of a carriage or body of students. Students must be briefed on all rules and boundaries before boarding any form of transport.



#### 11.1.2 Air Travel:

- For expeditions abroad tour leaders must carry photocopies of passports or other important documents of all those participating to facilitate reissue in the event of loss.
- Transport arrangements must be arranged well in advance and parents and students must be informed. If the students are to meet at the airport a meeting place must be arranged.
- Throughout the duration of the visit or expedition, children, students and staff are all in the public eye and as such are representing the values, customs and ethos of the school. The highest standards of behaviour must be maintained at all times.

#### 11.1.3 Other transport considerations – The following should also be considered:

- Safety when crossing roads
- Safety on buses, trains, ferries - the Group Leader must make it clear to students how to behave during their journey. They should also be made aware of what to do in an emergency and where emergency procedures are displayed.
- Safety of students whilst waiting at pick-up or/and drop off points.
- Safety during stops or rests during the journey.
- Safety of group in the event of an accident or breakdown - the group should remain under the direct supervision of the Group Leader or other accompanying staff where possible.
- Head counts, by the Group Leader or other designated staff should always be carried out when the group is getting off or onto transport.
- Student should be made aware that they are not allowed access to the driving area at any time.

## **12. Hazardous Activities**

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12.1 Motorcycling, flying, speed boating and car racing are prohibited activities. No staff or student shall participate in these activities during school trips and expeditions.

12.2 Mountaineering, rock climbing involving ropes (apart from basic belay climbing), pot holing, caving and diving should not be undertaken unless part of a specialist training programme that has been subject to a full risk analysis and approved by the Head.

12.3 No travel over open water by any means without prior approval and lifejackets. All students and staff must wear lifejackets that are a suitable size when travelling over water of any kind in any form of water transport.

12.4 A shooting activity also requires a special approval from the Head.

## **13. Disaster / Emergencies**

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13.1 Emergency procedures are an essential part of planning a visit. All major situations/accident/incidents (such as bus accident, earthquake, civil unrest, loss of a child, bomb blasts etc.) shall be guided and handled in accordance to the School's Crisis Management Procedures.

13.2 The Trip Leader should take control until members of Senior Leadership Team are contacted and can take over. In the absence of the Trip Leader, another designated member of the accompanying staff shall take over. He/she should assess the nature and extent of the emergency or accident and contact the emergency services as appropriate for assistance. He/she should ensure that the whole group are safe and looked after. First aid services shall be administered as appropriate.





13.3 The Trip Leader or his representative shall ensure that an adult accompanies any casualties to hospital. If only one adult is available in the circumstances a decision will have to be reached as to the best course of action. All remaining students are to be adequately supervised and an early return to base arranged. Arrangement shall be made for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all the students are accounted for.

13.4 It is important during emergencies that the flow of information is controlled. Students shall not ring home to inform parents or others of an accident or post anything related to the accident on their social media to avoid any rumours and panic. The Trip Leader or another member of staff shall inform parents and schools about the situation as appropriate.

13.5 The Head and Head of School shall be informed immediately giving details of the situation, dangers and safety measure in place. They will decide how and when to communicate with parents. No one from the group shall communicate with the media. All queries shall be forwarded to the Senior Leadership Team.

13.6 The Trip Leader must compile a report detailing the situation including the response of all staff members and/or any trip/expedition service providers and any action and measures taken. The report shall be submitted to the Operations Department and the Head.

## **14. Students Code Of Conduct For Trips And Expeditions**

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14.1 Students must adhere to a basic code of conduct during a trip or expedition. Trip Leaders should make these expectations clear in advance to both students and parents, particularly bearing in mind school policy on drugs, alcohol and smoking. The staff stand in loco parentis so the supervision should be that which a reasonable parent would provide on holiday with his/her own child. Good sense and normal school rules apply.

Stipulations could include:

- During periods of free time, groups should be a minimum of 3 or 4. Trip Leaders must consider what students can do in the event of an emergency or getting lost e.g. free time in a shopping centre.
- No aquatic sport or outdoor/adventurous activity is to be permitted without prior written parental consent, staff permission and the appropriate supervision.
- A lights-out time should be set (according to age) and monitored by staff.
- No student should leave his/her bedroom after this time except in an emergency.
- Students should be informed of hotel evacuation routes upon arrival in the case of an emergency.
- Students should be informed of staff room location, extension numbers and mobile phone contact numbers (not personal mobile).
- It is advisable to give each student a wallet-sized card with hotel name, contact number and address, location map and staff mobile phone numbers.
- Students should at no time visit the room(s) of members of any other school group, nor entertain members of other groups in their own room(s) or be alone in the rooms of their own teachers.
- Students must always be punctual, and should appear for meals whether they are hungry or not (unless with prior staff knowledge e.g. if unwell).
- Students should be reminded that they are ambassadors of the School and that they are always expected to be polite and courteous.
- Students should be tidy and leave hotel rooms/transport in good condition. Breakages (or existing damage) should be reported to members of staff.

- End of Policy -