



Off-site Activities, Trips and Educational Visits Policy and Procedures

Approved by:	PWG	Date: 22 nd September 2026
Last reviewed on:	18 September 2026	
Next review due by:	September 2028 (or earlier if guidance changes)	
Lead:	James Preston	

Contents

1. Introduction	3
2. Aims	3
3. Legal and guidance framework	3
4. Governance and approval	3
5. Visit leader responsibilities	3
6. Supervising adults and volunteers	4
7. Risk management	4
8. Supervision	4
9. Safeguarding	4
10. Inclusion, equality and medical needs	5
11. Consent and information for parents and carers	5
12. Providers and adventurous activities	5
13. Transport	5
14. Overseas visits	6
15. Charging, allocation of places and withdrawals	6
16. Insurance	6
17. Emergency procedures and incident reporting	7
18. Records, data protection and review	7
19. Related College policies	7
20. Appendices	7
Appendix 1 – Off-site Activities and Educational Visits Policy – Organisation and procedures for trips / visits	8
Appendix 2 – Trips and Visits Approval / Financial Approval Form (2026–27)	12
Appendix 3 – Supervision ratios and qualifications guidance	14
Appendix 4 – Off-site Incident / Accident Report form	16
Appendix 5 – Off-site emergency procedures	18
Appendix 6 – College Transport Policy: Minibuses, Coaches and Private Cars	21
Appendix 7 – Residential / Overseas Educational Visit Terms & Conditions and Parent/Pupil Agreement	25

1. Introduction

1.1 St George Catholic College is in the Trusteeship of the Roman Catholic Diocese of Portsmouth and is maintained by Southampton City Council. The College regards well-planned off-site activities and educational visits as an important part of a broad and balanced curriculum. Visits should have a clear purpose, extend learning, support personal development and enable participation as widely as reasonably practicable.

1.2 This policy sets the framework for planning, approval, delivery and review of all College-led activity away from the College site, including local visits, sports fixtures, day visits, residential visits, overseas visits, exchanges and adventurous activities. It applies to employees, volunteers, contractors and providers involved in a visit.

2. Aims

2.1 The College will ensure that educational visits are purposeful, inclusive and managed so that the educational benefits are balanced against foreseeable risks. Planning will be proportionate to the complexity of the visit and will promote learning, wellbeing, independence and responsible engagement with risk.

3. Legal and guidance framework

3.1 The College will comply with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, including the duties to provide safe systems of work, assess significant risks and appoint competent people. Relevant incident-reporting duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will also be followed.

3.2 The College will have regard to the Department for Education guidance Health and safety on educational visits, Health and Safety Executive guidance on school trips, Keeping Children Safe in Education 2026, the Equality Act 2010, the Education Act 1996 requirements on charging and remissions, the Data Protection Act 2018 and UK GDPR, and legislation governing transport and adventurous activities.

3.3 As the College uses the Hampshire Outdoors educational visits service, visits will be planned and processed through EVOLVE in accordance with the current Hampshire Outdoors Off-Site Visits Guidance, OEAP National Guidance and any applicable Southampton City Council or employer requirements. Where requirements differ, the College will seek advice from the Educational Visits Co-ordinator (EVC) and the relevant local authority or employer adviser before approval.

3.4 Operational guidance changes more frequently than this policy. Current guidance and forms held on EVOLVE take precedence over outdated local instructions, category descriptions or timescales.

4. Governance and approval

4.1 The governing body approves and reviews this policy and receives appropriate assurance about the management of educational visits. The Headteacher retains overall responsibility and authorises visits, with decisions delegated only through documented College arrangements.

4.2 The EVC supports the Headteacher by checking that visit leaders are competent, planning is proportionate, relevant documents are complete, provider and insurance arrangements are suitable, and the correct internal and external approval route has been followed. The EVC will maintain current training in line with Hampshire Outdoors requirements and will arrange appropriate training and advice for staff.

4.3 Visits must be entered on EVOLVE within the timescales shown in the current Hampshire Outdoors guidance. Visits requiring local-authority approval, including overseas, residential or adventurous visits where specified by EVOLVE, must not proceed until that approval has been recorded. Routine visits may be covered by an approved operating procedure where the EVC and Headteacher are satisfied that it remains current and appropriate.

4.4 The former fixed Category 1–5 descriptions are not used by this policy. The visit type, level of complexity and approval route will be determined by the current EVOLVE system and Hampshire Outdoors guidance.

5. Visit leader responsibilities

5.1 The visit leader must be specifically approved as competent for the visit and must retain overall responsibility throughout planning and delivery. The leader will define the purpose and expected outcomes; identify the needs of the group; use EVOLVE; obtain approvals; confirm staffing, transport, first aid,

medication, safeguarding, communication, emergency and contingency arrangements; brief all leaders and participants; and review the visit afterwards.

5.2 The leader must check that costs and requests for payment comply with the Charging and Remissions Policy, that payment arrangements do not unlawfully exclude pupils, and that parents and carers receive accurate information in sufficient time.

5.3 The leader must ensure that essential information is accessible during the visit, including participant details, emergency contacts, medical and accessibility information, itineraries, insurance details and the risk-management arrangements. Information must be protected from unauthorised access and shared only with those who need it.

6. Supervising adults and volunteers

6.1 All supervising adults must understand their role, the visit plan, safeguarding expectations, emergency arrangements, expected standards of conduct and the needs of the pupils for whom they are responsible. They must report concerns, changing conditions, incidents and near misses promptly to the visit leader.

6.2 Checks for employees and volunteers will follow Keeping Children Safe in Education and the College safeguarding policy. A DBS check is not automatically required for every adult attending a day visit; the required level of check and supervision will depend on the role and whether it is regulated activity. From 1 September 2026, an adult volunteering on an overnight school trip and providing qualifying overnight care or supervision must have an enhanced DBS check with children's barred-list information. Adults without the required checks must not be placed in unsupervised regulated activity.

7. Risk management

7.1 Risk management will be proportionate and focused on significant foreseeable risks. It will consider the benefits of the activity, the characteristics and needs of the group, the competence of leaders, the environment, transport, weather, safeguarding, medical needs, communication and credible emergencies. Generic or provider assessments may support planning but do not replace the College's consideration of the specific group and circumstances.

7.2 Leaders will use dynamic risk management during the visit and will change, pause or stop an activity if conditions or the needs of the group make this necessary. A realistic alternative plan must be considered where weather, transport, staffing, security or other foreseeable changes could affect the visit.

7.3 A preliminary visit should be undertaken when it is reasonably practicable and adds value. Where it is not, the leader must obtain sufficient current information through the provider, venue, maps, virtual briefings or other reliable sources.

8. Supervision

8.1 Staffing and ratios will be determined by a documented risk assessment taking account of age, maturity, behaviour, SEND and medical needs, the activity and environment, the experience and competence of leaders, travel arrangements, contingency capacity and any provider or governing-body requirements. Ratios must be sufficient for foreseeable emergencies and must not rely on a single adult where loss of that adult would leave the group unsafe.

8.2 Direct, indirect and remote supervision may be used only where appropriate to the pupils, activity and environment, and where boundaries, communication, recall and emergency arrangements are clear. Any periods of remote supervision must be specifically planned and approved.

9. Safeguarding

9.1 The College safeguarding and child-protection procedures apply throughout every visit. Planning must address professional boundaries, accommodation and sleeping arrangements, personal care, use of changing facilities, digital communication, photography, missing pupils, allegations or disclosures, and access to the Designated Safeguarding Lead or an appropriately trained emergency contact.

9.2 Host-family stays and exchanges require specific safeguarding assessment, clear selection and briefing arrangements, emergency access and checks that are lawful and reasonably available in the relevant country. Such arrangements must follow current EVOLVE, OEAP and safeguarding guidance.

10. Inclusion, equality and medical needs

10.1 The College is committed to ensuring that educational visits are planned and delivered as inclusively as possible and will not unlawfully discriminate against any pupil or member of staff. Reasonable adjustments will be considered at the earliest possible stage for anyone who may require them. Decisions about support, participation and adjustments will be based on an individual assessment of need and circumstances and consultation with the pupil, parents or carers, relevant College staff and, where necessary, external organisations or professionals, including medical practitioners, specialist advisers and insurers.

10.2 Visit leaders must explore and evaluate inclusion and accessibility during the planning and booking process, taking account of the educational aims of the visit and the adjustments that can reasonably be made. This assessment may include transport, accommodation, venue accessibility, supervision and support requirements, and access to emergency and medical care.

10.3 Individual support arrangements, medication requirements, healthcare plans, personal emergency evacuation arrangements where applicable, and first-aid provision must be reviewed before the visit. Where reasonably required, staff responsible for administering medication or providing specific support must be competent, appropriately briefed and given access to suitable training.

10.4 Where reasonable adjustments and alternative arrangements have been fully explored and that a risk, including those arising from behaviour, medical needs, mental health needs or other support needs, cannot be reduced to an acceptable level for the pupil, other pupils, staff or third parties, the Headteacher may determine that the pupil cannot safely participate in that specific visit. The reasons for the decision, adjustments considered, evidence of consultation and any suitable alternative provision must be recorded and communicated to the relevant parties.

11. Consent and information for parents and carers

11.1 Parents and carers will receive sufficient information to make an informed decision and to prepare their child. Information will normally include the purpose, venue, dates and times, activities, travel, accommodation, supervision, expected conduct, clothing and equipment, costs, insurance, medical arrangements, emergency contact arrangements and significant risks or special conditions.

11.2 General written consent may cover routine local visits and activities that are part of the normal curriculum and take place during normal College hours, provided parents and carers have been informed of the arrangements. Specific informed consent will be obtained for residential, overseas, adventurous, higher-risk or out-of-hours visits, and whenever required by EVOLVE or the Headteacher. Parents and carers must keep emergency, medical and accessibility information up to date.

12. Providers and adventurous activities

12.1 External providers must be selected using current EVOLVE and OEAP provider-assurance procedures. Where appropriate, preference should be given to providers holding the Learning Outside the Classroom Quality Badge. The College must still confirm that the programme, supervision, safeguarding, insurance and emergency arrangements meet the needs of the group.

12.2 Activities within scope of the Adventure Activities Licensing Regulations must be delivered by a provider holding the required licence. College-led adventurous activities require specific approval and leaders with current competence appropriate to the activity and operating environment.

13. Transport

13.1 Transport must be suitable, insured, roadworthy and operated in accordance with current law and College or local-authority procedures. Seat belts must be used where fitted. Commercial coach, bus and taxi operators must be appropriately licensed and selected through approved procurement arrangements.

13.2 Any member of staff using a private vehicle must hold the correct driving licence, business-use insurance and vehicle cover, and must have completed the College's approval process. Minibus use must comply with the driver's licence entitlement, any required Section 19 permit, insurance conditions, vehicle weight and towing restrictions, and current College, MiDAS and local-authority requirements. Holding MiDAS does not replace the need for the correct legal licence entitlement.

14. Overseas visits

14.1 Overseas visits must follow current Foreign, Commonwealth and Development Office travel advice and entry requirements for every participant's nationality and status. Passport validity, visas, electronic travel authorisations, health requirements and any rules applying to non-UK nationals must be checked against official sources at the time of planning and again before travel; fixed passport or visa rules must not be assumed from this policy.

14.2 Parents and carers are responsible for supplying valid documents by the deadlines set by the College. The College will explain any likely non-refundable commitments before booking. Decisions to proceed, modify or cancel will take account of FCDO advice, provider terms, insurance cover and the College's risk assessment.

15. Charging, allocation of places and withdrawals

15.1 Charges, voluntary contributions and remission arrangements must comply with the Education Act 1996 and the College Charging and Remissions Policy. No pupil will be excluded from an activity forming part of the statutory curriculum because a voluntary contribution has not been made. For optional visits, the College may set clear payment deadlines and cancellation terms reflecting actual, irrecoverable costs.

15.2 For higher-cost visits, the College will normally offer payment by instalments. Once a deposit has been paid and a place confirmed, parents or carers may become liable, under the published terms, for the full cost of the place except for sums that have not yet been committed or can be recovered. The College may withdraw a place where an instalment deadline is missed, following appropriate notice. Families experiencing difficulty should contact the Finance Office as early as possible so that available support or alternative arrangements can be considered.

15.3 Where a visit is oversubscribed, places will be allocated using a witnessed ballot or another fair, objective and transparent selection process. Selection criteria, waiting-list arrangements and any priorities will be stated in advance and applied consistently. The College may use proportionate measures to support access for disadvantaged pupils, provided decisions are consistent with equality duties and recorded.

15.4 Parents or carers who wish to cancel a pupil's place must notify the College as soon as possible. The College will seek to refund amounts that have not been committed or that can be recovered, including by filling the place with another pupil. If the place cannot be filled, parents or carers may remain liable for costs already committed by the College. Cancellations within 14 days of a UK visit or two months of an overseas visit will normally be too late for the College to seek a replacement, unless the published terms state otherwise.

15.5 A pupil may be withdrawn on safety or conduct grounds only following an individual, proportionate assessment. The College will consider reasonable adjustments, up-to-date evidence and whether additional controls could make participation safe. Where a pupil is withdrawn because of conduct concerns, costs already committed to third parties will be non-refundable unless the place is filled or the costs are otherwise recovered. Any refund will be determined by the published terms, insurance position and costs that the College can recover.

15.6 The College will budget for visits on a break-even basis. Any material unexpected underspend will be refunded to parents or carers. A parent or carer may choose to donate their refund to the College Building Fund, but no amount will be treated as a donation without their agreement.

16. Insurance

16.1 The EVC and Business Manager must confirm that appropriate insurance is in place for the visit, participants, activities, transport, cancellation and overseas medical or repatriation risks as relevant. Insurance may be provided through the College, local authority, government scheme, tour operator or a separate policy; it is not necessary for every tour operator to provide the insurance directly.

16.2 Pre-existing medical conditions must be declared as required and checked against policy terms. Where cover is restricted, the College will explore reasonable alternatives and adjustments with the family and insurer before deciding whether participation can safely proceed.

16.3 If a visit is cancelled because of circumstances outside the College's control, the College will use reasonable endeavours to recover payments from providers and through any available insurance claim.

Refunds will depend on the sums recovered and any irrecoverable commitments, and parents and carers will be informed of this risk before committing to the visit. Overseas packages must have appropriate insolvency and financial protection, such as ATOL where applicable, ABTA bonding or equivalent protection.

17. Emergency procedures and incident reporting

17.1 Every visit must have an emergency plan proportionate to its complexity, including reliable means of communication, home-base contact arrangements, access to participant and next-of-kin information, procedures for serious injury, illness, safeguarding concerns, missing pupils, transport disruption and media enquiries, and arrangements for contacting the insurer, provider, EVC, Headteacher and local authority as necessary. Residential and overseas visits must have access to an appropriate out-of-hours College contact.

17.2 The College may amend an itinerary, curtail a visit or cancel it where this is reasonably necessary for the safety of pupils and staff, including in response to severe weather, transport disruption, flight delays, official travel advice or other events outside the College's control. If a visit is cancelled before departure, refunds will be handled in accordance with section 16.3 and the published terms. If plans change after departure, additional costs and any refund will depend on the available insurance cover, provider terms and sums that can be recovered.

17.3 Accidents, safeguarding concerns, near misses and significant changes must be reported and reviewed in accordance with College procedures. The College will determine whether an incident is reportable under RIDDOR, to the local authority, safeguarding partners, insurer or other regulator. Staff must not make admissions of liability or communicate with the media unless authorised.

18. Records, data protection and review

18.1 EVOLVE will be used as the principal visit record. Risk assessments, approvals, consent where required, participant information, provider checks, incident records and financial information will be retained securely in accordance with the College retention schedule, data-protection requirements, insurance conditions and any limitation period. Working copies carried on a visit must be returned or securely destroyed when no longer needed; the official record must not be destroyed immediately after the visit.

18.2 The visit leader will review significant visits and any visit involving an incident or near miss. Lessons learned will be recorded on EVOLVE or shared with the EVC and used to improve future planning. This policy will be reviewed at least every two years, or sooner following material changes to legislation or guidance, a serious incident, or changes to the College's educational visits service.

19. Related College policies

19.1 This policy should be read with the College safeguarding and child-protection, behaviour, SEND, equality, supporting pupils with medical conditions, first aid, health and safety, charging and remissions, finance, data protection, staff conduct and critical-incident policies.

20. Appendices

Operational checklists, forms, emergency cards, consent templates and local procedures may be attached as appendices. They must remain consistent with current EVOLVE and Hampshire Outdoors guidance and should be reviewed whenever that guidance changes.

Appendices included:

1. Off-site Activities and Educational Visits Policy - Organisation and procedures for trips / visits
2. Trips and Visits Approval / Financial Approval Form (2026-27)
3. Supervision ratios and qualifications guidance
4. Off-site Incident / Accident Report form
5. Off-site emergency procedures
6. College Transport Policy: Minibuses, Coaches and Private Cars
7. Residential / Overseas Educational Visit Terms & Conditions and Parent/Pupil Agreement

Appendix 1 – Off-site Activities and Educational Visits Policy – Organisation and procedures for trips / visits

Appendix 1 of the Off-site Activities and Educational Visits Policy. Educational Visits Co-ordinator: Mr James Preston

Amount of time prior to trip / visit	Stage	What needs to be done	Who to organise / discuss with	Completed (date)
12 weeks before trip / 12 months for residential	Stage 1	Trip / visit discussed with HOD or Line Manager – intentions, outcomes and feasibility. Complete trips and visits approval / finance form and send to Sharon Unsworth, Colette Corcoran and James Preston. Trip discussed with PRE to approve date(s) and added to College Calendar	Organiser and HOD / LM / Sharon Unsworth / James Preston James Preston	
	Stage 2	Tickets need to be booked by Sharon Unsworth / trip organiser Transport to be quoted and booked by Colette Corcoran	Sharon Unsworth Colette Corcoran	
	Stage 3	Once trip finance information form has been approved by Sharon / PRE, draft letter to parents / pupils about trip and send to Colette and Sharon. Once approved, Colette to send letter to parents via Edulink. Please also send to Sharon, Reception and PL of year. Please include link to your MS Form to collect information (see draft letter). Make sure you update the name of the trip and date – click on link below, then click 'duplicate', then copy the link to your form onto the letter. See information on next page. Link to MS Form template for trip information collection	Sharon Unsworth / Colette Corcoran Colette Corcoran	
At least 8 weeks before trip	Stage 4	If necessary, complete a ballot for the trip, then send list of students to Colette to set up Scopay to collect payment and any further information.	Colette Corcoran	
At least 6 weeks before trip	Stage 5	Complete the EVOLVE visit form (see PRE if you need access or login details). EVOLVE login: https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=hampshireoutdoors.com	James Preston	

		Ensure risk assessments, itinerary, register and other documents are uploaded		
At least 2 weeks before trip	Stage 6	Ask Terri for medical information / medical needs ready for the trip. Send Colette FSM from MS Forms information / packed lunches. Colette to inform Cherie. Complete cover request forms / finalise staffing / cover requirements	Terri Chappell Colette Corcoran James Preston	
At least 1 week before trip	Stage 7	Email all staff / tutors of relevant year groups / parents sharing any specific information that they need to know, and which students will be out of school. Meet with pupils / use MS Teams to share information with pupils about anything specific they need to know.		
Day of trip	Stage 8	Collect any medication / adrenaline auto-injectors from Terri. Ensure all students are in attendance. Give list of pupils, once registered, to Sally Odam. Collect FSM lunches from kitchen. Collect trip phone if necessary. For all residential trips - give the copies of the names of attendees, staff, itinerary of the trip, emergency contact details and any other information to the member of staff who acts as the contact at STGCC.	Terri Chappell Sally Odam James Preston	
After trip	Stage 9	Post-Visit – Evaluation form completed by trip leader on EVOLVE.		

Trip phone number: 07738837357 (access PIN held securely by authorised staff)

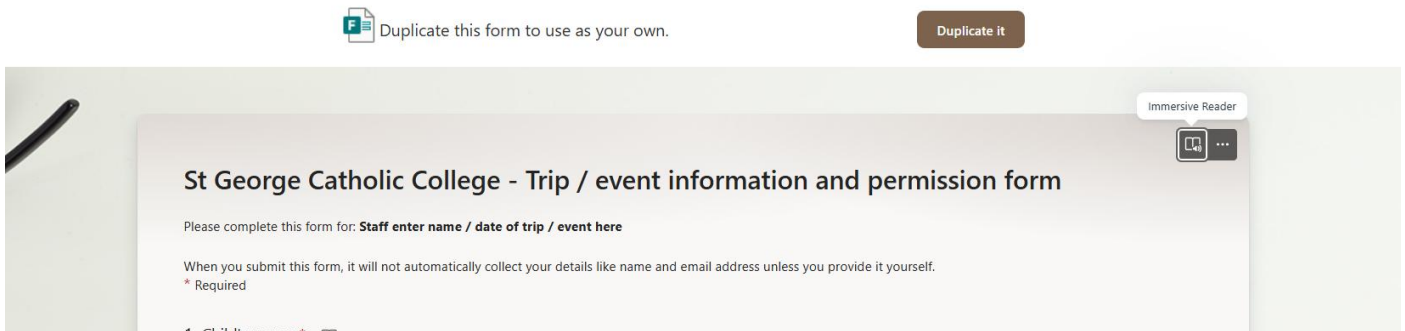
All trip planning documents can be found here: T:\School Policies\Policies 2026-2027\Offsite Activities & Educational Trips Policy

How to collect permissions / consent via MS Forms:

1. Click this link:

[Link to MS Form template for trip information collection](#)

2. Click 'Duplicate it' at top of screen



Duplicate this form to use as your own. Duplicate it

Immersive Reader

St George Catholic College - Trip / event information and permission form

Please complete this form for: **Staff enter name / date of trip / event here**

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

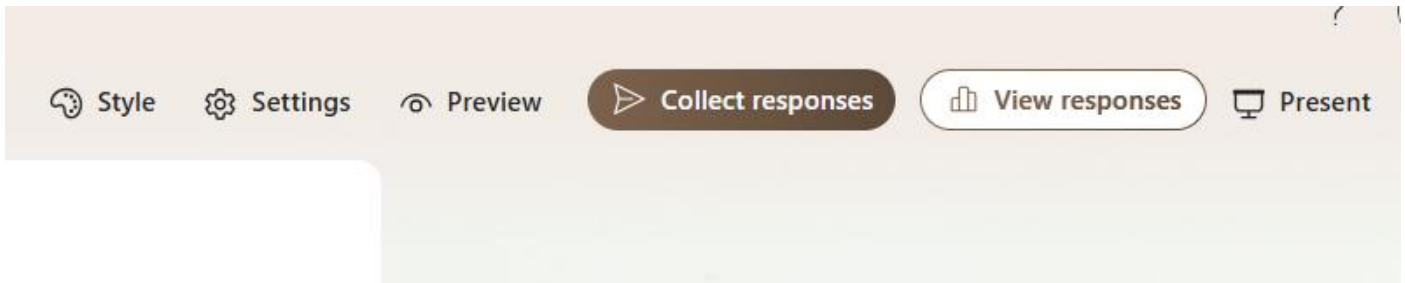
* Required

1. Child's name * []

3. Click on heading and update based on your trip / event where it says '**Staff enter name / date of trip / event here**'

Eg. **Yr 9 Computer Science trip to Legoland – Monday 6th July 2026**

4. Click 'Collect responses'



Style Settings Preview **Collect responses** View responses Present

5. Click 'Copy Link' and add this link to your letter. Use only the College-approved response settings. If 'Anyone can respond' is required for parent/carer access, do not publish the link, verify the respondent against College records and restrict access to responses to authorised staff. You can also share via MS Teams / Outlook.

Send and collect responses

☒ Anyone can respond
Anonymous response, doesn't require sign-in

☐ Only people in Saint George Catholic College can respond

☐ Specific people in Saint George Catholic College can respond

<https://forms.office.com/Pag...> ☐ Shorten URL [Copy link](#)

[Add Teams Channel](#)
Add a Teams channel to inform your audience instantly about your latest form.

To: People name, Teams group or channel...



You are invited to take this:
St George Catholic College - Trip / event information and permission form

Hi! Would you mind taking 5 minutes to complete this form?
It would be great if you can submit your response by 10 Jul 2025. Thank you!

[Start now](#)

☒ Outlook ☐ Teams (Message only) [Send](#)

Invitation will be sent via Outlook

- Send your letter, with the MS Form link, to Colette, with who you want this sending to parents via Edulink. This can be a specific list of students, a specific class, or whole year groups.
- Collect responses as you would with a physical letter, and view these by clicking 'View responses'. All information / contact details / consent etc. will be collected here.

[View responses](#) ?

[Style](#) [Settings](#) [Preview](#) [Collect responses](#) [View responses](#) [Present](#)

- If this is a paid trip, send the list of students to Colette, who will add this to Scopay.

Appendix 2 – Trips and Visits Approval / Financial Approval Form (2026–27)

This form should be completed **at least 12 weeks before departure / 12 months** for residentials.

Name of trip leader / organiser:	
Venue of Proposed Visit:	
Day(s) and dates:	
Purpose of Visit:	
Do any planned activities require adventurous-activity, higher-risk or enhanced approval?	YES / NO (if yes, give details and the required approval or competence arrangements)
Number of pupils involved / Year groups:	
Names of staff and other adults accompanying pupils:	
Cover requirements of staff attending:	
Mode of Transport:	
Time and place of departure:	
Time and place of return:	
Recommended Dress:	
Any other important information:	

Trip finance approval:

Cost per pupil:	
Breakdown of costs (transport, tickets, equipment, cover etc.)	Entry: Transport: Cover or staffing costs (include only where lawfully chargeable under the Charging and Remissions Policy): Total: Amount per pupil:
Payment instalment schedule (if applicable)	
Supplier payment dates and funding arrangements	Confirm how committed costs will be met; do not make payment of lawful College liabilities conditional on every family contributing.
Any other useful information:	

Trip will be entered on SCOPAY once financial information has been approved

Approval: YES / NO

Trip Leader		Date:
Line Manager		Date:
Finance Manager		Date:
Assistant Headteacher / EVC		Date:

Appendix 3 – Supervision ratios and qualifications guidance

Visit context	Leadership and staffing	Staffing level	Planning considerations
Routine and local visits	A College-approved visit leader and sufficient competent adults for the specific group and activity.	Set by documented risk assessment; there is no universal numerical ratio.	Consider age, maturity, behaviour, SEND and medical needs, route and environment, transport, safeguarding, communication and emergency cover. Do not rely on a single adult where loss of that adult would leave the group unsafe.
Day visits and visits further from immediate College support	An approved leader with relevant experience, supported by enough competent adults to supervise the group and manage foreseeable contingencies.	Set by documented risk assessment and any provider, venue or employer requirements. Also consider travel, split groups, remote locations, first aid, medication, accessibility, changing conditions and the possibility that an adult becomes unavailable.	
Residential and overseas visits	An approved, experienced leader and a staffing team competent for overnight, pastoral, safeguarding and emergency responsibilities.	Normally at least two College-approved adults, with final staffing set by risk assessment and current EVOLVE/Hampshire Outdoors requirements.	Consider accommodation, privacy, personal care, safeguarding, out-of-hours cover, illness, travel disruption and capacity to accompany an injured pupil without leaving the group unsafe.
Host-family stays and exchanges	College-approved leaders must retain clear oversight, be contactable and able to respond promptly throughout the placement.	Set by the specific safeguarding and risk assessment; do not use a fixed maximum as a substitute for assessing arrangements. Follow current EVOLVE, OEAP and safeguarding guidance on host selection, communication, welfare monitoring, emergency access and alternative accommodation.	

Note

- | | |
|--|--|
| Group leader | – the person with overall responsibility for the visit |
| Qualified leader | – a member of staff or other adult approved by the establishment as competent for the role and, where required, holding an appropriate current qualification |
| Volunteer and other responsible adult(s) | – any other adult known to the establishment whom the head of establishment considers competent and suitable to |

support the visit. Obtain DBS checks where the role is eligible or constitutes regulated activity, in line with the establishment's safeguarding procedures.

Activity context	Competence and staffing	Group size and ratios	Approval and controls
• Open country, natural water, coastal or mountain environments, remote supervision and other adventurous activities	• Leaders must have current competence, experience and qualifications appropriate to the activity and operating environment. Provider staff and College staff roles must be clear.	Use current activity-specific requirements from EVOLVE/Hamps hire Outdoors, the provider, the relevant national governing body and any licence conditions. Risk assessment may require smaller groups or additional adults.	Obtain enhanced or employer approval where required. Use appropriately licensed providers where the Adventure Activities Licensing Regulations apply. Confirm rescue, first-aid, weather, water, communication and emergency arrangements.
Specific activities	Check current EVOLVE/Hampshire Outdoors guidance and relevant national governing body requirements. Record approved operating limits, group size and supervision arrangements. Current guidance takes precedence over historic categories or generic ratios.		

Appendix 4 – Off-site Incident / Accident Report form

PART A – ABOUT THE PERSON WHO HAD THE ACCIDENT/INCIDENT

Full Name:		Other (pupil, visitor, contractor, member of the public):	
Job Title:			
Home Address:			
			Post code:
Phone No:		DOB:	If you are happy for some information within this form to be shared with Trade Union representatives, please name the Trade Union here.

PART B – ABOUT THE INCIDENT/ACCIDENT

Date and time of accident / incident	
Name of the School <i>(name of the school where the incident took place, if visiting another school)</i>	
Exact Location of the Accident or Incident <i>(where on the premises did the incident occur)</i>	
Description of Accident or Incident <i>(please provide a summary of events leading up to the Incident / Accident with details of the circumstances immediately prior to the event plus working conditions such as weather, visibility, temperature, housekeeping standards, unusual working conditions etc., that may have contributed to the incident)</i>	
Did the Accident / Incident Require Reporting to the Authorities? <i>(Please include any report to the Police or the Incident Contact Centre, RIDDOR etc.)</i>	
Were there any Witnesses to the Accident or Incident? <i>(If yes, please provide name and contact details of Witnesses)</i>	
If the person suffered any injury, say what the injury was: <i>i.e. cut, graze, strain etc.</i>	

Location of Injury <i>Please be specific, i.e. left hand, right side of forehead etc.</i>	
Did the injured party attend or get admitted to hospital? (Please give details of any treatment received, including wound closure or medication.)	
Is the injury likely to cause a loss of working time (or missed school days)? Please include days that the IP is incapable of work even if they would not normally be working, i.e. annual leave or weekends.	

What was the accident/incident? (Please tick only one)

Contact with Electricity		Contact with Machinery		Cuts and Lacerations	
Drowning or Asphyxiation		Explosives (fireworks, chemical reactions etc.)		Burns or Scalds	
Harmful substance – liquid (bleach, acids, diesel etc.)		Harmful Substance – Gas (Chlorine Gas, Carbon monoxide etc.)		Harmful Substance – Particulate (Asbestos, concrete dust, powdered alkaline)	
Slip, trip or fall at floor level		Fall from height		Injured by animal	
Lifting and handling injuries		Physical Assault (Malicious)		Physical Assault (Reactive)	
Verbal Assault		Cyber or written threats/abuse		Lodging in the ear/nose	
Striking against an object		Struck by object		Struck by vehicle	
Trapped under collapsed structure		Unintentional injury caused by another person		Allergy	
Pre-existing medical condition (seizures etc.)		First instance of medical condition		Near Miss	
Pinching or trapping injury		Ingestion of hazardous substance		Other (please provide details below)	
Details:					

PART C – ABOUT YOU, THE PERSON COMPLETING THE FORM

NAME (print):			
Address:			
		Post code	
Designation:			
Signature:			
	Date:		
Manager/Headteacher Signature:			
	Date:		

Appendix 5 – Off-site emergency procedures

Action to be taken by the base/first contact in the event of a serious incident (reviewed 18 September 2026):

- a fatality, life-threatening or major injury, multiple casualties, or an incident requiring emergency-service coordination
 - a missing person, serious illness, safeguarding concern, or circumstances in which a participant may be at significant risk
 - a major disruption, security incident, evacuation, or situation likely to attract press, media or significant public attention.
- 1) Keep a contemporaneous written log. Confirm the caller's identity, location and callback number, then record:
 - what happened, including the date and time
 - who is involved, their condition and any immediate safeguarding or medical needs
 - the exact location and access or rendezvous point
 - which emergency services have been contacted and the incident reference number
 - what has happened since the incident and what support is required.
 - 2) Inform the head of establishment, Educational Visits Coordinator (EVC) or designated senior leader immediately and activate the establishment's critical-incident plan.
 - 3) Use the emergency contacts on the approved visit plan / EVOLVE record.

HCC daytime advice: Hampshire Outdoors: 01962 876218.

HCC out of hours: current incident-support number on the approved EVOLVE visit record/emergency card.

Southampton safeguarding (if relevant): Children's Resource Service: 023 8083 2300.

Southampton out-of-hours safeguarding: Emergency Duty Service: 023 8023 3344.

Hampshire safeguarding (if relevant): Children's Services Reception Team: 0300 555 1384; out of hours: 0300 555 1373. If a child or adult is in immediate danger, call 999.

- 4) The head/senior leader should coordinate factual, timely contact with the parents or carers of those directly affected and an agreed update for other families. Do not release names before next of kin have been informed.
- 5) Arrange practical support for families, including travel to an injured participant where appropriate, without obstructing emergency-service or hospital procedures.
- 6) Establish an incident-control point in the pre-planned location, maintain a decision and communications log, and allocate clear roles.
- 7) Notify the employer/local authority, trust, chair of governors, safeguarding lead, insurer and diocese or faith body where applicable. Arrange suitable pastoral, faith and wellbeing support.
- 8) Refer every press, media and social-media enquiry to the establishment's or employer's authorised communications lead. Staff and participants must not identify casualties or speculate publicly.

The base/first contacts must have secure access to the following current information:

- the participant and staff list and relevant medical, accessibility and safeguarding information, handled in accordance with UK GDPR and the Data Protection Act 2018
- the approved itinerary, risk-management plan, provider details and EVOLVE record, including employer approval where required for overseas, adventurous, remote/hazardous or otherwise enhanced visits
- the visit leader, deputy, EVC, head/senior leader and backup first-contact details

- the critical-incident plan and current employer, insurer and communications details; follow DfE/HCC/OEAP, safeguarding, health-and-safety and RIDDOR requirements.

Action to be taken by the visit leader in the event of a serious incident:

- 1) Stay calm, take charge and make a rapid dynamic risk assessment.
 - 2) Protect the group from further harm, move to a safe place where appropriate, account for everyone and start the missing-person plan if anyone is unaccounted for.
 - 3) Give first aid and emergency medication within competence, seek clinical advice, and continue until professional help takes over.
 - 4) Call 999 or 112 in the UK, or the appropriate local emergency number overseas, when emergency assistance is required. State:
 - the nature and scale of the emergency, continuing hazards and help required
 - your name, role, callback number and the name of the group/establishment, followed by:
 - the exact location, access route and rendezvous point (use a grid reference, coordinates or a location app only as supplementary information)
 - the nature and time of the incident
 - the number and identities, where known, of those involved
 - their condition, first aid given and where they are now located.
 - 5) Contact the establishment's 24-hour base/first contact as soon as immediate life-saving actions permit, and provide:
 - clear, confirmed facts—distinguish facts from assumptions
 - your exact location, safe callback number and planned next contact time
 - actions taken, emergency-service references and any continuing risks
 - support required, including transport, accommodation, welfare, safeguarding or additional staff
 - a request to activate the critical-incident plan and notify the head/EVC, employer support and authorised communications lead.
 - 6) If the primary base/first contact cannot be reached, call the nominated backup. For HCC visits, use the current 24-hour number printed on the approved EVOLVE visit record/emergency card; do not use an unverified historic number.
- HCC daytime advice: Hampshire Outdoors: 01962 876218.**
Southampton safeguarding (if relevant): Children's Resource Service: 023 8083 2300.
 Southampton out-of-hours safeguarding: Emergency Duty Service: 023 8023 3344.
- 7) Leaders and participants may be shocked or distressed; therefore:
 - move the unaffected group to a safe, supervised location, maintain staffing ratios where practicable and continue regular headcounts
 - request police or base support where needed and follow emergency-service instructions, including preserving separate witness accounts where appropriate
 - provide calm, age-appropriate support and arrange medical, psychological, accommodation, transport or evacuation support as required.
 - 8) Do not make statements to the press or post incident details online. Refer enquiries to the authorised communications lead, protect personal information and ask participants not to post names, images, locations or unverified information. Allow contact needed for safety, welfare, medical or accessibility reasons.
 - 9) Preserve equipment, records and other evidence where safe; disturb the scene only to prevent harm or as directed by emergency services. Complete the employer's incident report promptly; the employer determines safeguarding, insurer, regulator and RIDDOR notifications.

10) Prevent unauthorised interviews or access. Cooperate with police, health and safeguarding professionals and manage family reunification under the establishment's plan.

Appendix 6 – College Transport Policy: Minibuses, Coaches and Private Cars

This policy applies whenever pupils are transported on College business. It must be read with the College Child Protection and Safeguarding Policy, Staff Code of Conduct, Educational Visits Policy, First Aid/Medical Needs procedures and emergency arrangements.

Approval and journey planning

- 1.1 Every journey must be authorised through the College's booking and visit-approval process before travel.
- 1.2 The visit leader must complete a proportionate risk assessment covering the route, driver, vehicle, supervision, passenger needs, accessibility, medical information, emergency contacts and breakdown arrangements.
- 1.3 A passenger list and emergency contact details must be held by the visit leader and an agreed College contact. Headcounts must be taken before departure and whenever passengers re-board.
- 1.4 The College must confirm the lawful operating basis for each minibus journey, including whether a Section 19 permit is required. Section 19 permits apply only within the UK.

Driver authorisation and licence requirements

- 2.1 Only drivers formally authorised by the College may drive. The College must check the driver's licence, entitlement, relevant endorsements or disqualifications, insurance position, competence and fitness to drive.
- 2.2 MiDAS training and periodic reassessment are College requirements. MiDAS does not replace the correct driving-licence entitlement, insurance or any required permit.
- 2.3 A driver with full D1 entitlement may drive a minibus within the limits and conditions shown on their licence. Drivers with D1(101), commonly retained from licences issued before 1 January 1997, may not drive for hire or reward.
- 2.4 A driver who holds only category B entitlement may drive a minibus with 9–16 passenger seats only when all legal conditions are met: they are at least 21; have held a full licence for at least two years; drive voluntarily; receive no payment other than out-of-pocket expenses; the journey is for a non-commercial body's social purposes; the vehicle's maximum authorised mass is no more than 3.5 tonnes (or 4.25 tonnes where the extra weight is solely for specialised equipment for disabled passengers); and no trailer is towed.
- 2.5 If those category B conditions are not met, the driver must hold the appropriate full D1 or D entitlement. The College must check current GOV.UK/DVLA requirements rather than relying on vehicle weight alone.

Vehicle checks and safe operation

- 3.1 Before each journey, the driver must complete and record the College vehicle check, including tyres, lights, mirrors, windows, fluids, fuel/charge, seat belts, doors, emergency equipment and visible damage. Any defect affecting safety means the vehicle must not be used.
- 3.2 The College must ensure that the vehicle is correctly insured, taxed, maintained and tested, and that any required permit is displayed or available as required.
- 3.3 The number of passengers must never exceed the vehicle's authorised seating capacity. Every passenger must use an individual seat and the seat belt provided; wheelchairs and mobility equipment must be secured correctly.

- 3.4 Seat belts must not be improvised or treated as correctly fitted merely because they can be adjusted. Any child restraint used must be legally compliant, compatible with the seat and belt, and fitted in accordance with the manufacturer's instructions.
- 3.5 The driver must comply with speed limits, mobile-phone law, alcohol and drug law, and working/rest requirements. The driver must not drive when tired, unwell or affected by medication.
- 3.6 After the journey, the driver must check for passengers and belongings, record new damage or defects, remove litter, secure the vehicle and return keys and documents under College procedures. Damage must be investigated fairly; costs must not automatically be charged to a pupil.

Safeguarding and supervision

- 4.1 Transport is a safeguarding environment. Staff and volunteers must follow Keeping Children Safe in Education 2026, the College Child Protection and Safeguarding Policy, the Staff Code of Conduct and the Educational Visits Policy throughout the journey.
- 4.2 The risk assessment must consider supervision levels, seating, behaviour, bullying or child-on-child abuse, pupils with additional needs, intimate care, medication, accessibility and any known safeguarding risks. Seating or staffing controls must be used where necessary.
- 4.3 As a College safeguarding procedure, an adult should not routinely transport a single pupil alone. Any exception must be authorised in advance, risk assessed, recorded, shared with the parent/carers where appropriate, and conducted with suitable safeguards such as an agreed route and check-in arrangements.
- 4.4 Drivers must use the agreed route and stops. Unauthorised detours, private arrangements, personal errands and unnecessary one-to-one contact are not permitted.
- 4.5 Any safeguarding concern arising before, during or after travel must be reported without delay to the Designated Safeguarding Lead (DSL) or a deputy and recorded under College procedures. If a child is at immediate risk, contact emergency services on 999. Allegations or low-level concerns about an adult must be reported under the College Managing Allegations and Low-Level Concerns procedures.
- 4.6 Confidential passenger, medical and contact information must be shared only with those who need it for the journey and handled in accordance with College data-protection procedures.

Breakdowns, collisions and emergencies

- 5.1 Stop in the safest available place, switch on hazard lights and move passengers to a safe location where this can be done safely. On a motorway, follow National Highways and emergency-service instructions and do not attempt unsafe roadside repairs.
- 5.2 Call 999 where there is injury, immediate danger or an unsafe location. Otherwise contact the breakdown provider using the number kept in the vehicle and inform the College emergency contact shown in the trip pack.
- 5.3 The visit leader must supervise pupils, account for every passenger, follow the critical-incident plan, notify parents/carers through the agreed College process and complete accident, incident and safeguarding reports as required.

Booking minibuses and coaches

College minibuses for internal use must be booked through the online system:

<https://secure.schoolbooking.com/stgeorge>

- 6.1 External use of a College minibus requires prior Headteacher approval and confirmation that licensing, insurance, permit, safeguarding and supervision arrangements are lawful and adequate.
- 6.2 For coaches and other commercial transport, contact Mrs Colette Corcoran for quotations and booking as part of the trip and financial approval process. The operator must be appropriately licensed and insured.
- 6.3 If booked transport is no longer required, notify Mrs Corcoran promptly. Any cancellation charge remains the responsibility of the relevant department unless agreed otherwise.

Use of private cars

Private cars should be used for pupil transport only where approved as part of the visit arrangements. The following minimum requirements apply:

- 7.1 The driver must be authorised by the College and hold a valid licence. Relevant endorsements, restrictions or disqualifications must be disclosed and considered under the College's driver-authorisation process.
- 7.2 The vehicle must be roadworthy, taxed and, where required, have a valid MOT. The driver must provide evidence of insurance covering the intended use, including business use where required by the insurer. Fully comprehensive insurance is not itself a statutory requirement unless required by College policy or the insurer.
- 7.3 The vehicle must not be overloaded. Each passenger must have an individual seat and use the seat belt provided.
- 7.4 In cars and vans, children normally require the correct child car seat until they are 12 years old or 135 centimetres tall, whichever comes first, subject to the limited legal exceptions. The driver is responsible for ensuring that a child under 14 is correctly restrained.
- 7.5 Parents/carers must be told when a private car will be used, and consent must be obtained where required by the College Educational Visits Policy or the specific risk assessment.
- 7.6 Mileage or expenses must be agreed in advance. No passenger fare or other payment may be taken that would amount to hire or reward.
- 7.7 Volunteer drivers must be approved, appropriately supervised and subject to the safer-recruitment and vetting checks required for the role, including a DBS check only where the role is legally eligible and the College determines it is required.
- 7.8 The safeguarding requirements in section 4 apply equally to staff, volunteer and parent drivers.

Responsibilities and review

- 8.1 Drivers are responsible for driving lawfully, completing checks and reporting defects, incidents and safeguarding concerns.
- 8.2 Visit leaders are responsible for approval, risk assessment, supervision, passenger information and emergency arrangements.
- 8.3 The College is responsible for driver authorisation, vehicle compliance, permits, insurance, maintenance, training and policy review.
- 8.4 This policy must be reviewed at least annually and sooner following legislative change, a significant incident or a change to College safeguarding procedures. Internal names, telephone numbers and booking details must be checked each term.

Related procedures and current guidance

9.1 College Child Protection and Safeguarding Policy; Staff Code of Conduct; Educational Visits Policy; Managing Allegations and Low-Level Concerns procedures; First Aid/Medical Needs procedures; Critical Incident Plan; Data Protection Policy.

Department for Education: Keeping Children Safe in Education 2026 and Health and safety on educational visits.

Department for Transport and Department for Education: Driving school minibuses — advice for schools and local authorities.

GOV.UK: Section 19 and 22 permits and obligations; Seat belts — the law; Child car seats — the law; Highway Code.

Transport Act 1985, Road Traffic Act 1988 and applicable vehicle, licensing, seat-belt and child-restraint regulations, as amended.

Appendix 7 – Residential / Overseas Educational Visit Terms & Conditions and Parent/Pupil Agreement

These Terms and Conditions apply to residential and overseas educational visits organised by St George Catholic College and should be read alongside the information provided for the individual visit. By accepting a place and providing consent, parents/carers and pupils confirm that they understand and agree to the following conditions.

1. Participation and consent

- 1.1 Parents/carers must provide the College with all information reasonably required to plan and manage the visit safely.
- 1.2 Consent must be provided by the deadline stated by the College. A pupil cannot participate where required consent or essential information has not been provided.
- 1.3 Parents/carers and pupils must read the information provided about the visit, including the itinerary, activities, travel arrangements, accommodation, expected conduct, costs, medical arrangements and any specific risks or requirements.
- 1.4 The College may make reasonable changes to the itinerary, activities, accommodation, transport or other arrangements where necessary for safety, operational reasons or circumstances outside the College's control.

2. Medical information, SEND, disability and additional needs

- 2.1 Parents/carers must provide complete, accurate and up-to-date information about any medical condition, allergy, medication, disability, SEND, accessibility requirement or other need that may be relevant to the pupil's safe participation.
- 2.2 Parents/carers must notify the College promptly if this information changes between consent being given and the visit taking place.
- 2.3 Relevant information may be shared with College staff, medical professionals, emergency services, insurers, transport providers, accommodation providers or activity providers where this is reasonably necessary for the pupil's safety, welfare or participation.
- 2.4 The College is committed to enabling pupils to participate as inclusively as reasonably possible. Medical needs, SEND or disability will not in themselves prevent a pupil from participating.
- 2.5 Where additional needs are identified, the College will consider reasonable adjustments and appropriate support in consultation with the pupil, parent/carer and relevant staff. Where necessary, advice may also be sought from healthcare professionals, specialist services, providers or insurers.
- 2.6 Parents/carers agree to work with the College in establishing appropriate arrangements for medication, healthcare plans, accessibility, personal care or other support where required.
- 2.7 Medication must be supplied and managed in accordance with College procedures. Medication must normally be in its original packaging, clearly labelled and within its expiry date, unless alternative arrangements have been agreed.
- 2.8 Where, following an individual assessment, reasonable adjustments and alternative arrangements have been fully considered but a significant risk cannot reasonably be reduced to an acceptable level, the Headteacher may determine that a pupil cannot safely participate in the visit or a particular activity. Any such decision will be individual, evidence-based and consistent with the College's equality duties.

3. Behaviour and pupil conduct

- 3.1 Pupils remain subject to the College Behaviour Policy, safeguarding expectations and reasonable instructions from College staff throughout the visit.

3.2 Pupils are expected to:

- behave responsibly and respectfully towards staff, other pupils, members of the public, providers and local communities;
- follow instructions from staff and activity leaders promptly;
- observe agreed meeting times, rooming arrangements and supervision boundaries;
- remain with their allocated group unless specific permission for another arrangement has been given;
- follow all safety instructions and use equipment appropriately;
- wear seat belts whenever required;
- respect accommodation, transport, venues and other people's property;
- comply with College expectations regarding bullying, discriminatory or prejudicial behaviour, sexual harassment, violence and other unacceptable conduct;
- follow any specific rules communicated for the visit.

3.3 Pupils must not possess, purchase, use or supply alcohol, illegal drugs, tobacco, vaping products, weapons or other prohibited items during a College visit.

3.4 Pupils must not engage in behaviour which places themselves or another person at unreasonable risk, seriously disrupts the visit or prevents staff from safely supervising the group.

3.5 Where behaviour causes concern, staff will respond proportionately in accordance with College policy and the circumstances of the visit.

3.6 Serious or persistent misconduct may result in a pupil being removed from an activity or, where necessary for safety or welfare, the visit being curtailed for that pupil.

3.7 In exceptional circumstances, parents/carers may be required to make arrangements for a pupil to return home early. The College will work with the parent/carer to ensure that any return arrangements are safe and appropriate.

3.8 Where additional costs arise directly from serious misconduct, including an early return, liability for those costs will be considered in accordance with the published trip terms, insurance arrangements, College policies and the individual circumstances. Costs will not be imposed automatically without appropriate consideration.

4. Behaviour concerns identified before departure

4.1 A place on a visit will not automatically be withdrawn because a pupil receives a sanction, has SEND or additional needs, or has previously experienced behavioural difficulties.

4.2 Where significant concerns arise before departure, the College will undertake an individual and proportionate assessment of whether the pupil can participate safely.

4.3 The College will consider current evidence, the nature of the visit, reasonable adjustments, additional supervision or other measures that could enable safe participation.

4.4 Where the College concludes that the risks cannot reasonably be reduced to an acceptable level, the Headteacher may withdraw the pupil's place.

4.5 Where a place is withdrawn on safety or conduct grounds, money already committed to third parties may be non-refundable unless the College can recover the cost, obtain an insurance payment or fill the place with another pupil.

5. Payments, cancellations and refunds

5.1 The cost and payment schedule for the visit will be communicated before parents/carers commit to the place.

5.2 Once a deposit has been paid and a place confirmed, the College may make financial commitments to travel companies, accommodation providers, venues and other organisations.

- 5.3 Parents/carers must make payments by the published deadlines. Families experiencing financial difficulty should contact the College as early as possible so that any available support or alternative arrangements can be considered.
- 5.4 Parents/carers wishing to withdraw a pupil must notify the College as soon as possible.
- 5.5 The College will seek to refund money that has not been committed or which can reasonably be recovered. This may include seeking a replacement pupil where appropriate.
- 5.6 If costs have already been committed and cannot be recovered, the parent/carer may remain liable for those costs in accordance with the published terms for the visit.
- 5.7 Cancellations within 14 days of a UK visit or two months of an overseas visit will normally be too late for the College to seek a replacement unless the information for the particular visit states otherwise.
- 5.8 Any material unexpected underspend will normally be refunded. A parent/carer may choose to donate their refund to the College Building Fund, but no amount will be treated as a donation without their agreement.

6. Insurance

- 6.1 The College will ensure that appropriate insurance arrangements are in place for the visit, taking account of the nature and destination of the visit and the activities being undertaken.
- 6.2 Insurance policies contain terms, conditions, exclusions, limits and excesses. Insurance does not guarantee that every loss, cancellation, medical expense, personal possession or other cost will be reimbursed.
- 6.3 Parents/carers must disclose pre-existing medical conditions and other information required by the insurer. Failure to provide information required by the policy may affect insurance cover.
- 6.4 Where a medical condition or other circumstance affects insurance cover, the College will work with the family, insurer and other relevant parties to explore reasonable alternatives or adjustments.
- 6.5 Parents/carers should consider whether they require any additional personal insurance for circumstances or possessions not covered by the arrangements made for the visit.
- 6.6 If a visit is cancelled or curtailed because of circumstances outside the College's control, the College will use reasonable endeavours to recover money from providers and through available insurance.
- 6.7 Any refund will depend upon the amount actually recovered by the College after irrecoverable costs and applicable insurance arrangements have been taken into account. The College cannot guarantee a full refund where costs cannot be recovered.

7. Overseas visits and travel documentation

- 7.1 For overseas visits, parents/carers are responsible for ensuring that their child has the required valid passport and any visa, electronic travel authorisation or other documentation applicable to their nationality or immigration status.
- 7.2 Required documents must be supplied or made available for checking by the deadlines set by the College.
- 7.3 Parents/carers must provide accurate information about nationality or other circumstances relevant to entry requirements.
- 7.4 Where a pupil is unable to travel because the required documentation has not been obtained or supplied by the required deadline, the College cannot guarantee that payments already committed will be refundable.
- 7.5 Travel arrangements may be changed in response to Foreign, Commonwealth and Development Office advice, transport disruption, security concerns, weather, provider decisions or other circumstances outside the College's control.

8. Emergencies and medical treatment

- 8.1 The College will take reasonable steps to contact parents/carers in the event of a significant medical or other emergency.
- 8.2 Parents/carers must provide current emergency contact details and ensure that an appropriate adult can normally be contacted while the pupil is away.
- 8.3 In an emergency, College staff will act in the pupil's best interests and seek appropriate professional medical assistance.
- 8.4 Where urgent treatment is considered necessary by healthcare professionals and it is not reasonably possible to contact a parent/carer immediately, staff will follow professional medical advice and the College's emergency procedures.
- 8.5 Parents/carers authorise College staff, where necessary, to share relevant medical and personal information with healthcare professionals and emergency services for the purpose of protecting the pupil's health, safety and welfare.

9. Personal belongings, phones and valuables

- 9.1 Pupils are responsible for looking after their personal belongings, money and electronic devices, subject to their age and individual needs.
- 9.2 The College cannot guarantee reimbursement for items that are lost, stolen or damaged. Any claim will be subject to the applicable insurance arrangements.
- 9.3 Pupils must comply with any visit-specific rules concerning mobile phones, photography, social media and electronic devices.
- 9.4 Pupils must not use phones or social media in a way which compromises safeguarding, privacy, the dignity of another person or the safe running of the visit.

10. Changes, disruption and circumstances outside the College's control

- 10.1 The safety and welfare of pupils and staff will take priority over the planned itinerary.
- 10.2 The College may change, postpone, curtail or cancel activities or the visit where reasonably necessary because of weather, transport disruption, security concerns, official travel advice, illness, staffing, provider decisions, emergencies or other significant circumstances.
- 10.3 Where changes result in additional costs or the loss of activities, any refund or additional liability will depend upon provider terms, insurance cover and the amounts the College can reasonably recover.

Parent/Carer Agreement

By providing my consent, I confirm that:

- I have read and understood these Terms and Conditions and the information supplied about the visit.
- I consent to my child participating in the visit and the planned activities, subject to any specific limitations I have communicated to the College.
- I have provided complete and accurate medical, SEND, accessibility, dietary and emergency-contact information relevant to my child's participation.
- I will notify the College promptly of any material change to this information before departure.
- I understand the College may share relevant information with those who reasonably require it to protect my child's health, safety and welfare.
- I understand the expectations regarding my child's behaviour and the possible consequences of serious or persistent misconduct.

- I understand the payment, cancellation and refund arrangements and that some payments may become non-refundable once the College has committed funds to third parties.
- I understand that insurance is subject to its own terms, exclusions and limits and does not guarantee reimbursement in every circumstance.
- For an overseas visit, I accept responsibility for ensuring that my child has the necessary passport and other travel documentation by the deadlines given.
- I understand that the College may alter or curtail arrangements where reasonably necessary to protect pupils and staff.

Pupil name: _____

Visit: _____

Date(s) of visit: _____

Parent/Carer name: _____

Parent/Carer signature: _____

Date: _____

Pupil Agreement

I understand that taking part in a College visit carries responsibilities as well as opportunities.

I agree that I will:

- follow reasonable instructions from staff and activity leaders;
- behave safely, responsibly and respectfully;
- follow the College Behaviour Policy and the specific rules of the visit;
- attend meeting points and return at the times I am given;
- remain within the supervision arrangements and boundaries set by staff;
- tell a member of staff if I am unwell, need medication, feel unsafe or have a concern about myself or another person;
- treat other pupils, staff, members of the public and local communities with respect;
- respect accommodation, transport, venues and property;
- follow safety instructions and wear required safety equipment;
- not bring, buy, possess or use prohibited items, including alcohol, illegal drugs, tobacco or vaping products;
- use my phone, camera and social media responsibly and follow any rules set for the visit;
- understand that serious or persistent unsafe behaviour may result in me being removed from an activity or, in exceptional circumstances, being required to return home.

I understand that these expectations apply throughout the visit, including during travel, activities, free time, meals and overnight accommodation.

Pupil name: _____

Pupil signature: _____

Date: _____