



**OAKLANDS CATHOLIC SCHOOL**

**AND**

**SIXTH FORM COLLEGE**

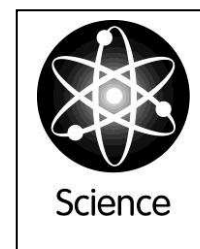
**With delegated responsibility from the Catholic  
Academy Trust in Havant**

**OFFSITE ACTIVITIES AND EDUCATIONAL VISITS POLICY**

<b>APPROVED BY SLT</b>	<b>SEPTEMBER 2015</b>
<b>REVISION DUE</b>	<b>SEPTEMBER 2018</b>
<b>MEMBER OF STAFF RESPONSIBLE</b>	<b>DEPUTY HEAD</b>
<b>STATUTORY / NON-STATUTORY</b>	<b>NON-STATUTORY</b>



Community



Unity

Opportunity

## RATIONALE

### ***Opportunity: Potential for Greatness (Oaklands School Mission Statement)***

As part of the broad balance of curriculum and learning arrangements of Oaklands Catholic School and Sixth Form College, the opportunity is frequently taken to enrich and enhance this provision through outdoor learning, outdoor education and educational visits and ventures. The school's policy and procedures are formulated in conjunction with the advice, guidance and training provided by Hampshire County Council Outdoor Education, PE and Sport Service and their documentation and guidance. It is also based on the DfES guidelines (1998) entitled 'Health and Safety of Students on Education Visits' (HASPEV) and DfES 3 part supplement and guidance (2002).

Safely managed educational visits with a clear purpose are an indispensable part of the broad and balanced curriculum that is offered at Oaklands. They are an opportunity to extend students' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance or a lifetime interest and as such we encourage and support their role in the life of the school. Where possible we aim to enable as many students as possible to participate in the range of visits offered by the school.

***"A community inspiring its students to engage in their own learning, celebrate their diversity and launch them to the next stage of their journey with confidence in their potential." (Oaklands Governors Strategy)***

## PURPOSE

**Overall Aim: To create educational experiences beyond the classroom which enable students to develop skills for life, confront and manage risk and to enjoy and engage in their learning.**

- 1 To ensure that every student has the opportunity to benefit from educational visits that will:
  - raise achievement
  - boost self-esteem
  - develop key skills
  - develop social education and citizenship
  - promote education for sustainable development
  - promote health and fitness
- 2 To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of the students taking part.
- 3 To enable the school to identify appropriate functions, responsibilities, training support and monitoring for all governors, the Headteacher, teachers, support staff helpers, students, volunteers and providers involved in educational visits.
- 4 To comply with Local Authority (LA) guidance contained in Hampshire's Green Book 'Off-site Activities and Educational Visits'.

- 5 To meet DfES guidelines (1998) entitled 'Health and Safety of Students on Education Visits' (HASPEV) and DfES 3 part supplement and guidance (2002).
- 6 To ensure that where appropriate, further advice is sought from the LA and other technically competent personnel.
- 7 To ensure that educational visits are in line with school policies on special needs, inclusion, equal opportunities, finance, charging and remission, safeguarding and behaviour.

## **TYPES OF VISITS AND VENTURES PLANNED AND USED**

Teachers and the Senior Leadership Team agree the programme of visits and activities in advance of each academic year.

Within each Year Group's programme of work the teachers plan educational visits and activities that support the pupils' learning.

Wherever possible we give details of visits and activities to parents at the beginning of the academic year in our school calendar or via the school website.

At Oaklands, we offer a wide range of activities which allow for the aims outlined above to be met.

- On site, out of classroom activity
- Local ventures
- Away from base, day or part day ventures (both regular and occasional)
- Residential ventures
- Visits abroad
- Host family exchanges

These activities can be categorised as follows:

### **Category 1**

Routine visits to other local schools and facilities

### **Category 2**

Non-hazardous day visits such as museums, theatres, workshop events, geography field trips or college visits.

### **Category 3**

Non-hazardous residential trip in the UK

### **Category 4**

Non-hazardous trip abroad, residential and non residential.

### **Category 5**

Hazardous activity such as:

- Adventure activities using licensed providers
- Adventure activities using non-licensable providers
- School-led adventure activities
- Remote supervision during adventurous activities
- Visits to coastal or mountain areas
- Swimming in the sea or other natural waters

The category of the activity will determine the approval process (see appendix 1)

## ORGANISATION AND MANAGEMENT

Organisation and management follows the guidance set by HCC, principally through the documents *Off Site Activity and Educational Visits* and *Safety in Adventurous Activity* but also via the websites and support services.

An Educational Visits Co-ordinator (EVC) is always in post and keeps up to date with the training offered by the Outdoor Education, PE and Sport Service. The current EVC is Roger Osborne, Facilities Manager, and Julie Oldroyd, Deputy Head has SLT oversight

Off site visits and educational visits are fully integrated into the ethos and culture of the school and all key policies are considered for their relevance with adaptations or agreements made as required, (except \*) in particular:

- Curriculum Policy
- Safeguarding and Child Protection Policy\*
- Behaviour Policy (which applies equally to off-site activities and visits as it does to conduct within school)
- SEN and Inclusion Policy
- Charging and Remissions Policy
- Finance Policy
- Single Equality Policy

Many visits are managed entirely in accordance with these policies and, apart from simple additional considerations (e.g. to the site, to transportation of students), are managed as they would be in school contexts. We aim to take the ethos, culture and challenge to learning in school into all our outdoor learning and off-site contexts.

<b>Roles and responsibilities</b>	
Governors	<ul style="list-style-type: none"> <li>• Approve, monitor and evaluate the Off-Site and Educational Visits Policy</li> <li>• Ensure it is in accordance with other key policies</li> <li>• Include as an annual agenda item a report from the EVC</li> </ul>
SLT	<ul style="list-style-type: none"> <li>• The Headteacher gives consent for any trip or activity requiring LA approval and devolves the responsibility for approval of all other trips and activities to the EVC.</li> <li>• Support the EVC in their role</li> <li>• Agree all the off-site and residential trips that are included on the school calendar</li> <li>• Support trip leaders in their planning and preparation for trips as appropriate</li> <li>• Act as emergency contacts for residential trips</li> <li>• Hold pre-residential meetings with the supervisory team and EVC to run through safety details when needed</li> <li>• Support all staff involved in trips and residential trips with regard to upholding the highest standard of discipline, health and safety and safeguarding</li> <li>• The Director of Business and Finance will approve the financial viability of trips and provide advice and guidance on charges to parents and funding available, including any financial assistance parents/ carers may be entitled to e.g. Pupil Premium. This will</li> </ul>

	<p>be in accordance with the Charging and Remissions Policy</p> <ul style="list-style-type: none"> <li>• The Director of Business and Finance will ensure the Finance Department has a system in place for reminding parents of outstanding payments and deadline dates, particularly when payments are being made in instalments.</li> <li>• The Finance Department will report to the Director of Business and Finance if trips/activities are NOT paid for in full at least 2 weeks prior to commencement</li> <li>• The Director of Business and Finance, the Finance Department and the Trip Leader will then agree the appropriate action taken to be taken to ensure this payment is met before departure.</li> </ul>
<p>EVC</p>	<ul style="list-style-type: none"> <li>• Ensure that all proposed trips are planned using the school documentation (based on the LA documentation) in full and that planning considers all aspects outlined in the procedures as detailed in the Staff Handbook</li> <li>• Raise any concerns with SLT immediately</li> <li>• Support trip leaders in ensuring that all procedures for trips as outlined in the Staff Handbook are followed</li> <li>• Assist in the induction of new staff to the trips planning procedures</li> <li>• Keep up-to-date with DfE and LA guidelines for off-site trips and acts as staff advisor of same</li> <li>• Attend regular training on the area of educational visits and updates EVC training once every three years</li> <li>• Ensure that an up-to-date record is kept of staff qualifications relating to off-site and educational activities and facilitates the appropriate CPD for staff as required.</li> <li>• Report to Governors annually</li> </ul>
<p>Trip Leaders</p>	<ul style="list-style-type: none"> <li>• Follow all procedures detailed in the Staff handbook and Hampshire's Green Book 'Off-site Activities and Educational Visits' in full.</li> <li>• Discuss and submit for consideration every proposed activity / trip with SLT line manager</li> <li>• Complete the 'Evolve' on-line booking forms in good time adhering to deadlines for those trips requiring LA approval</li> <li>• Ensure that charges for the trip are in accordance with school policy (Charging and Remissions Policy) and liaises with the Director of Business and Finance for approval</li> <li>• Liaise with the Business Support Manager to ensure letters to parents are consistent and appropriate for the trip and submit to SLT Line Manger for approval prior to sending home, along with school medical form if required. Upload the approved letter onto Evolve.</li> <li>• Liaise with Finance Department regarding dates for payments to allow parents sufficient time to spread the cost of larger trips</li> <li>• Submit full risk assessments and complete other documentation as required by the EVC. Upload onto Evolve.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work closely with the EVC to ensure all aspects of safety detailed through the school documentation are considered and all areas attended to in full</li> <li>• Ensure all staff not currently employed by school who are participating in the trip are DBS checked as appropriate to their role</li> <li>• Attend all meetings called in order to ensure good planning and safety</li> <li>• Provide guidance to accompanying staff and parents on all safety matters in full</li> <li>• Put the health, welfare and safety of pupils on trips first at all times</li> <li>• Maintain high standards of discipline on trips in order to enhance safety</li> <li>• Communicate fully with parents on all trip matters as detailed in the Staff Handbook</li> <li>• Where appropriate (e.g. residential activities overseas) organise an information evening for parents in the term preceding the trip</li> <li>• Be <u>jointly</u> responsible for reminding students of outstanding payments and deadline dates along with the Finance Department.</li> <li>• Check with the Finance Office that all trips/activities are paid for in full at least 2 weeks prior to commencement.</li> <li>• Ensure that the trip / visit complies with appendices 1, 2 and 3</li> <li>• Ensure the named contact(s) on Evolve include Roger Osborne and Julie Oldroyd</li> <li>• Print off and take Evolve form on trip</li> </ul>
Other Supervisory Staff	<ul style="list-style-type: none"> <li>• All staff assisting with supervision on any trip will be conversant with the school's policies, procedures and protocols</li> <li>• All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.</li> <li>• All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Trip Leader.</li> <li>• Staff will feedback information to the Trip Leader to enable a full review of the trip to be completed.</li> </ul>

## COMMUNICATION WITH PARENTS

Signed parental consent must be obtained for all off site trips, activities and educational visits.

One parental consent and medical form may cover a programme of similar activities over a maximum of one year. e.g. sporting fixtures. The onus is on the parent / carer to update the school in the interim if there have been any changes regarding medical information. Student bulletins and the school website will be the main vehicle for communicating these types of activity where providing information too far in advance is not feasible.

Parents must be supplied with full information regarding the visit. This must be sufficiently comprehensive for parents not to be in a position to claim after the event that they were misled or uninformed about any of the following:

- Venue(s), accommodation and travel arrangements (particular mention must be made if staff cars are to be used as a mode of transport)
- Dates and times of departure and return where visits exceed beyond the school day
- The nature of activities planned
- Kit list
- Arrangements for supervision
- Code of conduct or standard of behaviour expected during the visit
- Financial contribution expected from parents and dates when payments due
- Insurance arrangements
- Contact system in case of emergency
- Any expectations placed on parents, for example to resume responsibility for their child in the event his or her conduct requires sending home from a visit outside of school hours.

NB: The PE Departments will share details regarding fixtures and sporting events via the student bulletin and the school website and will include those elements of the above list relevant to a Category 1 visit.

Parents should refer to the Charging and Remissions Policy for the detail related to charges for Offsite Activities and Educational Visits.

### **CANCELLATIONS / WITHDRAWALS**

In the event that a student cancels their participation on an Educational Visit, any monies due to be refunded should be returned either by cheque or via online account to the parent/carer who made the payment. **The amount of refund is dependent on how late the student is withdrawn from the activity, whether a replacement student can be found and what costs have already been met by the school which cannot be reclaimed.**

Where the trip has been organised through a tour operator or other external supplier, the cancellation charges which are described in the booking conditions / terms of the insurance will apply.

The school reserves the right to withdraw any student from an Educational Visit if the student repeatedly displays poor standards of behaviour in school and it is considered that this behaviour would pose a serious Health and Safety risk on an Educational Visit. In such a circumstance the school will not refund any payments to parents already made to the tour operators or external suppliers.

Where a trip is not paid for in full 1 week prior to the date of the activity, the school reserves the right to withdraw any student from an Educational Trip / Visit.

### **SUPERVISION**

Supervision strategies are taken from *Off-site activities and educational visits* and include agreements on ratios, which are never exceeded and frequently improved. Strategies include:

direct  
indirect  
remote

The strategies to be used are dependent on typical risk factors of the group or individuals concerned, the site or location, the leaders present (including ratios) and other factors such as transport or weather etc. These are agreed as part of the planning process and can be adapted to changing circumstances, for example 'Plan B' where we always plan clear alternatives when it is necessary or prudent to do so.

All staff in a supervisory capacity will have been selected for their experience and skills and will have been subject to a DBS check (see trip leaders responsibilities)

## **TRANSPORT**

A variety of transport is used following LA guidance. Further information can be found in *Offsite activities and educational visits* or the website

- teachers' cars (only when covered by business class insurance) and on completion of the EV6 form, to be held on staff files
- buses (local, non-motorway travel)
- coaches (through recognised suppliers)
- trains (where appropriate or part of the learning in the venture)
- The school's own minibus: confirm with EVC which vehicle you are entitled to drive. Staff need MIDAS to drive the school minibuses
- Minibuses hired through HCC (for small group transport, eg choir, PE and sports teams, drama trips) require drivers to hold a current MIDAS and D1 licence.

## **INCLUSION**

Oaklands is an inclusive school and all reasonable adjustments will be made to enable students to access educational trips and visits. There is however, a clear distinction between different types of trips and therefore the reasonable adjustments made by the school would depend on whether they were essential to the curriculum.

- An activity provided as part of the curriculum or a formal course, a statutory requirement. This should be quite rare (and would normally be funded by the school or course fee). Inclusion of all is required
- Ventures where comprehensive coverage, for example a whole class or group, is desirable but suitable alternatives are available at school. Curriculum and similar entitlement is not lost as this is an enhancement or enrichment activity. Inclusion of all is desired but not required. Choice or other factors may mean that not all attend
- Enhancement or enrichment activity that is a clear choice or extra – optional. Choice and other factors will mean that not all attend.

It is important to distinguish between these curriculum-focused discussions and those of the health and safety of the child or young person concerned and their effect on other children or young people, as well as staff. Any decision on inclusion when such factors are included must, as normal, take 'every reasonable step' to include that young person. However, if those reasonable steps cannot ensure their safety and/or that of others, then that may be the reason they cannot attend that particular venture. *Equal opportunities and inclusion strategies in practice in Off-site activities and*



*educational visits* details this further and Oaklands EVC would seek clarification from the Outdoor Education, PE and Sport Service in individual cases.

## **SAFEGUARDING**

Oaklands Child Protection Policy covers off-site visits and ventures and residential activity. In particular, trip leaders must note from that policy:

- guidance on acceptable behaviour and avoiding unnecessary contact
- suitable 'employment' checks are made on volunteers and other responsible adults who support these ventures in line with guidance, including DBS requirements and appropriate qualifications

External providers or outdoor centres must be drawn from the Outdoor Education, PE and Sport Service's vetted database, which confirms that safety management checks are in place.

**Note:** Should any other instructor or provider be recommended or found, reference would first be made to the Outdoor Education, PE and Sport Service to ensure that suitable safeguarding steps and checks are taken.

## **RISK AND BENEFIT ASSESSMENT**

As part of planning an off-site activity, the process below must be followed:

- There must be an analysis of the benefits of the activity translated into clear objectives and expectations
- There must be an assessment of the risk of harm and its likelihood made, followed by putting clear control measures in place so that they can be satisfactorily managed
- A pre-visit by key staff is considered an essential part of reviewing the location and its ability to realise the benefits and be managed. Very well known and used sites may be checked by contacting key personnel prior to re-visiting and web-based information is increasingly available and useful
- All the County approved off-site locations are managed by a site-specific agreement with the Outdoor Education, PE and Sport Service detailing management procedures.

## **INCIDENTS AND EMERGENCIES**

Guidance from the Outdoor Education, PE and Sport Service is used to prepare leader and base-contact checklists and contact details. The incident management checklist is also available for use

The Children's Services Incident and Emergency 'Establishment Plan' is to be used as the basis for all incident and emergency response

Any concerns or 'near-misses' are discussed with the EVC to consider changing strategies and are reported to the Outdoor Education, PE and Sport Service where necessary or if the information is useful.

### **MONITORING AND REVIEW**

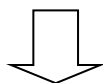
Outdoor learning/off-site and educational visits are to be monitored by trip leaders and the EVC in the following ways:

- individual staff reviews contribute to the feedback on the quality of ventures and recommendations for the future
- the Headteacher or EVC reports to governors on an annual basis as to the effectiveness of the overall programme
- any good practice is celebrated by sharing with other trip leaders through an annual INSET session. Complaints are reviewed through the schools complaints procedures and in conjunction with the LA where appropriate
- the policy is reviewed every three years or as required if regulations, guidance or circumstances change

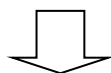
## APPENDIX 1

### Flow chart for Trip Leaders (Refer also to guidance on Evolve and in section 10.03 of the Staff Handbook)

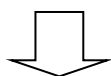
- Discuss proposed visit with SLT line manager and EVC (R.Osborne) and gain consent
- Determine which category of visit / activity it is
- Category 1 and 2 activities must be submitted at least 4 weeks prior to start date
- Category 3,4 and 5 activities must be submitted at least 8 weeks prior to start date as they require LA approval



- Complete a finance form (available in new structure, whole school, trips) and submit to the Director of Business and Finance (T.Finch) (with the sole exception of local PE fixtures (excludes optional extra activities)
- Charges for each activity must comply with the Charging and Remission Policy
- Complete an application form using the online system EVOLVE at [www.hamshireoutdoors.com](http://www.hamshireoutdoors.com)
- Upload all relevant itinerary and risk assessment to Evolve
- Risk assessments must be signed by the trip leader and the EVC: no trip to depart without a signed risk assessment
- Once approval has been received by the EVC and Director of Business and Finance, proceed with the following

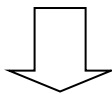


- Book tickets and transport (including booking of minibus if applicable)
- Submit parental letter to Business Support Manager (D Brettell) for approval and completion with clear information as to which students are eligible.
- Confirm arrangements for payments / instalment schedule with Finance Department (J. Carruthers)
- For students receiving pupil premium funding please refer to D. McConn-Finch for clarification regarding the level of financial support which can be offered
- Distribute letters to **all relevant students at same time** – D. Brettell to be advised so that parents are informed via text message and copies of the letter posted on the school website
- Check trip insurance. Either covered by HCC policy or included in package via third party \*
- Carry out ballot to confirm students if oversubscribed
- Distribute medical forms / information packs
- Upload student lists to Evolve



- Trip Leaders ensure information packs are given to accompanying staff and briefing meetings arranged where appropriate
- Order any currency required 2 weeks prior to date of trip from Finance
- Finance Department to run a payment report weekly / after instalment dates and no later than 2 weeks prior to the trip departure date and give to Trip Leader
- Trip leaders **must** ensure **all** payments made and income received 1 week prior to commencement of trip. For non-curricular trips non-payment could jeopardise place on trip. For curricular trips insufficient funding from voluntary contributions may necessitate the trip being cancelled.
- The Director of Business and Finance, the Finance Department and the Trip Leader will agree the appropriate action taken to be taken to ensure this payment is met before departure.
- Request annual medical form from Business Support Manager.
- Request mobile phone from Business Support Manager.
- Copies of the information pack containing register, accurate medical information (for high risk trips and visits only) and contact details must be given to V. Vacher, both EVCs (R. Osborne and J Oldroyd. RO and JO must be named contacts on the Evolve form. Trip Leaders must leave at least one mobile contact number as part of this pack.
- First Aid kit and school mobile phones\* collected from the office (currency where applicable).
- HCC Emergency procedures cards **must** be carried by trip leaders and these procedures followed
- Key to gate is collected if returning after school hours
- Clear H&S guidance given to staff and students in accordance with school procedures

*\*Refer to Staff Handbook on the use of personal mobile phones for school trips re: safeguarding*



## On return

- Return unused currency, mobile phones, First Aid Kit to appropriate office
- After the trip, injuries or accidents to be reported using the appropriate forms
- De-brief with EVC where appropriate
- Make any insurance claims if appropriate
- Reclaim any insurance deposits held
- Hand all receipts relating to trip expenses into Finance Department to enable final financial reconciliation of trip to be completed within 2 weeks
- Evaluation and key learning points for future trips identified
- Complete 'evaluation of trip' on Evolve
- Follow up actions as required to any student behaviour issues

## Insurance information \*

All school trips both in the UK and abroad are covered by our School Journey Policy with Hampshire County Council with the exception of the following:

- Those which involve hazardous activities - for example winter sports
- Those trips which are organised by a third party where insurance is part of the trip package
- Any student or member of staff who has been advised not to travel for medical reasons

If you are organising a trip which involves an activity which may be considered hazardous please contact the Director of Finance and Business who will confirm cover with the school's insurers.

Copies of the HCC insurance policy synopsis, along with emergency procedures should form part of the information taken on the trip

## **Appendix 2 Off Site and Educational Visits Policy**

### **Selection of students**

Oaklands operates a procedure whereby a deadline date is clearly published for applications for a school trip / visit.

It must be clear on all letters regarding trips / visits that replies must be handed into the Finance Office.

On the closing date for the trip / visit, should it be oversubscribed, a transparent draw will take place. After the trip is 'full' the remaining students' names will continue to be drawn to form a waiting list. These students would then be offered places as they arise. The only caveat to this is as follows: if the places allocated have had to include a gender balance, then the waiting list will operate on the basis that if a female student cannot go, the next female student on the waiting list is allocated the place; similarly for male students.

The school does not operate a 'first come, first served' policy. However, places must be reserved in advance for any Child in Care on roll who may wish to attend any curriculum related trip /visit.

With regard to Residentials to St Cassian's it may be deemed that certain students would benefit from attending e.g. students who have been recently bereaved and young carers and in keeping with the ethos of the school, we would always seek to allocate places to such students in these circumstances.

The school does not operate any other criteria such as age, gender (unless it relates specifically to the nature of the activity e.g. sporting fixtures / tournaments), how many other visits the students have been on or the students' behaviour record (unless there needs to be serious consideration given to the current behaviour of the student and the impact this may have on the smooth running of the trip and/or Health and Safety of the other students and staff).

### **Selection of staff**

Staff must be allocated to school trips /visits based on the following criteria which relate to risk management:

- competence
- qualifications
- previous experience of the activity
- knowledge of the students, the location or the specific activity being undertaken

Staff must be allocated with regard to the age and gender balance of the students attending the trip /visit.

Staffing must meet the required ratios for any school trip /visit

Staffing can comprise of teaching staff, LSA's and support staff but this must be managed to ensure the appropriate balance given the nature of the activity and the students attending. It may also comprise of other adult volunteers known to the school e.g. former members of staff, provided they hold current CRB's and meet the criteria for risk management above.

Colleagues must consider the selection of staff on the smooth running of the rest of the school and ensure impact is limited across departments wherever feasible.

Staffing for any trip should be as balanced as possible to allow for younger or inexperienced staff to be included and to learn about educational visits / activities from more experienced and / or senior staff. There must, therefore, be equality of opportunity for staff to participate in trips / visits.

### **Appendix 3**

#### **Alcohol and school trips: protocols**

Around alcohol, the instructions will be group and visit specific. The following guidelines are minimal:

- When on a school trip the laws of the United Kingdom will apply at all times (a condition of attending the trip) no matter which country the trip is visiting.
- Students over the age of 18 may consume one 125ml glass of wine (no more than 13% alcohol) with a meal or the equivalent in alcoholic content on a separate occasion at the discretion of the Group Leader providing parents have been informed that this will be the protocol and have given their prior consent.
- No spirits are to be consumed.
- Alcohol may not be taken into or consumed in private rooms. If staying in a hotel, the management must be asked in advance to remove the contents of any mini-bar that private rooms may have.
- Any students found to have taken with them or purchased alcohol must be dealt with in accordance with the Behaviour Policy
- The trip leader of any residential (in this country or abroad) will determine, within staff / student ratios which members of staff may drink alcohol, up to two 125ml glasses of wine (no more than 13% alcohol) or the equivalent in alcoholic content with a meal in the evenings, ensuring that this is reasonable and proportionate. It must not compromise the duty of care to the students and does not call into question the professionalism of the staff whilst representing the school.
- If students are visiting e.g. a vineyard and it has been agreed in advance with parents that students may buy 1 bottle of the produce to take home to their families, then the staff must take this from the students directly after purchase and return it immediately prior to cases being packed for the return journey home or distributed as the students leave the coach.