

STROUD SCHOOL: TRIPS AND VISITS POLICY & GUIDANCE

This policy is applicable to all pupils including those in the EYFS

Introduction

At Stroud School, we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Some trips directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend children's knowledge of the world. The common factor is that they all make an essential contribution to pupil's development and education in the broadest sense of the word.

All offsite activities are planned and run with the following criteria in mind:

- Activities should have an educational value to the participating pupils, in the broad sense described above
- Activities should conform to the highest possible standards of safety for all involved
- Where payment is involved, activities should give value for money to parents

The School has regard for the DfE guidance (Health and safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies, February 2014 available at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf) and the HSE advice in the organisation of Trips and Visits. All off-site school activities, without exception, conform to the following procedures.

Responsibilities for Activities

The Head or Deputy Head Pastoral, on behalf of the Governors, gives permission, in principle, for an activity to take place. The Deputy Head Pastoral acts as the School EVC (Educational Visits Coordinator) and in the Deputy Head Pastoral's absence the Deputy Head (Academic) will act as EVC. Permission is given on the basis that detailed planning and risk assessment is undertaken by the Trip Leader, who will be leading the activity as it takes place. The Trip Leader's planning and risk assessment responsibilities are overseen by the EVC who ensures that all aspects of planning for the activity, as detailed below, have been covered. When satisfied that all planning is complete, especially with regard to safety, the EVC gives final permission for the activity to take place. The activity cannot take place without this permission.

The Trip Leader takes overall responsibility for the safety of students during the activity, and will have been judged by the EVC to be competent in assessing the risks due to any hazards likely to be encountered during the particular activity. The Trip Leader also takes overall responsibility for the behaviour of pupils during the activity.

Other supervising adults also take responsibility for the safety and behaviour of students during an activity, under the direction of the Trip Leader. All supervising adults do their best to ensure the health

and safety of everyone in the group, and act as any reasonable parent would do in the same circumstances.

Planning Activities

The Trip Leader is responsible for the detailed planning of the activity. This planning will encompass factors such as: venue, timing, facilities required, transport, insurance, supervision ratios, informing parents, financial planning and emergency arrangements (N.B. this list is not exhaustive).

The Trip Leader, in consultation with the School Matrons as necessary, will decide on the level of first-aid cover which will be required for the activity including the number of first-aiders in the party and the number of first-aid kits that will have to be carried. The School Matrons will produce a list of pupils, their medical needs and GP contact details for staff. This will be emailed as a PDF for staff to access on iPads, and paper copies will be available for the Trip Leader and any assistants/ volunteers.

The Trip Leader is also responsible for creating a detailed risk assessment for the activity and will undertake on-going risk assessment during the activity. If swimming in a swimming pool is a possibility on a School trip, this must be covered in the risk assessment. When planning a higher risk activity involving caving, climbing, trekking, skiing or water sports (other than rowing), schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales). This information is included on the risk assessment documents.

When planning trips, the trip leader is to pay due regard to the recent terror threat guidance released by IAPS.

For activities taking place outside the School's normal working hours, the Trip Leader will ensure that there is an appropriate school base contact who can be contacted in the event of an emergency (this would usually be the School Office, or the Head).

Supervision

The Trip Leader should liaise with the Head/Deputy regarding a suitable adult: student ratio relevant to the activity. Whilst there is no legal requirement regarding ratios for KS1 upwards, they will depend on the nature and location of the activity and the age of the pupils. On all trips, including Early Years Foundation Stage trips, the risk assessment will include an assessment of ratios required. The School's recommended ratios are:

Ratio	Pupils' Year Group
1:4	Early Years
1:6	Years 1- 3 inclusive
1:10 (1:8 for residential)	Years 4 – 6
1:10 (1:8 for residential)	Years 7 upwards
1:8	All visits abroad

For some types of activity, identified in 'Planning Activities' above, a higher ratio of adults (with a minimum of 2 adults) is appropriate. The Trip Leader should always look to staff the trip from members

of Stroud staff in the first instance. The Trip Leader should check the proposed staffing with the Head or Deputy. Supervising adults who are not members of staff must be DBS checked if they are likely to have sustained or unsupervised contact with pupils; this would include all adults participating in overnight trips.

If a leader or helper is the parent of a young person taking part in a visit, there is the potential for them to be distracted by the needs of their own child when their responsibility extends to all or some of the group. This could compromise group management, particularly if there is a serious incident. The potential to be distracted can be avoided if a parent is not allocated a leadership role with direct responsibility for their own child. Sometimes this may not be possible (e.g. when a class teacher has their own child in their class). In this case consideration should be given to other ways to manage the risk, for example by ensuring that other leaders are available.

This means for Stroud

- The Trip Leader cannot have their own child on the trip.
- Whenever possible we would not take teacher-parents of children on the trip, but if this cannot be managed then we would have to make sure that staff did not have their own children in their groups.
- Staff should not be the sole member of staff in a mini bus if their child is in it. (This may prove difficult for sports fixtures and a contingency plan need to be made.)

Risk Assessments

DfE guidance suggests that a written risk assessment is not required for every visit, and schools should make the decision about when to carry out a risk assessment and when to commit a risk assessment to writing. However, where a risk assessment is carried out, the employer must record the significant findings of the assessment. A risk assessment is not needed every time a school takes pupils to a local venue such as a swimming pool, a park or a museum, **however the decision at Stroud is to maintain written risk assessments for all educational trips and visits.**

Written individual consent is usually only requested for activities that need a higher level of risk management, those that take place outside school hours or high-risk activities and residential visits. A 'one-off' blanket consent form may be used for parents to sign when their child enrolls at the school, but parental consent will still be sought for all trips. Parents will be told of each visit and of any extra safety measures required, and may request to withdraw their child from any particular visit or activity. Pupils withdrawn from a trip or visit will still be expected to attend school as normal and an alternative programme will be created for the duration of the trip or visit.

Preparing Pupils for the Activity

The Trip Leader will ensure that all students, particularly those with special needs, are capable of undertaking the proposed activity and that they understand beforehand what will be expected of them during the activity, particularly with regard to behaviour and safety. Where necessary medical arrangements will also be discussed, including looking after, administering and making available medicines. It may be appropriate for training to take place beforehand e.g. campcraft training for overnight camping trips.

Communicating with Parents

Parents will be informed in writing/email of any off-site activity unless it is a regular part of the school curriculum. Parental consent will always be sought for residential activities, adventurous activities and visits abroad. Pupils cannot participate in such an activity without specific parental consent.

In order to be in a position to give their consent, parents will be given all necessary information about the activity, including dates and locations, likely costs, planned activities, location and times of departure and return, mode of travel, accommodation (with security and supervisory details), emergency contact details, standards of expected student behaviour, money and clothing required by pupils.

It is the responsibility of parents to inform the Trip Leader of any relevant information regarding the pupil, including medical issues, and to give contact details for themselves and the pupil's GP. Parents will be required to give contact details and consent for their child to receive emergency medical treatment in the event that they cannot be contacted.

Transport

The Trip Leader is responsible for arranging suitable transport for the activity. The Trip Leader will take into account passenger safety; the length of the journey; the competence of the driver; that the driver is insured (refers to the EYFS Statutory Framework 3.65 and 3.66); contingency arrangements in case of breakdown or emergency and supervision of the pupils.

The Trip Leader will have particular regard for the safety of the pupils whilst travelling, including crossing roads, waiting at pick-up and drop-off points, during rest breaks and during a breakdown or emergency. Frequent head-counts will be taken when the group is getting off or onto transport.

Where school minibuses are used, the Operations Manager is responsible for ensuring that the driver has a valid driving licence for minibuses and has undertaken appropriate training.

If the group is using a private coach or bus, the Trip Leader will ensure that it is hired from a reputable company (usually delegating this task to the School Office) and will ensure that the vehicle is operated in a safe manner at all times.

Transport by private cars is not encouraged by the School, but is occasionally necessary. The driver of the car will confirm to the School that the car is roadworthy and an appropriate driving licence is held. The School's insurance will cover the journey. For guidance see [Child Protection Policy section 6: 'Practical Advice'](#).

Insurance

The School's insurance policy covers pupils and supervising adults during off-site activities. It carries specific endorsements for activities such as skiing. A copy of the policy can be provided to parents on request. Parents can buy their own insurance if they feel that the School's policy does not provide adequate cover.

Residential Visits

The Trip Leader is responsible for ensuring that suitable accommodation is used on residential visits. For mixed groups, there will be at least one supervising adult of each sex. There will be separate male and female sleeping facilities for pupils and adults. Security arrangements will be in force to stop unauthorised visitors.

On arrival at the accommodation, the Trip Leader will ascertain that appropriate fire safety arrangements are in place. The Trip Leader will check with the manager of the accommodation that fire alarms and fire exits are operational, and will instruct the group on emergency evacuation procedures.

Host Families

When a school directly arranges host accommodation for children, then the school is a regulated activity provider and should request a DBS check (with barring information) for the host. If the school does not directly arrange the accommodation but brokers an arrangement direct between families, which the school can evidence is a private arrangement, the hosting would not be considered regulated activity and a DBS check is not required.

In either situation, pursuant to our general safeguarding duties, the school should take care to provide sufficient information to parents and pupils about the arrangements, including what is in place to support pupils who have concerns over their safety.

In discussion with the Head, Stroud School will either:

- A) Request and perform a full DBS check (with barring information) on anyone aged 16 and over in the household where we intend to ask to host pupils from another school; and ask that the school who will be providing host families for our pupils does the same. Risk assessments on host families will be recorded as requested by [Annex E of KCSIE 2020](#).

- B) The school will act as 'broker' for the hosting arrangement and coordinate email sharing between families so that they can satisfy themselves with the suitability of the host family (which works both ways when we are the hosts).

Visits Abroad

The School strongly recommends to Trip Leaders that visits abroad are organised through a reputable, properly licensed tour operator, who will take responsibility for arranging transport, accommodation, itinerary and other aspects of the trip. The Trip Leader, however, still retains overall responsibility for the safety and well-being of the group at all times.

Trip Leaders will be familiar with local customs and culture, currency, food and drink and emergency procedures, and will prepare pupils accordingly. The Trip Leader will ensure that pupils' passports are in order, and that pupils who are not nationals of an EU member state will be able to re-enter the UK on return. Full details of the visit will be available at school while the visit is in progress.

Emergency Procedures

Adults supervising an off-site activity have a duty of care to ensure that pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would.

The Trip Leader would normally take charge in an emergency. When appropriate, the Trip Leader will alert the School through the pre-arranged school base contact. At this time, the School's Critical Incident Management Plan will be implemented. These procedures are detailed in a separate document, but in essence involve the setting up of a Critical Incident Management Team on the School site which takes over management of the emergency and liaises with the Trip Leader.

Related Documentation:

[Child Protection Policy](#)

[Critical Incident Management Plan](#)

[Health and Safety](#)

[First Aid Policy](#)

TRIPS AND VISITS GUIDANCE FOR STAFF

Guidance for all trips including residential and overseas trips: including EYFS trips.

Offsite Procedures

Before organising any trip, either residential, or day trip you must ensure that have read the Trips and Visits Policy which can be found on the school intranet and website. All Trips paperwork can be found on the intranet:

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After you have read and familiarised yourself with the policy please follow the guidelines below:

- 1 Complete the from 'Off site visit preliminary approval form'. This can be found on the school intranet. This is to be used to give a brief outline of your proposed trip. Once you have completed the form it must be passed to the EVC, as early as possible, for approval. You must not proceed with booking the trip until it has been approved.
- 2 Once approval has been given, any coaches that need to be booked must be done so through the office. Booking forms are available in the office or on the intranet.
- 3 A letter should be sent to parents outlining the details of the trip, including the cost. Attached to the letter will be a Stroud School Trip Consent Form. If transport is by school mini bus and during school hours, with no cost to the parents, a consent form is not required. Blank copies are available in the office as well as on the intranet.

Delete any details not relevant to your trip and hand the form into the office, along with the letter to parents. The office staff will ensure all consent forms are returned.

- 4 Risk Assessment forms are available on the intranet for downloading or also in the school office. The same form **MUST** be used for all trips and for the whole school. Staff can either download the form and type the risk assessment or handwrite.

If the venue has their own risk assessment, it must be attached and referred to within the one you are producing.

Once completed the risk assessment must be handed to the EVC at least 1 week prior to the trip taking place.

- 5 Emergency Contacts

- Day Trips

One or two days before your trip ask the office for emergency contact lists

This information must be taken with you on the trip. To assist with data protection, all contact information should be stored electrically on the trip leader's ipad.

- Residential

2 weeks prior to the trip ask the office to print off the residential contacts form

These will be sent home and the office staff will ensure they are all returned.

They will then be passed to Matron for checking before handing to the group leader.

All staff going on residential trips will be given a Staff Health Questionnaire. These can be obtained from the office or from the school intranet

Once completed they will be held by the group leader, they will be shredded or deleted after the trip.

6 When leaving for the trip the following information must be left in the school office.

- Day Trips

Signed and reviewed risk assessment

Register of pupils on the trip, including transport register where applicable

- Residential Trips

Signed risk assessment

Itinerary

Register of pupils on the trip, including transport register where applicable

7 During the Visit or Activity

Primary responsibility for the safe conduct of the visit rests with Trip Leader. The Trip Leader has sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. The Leader may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Ensuring a final and correct list of all pupils and staff on the school transport is left with the School Office.
- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
- Checking that all pupils wear their seat belts.
- Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
- Enforcing expected standards of behaviour.
- Ensuring children's emotional needs are met.
- Looking after - or reminding pupils to look after - valuables

- Keeping an account of all expenditure.
- Recording all accidents, injuries and near misses.

Generally pupils are not permitted to bring mobile phones on school trips unless there are specific circumstances that have been discussed with the Head (e.g. diabetic child). School walkie talkies are to be taken as an extra precaution on specified trips (e.g. section treat to Paultons Park).

Illness or Minor Accidents

If a pupil has a minor accident or becomes ill, the Trip Leader, or another member of staff will take him/her to the local hospital or clinic. If the trip is outside the UK, the Trip Leader will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. At Stroud School we expect the Trip Leader to phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

Emergency Procedures

In the event of a serious accident resulting in the death or injury of one or more of the pupils or staff, the Trip Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital.

The following tasks are a priority order checklist for the Trip Leader:

- 1) Ensure that the rest of the group are safe and looked after
- 2) Inform the Head or on-call member of the SMT of what had happened
- 3) Give as full, calm and factual account as the circumstances permitted. Where the full facts have not yet emerged, the Trip Leader should say so, and ensure that follow-up communications with the school are maintained.
- 4) The Trip Leader also needs to arrange (perhaps using the Deputy Leader or another member of staff) for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas.
- 5) A full written record should be kept of the incident, the injuries and of the actions taken as soon as possible.

At Stroud School, depending on the nature of the incident, we may implement our own Critical Incident plan for informing as swiftly as possible both the families of the injured, and the families of those who are unhurt. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use mass communication methods (SMS, email, messages on our web, local radio) for communicating with those whose children are not affected).

Where possible, communication with the media should be left to the Head or (in their absence) a member of the senior management team. The Trip Leader should refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge. Pupils and staff should be discouraged from talking to the media.

Delayed Return

If a visit is delayed by more than 30 minutes, the Trip Leader should phone the school office, or the designated out of school hours contact, who will in turn phone all the parents on their contact numbers to alert them to the delay and the revised time of arrival.

On Return

Each Trip Leader is asked to provide the head with a report of any accidents or near misses on their return. Personal observations and lessons learned are always valuable. The Trip leader should return all school property, together with a report of any lost or damaged property. [The Trip Leader should also remind all staff to delete any records of pupils' mobile numbers, and medical records that they may have acquired during the visit. Any photographs taken on personal devices must be transferred to the school drive and deleted from all applications on the device.

Residential/Overseas trips:

More detailed procedures for foreign/residential trips are given below:

The suggested time frames may not always be possible to adhere to – however the key steps in notifying parents and in obtaining permissions must be followed, as set out.

Approx 10 months in advance: After Permission is granted by the Head

- Write preliminary letter outlining the purpose of the trip, the programme, the expected maximum cost and the expected code of behaviour for pupils. Ask for expressions of interest/acceptance, together with a deposit by a specific date/payment as necessary. See Trips paperwork – Form 02 Consent form for trips
- At Stroud School these letters should always be cleared in advance with the Head
- Brief the pupils about the visit, its dates and purpose
- Check names of all pupils wishing to participate with the school Matron. Discuss with the Head and Matron any concerns about special arrangements that may be required for handling any specific medical or SEN issues.
- For residential trips, collect payment/deposits and arrange with the Finance Manager to set up a unique cost center in the school accounts for the trip, as necessary.

- For residential trips, arrange for the Finance Manager to pay deposits on hotels, flights, activity center etc/the costs of tickets.

Approx. 3 Months in Advance

- Finalise the costs with the travel company etc.
- Insist that all coaches are fitted with seat belts. (This may not be possible in every country).
- Work out the cost for parents (including contingency to cover delays etc).
- For foreign trips; inform parents of the medical and visa requirements. Advise parents of non-British passport holders that they are responsible for ascertaining the visa requirements of the country to be visited.
- Arrange for the Finance Manager to bill parents for the balance of the cost of the trip as necessary
- Arrange for the Finance Manager to pay the balance to the airline, hotel, travel company etc.
- Arrange for staff to have their mobile phones available for the trip, with data roaming activated as necessary, and for the school walkie-talkies to be available as necessary.
- Brief and prepare the pupils in advance.
- Ensure that they are given plenty of advance notice if they need special equipment (e.g. for skiing).

Approx. 6 Weeks in Advance

- Give the Finance Manager details of requirements for foreign currency.
- Arrange a meeting with parents to brief them on all aspects of the trip, including:
 - The itinerary, including the meeting and collection points.
 - Contact details for the hotels/hostels/ names and addresses of the host families.
 - The money, kit and equipment that the pupils need. [The dress code of the country].
 - The medical [and visa as necessary] requirements. The medical form will either be issued to parents at this meeting or sent home to be checked, updated and amended
 - An overview of the risk assessment and ensure that copies are available for parents wishing to read it.
 - The expected standards of behaviour, and the potential risks of irresponsible behaviour and the ground rules for behaviour and non-permissible purchases (e.g. laser pens, knives, lighters, fizzy drinks etc).

- Remind parents those pupils who ignore or flout the behaviour code risk being sent home at their parents' expense. Pupils remain subject to school rules throughout the visit.
 - Arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances.
 - Arrangements for communicating with parents in the event that the return is delayed.
 - The need to notify the school in the event of contact with an infectious disease within four weeks of travelling.
 - The reasons why a completed consent form is essential.
 - The need for a copy of each pupil's passport and a European Health Card.
- Issue the Staff Health Questionnaire.
 - Send home a consent form to be completed with specified return date (if not already done so)
 - (If appropriate,) book picnic lunch from Catering Department
 - Brief pupils on expectations of standards of behaviour and cultural differences.
 - Book travelling first aid kit from Matron

2 Weeks in Advance

- Chase parents who have not returned their acceptance and medical forms. Remind them that their child cannot participate unless the forms are received within the specified time before departure.
- For foreign trips; obtain photocopies of passports for all staff and pupils on the trip
- Check all tickets for accuracy as necessary. Store them in the school safe until collection.
- Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the Trip Leader, Deputy Leader and other accompanying staff, and emergency procedures.
- Prepare packs for the School Office, the Head and for each member of staff on the trip, that contain the following information:
 1. The itinerary (including address, phone numbers etc of all locations where the party is staying).
 2. The Group Leader's mobile number
 3. Mobile numbers of all participating staff,
 4. A list of pupils, together with copies of their parental contact forms (which includes details of each pupils' medical conditions),

5. Staff Health Questionnaire
6. Copies of all passports and travel documents for foreign trips.
7. Emergency contact numbers for the Head /Deputy Head(s)/, Member of the SMT designated to be on-call.
8. Out of hours contact details for the designated senior teacher on call in case of emergency
9. The address and contact details of the nearest British Consul for foreign trips.
10. On hosting visits, the names and contact details of the host school and the host family that are accommodating each pupil.
11. A copy of the tickets, travel insurance document (including emergency contact details).
12. A copy of the risk assessment.
13. Location of local hospital

The Day Prior to Departure/The Day of Departure

- Collect tickets (and foreign currency for foreign trips) from the safe.
- Give trip information packs to designated school recipients and to other staff participants
- For foreign trips, if deemed necessary in a risk assessment, give each pupil the names, addresses and phone numbers of their accommodation
- Remind pupils about the rendez-vous, dress code, standards of behaviour etc.
- Remind pupils of the potential risks of irresponsible behaviour
- For foreign trips; Remind pupils to bring passports and European Health Cards (these work as before until December 2020- after this point advice will be sought on new regulations). Ask to see each passports and European Health Cards.
- Collect traveling first aid kit(s). Check contents.
- Collect packed lunch as necessary
- Collect walkie-talkies and chargers as necessary
- Sign office copy of the risk assessment to confirm no changes and document review
- Double check any transport booking details.

During the Visit or Activity

Primary responsibility for the safe conduct of the visit rests with Trip Leader. The Trip Leader has sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. The Leader may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Ensuring a final and correct list of all pupils and staff on the school transport is left with the School Office.
- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
- Checking that all pupils wear their seat belts.
- Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel.
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
- Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
- Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
- Enforcing expected standards of behaviour.
- Ensuring children's emotional needs are met.
- Looking after – or reminding pupils to look after – passports for foreign trips, and other valuables
- Storing cash, and tickets in the hotel safe.
- Keeping an account of all expenditure.
- Recording all accidents, injuries and near misses.

Generally pupils are not permitted to bring mobile phones on school trips unless there are specific circumstances that have been discussed with the Head (e.g. diabetic child). School walkie talkies are to be taken as an extra precaution on specified trips (e.g. skiing and French Trip).

Post Visit- Within a week

Write a report on the successes and lessons of the Trip for future years. It may be useful to draft an article for the Stroud Report at the same time.

Appendix 1: Exchange Visit Guidelines

This guidance is designed to complement the Trips and Visits Policy and the Trips and Visits guidelines in the staff handbook and information is not duplicated here. These guidelines cover situations unique to exchanges, where students are in the residential care of a host family.

1. Clear aims and expectations should be set out for each Exchange, both in writing (normally aims in the initial letter, expectations closer to the visit) and at any appropriate meeting. These will vary according to the number of pupils and the year groups involved, as well as according to details specific to each visit.
2. The school regards the pairing of families for exchange visits as a private arrangement between the host families and does not accept any liability for carrying out any checks. A letter needs to be sent to both sets of parents asking them to confirm that they accept responsibility for the hosting arrangements and that the exchange is a private arrangement between the two families.

The following wording should be put into the initial letter and the parents' signed response filed.

The school regards the pairing of families for exchange visits as a private arrangement between the host families and as a consequence does not carry out DBS checks on the host families. Please sign below to confirm that you accept responsibility for the hosting arrangements and that you understand the exchange is a private arrangement between the two families.

3. The organiser in each school needs to carefully consider applicants from their school and their families and specify what every host is expected to provide, especially in respect of what the sleeping arrangements will be and which meals are provided. Parents must be aware of the risks of involving their guests in hazardous activities such as skiing or swimming, and should obtain prior permission if they intend to do so.
4. When the pairing arrangement is reciprocal and the overseas pupil with whom the UK pupil stays will then stay with the same pupil in the UK, parents are encouraged to make direct email and telephone contact with the overseas exchange family and pupil in the months prior to the first exchange visit to ensure they are happy with the pairing, and to reassure themselves of the hosting arrangements.
5. Risk Assessments are to be completed in conjunction with the EVC. They should be specific to emergency and child protection issues. While on visits abroad, there is a substantial requirement for on-going risk assessment, for example on trips organised by a host School. Safety standards applied by the host country are accepted as the norm, but staff should not be reluctant to take appropriate action (e.g. abandon or curtail an excursion) if they have concerns.

6. In the case of an exchange: Partner schools should provide a written statement (e-mail is sufficient) to confirm that they are not aware of any child protection or other issues which would make any family they have selected to take part in the Exchange unsuitable to host. This statement is to be kept on file.
7. For other trips where host families are used: Since UK DBS legislation does not cover overseas exchange settings, it is vital that the local agent has clear policies on the selection and vetting of its hosts. These should be requested before bookings are made and forwarded to the EVC, AHCC and the trip leader for checking and verification.
8. It will be normal practice for there to be a parent information evening for residential visits to allow parents to give fully-informed consent to the planned visit. The published programme (as approved by EVC) should be presented. Ensure all parental consent forms and medical forms have been received. Inform parents of different standards in different countries e.g. Different laws about seatbelts.
9. Student briefings should take place just before the visit. Ensure students know the codes of conduct. Provide emergency numbers of the country in which you are staying and of staff contact numbers. Ensure students know where staff are staying.
10. While engaged on the visit, pupils must have the ability to contact Stroud organising staff twenty-four hours a day.
11. Meet students regularly throughout the exchange. During the visit: Liaise closely with teachers and take prompt action if any concerns arise in host families. If something serious occurs, a procedure should be in place to move a student from a family quickly and without undue stress to all parties concerned. Let parent(s) know of any change to plan.