



THE
PORTSMOUTH
GRAMMAR
SCHOOL

The PGS School Trips Policy and Procedure

Contents

1.	Introduction	3
2.	Responsibilities for Trips	3
3.	Training	3
4.	Planning Trips.....	3
5.	Off-site activities within walking distance of PGS.....	7
6.	Health/ Pastoral / Safeguarding Concerns	7
7.	Junior & Senior School procedures for organising off-site trips.....	8
8.	Supervision.....	9
9.	Transport.....	12
10.	Risk of Terror Attack.....	13
11.	Staff Conduct on Trips	14
12.	Trip Audits	14
13.	Other Providers	15
14.	Risk-Benefit Assessment.....	15
15.	Parental Consent.....	15
16.	Costs.....	16
17.	Insurance.....	16
18.	Communications and paperwork	17
19.	Trips Abroad	17
20.	Emergency Procedures	18
21.	Related School Policies and Regulatory Framework.....	18
22.	Allocation of Tasks & Version Control	20
1.	Appendix 1 - JUNIOR SCHOOL PROCEDURES FOR ORGANISING OFF-SITE TRIPS.....	21
2.	Appendix 2 - SENIOR SCHOOL PROCEDURES FOR PLANNING OFF-SITE TRIPS	25
3.	Appendix 3 - Off-site activities within walking distance of PGS.....	27

The PGS School Trips Policy & Procedure

1. Introduction

The school places a high value on fieldwork, excursions, visits and organised holidays. Such trips are of enormous benefit and it is central to the ethos of the school to provide the opportunity for educational visits and school excursions. All information and forms relating to trips are available on PGS Online under Trips Documentation and Info.

2. Responsibilities for Trips

- 2.1. Pupils' physical and emotional safety on trips is of paramount concern. The school accepts that trips, visits and outdoor activities cannot be completely without risk and it requires that those staff in charge take all reasonable precautions to protect pupil and staff health, safety and welfare and to minimise the risk of dangerous situations.
- 2.2. Some pupils at the time of a trip may be 18 years or older, but such pupils are subject to the same conditions outlined in this policy and are expected to adhere to the school's usual expectations of behaviour and conduct.
- 2.3. The Educational Visits Co-ordinator (**EVC**), also known as the **Trips Co-ordinator**, is the Surmaster in the Senior School and the Deputy Head (Pastoral) in the Junior School. Their responsibility is to ensure that members of staff are adequately prepared to organise and run trips safely. They support trip leaders by monitoring plans and procedures, assisting with risk assessments and, where necessary, arranging appropriate training, in liaison with the Deputy Head (Teaching and Learning) as appropriate. The Trips Co-ordinator advises the Senior Deputy Head in the Senior School in the drawing up of policy for approval by the Senior Management Team and assists in measures to ensure activity guidelines are followed.

3. Training

- 3.1. The Trips Co-ordinators (Senior School and Junior School) will undertake frequent external training through a reputable external provider, normally updated at least every two years and more frequently if required.
- 3.2. The Trips Co-ordinators (Senior School and Junior School) will lead training sessions regularly for staff intending to lead trips. All staff leading a trip are required to attend a training session led by the relevant Trips Co-ordinator before proceeding with any aspect of trip planning and/or to receive trip-specific guidance.

4. Planning Trips

- 4.1. Some basic principles:
 - 4.1.1 School trips must have clear educational or social value, with clear links to the School Aims and Values, PGS Core and/or the Learning Tree.

- 4.1.2 It is the School's policy to include all pupils who wish to participate in a school activity/trip/excursion regardless of ethnic origin, religion, disability (so long as reasonable adjustments make this participation appropriate), gender etc. However, there may be circumstances when it is not appropriate for a pupil to participate in a trip; attendance therefore remains at the judgement and reasonable discretion of the Trip Leader in consultation with an appropriate member of the Senior Management Team. Thus, any refusal to permit attendance by a pupil should, in normal circumstances, be endorsed in advance by agreement in writing from an appropriate member of the Senior Management Team (Senior School) or Senior Leadership Team (Junior School) - in these circumstances, 'appropriate' could for example refer to an SMT/SLT member with pastoral responsibility for the pupil(s) in question or who is on duty, outside the working week, for a given trip. Reasons for refusal might, for example, include a repeated or significant failure of the pupil or their parent(s) to comply with important trip requirement(s) and/or deadline(s), or if the child's inclusion in the trip would be detrimental to the safety and/or welfare of either themselves or others. Failure to make appropriate payment at the relevant time may also count as a justifiable reason. In the event that a pupil's lateness is such that other pupils' experience of the trip will otherwise be affected, or if a pupil with a significant medical condition arrives without the required medical equipment, or for any other justifiable reason, then the Trip Leader may make a decision to exclude a pupil from a trip without consultation with a member of the SMT/SLT, although this information should be relayed to the appropriate staff member as soon as is practicable.
- 4.1.3 All fieldwork and trips should be organised to minimise disruption to lessons. In the Senior School, they will be planned with reference to the red zones which identify the dates when pupils in a specified year group should not be out of school on a trip. In the Senior School, colleagues are encouraged to organise trips in Enrichment Week, which usually takes place in or around the final week of the academic year.
- 4.1.4 Extended trips (e.g. Modern Language exchanges, Sports Tours, CCF Camps) should take place during holidays as far as is possible and every effort should be made to avoid the erosion of term time - the Senior Deputy Head may refuse permission for a trip on the basis that the associated lesson disruption is considered too great.
- 4.1.5 Where trips are being charged to parents, all associated costs that the school will incur from departure at the school to return at the school must be covered by the charges made to pupils on the trip, unless specifically authorised otherwise in advance by the Bursar.

4.2. The following guidelines cannot be taken as exhaustive and, for some trips, additional procedures will need to be followed. In these circumstances, pupils, staff and parents must be clearly informed. The school refers regularly to HSE and DofE guidance and updates procedure in accordance with:

4.2.1 [Gov.uk advice on health and safety for schools](#)

4.2.2 [Health & Safety on educational visits](#) (DfE, Nov 2018 (still current March 2026)).

Both of these are also available from the DfE website (www.education.gov.uk).

4.3. Trip Leaders undertaking overseas trips must also check regularly for the most up to date government advice at:

4.3.1 <https://www.gov.uk/foreign-travel-advice>

and

4.3.2 <https://www.gov.uk/government/organisations/foreign-commonwealth-office>

4.4. In all cases, staff planning a trip should seek outline approval from the Senior Deputy Head in the Senior School and the Deputy Head (Pastoral) in the Junior School using the Trip Application Form, available on PGS Online. Outline approval must be obtained before any bookings are made.

- 4.5. No trip leader may undertake further steps in planning or running the trip without having undertaken trip leader training with the relevant Trips co-ordinator – ie the Surmaster (for Senior School trips) or Deputy Head (Pastoral) (for Junior School trips) - and/or received trip-specific guidance.
- 4.6. Once approval has been gained, detailed preparations can commence:
- 4.6.1 Communication/ summary of deadlines:
- (a) In the Senior School, the Trips Co-ordinator sends a document of confirmation to the Trip Leader with the deadlines for all the documentation to be completed and the date for the final meeting between the Trips Co-ordinator and Trip Leader. All deadlines need to be met and, for those trips which are authorised at short notice with less than ten days' notice before the trip is to take place, the paperwork is to be finalised within 24 hours of that authorisation. In the event that no specific deadline documentation has been sent, the timings in paragraph 4.6.1 (b) apply.
- (b) In the Junior School, documentation must be submitted to the Trip Co-ordinator as follows: for the Planning Form no later than 10 days after initial permission for the trip has been granted (or within 24 hours of permission being granted if the trip is to take place in less than 14 days) and for the Risk Assessment not less than 14 days before the trip departs (or within 24 hours of permission being granted if the trip is to take place in less than 14 days).
- 4.6.2 The Planning Form and Risk Assessment (RA) should be completed and submitted to the relevant Trips Co-ordinator for checking and endorsement, in accordance with the deadlines in paragraph 4.6.1. The whole process is online via PGS Online.
- 4.6.3 Where necessary, all members of staff attending the trip will complete a Leave of Absence Form in the usual manner and, in the Senior School, following authorisation by their line manager, submit it to the Deputy Head (Teaching and Learning) as soon as possible.
- 4.6.4 The detailed 'Planning Guidance' notes should be followed; the templates for the required forms are found on PGS Online. The Trips Co-ordinators are available to provide help and advice.
- 4.6.5 No trip can proceed until the Planning Form and Risk Assessment have been endorsed and returned online to the Trip Leader, relevant training undertaken with the Surmaster (for Senior School trips) or Deputy Head (Pastoral) (for Junior School trips) and the final meeting between the Trips Co-ordinator and the Trip Leader has taken place.
- 4.6.6 Changes made to the staffing of a trip, up to and including the day of departure, must be reflected on the trip paperwork held in school.

5. Off-site activities within walking distance of PGS

- 5.1. There are a wide range of activities that frequently take place within walking distance of PGS during the school day; see Appendix 3 for specific arrangements relating to these.

6. Health/ Pastoral / Safeguarding Concerns

6.1. Health:

- 6.1.1 Trip Leaders and staff should Trip Leaders should be aware that participating pupils may have health/allergy/significant medical conditions and related issues.
- 6.1.2 In advance of all trips taking place, the Trip Leader must arrange to meet in person with the School Nurse to:
- (a) discuss any relevant medical needs and management relating to a pupil (or member of staff) on the trip;
 - (b) collect and talk through any individual health care plans or further in-depth information/guidance relating to a pupil on the trip or member of staff; training (if required) is also given at this meeting or by alternative arrangement;
 - (c) receive ad hoc auto-injector training should a pupil with anaphylaxis be participating in the trip (in the alternative, this training may be given to the Trip's nominated First Aider if required);
 - (d) take receipt of emergency inhaler packs, first aid packs, as appropriate to the trip and need – these to be taken on the trip and distributed to staff as relevant, and to be returned following the trip;
 - (e) follow, from September 2026, any relevant statutory requirements relating to allergies (eg Mandatory Food Allergy Safety Guidance for Schools/ Benedict's Law) and The PGS Allergy & Anaphylaxis Policy.
- 6.1.3 The communication from the School nurse notifying the Trip Leader that the medical paperwork is ready to collect and discuss will also include attachments – for example, the school's head injury document and a parent medical form to complete.

6.2. Pastoral:

- 6.2.1 Trip Leaders should be aware that some participating pupils may have pastoral difficulties. With residential trips in particular, some serious pastoral concerns may prevent a pupil from being included and, in other cases, allowances or adaptations to the itinerary may need to be made.
- 6.2.2 As such, for all trips, it is vital that the Trip Leader arranges to meet in person with the Senior Deputy Head or the Deputy Head (Pastoral) in the Senior School, or the Deputy Head (Pastoral) in the Junior School, by the date advised in the Trip Co-ordinator's schedule, or as soon as the list of participants is confirmed, to check on the status of pupils who are intending to participate; usually, this should be within 14 days of the trip departing, although early consultation is advised in the case of pupils with known issues of significance. A formal record of this meeting and the confidential information discussed and/or decision made will be retained by the relevant Deputy Head.

6.3. Safeguarding:

- 6.3.1 **All staff are reminded that normal safeguarding procedures operate throughout the school trip, and staff responsibility for safeguarding concerns (as set out in The PGS Safeguarding and Child Protection Policy) remain. Any safeguarding or low-level concerns in relation to pupils or staff should be reported in the usual way. Specifically, all staff are reminded of the need to retain clear boundaries in their interaction with pupils, and all expectations on staff and pupils that are in place in school remain.**
- 6.3.2 Trip staff should ensure that they have full familiarity with the PGS Staff Code of Professional Conduct, the PGS Social Media Policy, the PGS Behaviour & Relationships Policy, the PGS Trips Policy, the PGS Smoking, Alcohol, Drugs and Substances Policy for pupils, and The PGS Allergy & Anaphylaxis Policy as well as being aware of protocols in place in relation to alcohol consumption on trips (see Appendix of the Staff Code of Professional Conduct).

7. Junior & Senior School procedures for organising off-site trips

See Appendix 1 (Junior School) and Appendix 2 (Senior School) for these procedures.

8. Supervision

- 8.1. Staff are reminded that in all circumstances when participating in a trip they are *in loco parentis* and have a duty to take reasonable care of their charges. However, it should never be assumed that what parents would consider reasonable for their children within the family context is reasonable within a group context.
- 8.2. It is essential that appropriate levels of supervision are provided for all trips. The recommended ratio of staff to pupils can be found below; there may well be situations where a higher ratio is required, and these will be identified during the risk assessment process. If a lower ratio is deemed acceptable by the Trip Leader, this must be discussed with the Trips Co-ordinator and agreed, before the Trip Application form is submitted.
- 8.3. For all trips that involve travelling more than 25 miles from school, two members of staff should be present. Any proposal to deviate from this must be discussed directly with the Senior Deputy Head. On coaches there will always be at least two members of staff per coach. Staff should sit throughout the coach to manage behaviour and incidents.
- 8.4. In respect of overnight trips, staff should give careful consideration to the distribution of their sleeping arrangements with regards to the location of pupils. For instance, when staying in hotels, the rooms of pupils and staff should, ideally, be located on the same floor(s). Pupils should be given clear and explicit guidance on what to do in the event of a fire, and staff should keep a written record of which pupils are residing in which rooms. It is good practice to ensure that pupils do not move between one another's rooms and under no circumstances should a pupil of the opposite sex enter another pupil's room.
- 8.5. **Staff: pupil ratios on trips:**

Junior School	Senior School
Trips in the UK: <ul style="list-style-type: none"> Local visits: Reception 1:6 KS1 1:8 KS2 1:12 Country visits/field work: KS1 1:8 KS2 1:10 	Trips in the UK: <ul style="list-style-type: none"> Non-hazardous cultural 1:20 or better Country visits/fieldwork 1:15 In hazardous conditions, according to National Governing Body guidelines (e.g. wild country 1:6)
Trips abroad: <ul style="list-style-type: none"> 1:10 or better depending on the activity 	Trips abroad: <ul style="list-style-type: none"> 1:10 or better, depending on the activity.
Pre-School	
<ul style="list-style-type: none"> 1:4 or better for local trips depending on the activity 	
The staffing ratio and relevant experience of staff on the trip will be considered by the Organiser and Trips Co-ordinator during the planning of the trip. Hazardous and adventurous activities (e.g.	

some Geography fieldwork, climbing and sailing) will require fully trained and suitably qualified staff. Details of qualifications should be verified.

8.6. Parents and volunteers:

Parents and volunteers	
Junior School	Senior School
<p>Parents may be included on a visit, and it is a legal requirement for this person to be DBS checked. They must also comply with the Risk Assessment. The Junior School would seek to fulfil the ratio recommendations with members of school staff in the first instance.</p> <p>On some occasions, particularly with younger pupils, parents will be invited to attend the visit but will not form part of the recommended ratios. In these instances, a check is needed only if the adult is not to be supervised by a member of staff at all times or is a regular helper (regular is defined as more than three times in a month). Those who are “one-off” helpers and are in sight of a member of staff can attend the visit without a DBS check.</p>	<p>Very exceptionally, a parent or volunteer may be required to be included on a visit (e.g. a doctor or Tour Company Guide). It is a legal requirement for this person to be DBS checked and they must also comply with the Risk Assessment. Parents are not included in school trips unless they have a specific role e.g. parents supporting a child who has special medical needs. In any event, such adults should not be in a position of being left alone with pupils.</p> <p>Where it is intended that a parent or volunteer is to attend on a trip, this should be discussed in the first instance with the Senior Deputy Head. No parent or volunteer, including the partner of staff members, should be included within the trip without prior consent and inclusion on the relevant planning forms. N.B. all safer recruitment measures remain in place and no non-staff should attend without consultation with the Senior Deputy Head and the HR Manager.</p>

- 8.7. Changes made to the staffing of a trip, up to and including the day of departure, must be agreed with the Trips Co-ordinator and then reflected on the trip paperwork held by the School.
- 8.8. It is desirable that co-educational groups contain at least one member of staff of each gender. This is particularly true for residential trips. In the Senior School, when boys and girls are present and this is not possible, parents should be made aware of this situation before signing their child up for the trip or as soon as possible thereafter. Staff in charge of trips should book mobile phones from the Helpdesk. At least one member of staff should be competent in First Aid, preferably holding a valid First Aid certificate. First Aid kits are available from the Health and Wellbeing Centre by prior arrangement with the School Nurse. These are standard kits, but special requirements can be accommodated provided two weeks' notice is given.
- 8.9. Each member of staff should receive written or oral instructions specifying his or her duties although ultimate responsibility for ensuring that these duties are fulfilled rests with the Trip Leader. Each member of staff should have supervisory responsibility for specifically named pupils.
- 8.10. Each pupil must know which adult is responsible for them. When responsibility for pupils is divided between school and an Activity Centre the Trip Leader must seek a written statement in advance indicating in what circumstances Centre staff will expect to be primarily responsible for pupil safety and this must be shown on the Risk Assessment. Transfer of primary responsibility between School and Centre must be clear to all pupils and all adults. Dynamic risk assessment/ monitoring should be ongoing throughout the trip. Contingency plans for the unforeseen withdrawal of adult supervisors should be drawn up before each session (for example, in the Risk Assessment).
- 8.11. It is sometimes educationally desirable that pupils are not supervised continuously; staff must use their professional discretion as to how much freedom pupils are given to explore independently. Much will depend on the age and maturity of the pupils concerned and on the potential hazards of the location. The Risk Assessment, including (for trips in Years 9-13) the Plan B section of this document, will reflect this. Pupils in Year 8 and below will not normally be unsupervised on school trips, without the prior consent of the Senior Deputy Head. Staff are urged to err on the side of caution.
- 8.12. When unsupervised, pupils must be given clear instructions regarding acceptable behaviour, to stay in groups of at least three, to stay within a prescribed area, and to rendezvous at a predetermined point at a specific time. Pupils should carry a form of personal identification and the Trip Leader's/staff emergency contact details with them at all times (at the beginning of the trip, these should be noted on pupil phones and issued in hard copy (eg standard cards). In the Senior School, pupils should have at least one member of the group who has with them their mobile phone for use to contact the Trip Leader and two pupils who have the relevant contact information. For overseas trips this should include a note in the relevant foreign language giving the reader instructions on how to contact the trip organiser. Such information should also include the phone numbers with international dialling code and detail phone numbers for emergency services with a short script of how to ask for help.

- 8.13. For all trips, it is permissible for the Trip Leader to carry the mobile phone number of pupil(s) with them in case of emergency, although these must not be retained on personal devices and must be deleted/shredded at the end of the trip. Such instruction for pupils to share their mobile phone number should be made clear in the prior communication with parents.
- 8.14. On any trip, either at home or abroad, there should be regular headcounts, and staff should have written checklists of names and usually photos of the pupils at all times. During any trip pupils should always know how to contact a member of staff in an emergency. Throughout the trip staff will refer to the written Risk Assessment and brief pupils as required on all issues of safety.

9. Transport

- 9.1. For all trips, it is critical to have an accurate list of pupils on the day. The Trip Leader should conduct a headcount before departure and any change to the pupils or staff on the trip is to be communicated to the school office (or, out of school hours, to the designated SMT member) before departure.
- 9.2. The normal set-off and end of trips is PGS. Additional stops to pick up or drop off can cause unreasonable delay and are not to happen, unless in exceptional circumstances which have been agreed by the Trips' Co-ordinator, at least 14 days in advance of the trip. Under no circumstances is such a request to be considered on the day of the trip
- 9.3. Where more than one minibus or coach is being used, an accurate staff and pupil named count for each minibus / coach is to be decided before the day of the trip. On departure, an accurate headcount is to be taken by the Trip Leader / member of staff on the other minibus / coach and that information to be passed to the school office. It is imperative that the pupils and staff remain on the identified minibus / coach for the whole trip and return journey. Only in emergency should a member of staff or pupil travel in the other minibus / coach and this change must be telephoned immediately to the school office AND Trips Co-ordinator before it departs.
- 9.4. Coaches: The Trip Leader is responsible for ensuring that coaches and buses are hired from a reputable company. Seat belts will be requested by all trip organisers at the time of bookings. In countries where there are no seat belts fitted, pupils will be told to remain seated at all times. Additional stops to pick up or drop off pupils can cause unreasonable delay and should only be made at the discretion of the Trip Leader in accordance with Paragraph 9.2 above. Any such arrangement will also be on the clear understanding that if an adult is not present to collect the child, they will have to stay on the coach and be picked up from school.
- 9.5. Trains: Unless agreed specifically by the Senior Deputy Head, groups travelling by train will meet at school and walk either to/or meet at Portsmouth Harbour or Portsmouth and Southsea station. In Years 10-13 of the Senior School, pupils may alight the train along the route with written permission from the parents – this should have been agreed at least two weeks before the trip with the Trip Leader and agreed by the Trips Co-ordinator. In such cases the pupil will text or telephone the parent during the journey to state what time the train is due to arrive.

- 9.6. Minibuses: When minibuses are used, all minibus drivers will be Midas trained. For any journey over one hour the Trips Co-ordinator will decide the minimum down-time before the start of the trip and rest breaks during the journeys. School minibuses will not be taken to Europe. Guidance regarding qualifications to drive minibuses can be found in Minibus Driver notes on PGS Online.
- 9.7. Cars: In exceptional circumstances, private cars can be used for transporting pupils. This would normally not be for pupils below Year 12, and this must be cleared with the Senior Deputy Head at the planning stage. However, teachers must ensure that they have the appropriate licence, and that the vehicle is roadworthy. Seatbelts are to be worn at all times. In appropriate circumstances, insurance is covered by the school's policy, but this should be checked.
- 9.8. Ferries: Pupils can only go on outside decks when closely supervised by a member of staff. For longer trips e.g. to France, pupils should be shown a muster point on the ferry. They may visit other facilities in groups of not less than three. In the Junior School, children remain with the main group other than when going to the toilet.
- 9.9. Flying: Trips involving air travel require close supervision of pupils through passport, baggage and customs check-in. Groups will go through each stage with the teacher in charge of them. The Trip Leader will have responsibility for seeing all other staff with their groups through the various travel stages. Groups of pupils are often split and have to sit in various seats on an aeroplane. Pupils and staff are to sit in the seat allocated by the airline and no changes are to be made during the flight. The Trip Leader must make themselves known to the cabin crew and explain their role.
- 9.10. Junior School requirement for all transport: When travelling on transport, a picture of the complete group list for each vehicle must be sent to JSOffice@pgs.org.uk. This should include the full list of pupils and staff who are travelling in the vehicle along with the registration number or flight number as appropriate. This is not a requirement for Senior School trips

10. Risk of Terror Attack

- 10.1. Trip Leaders should ensure that the trip destination has been thoroughly investigated, routes researched, and any potential risk posed by the threat of a terror attack has been considered and mitigated. This might mean for example that a venue such as a high-profile concert hall or a museum are contacted beforehand to verify that acceptable security procedures are in place, or that a walking or driving route is changed to avoid a particular area. The level of terror alert does vary, and staff should be aware of this.
- 10.2. Pupils travelling to an area that might be considered vulnerable to an attack may require an extra level of vigilance from pupils and staff and pupils should be briefed about a well-known meeting point, and a reserve meeting point for pupils to gather in the event that they are scattered, and communications are difficult. Senior School pupils are informed of the government's 'Run, Hide, Tell' advice for how to act in the event of a terror attack.

11. Staff Conduct on Trips

- 11.1. Staff are reminded that they are *in loco parentis* throughout a trip, and their conduct should reflect the requisite level of diligence, professionalism and care, as noted above in paragraph 8.1.
- 11.2. Staff should consult The PGS Safeguarding & Child Protection Policy & Procedure, The PGS Professional Code of Conduct for Staff, which includes The PGS Alcohol Protocol as an Appendix, and The PGS Trips Policy, as noted in paragraph 6.3 above.
- 11.3. Only those staff listed as attending trips should be in attendance. Changes to the staff list should be advised to the Surmaster or Deputy Head (Pastoral) in the Junior School prior to departure as noted in paragraph 4.6.6 above.
- 11.4. Other members of the school community, including teaching staff, non-teaching staff, volunteers and the partners of PGS staff should not join the trip unless previously identified in the Trips paperwork. Partners should not join on school trips unless they are also employed by the school and have the relevant checks to work with the age group. Partners who work in a different area of the school should only attend trips when they are required for the trip to meet staffing ratios or where they will fulfil a specific academic or pastoral role required for the trip and this should be noted in the risk assessment. See also paragraph 8.6 above.

12. Trip Audits

- 12.1. A trip audit system is in place whereby a random cross-section of trips, typically three in one year are evaluated to assess whether the planning, preparation and general oversight of the trip has been effective. This process is designed to support Trip Leaders by ensuring there is a strong awareness of the school's policies and procedures, and to provide an opportunity to check whether the school's process has been effective. Audits are performed by a member of the SMT / SLT, but who must not be the Trip Leader, and are reviewed on each occasion by the Senior Deputy Head (SS) or Deputy Head (Pastoral) (JS).

13. Other Providers

- 13.1. Trips may be organised by an approved activity provider licenced by the Adventure Activities Licencing Authority (AALA) <http://www.hse.gov.uk/aala/> under the 'Adventure Activities Regulations 2004' or equivalent. It is the responsibility of the Trip Leader to satisfy themselves of the qualification and experience of the provider.
- 13.2. For Overseas Trips, where AALA licenced centres will not be available, it is the Trip Leader's responsibility to gain evidence that the provider has suitably qualified staff and a robust Risk Management system in place. This should be discussed with the Trips Co-ordinator.

14. Risk-Benefit Assessment

- 14.1. All hazards and associated risks involved in activities are carefully considered and a written Risk Assessment must be prepared. Guidance notes are found on PGS Online but the principal Risk Assessment and Generic Risk Assessments are to be adapted as necessary for the trip by the Trip Leader and not simply added without reading /amending.
- 14.2. Where an activity is repeated frequently, for example coach travel or visiting a typical indoor venue, a Generic Risk Assessment has been prepared by the Trips Co-ordinator and this is used and adhered to by all staff.
- 14.3. Specialist activities that are repeated a number of times each year, for example RAF section flying days, are covered by a Generic Risk Assessment prepared by the Trip Leader.
- 14.4. All Generic Risk Assessments are reviewed and updated at least annually. Risk Assessments are completed using the relevant standard template in consultation with the Trips Co-ordinator. The risks and associated control measures must be discussed with all staff involved and the assessment signed by the Trip Leader and the Trips Co-ordinator. A printed copy must be carried by all staff on the trip and used as an aide memoire for 'actions required on the day'.

15. Parental Consent

- 15.1. When a pupil joins the school, parents are invited:
 - 15.1.1 to give their consent for them:
 - (a) To attend all trips (including residential trips) which take place during the normal school day, evenings, weekends and holidays
 - (b) To attend off-site sporting fixtures outside the school day
 - (c) To receive emergency medical treatment, including anaesthetic and/or blood transfusion, as considered necessary by any medical doctor present, should the need arise within the UK or EU.

- 15.2. A copy of the latest version of this consent form can be found on PGS Online under Trips Documentation, and whether or not such consent has been given in relation to a given pupil is recorded and available to view on iSAMS.

16. Costs

- 16.1. For any trip that extends outside the normal school day, involves activities other than those that are part of the school's curriculum or involves additional cost, the school will send parents detailed information before it takes place. Parents can, if they wish, tell the school that they do not want their child to take part in any such particular school trip or activity.
- 16.2. Pupils are expected to obey instructions given by the staff of any establishment visited, and activity instructors, as well as teachers. Normal school rules apply. In the very unlikely event that a pupil fails to comply, staff, in consultation with the Head or Head of the Junior School, reserve the right to remove a pupil from a trip and make arrangements for their return home at parents' expense. For a return by plane, the school will have responsibility for the pupil to the departure lounge of the airport, will pass that responsibility to the airline after the departure gate – providing this arrangement is agreed by all parties - and the parent will take over responsibility from the arrivals at the UK Airport. In this situation no refund of trip fees would be payable. Pupils are expected to take responsibility for all belongings, especially valuables, in accordance with arrangements specific to the trip. These are not covered by the school insurance policy. Acceptance of this arrangement is part of the initial consent that parents give when a pupil joins the school and is a condition of participation on school trips.
- 16.3. All deposit payments paid to the School are non-refundable, as are all trip payments agreed to and/or made by parents to the School, with the exception of any element of these costs which is recoverable without adversely affecting the finances of the trip or the payments required from others attending the trip.
- 16.4. When pupils opt to pay a deposit for a trip that they then cannot attend because they have withdrawn from the school, or have not made the entry requirements for Sixth Form, parents will be deemed liable to pay the full cost of the trip.

17. Insurance

- 17.1. The School has a comprehensive insurance policy.
- 17.2. For all multi-day trips, a short section advising parents of the School Insurance Policy and directing them to further information, will be inserted into the letter giving details of the costs and payment arrangements. A Summary of the policy can be found on PGS Online under Trips Documentation and Info. Notes on School Insurance for Trip Leaders and Notes for Parents, can also be found on PGS Online.

18. Communications and paperwork

- 18.1. During the planning process, the Trip Leader will prepare a Custom Group and from this print off a 'Trip Leader's Report'. This gives a list of contact details and relevant medical information concerning the pupils involved on the trip. Following the guidance found in 'Medical Information for Trips', they will consult with the Health and Wellbeing Centre staff with regard to any pupils with specific medical conditions. The needs of pupils with additional educational needs will also be taken into account during the planning process and this will be included when writing risk assessments. This information will be taken on the trip and held by the Trip Leader.
- 18.2. Parents will only be contacted in the event of an emergency. Parents may contact a staff member on the trip via the School Office or by mobile phone leaving a message if necessary.
- 18.3. If a child is subject to a care order, foster parents will need to ensure that the Social Services Department consents to any proposed trip. If a pupil is a ward of court, the Senior Deputy Head in the Senior School or Deputy Head (Pastoral) in the Junior School should seek advice from the court in relation to school journeys and activities abroad well in advance.
- 18.4. Where appropriate, there will be an Information Meeting for staff, parents and pupils (Ski Trips, Foreign Exchanges, Adventurous Activities, Sports Tours, etc.). Any parent not able to attend the meeting should be given the information in writing, usually by email. Otherwise, details of the trip will be published by email.
- 18.5. In the Junior School, X (formerly known as Twitter) can also be followed for updates of trip arrival times; we can also utilise Claslist to notify parents of any delays. For small groups, parents may be contacted individually via telephone.

19. Trips Abroad

- 19.1. The Foreign & Commonwealth Office (FCO) website must be checked for certain trips where there may be political unrest or specific medical considerations. Advice will be given to parents, but it remains the parents' responsibility to arrange for any vaccinations or anti-malarials required.
- 19.2. Trip Leaders or accompanying staff may become aware that inappropriate items are more readily available for purchase at the destination (e.g. drug related products etc). Where this becomes known, parents will be notified ahead of the trip and it will be made clear to pupils in advance that the school's usual standards, expectations and code of conduct apply at all times throughout the trip. The Trip Leader's check on the government's FCO website may well highlight such concerns.

20. Emergency Procedures

- 20.1. For all trips out of school hours there will be a nominated Emergency Contact from the SMT.
- 20.2. Trip Leaders carry, and work to, the guidance notes 'Action in case of emergency.'
- 20.3. There is a comprehensive emergency procedure in place for all trips (CMAR).
- 20.4. All incidents and accidents, however minor, should be recorded on a PGS Accident and/or Incident Form and logged with the Senior Deputy Head on return, and the Nursing Team if appropriate. In the event of an injury resulting in hospital admission the Trip Leader must inform the Estates Manager who will take appropriate action on behalf of the school to conform with HSE accident reporting regulations Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 RIDDOR.
- 20.5. Any low-level concerns regarding staff conduct, or safeguarding concerns in relation to pupils, should be reported to the DSL at earliest opportunity.

21. Related School Policies and Regulatory Framework

- 21.1. The following School policies, procedures and resource materials are relevant to this policy:
 - 21.1.1 The PGS Behaviour & Relationships Policy;
 - 21.1.2 The PGS Equal Opportunities Policy;
 - 21.1.3 The PGS Exclusion Policy;
 - 21.1.4 The PGS ICT Acceptable Use Policy for Pupils (AUP) (Senior and Junior School);
 - 21.1.5 The PGS Online Safety Policy;
 - 21.1.6 The PGS Safeguarding and Child Protection Policy and Procedure;
 - 21.1.7 The PGS Smoking, Alcohol, Drugs and Substances;;
 - 21.1.8 The PGS Allergy & Anaphylaxis Policy;
 - 21.1.9 The PGS Additional Educational Needs (AEN) and Disabilities Policy;
 - 21.1.10 The PGS Social Media Policy;
 - 21.1.11 The PGS Protocol on the Consumption of Alcohol when in the Presence of Pupils;
 - 21.1.12 The PGS Staff Code of Conduct;
 - 21.1.13 The PGS Low Level Concerns Policy.

21.2. This policy has regard to the following guidance and advice:

- 21.2.1 *Keeping children safe in education* (DfE, September 2025, or latest version) (**KCSIE**);
- 21.2.2 *Working Together to Safeguard Children 2023* (updated 2025) or latest version (**WTSC**);
- 21.2.3 *Health & Safety on Educational Visits* (DfE, November 2018, or latest version):
<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

22. Allocation of Tasks & Version Control

Allocation of Tasks

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Senior Deputy Head	As required, and at least every two years
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Senior Deputy Head	As required, and at least termly
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Senior Deputy Head	As required, and at least termly
Reviewing input from interested groups (such as pupils, staff, Parents) to consider improvements to the School's processes under the policy	Senior Deputy Head	As required, and at least annually
Formal review	Surmaster	Every two years

Version Control

Date of adoption/approval of this policy	16 th March 2026 (SMT)
Date of last review of this policy	10 th March 2026 (Health & Safety Committee)
Date for next review of this policy	Spring Term 2028
Policy author (SMT)	Surmaster
Status	ISI Requirement (external website)
Report	Health and Safety Report

Ph4230426

1. Appendix 1 - JUNIOR SCHOOL PROCEDURES FOR ORGANISING OFF-SITE TRIPS

(See Appendix 2 below for Senior School procedures).

1.1. Planning (JS):

- 1.1.1 Collect information about the visit.
- 1.1.2 Check the online calendar for clashes and select the date for visit.
- 1.1.3 Complete the '[Plan a trip](#)' form on PGS online.
- 1.1.4 Visit the site, if new or a long period of time has elapsed since the last visit. Include this visit in the overall cost of the trip to be passed on to pupil costs.
- 1.1.5 Finalise the booking, including associated transport requirements. Ensure that online paperwork is complete and that all costs to be incurred are accounted for to ensure that the trip will be self-financing, unless previously agreed otherwise.
- 1.1.6 Write letter to parents. Use the generic trip letter on PGS Online and include the obligatory acknowledgement of risk paragraph:
 - (a) For local visits, parents have already signed a form which allows pupils to be walked locally without further permission. However, notification to parents that a local trip is taking place is still necessary.
 - (b) Asthma and Anaphylactic and Significant Medical Conditions forms will be updated annually by parents through a paper form, unless changes are alerted to the Health & Wellbeing Centre during the year.
 - (c) You will need to take the Trip Leader's Medical Reports on the children with you.
- 1.1.7 For all other trips a letter outlining cost and other details should be emailed. If water is part of any activity, then a water consent form should also be included. Include a paragraph reminding parents to update their child's medical information which must be taken with you in the form of the Trip Leader's Report (as above)
- 1.1.8 Share a copy of the letter with the Deputy Head (Pastoral) to check, and then share it on to the Head of the Junior School for final approval. A copy of the approved letter is then shared with the Head of the Junior School's PA for inclusion in the weekly newsletter for parents..
- 1.1.9 Arrange payment of the trip with the Bursary. A deposit can be payable by cheque or BACS to secure a place (residential), but all other payments must be added to the pupil's fees in advance of the trip.
- 1.1.10 Staff must share the reply form details with the Office staff and share the criteria for allocation of places so that a fair system for popular Residential Trips is achieved.

- 1.1.11 Create a custom group which will show the medical details of the children when you visit the Medical Centre just before the trip.
- 1.1.12 On all EYFS outings ensure there is a member of staff accompanying the children with a Full Paediatric First Aid qualification.

1.2. Between booking and going on the visit (JS):

- 1.2.1 Carry out a full risk assessment and attach copies of any risk assessments undertaken by the venues and for the activities pupils will be undertaking during the visit. Use current version of risk assessment form on PGS online.
- 1.2.2 Once approved by the Deputy Head (Pastoral) in the Junior School, share with all adults on the visit. All staff accompanying the trip should electronically sign and date the online signature form.
- 1.2.3 All trips must have a list of staff and children attending. For residential visits, lists of contact numbers for all pupils must be taken on the trip. These can be created using the custom group on iSAMS.
- 1.2.4 Ensure that the Office and a senior member of staff – preferably two - are named as the point of contact for the duration of the trip.
- 1.2.5 For residential visits, hold a Parents' Information Meeting in order to share more details about the trip and itinerary.
- 1.2.6 The Health and Wellbeing centre should be informed of every trip. They will compile a list of requirements for individuals and discuss any health concerns with the trip organiser when they meet to discuss the Trip Leader's Report. This will be printed out by the Medical Staff.
- 1.2.7 Compile an overall list of dietary and medical requirements of staff and pupils, paying particular note to potential use of epipens and need for full inhalers.
- 1.2.8 Notify UJS Secretary well in advance so that music lessons can be rearranged.
- 1.2.9 Advise the catering manager of any trips which will involve large groups of children being off site over lunch time, to allow them to adjust their numbers for orders and prepare packed lunches as appropriate.

1.3. Prior to visit (JS):

- 1.3.1 Three days before departure, ensure that all the online paperwork is completed.
- 1.3.2 Ensure that all staff that may be affected by the pupils' absence are notified overtly – through weekly staff briefing or weekly staff bulletin, for example.
- 1.3.3 First Aid bags must be carried on all visits.
- 1.3.4 Children to be reminded about packed lunch requirements.

- 1.3.5 If travelling to a country where there is unrest, the Foreign Commonwealth Guidance should be consulted.

1.4. On the day (JS):

- 1.4.1 The list of all people on the visit should be amended as required.
- 1.4.2 Trip organiser should have: Booking forms; Medical /Consent Forms; Emergency Procedures; list of pupils/staff and all medical/dietary requirements. For residential visits, take a copy of the Insurance Policy, along with the Insurance number. Collect First Aid kit(s), sanitary products (Year upwards), spare inhalers/epipens and any other medication from the Medical Centre. For journeys involving travel on buses, boats etc ensure that bags/tissues for managing travel sickness are collected.
- 1.4.3 All adults should have copies of the Medical Forms for their group. Either they – or the designated member of staff – must collect in all medication necessary for the duration of the trip, including travel sickness medication. Any extra medication which arrives on the day must be accounted for through the use of a form (collect some for the day) from the Health and Wellbeing Centre. As detailed in paragraph 7.1.12 above, on all EYFS outings there must be a member of staff accompanying the children with a Full Paediatric First Aid qualification.

1.5. After the visit (JS):

- 1.5.1 Let the Deputy Head (Pastoral) in the Junior School know any additional notes to be added to the RAs.
- 1.5.2 Report any problems to the Deputy Head (Pastoral) in the Junior School for future reference.
- 1.5.3 Report any low-level concerns to DSL at earliest opportunity.
- 1.5.4 Complete the post trip survey.
- 1.5.5 The Trip Leader is responsible for collecting from accompanying staff, all personal data (such as contact details and medical information) provided for the trip, and ensuring that this is securely destroyed. If any personal data distributed to staff has been mislaid or cannot be accounted for, this must be reported to the Bursar as soon as reasonably practicable.
- 1.5.6 If requested, a member of SLT who was on the trip should complete an audit form for the trip and return it to the Deputy Head of the Junior School.

1.6. Forms (Junior School)

These are found on PGS Online:

1. JS trip planning flow chart
2. JS planning guidance
3. trip application form

- 4a. School Trip Costings - ONE-DAY
- 4b. School Trip Costings - MULTI-DAY
- 5a. JS Planning Form ONE DAY
- 5b. JS Planning Form MULTI DAY
- 6 JS Generic Trip Letter
- 7a. JS action to be taken in the event of an emergency
- 8a. the procedure for ordering foreign currency for overseas trips
- 8b. trip and currency receipt record
- 14. Medical Information for Trips
- How to create a custom group on ISAMS
- PGS Trip Planning - Instructions for use (Trip Lead)

2. Appendix 2 - SENIOR SCHOOL PROCEDURES FOR PLANNING OFF-SITE TRIPS

(See Appendix 1 above for Junior School procedures)

2.1. Senior School Trip Planning – Flow Chart

All planning documents and Generic Risk Assessments (highlighted on this chart in yellow) for off-site trips are located via [the Google Shared Drive for Senior School](#)
ALL the following must be undertaken and submitted as laid out below

the trip leader (TL) reads doc 02. planning guidance and, once happy to proceed, clicks on the red button “0.0 Plan a Trip Form” which is electronically submitted to the Senior Deputy Head (SDH) for approval (if a departmental trip, HoD’s prior agreement is required)
once the trip is authorised, the TL will receive an email with their Google folder link from which all planning can be completed

once details (dates/price etc) are confirmed, TL completes the appropriate 04. school trip costings doc (04a. for ONE DAY trips or 04b. for MULTI-DAY trips) which is also in the TL’s Google folder, and this is then submitted for bursary approval

TL emails the ‘letter to parents’ to the Surmaster for approval who, once confirmation is received from bursary that the 04 doc has been submitted, sends this to the trips secretary (TS) for formatting
only at this stage the TL can publicise the trip

detailed planning of the trip can now continue with reference to the PGS Trips Policy; notes in the Common Room Handbook and following the detailed advice in the 02. planning guidance doc
NOTE TIMINGS FOR THE FOLLOWING - all of which is accessed from the TL’s Google folder

within TEN days of the trip being approved by the SDH

TL (or within 24 hours of approval being given if the trip takes place under two weeks from then) completes the appropriate 05. Planning form doc for approval by the Surmaster

at least FOUR weeks before the end of the term BEFORE the trip is to take place (or within 24

hours of approval being given if the trip takes place under two weeks from then)

TL completes an ISAMS Custom Group with the names of all the pupils (additional pupils can only be accepted with the approval of the Bursar’s office)

at least TEN days before the trip takes place (or within 24 hours of approval being given if the trip takes place under two weeks from then)

TL completes a 06. risk assessment doc (06a. for ONE DAY trips or 06b. for MULTI-DAY trips) Surmaster advises as required

at least TEN days before the trip takes place (or within 24 hours of approval being given if the trip takes place under two weeks from then)

TL emails the Custom Group name to the nurses to discuss medical report AND emails the Custom Group name to the SDH who will discuss any Safeguarding or pastoral issues

if the trip is abroad, TL must ensure all pupils and staff have a valid global health insurance card (or EHC if still in date)

TL must have read 08. ordering foreign currency for overseas trips doc and complete an 08a. Trips currency and receipts record doc

before the trip departs, TL organises a briefing for staff; one for pupils and, for residential trips, a parents' information event
TL to confirm with the SDH who their SMT contact is

on day of departure, TL to register group and inform any amendments to the TS to keep centrally.
TL carries: 05. Planning form doc; 06. risk assessment doc; 07. Action in the event of an emergency doc; up to date pupil list and photographs; medical report

on return, within TWO working days (or on the first day of term if the trip took place during a holiday) TL is to submit all documents with GDPR sensitivity to Surmaster for confidential shredding

2.2. Forms (Senior School)

These are found on PGS online (<https://sites.google.com/pgs.org.uk/pgs-online-staff/staff-information/school-policies>) :

1. Trip Planning Flow Chart
2. Planning Guidance
3. Trip Application Form (EXEMPLAR ONLY - fill in electronic form)
- 4a. School Trip Costing Form – One Day
- 4b. School Trip Costing Form – Multi Day
- 5a. Planning Form One Day
- 5b. Planning Form Multi Day
6. Action in the event of an Emergency
7. Trip Currency Receipt Record
8. Medical Information for Trips
- Video of How to Create a Custom Group
- Insurance Information from Allianz

3. Appendix 3 - Off-site activities within walking distance of PGS

- 3.1. There are a wide range of activities that frequently take place within walking distance of PGS during the school day; for these locations, formal Trip permissions and documentation need not be submitted for routine activities. Such locations include:
- 3.1.1 the Museum;
 - 3.1.2 the Cathedral;
 - 3.1.3 Governor's Green;
 - 3.1.4 the Historic Dockyard;
 - 3.1.5 the Guildhall;
 - 3.1.6 Gunwharf Quays;
 - 3.1.7 HMS Temeraire;
 - 3.1.8 the Tennis Centre;
 - 3.1.9 John Pounds Church;
 - 3.1.10 Camber Dock;
 - 3.1.11 Hotwalls;
 - 3.1.12 Southsea Beach (not in water);
 - 3.1.13 Southsea Castle;
 - 3.1.14 Old Portsmouth .
- 3.2. all other locations away from Portsea Island require formal Trip documentation to be completed and submitted.
- 3.3. Trip Leader Actions in preparing for a Trip to locations in 5.1 above:

- 3.3.1 Senior School staff must remain vigilant about 'usual risk management' considerations and follow the guidance found in the Generic Risk Assessments found in PGS Online. The Trip Leader is not necessarily required to prepare and submit a 'Planning Form' and 'Specific Risk Assessment', although they are required to:
- (a) set up on iSams a Custom Group of pupils attending and keep this updated throughout;
 - (b) check with the Medical Centre and the Deputy Head Pastoral as normal;
 - (c) prepare and discuss with the Trip Co-ordinator a specific Risk Assessment if the visit involves risks not covered by the Generic Risk Assessments; and
 - (d) read The PGS Trips Policy & Procedure and relevant Risk Assessments and sign to say that they have read and understood all relevant paperwork
 - (e) leave mobile number and an accurate register of pupils with the office on departure and report back to the Office on return.
- 3.3.2 Junior School staff must remain vigilant about 'usual risk management' considerations and follow the guidance found in the Generic Risk Assessments found in PGS online. They **are** required to prepare and submit a 'Planning Form' and 'Specific Risk Assessment', and to sign to say that they have read AND understood this paperwork.
- 3.3.3 For both Senior School and Junior School staff:
- 3.3.4 In advance of the trip, the Trip Leader must check for relevant medical information about pupils with the Health & Wellbeing Centre and for pastoral information with the relevant Deputy Head (Pastoral).
- 3.3.5 The Trip Leader and trip staff must ensure that critical medication is carried (e.g. asthma inhaler, epipens x 2 etc as required).
- 3.3.6 All staff participating in the trip must ensure they are familiar with the Risk Assessments and medical action plans for the pupils and that specific trip.
- 3.3.7 A list of all staff (including mobile phone numbers) and pupils involved must be left with the School Office, who should also be informed on return.
- 3.4. The specific individual needs of pupils and/or staff, for example a limb in plaster or additional educational need, will be taken into account during the planning process and will form part of the Risk Assessment.