

# TRIPS POLICY – EDUCATIONAL VISITS

This Policy is applicable to all pupils, including those in EYFS

The policy has regard to the DFE document 'Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013)'

## **Relevant policies:**

First Aid Policy  
Missing pupil policy  
Pupil Behaviour

**The ultimate responsibility for trips run by the school** lies with the Headmaster and Governors who will consider whether a trip may or may not take place. Staff wishing to take pupils out of school on a trip should consider the following:

- a) impact on the teaching timetable
- b) impact on staff covering lessons
- c) other events such as matches, choir practices, music and other extra lessons, etc.
- d) number of trips taken by particular year groups in a single term.
- e) cost to parents
- f) whether all pupils will be able to attend

**Responsibility for the individual visit** will lie with the lead teacher who has set up the visit and who will coordinate different aspects of the trip. He or she may, for example, ask an accompanying member of staff to conduct a risk assessment.

- The group leader has overall responsibility for the supervision and conduct of the visit including direct responsibility for the pupils' health, safety and welfare.
- The group leader must:
  - Be approved to carry out the visit, suitably competent and knowledgeable about the school policies and procedures
  - Plan and prepare for the visit and assess the risks
  - Define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.

**The behaviour of pupils** will be the responsibility of the team leader but pupils will have to answer to other members of staff or helpers should the need arise.

Behaviour of pupils – see school behaviour policy. Before departure pupils and parents should be made aware of the expectations regarding behaviour on the trip.

## Planning a Visit

### Trips Procedure

1. Trip Organiser to fill in Trip Form with details of trip and present to School Secretary who has a central list of trips.
2. Trips entered into electronic diary as a provisional booking
3. School Secretary will check trip on list to look for clashes and will forward to Headmaster, Deputy Head, Academic Director, Head of Music, Head of Sport and any other obviously interested parties. They will respond to her. She will collate information and advise HM. Details of proposed outing to be displayed in Staff room for 48 Hours. Staff to alert School Secretary of problems.
4. HM to give the go ahead, having considered the trip and taken advice.
5. Having received go ahead, Trip Organiser to produce a full risk assessment. Gappers should be discussed with PD, TAs with AD-M.
6. Full details of trip to be signed off by HM and given to School Office. School Office keeps original and forwards everything to Bursary, top copy to Deputy Head, and top copy and catering requirements to Kitchen – Catering requests to be emailed to Thomas Franks
7. Trip changed from provisional to confirmed in electronic diary.
8. Trip Organiser to let School secretary know what help they require e.g. making bookings, booking minibus. Trip organiser to advise school secretary on parental letter and school secretary to send out and collate responses.
9. Prior to leaving – Trip Organiser to ensure they are in possession of Medical List (and appropriate medication/Epipens/inhalers etc.,) and a class emergency contact list (updated copy available from school secretary if needed). They should ensure that they know about first aid arrangements at the destination.

\*Part of the Trips Form contains a generic risk assessment. For individual trips it is more than likely that this will not cover all risks at a particular site. Staff should note particular risks and each and every risk should be initialled by hand on the original form. Risk assessments are site specific, activity specific and pupil specific. Account must be taken of any needs be they medical, special educational or behavioural.

It is the responsibility of the Group Leader to find out whether the Provider can show that there is a suitable risk assessment for any activity they are providing and to check whether all sites have appropriate insurance and licenses.

## Supervision

The school operates a policy of an adult/pupil ratio of 1:8. This will be the maximum figure and due consideration must be given to the nature and chemistry in the year group. Consideration must be given to needs of individual students, nature of the activity and venue when deciding ratios. If it is deemed necessary extra staff or helpers must be used. For Early Years visits ratios of staff to pupils should be risk assessed and reasons given for why the ratio is as it is. For most trips the standard ratio can be justified but for other trips, for instance if the pupils are going near water, a higher ratio might be selected.

## DBS Checks

If a parent or volunteer is accompanying a day trip then the extent of his/her activities must be monitored and they should not be left unsupervised with children if they have not obtained a DBS Enhanced Disclosure.

For all overnight stay trips all accompanying adults must have an Enhanced DBS disclosure and be checked against the barred list.

Organisers must ensure that staff (including volunteers at residential venues) have an enhanced DBS disclosure. In the case of high risk activities such as caving, climbing, trekking, skiing or water sports the provider should be asked for evidence of a licence as required by the Adventure Activities Licensing Regulations 2004 (para 72).

All adults on a trip involving EYFS must have an Enhanced DBS disclosure.

## Preparing pupils for a visit.

Pupils are given due warning for forthcoming trips and given sufficient information to equip them to turn up ready to participate. Parents are given due notice of the visit/event by way of a form which needs to be signed. **The letter and form sent to parents** will indicate the purpose of the trip or event and give as much information as is necessary.

The letter must include:

- the names of staff going on the trip,
- means of transport,
- times of departure and return,
- cost,
- dress requirements,
- pocket money needs
- any risks of which they should be aware.
- Possible activities undertaken (parents sign for activities – (any activity undertaken and not covered as a possible in the permission letter could lead to possible legal action in the event of an accident/incident)
- Medical information will be required. School has medical information on file for shorter day visits. For residential trips updated medical information will be required. (see medical form for residential and trips abroad.)

It may also necessary to include information from the site to be visited which will obviously vary. It may be that parents will need to indicate whether any **photographs or video material** taken on the trip

may be used may be used by the organisation running an event. Parents of pupils in the school provide information as to whether the school may use pictures of pupils in any promotional material or other publications.

Staff should be aware that they may have to make special arrangements for **pupils with special and medical needs**. In many circumstances this may entail additional staff accompanying the trip.

## **Planning Transport**

If the visit involves the use of the school minibus/buses, the rules for the use of the school minibus/buses (q.v) must be consulted (Staff Handbook F). The school diary should be checked so that it is clear that the minibus/buses are available that day.

If a coach is to be hired the school office has a list of local reliable companies.

It may be that in some cases parents may be invited to join different trips to help with supervision, provide additional local knowledge, help with transport etc. If parents are used to help with transport in their private vehicles, parent permission must be granted. This should appear on the initial form. Staff will need to check that parents have the correct and correct number of seat belts.

Where vehicles of parents are used the group leader needs to be satisfied that the vehicle is insured and has a valid MOT certificate. The driver should have a valid driving licence.

Parents should not transport pupils without there being a member of staff present in the car.

## **Insurance**

The school has insurance to cover individual personal accident unless they are on an activity course in which case the provider will provide cover. The organiser of such an activity must see and check such a policy. The school has Public Liability Insurance and breakdown cover for the school minibus. Parents should be made aware of the cover provided especially when pupils are travelling abroad. Minimum £5,000,000 – public liability cover required from providers.

## TRIPS ABROAD

Trips abroad are a common part of school life and offer invaluable opportunities for pupils to learn new skills.

If members of staff wish to take pupils abroad the procedure is the same as for trips in England. Permission must be sought from the Headmaster and the appropriate documentation filled in.

**Transport:** If group leaders are organising their own transport they must be clear about regulations regarding driving vehicles on the continent. If it is proposed that the school minibus be used this would be unlikely to be possible given that it would need the fitting of a tachograph. Separate insurance would have to be organised and the driver undergo training for the use of such a vehicle as the rules differ, for example, in continental Europe.

**Staffing:** The normal ratio of 1 adult to eight children should be followed but at least two of the adults should be teachers. There should be sufficient adults in the group to cover an emergency. One of the adults attached to the group should have some ability in the language of the country visited.

**Preparing pupils for the visit- It is wise to have a formal gathering so that questions can be answered.** Pupils should be briefed regarding any local customs, rules regarding dress, general personal safety, food, water, security etc. Parents should be given the opportunity to discuss with staff any concerns they may have regarding the trip. Parents must be given notice of requirements regarding behaviour on the trip, pocket money, what to do in an emergency, medical arrangements. On most trips different members of staff may have different areas of responsibility e.g one member of staff in charge of any medication or other matters medical.

**Insurance.** The school insurance policies do not cover trips abroad and it is obviously imperative that the group has comprehensive travel insurance. Parents should be advised of basic cover held and be able to see details if necessary.

**Passports.** The group leader should ensure that all members of the group have valid passports. Should a pupil not be a national of an EU country, early arrangements should be made to cover any difficulties at immigration etc.

### **Staff should note the following:**

Pupils who are not British nationals cannot be named on a collective passport.

Pupils who are not British nationals or nationals of any EU member state will normally need a visa to travel to another EU member state unless visa exemption has been secured for them. Details of visa exemption, which is available only for members of a school group taking part in an educational visit and not for other youth groups, are available from the Border and Immigration Agency.

**Visa Waiver.** The Visa Waiver Form is for school trips to countries in the European Union (EU) for pupils on the trip who are of a non-EU nationality. The List of Travellers form allows the pupils to go on the trip without getting a visa. If the pupils on a trip are all from the UK or EU countries then the form isn't needed. Find out more on the British council web site <http://www.britishcouncil.org/home-information-centre-list-of-travellers-scheme.htm>

**Medical Care.** For visits to EU countries, parents should be advised that an EHIC card is essential which will entitle the pupil to free or reduced cost treatment. The member of staff in charge of medical matters should have a contingency fund for purchase of items which may have to be purchased from local pharmacies.

**Paperwork.** The group leader should carry travel tickets or relevant reference numbers, passports and any other documents necessary for the trip. These must include:

- a) medical consent forms
- b) contact telephone numbers and addresses of the group members in case of emergency.
- c) Insurance details including relevant telephone numbers
- d) Telephone numbers of head teacher, emergency numbers for travel company and contact while overseas, parent / guardian emergency contact details
- e) name, address and telephone number of hotel etc.

All accompanying members of staff on the trip have access / copies of the telephone numbers mentioned above. The group leader will ask parents to supply a passport size photograph of pupils. Other accompanying adults should also provide a passport sized photograph.

The group leader should ensure that the emergency contact in Britain has details of all the relevant numbers including the company emergency number where such a company is used. The head teacher and the bursar should also have this information available at all times.

**During the visit.** Pupils should carry with them a note of their group name, the name and telephone number of the hotel/hostel etc they are in and the name of the group leader. Pupils must be advised as to what to do in case of an emergency. Pupils and parents should be advised as to measures which pupils may need to put in place such as the application of sun cream, drinking sufficient water during and after exercise, not eating unsuitable foods before journeys etc.

**At the hotel/hostel etc.** It is important for the success of the trip that pupils are grouped according to age, friendship etc. Pupils must be made aware of rules of the hotel itself and those set up by the school. Staff and pupils must all be aware of such rules especially those regarding safety. It is important that a fire practice is carried out as soon as is practicable after arrival.

**Financial difficulties** Should a situation occur whereby the trip has insufficient funds to cope with a particular problem the Bursar should be contacted and he will arrange for funds to be available at home or abroad.

**Exchange visits** Given current difficulties obtaining safe checks on host parents it is not possible to conduct exchange visits.

## **PLAN B**

Every visit undertaken requires a "Plan B" – i.e. what the group will do in the event an activity cannot continue through weather, illness, accident or other such incident

## **Policy:**

- **Roles & Responsibilities-** the decision as to whether to cancel or change events lies for whatever reason lies with the Group Leader.
- **Risk Assessments-** these must be in place **for any alternative activities.**
- **Pre Visits-**should form part of initial survey.
- **Ratios-**remain the same. Account should be taken of the ratios necessary should an accident/problem occur.
- **Volunteers-** their role in such an event must be clear.
- **Records-**a record should be kept of events and outcomes.

- **Communications**-staff should be in contact by mobile phone or landline. In the event of any problems the school must be informed when it is deemed necessary by the group leader.
- **First Aid**-should be available come what may.
- **Supervision**-levels should be maintained and discipline and behaviour should not be compromised. At no time will any pupil supervised by non-teaching or volunteer staff who are not DBS checked at an enhanced level.
- **Insurance**-any event as part of plan B must fall within the area of cover provided.
- **Emergency procedures**-all normal procedures must be able to be put into practice when events change.
- **Discipline**-see above
- **Pupils with Special Medical and Educational Needs**- should the alternative activity not be possible for some members of the group these must be factored in when considering possibilities.

Staff might like to look for information at the following link relating to an incident abroad — this is a rarity but re-enforces that appropriate planning is vital  
<http://www.hse.gov.uk/schooltrips/index.htm#incident>

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