



# **VISITS AND TRIPS**

# **POLICY AND PROCEDURES**

**This policy applies to EYFS as well as whole school**

Owner	Deputy Head and Head of Primary
Authorised by	Head and Governors
Dated	January 2018
Review	January 2019

**Aims:**

- To provide educational opportunities for the pupils outside the classroom to enhance all areas of learning
- To ensure pupil safety is paramount.
- To have a named party leader who will take overall responsibility for organisation of the trip and behaviour of pupils on the trip

**Process:**

The party leader must ensure the following :

Check dates :	with the Deputy Head or Head of Primary
For <u>new</u> residential trips:	permission must be sought from the Head
Trips or residential visits involving hazardous activities such as caving, climbing, trekking, skiing or watersports:	<p>A full risk assessment MUST be carried out in advance and signed by the Head. The party leader must ensure that <u>the activity provider holds a licence as required by the Adventure Activities Licensing Regulations 2004</u> and they provide details of this and their insurance as well as risk assessments appropriate to the activity.</p> <p>An indemnifying clause must be signed and returned by parents, to cover any particularly dangerous activity during non-sporting visits e.g. leisure time swimming.</p>
Plan staffing levels These are the standard guidelines, but staffing levels are always subject to risk assessment and the nature of the trip.	<p><b>Infants</b> The minimum is 1 to 10 and the majority of trips have a much lower ratio. For outdoor visits, more adults with DBS checks will be required. In the Early Years Foundation Stage (EYFS), statutory staffing ratios, as laid down by the EYFS framework, are adhered to. One accompanying adult must be first aid trained and for EYFS trips at least one person must have a current paediatric first aid certificate.</p> <p><b>Juniors</b> The minimum is 1 to 10 and when abroad 1 to 8. One accompanying adult will be first aid trained.</p> <p><b>Seniors</b> The guidance is 1 to 15 and for trips abroad the ratio should be 1 to 10. Usually there would be a minimum of two staff on every visit for Y7-11. Exceptions to these ratios may be permitted, subject to risk assessment and approval by the Head.</p> <p><b>Volunteer Helpers</b> Volunteers, who are not employees of the school, may be included on certain trips. (These could include family members of the trip organiser or other accompanying adults or parents of pupils.) Parent/volunteer helpers who have not been DBS checked will not be permitted unsupervised access to pupils on the trip. This is the responsibility of the party leader. Parental volunteers may be used to increase the ratio of adults to children for trips involving Primary pupils. Parent helpers will only be given limited responsibility for children. If the volunteer is to form part of the official staff/pupil ratio, the trip organiser must first seek the agreement of the Head/Head of Primary. If family members are to be included on a trip they must be named on the sheet giving details of members of the trip; they cannot and must not otherwise accompany the trip.</p>
First aider	All primary trips are to include a first aider.

	<p>For senior school trips it is good practice to have a first aider but this is not always deemed essential. First aid provision at the venue must be checked; if there is none, then a first aider must accompany the trip.</p>
Complete Risk Assessment (RA) form	<p>This must be completed and signed by the Head for all out of school activities. Risk assessments should be passed to the Head <u>at least</u> 24 hours in advance of the trip. (For new trips and residential trips it must be 2 weeks in advance as a minimum.)</p> <p>Arrange with the Student Receptionist which member of SLT is available to be the emergency contact. <b>See also Risk Assessment policy</b>  <a href="#">Risk Assessment Policy and checklist</a></p>
Organise times, transport,	<p>The party leader must ensure that travel arrangements are appropriate for the size of the group and the nature of the activities planned.</p> <p>Transport used must comply with the safety standards of the country/countries in which the visit takes place.</p> <p>Parents should be informed, in advance of giving consent, if the safety standards in a country being visited are below those normally expected in the UK (e.g. if buses without seatbelts are likely to be used).</p>
Calculate costs and Consider insurance cover	<p>The party leader must ensure that all costs are covered and allowance is made for unforeseeable eventualities.</p> <p>UK trips: All trips where the pupils are not directly representing the school must include 50p per day for the insurance, covered through school.</p> <p>Foreign trips: must have their own insurance cover.</p> <p>Ensure that every member of the party is fully insured, taking into account the nature of the trip and the activities which are planned for the party. (See also note below under letter to parents.)</p>
Letter to parents Consent and medical forms	<p>The letter to parents:</p> <ul style="list-style-type: none"> <li>--must state the purpose, dates/times, travel arrangements, cost and supervision arrangements of the proposed trip.</li> <li>--must make it clear if pupils will at any time not be under direct supervision.</li> <li>--must indicate parents' financial liability if they consent to their child's participation and the child does not then take part. (e.g. is a deposit/total cost refundable?)</li> <li>--must give the terms of payment i.e. whether by termly bill or payment in advance, in one or more instalments.</li> <li>--must include a permission slip and request for details regarding essential medical, dietary and other relevant requirements.</li> <li>--must state any insurance cover arranged. Parents must be asked for details of any pre-existing medical conditions of their child which might be excluded under a standard travel policy.</li> </ul> <p>All EYFS visits and residential visits <b>MUST</b> have signed consent by parents.</p> <ul style="list-style-type: none"> <li>--must make parents aware of the consequences of unacceptable/irresponsible behaviour: The school reserves the right <b>to send home at parents' expense</b>, any pupil who, despite warnings, acts in a way that jeopardises their own safety or that of others and any pupil whose behaviour is deemed to be unacceptable.. In this case <b>refunds will not be given.</b></li> </ul> <p><b>All letters being sent to parents must first be approved by the Head/Head of Primary.</b></p>

Organise billing/ handling payments	For standard trips – give ‘pink slips’ to the Bursar’s department. For trips paid in instalments, cheques should be payable to Derby High School. Staff should not handle cash payments from pupils or parents. These should be made via the Bursar’s department, with receipts being issued.
Catering	Arrange any catering required e.g. packed lunches at least two weeks in advance. Inform the catering manager of any changes to catering requirements in school arising from a school trip as soon as possible.
Medication + First Aid	Check the medication requirements of pupils on the trip and ensure that any relevant medication is taken for the pupils, especially Epi-pens, spare inhalers. The pupil’s school held inhaler or EpiPen is taken when the pupil is on a school trip. Take a first aid kit.
Foreign travel- similar arrangements apply as to visits made in the U.K. In addition:	It is the Party Leader’s responsibility to ensure that pupils and parents are aware of the need for documentation, injections, or any special arrangements. Staff must not offer advice on appropriate injections/inoculations or any other medical matters. This must be given by a suitably qualified medical professional. For travel within the European Union, pupils should be required to take with them the European Health Insurance Card (E111). Any pupil with special medication must, in advance, provide details of the problem and parents’/doctor’s permission/advice on travelling. A member of the accompanying staff will be first aid trained. Medical consent forms must be signed by parents, particularly if the party is travelling outside the EC.
<b>Before the trip</b>	
Health and safety issues	The party leader must ensure that pupils <b>understand</b> all health & safety measures relevant to the activity.  The party leader must ensure that pupils have the correct equipment.
Leave the Risk Assessment and attached information in school	The RA and details of the trip must include; a list of all party members; name and contact details of the travel company; emergency contact details for supervising staff and parents of pupils taking part in the trip; the full itinerary; name, address and contact details of accommodation being used; emergency travel arrangements; copies of parental consent forms insurance details All the information must be left in the school office and with a nominated emergency contact in school (normally the Head, Deputy Head, Bursar or Head of Primary.) All office staff must be aware of the whereabouts of this paperwork.
<b>During the trip</b>	
Rules	All pupils on school trips are subject to the normal rules of the school, apart from those which have been specifically waived in advance. Smoking is never permitted, but alcohol consumption may be permitted in moderation for older pupils, under the supervision of staff, providing that written consent has been received from parents and the law of the country is not being broken.
First aid	Take a First Aid kit.

	Take the spare Epi-pens etc for those pupils requiring them. Check asthmatic pupils have their inhalers.
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Coach travel	<p>All pupils will be instructed to use seat belts and staff must check this.</p> <p>Pupils must remain in seats, when coach is moving (except in emergency)</p> <p>Embarking and disembarking should be from the side that faces away from moving traffic. Where this is not possible a member of staff will stand outside by the door to assist pupils.</p> <p>At service stations, staff will take responsibility for group access to and from the coach.</p> <p>Regular head-counts will take place and always before the coach moves off.</p> <p>Times and places for meeting will be made clear by members of staff.</p>
Travel changes	Any changes to travel arrangements should be communicated to school; parents will be informed using the Clarion Call system, managed by the School Office.
<b>After the trip</b>	
Problems	<p>If any problems occurred, the party leader must complete the relevant form from the pack of 'near miss' 'incident' 'first aid' forms (provided by the Student Receptionist before the trip) – and submit this to the Head.</p> <p>For serious misbehaviour on a trip, the party leader will provide a written report for the Head.</p>
<b>Miscellaneous</b>	
Hoodies ordered for a trip	<p>Having an individual name/nickname may draw attention to the pupil.</p> <p>Primary: Parents must sign a form to indicate their consent.</p> <p>Seniors Y7-9: parents' attention will be drawn to the group's intention to order named hoodies, so they may intervene if they wish.</p> <p>Seniors Y10-13: are deemed old enough to make their own decision.</p>

**All visits out of school should be organised according to procedures recommended by teachers' professional and subject associations and with regard to the DfE guidance 'Health & Safety on Educational Visits'**

**See also the separate file for appendices:**

Appendix A example of Medical Information and Consent Form

Appendix B example of Activity consent form

**and the separate file for the Risk Assessment form**