

VISITS AND TRIPS

POLICY AND PROCEDURES

This policy applies to EYFS as well as whole school

Owner	Assistant Head, (co-curricular), Deputy Head and Head of Primary
Authorised by	Head and Governors
Dated	February 2019
Review	September 2020

All visits out of school should be organised according to procedures recommended by teachers' professional and subject associations and with regard to the OEAPNG guidance available at: <https://oeapng.info/>

Related documentation:

- Safeguarding policy
- Staff and safer recruitment policy
- Alcohol and drugs policy
- Minibus policy and procedures
- Recharging costs to parents procedure
- Risk assessment policy- all staff running trips, visits and events should be familiar with the contents of the Risk Assessment policy.

Contents:

1. Aims of the policy
2. Procedures:
 - a. Rationale for the trip, visit, event or activity
 - b. Identifying suitable dates
 - c. Staffing ratios:

- i. Infants
 - ii. Juniors
 - iii. Seniors
 - iv. Co-ed visits & trips
 - v. Duke of Edinburgh Expeditions
- d. Volunteer Helpers
- e. Costing
- f. Insurance
- g. Travel
- h. Catering
- i. Health and Safety
 - i. Medicine and First Aid
 - ii. Risk Assessments
 - iii. Foreign travel
- j. Letters to parents
- k. Student rules during the trip
- l. Incidents & emergencies – contacting staff & pupils / reporting
- m. Hoodies

Appendix 1: Events planning form

Appendix 2: In-House catering pro-forma

1. Aims of the policy:

- 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 organiser who will take overall responsibility for the trip, visit, event or activity.

2. Procedures:

a. Rationale for the trip, visit, event or activity

In the senior school, a rationale is required for all activities which take students out of lessons.

In the first instance, please email the Assistant Head (co-curricular), copying in the Deputy Head, with the following information:

- whether it supports curriculum delivery / is supercurricular / extra-curricular for general enrichment
- who you want to take (whole year / class / specific number of students) etc
- time out of school (whole day / part day / specific periods)
- staffing requirements (staff ratios, with identities where known already)
- a range of possible dates (see 'identifying suitable dates' below)

For new residential trips:

- Permission must be sought from the Head, however please approach the Assistant Head (co-curricular), in the first instance as above.

b. Identifying suitable dates

- Please check the school calendar to check for clashes, then suggest a range of suitable dates to the Assistant Head (co-curricular) in Seniors or Head of Primary. In Seniors, please also copy in the Deputy Head who maintains the wider overview of the calendar / diary.

c. Staffing levels:

These are the standard guidelines, but staffing levels are always subject to risk assessment, the nature of the trip e.g. activities to be undertaken and the nature of the pupils (i.e. taking into consideration any pupils with additional needs).

i. Infants

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. At least one accompanying adult must be first aid trained and for EYFS trips at least one person must have a current paediatric first aid certificate.

ii. Juniors

The minimum is 1 to 10 and when abroad 1 to 8. At least one accompanying adult will be first aid trained.

iii. Seniors

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.

iv. Co-ed visits & trips

Whilst it is not a legal requirement to have accompanying male members of staff if boys are taking part in the trip, it is best practice and wherever possible at least one male member of staff should be present. This will be especially important for residential trips both in the UK and abroad.

v. Duke of Edinburgh Expeditions

The guidance is as above but the terrain, conditions and staffing experience will also be taken into consideration.

d. Volunteer Helpers

- Volunteers, who are not employees of the school, may be included on certain trips.
- 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.
- 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.

- 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.
- *Please see staff and safer recruitment policy and the safeguarding policy for further advice.*

e. Costing

- The organiser must ensure that all costs are covered (including staff costs where appropriate) and that allowance is made for unforeseeable eventualities. The total cost is divided by the number of pupils taking part so that there is neither a significant surplus nor deficit. Departmental budgets should not be used to subsidise student activities.
- Costs may include a selection from the following:-
 - Trips and events:
 - Tickets – entrance, theatre & similar
 - Hire of venue
 - Accommodation
 - Travel costs, e.g.:
 - train tickets
 - school minibus mileage at £1.00 per mile (please see minibus policy and procedures)
 - use of your private vehicle at 45p per mile (subject to insurance, if you are taking students in your vehicle – please see the bursary for advice)
 - parking costs
 - **COMPULSORY** insurance of 50p per day per pupil or £1.00 per day per pupil for residential trips.

Please see Recharging costs to parents procedure for details of how to process billing.

Note: costs cannot be charged to parents without prior written consent, via a HighPost letter.

f. Insurance

- Organisers must 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.)
- Compulsory school cost of 50p/£1, as above.
- Foreign trips must have their own insurance cover.
- If any third party providers are being used to provide/organise activities, then the trip leader will need to request copies of their public liability insurance details, and for travel companies, confirmation that they are ABTA/ATOL protected.

g. Travel

- The party leader must ensure that travel arrangements are appropriate for the size of the group and the nature of the activities planned.
- Transport used must comply with the safety standards of the country/countries in which the visit takes place.
- 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).
- Staff must check that students are wearing seatbelts wherever fitted.
- Pupils must remain in seats when the vehicle is moving (except in emergency)
- 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.
- At service stations, staff will take responsibility for group access to and from the vehicle.
- Regular head-counts will take place and always before the vehicle moves off.
- Times and places for meeting will be made clear by members of staff.
- Travel changes
- Any changes to travel arrangements should be communicated to school; In urgent cases, parents will be informed via text message generated by Highpost and via school's official social media platforms, this is managed by the School Office. In most circumstances, pupils can be expected to update parents as to expected arrival times.

Please also see Minibus policy and procedures.

h. Catering

- For off-site trips, visits or activities, make your request (e.g. for packed lunches) to the catering manager via email at least 2 weeks in advance, to allow for ordering.
- Staff should take note of dietary requirements of participants and notify the catering manager accordingly.
- Also, inform the catering manager of any changes to catering requirements in school arising from a school trip / event or activity.
- For on-site events, please use the form in Appendix 2 and give the catering manager at least 2 weeks notice.

i. Health and Safety

- The party leader must ensure that pupils understand all health & safety measures relevant to the activity.
- The party leader must ensure that pupils have the correct equipment.

I. Medicine and First Aid

- All primary trips are to include a first aider.
- For senior school trips it is best practice to have a first aider but this is not always deemed essential.
- First aid provision at the venue must be checked and included in the risk assessment details; if there is none, then a first aider must accompany the trip.
- First Aiders, or the trip leader, must take a first aid kit on all trips.
- Staff planning trips must check, in advance, the medication requirements of pupils on the trip and check that any relevant medication is taken on the trip 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.
- Pre-existing, declared medical conditions will need to be considered as part of the trip risk assessment process to determine whether any additional control measures are necessary. If necessary, a first aider must accompany the trip.

II. Risk Assessments

- A risk assessment must be completed for every out of school trip, and may also be necessary for in-school events, depending on the nature of the activity.

- *Please see the Risk Assessment policy for requirements, procedures and forms for completion.*

III. Foreign travel

In addition to the standard arrangements detailed above,

- 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. Advice must be given by a suitably qualified medical professional.
- For travel within the European Union, pupils are required to take with them the European Health Insurance Card (formerly 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 EU.
- It is advisable, especially for travel outside of the EU, to check the FCO website for travel advice for the country in question and encourage parents to do so.
<https://www.gov.uk/foreign-travel-advice>

j. Letters to parents

- All EYFS visits and residential visits MUST have signed consent by parents. It is best practice to obtain written parental consent forms for all trips.
- **All letters being sent to parents must first be approved by the Head/Head of Primary.**
- The letter to parents must:
 - state the purpose, dates/times, travel arrangements, cost and supervision arrangements of the proposed trip.
 - 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?)
 - give the terms of payment i.e. whether by termly bill or payment in advance, in one or more instalments.
 - state any insurance cover arranged.

- include any indemnifying clause for hazardous activities, where appropriate (see risk assessment policy).
- make it clear if pupils will at any time not be under direct supervision.
- make parents aware of the consequences of unacceptable/ irresponsible behaviour: The school reserves the right **to send home at parents' expense**, 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 **refunds will not be given**.
- must include a permission slip and request for details regarding dietary or other relevant requirements, and medical conditions, explicitly asking for details of any pre-existing medical conditions of their child which might be excluded under a standard travel policy.
- An information evening for parents may also be necessary for residential or hazardous trips.

k. Student rules during the trip

- All pupils on school trips are subject to the normal rules of the school, apart from those which have been specifically waived in advance (e.g.: uniform rules).
- Please also see the Alcohol and Drugs policy.

l. Incidents & emergencies – contacting staff & pupils / reporting

- See Risk Assessment policy for further details.
- All participating students are to be given the number of the school mobile(s) to be used during the trip. Please see the Code of Conduct for Safe Practice for guidelines on staff sharing personal mobile phone numbers with students.
- Staff should have records of student mobile phone numbers for use in the event of an emergency or if a student goes missing. These must be securely destroyed at the end of the trip.
- If an accident or incident occurs:
 - Minor injuries should be attended to and the safety of the rest of the group ensured.

- In serious emergencies, attend to injuries, ensure the safety of the group and summon help/evacuation by whatever means appropriate.
- In the event of a fatality, attend to non-fatal injuries, ensure the safety of the rest of the group, call the appropriate emergency services and the policy, giving details of:
 - Location
 - Nature of accident / incident
 - Number of individuals involved
 - Condition of the wider group
- The contact details of any witnesses should be obtained.
- In all cases, a member of staff must accompany any injured pupils to hospital.
- Remaining group members should be prohibited from using mobile telephones. This is to ensure that parents are informed of any incident through the proper channels, that appropriate confidentiality for the injured and next of kin is maintained, and that communication with the media can be managed by the Head.
- Once the injured have been attended and the immediate safety of the group has been secured, all incidents, accidents and emergencies must be reported to the relevant out of hours contact, who will inform the Head as appropriate. In this phone call:
 - Where the full facts have not yet emerged, say so and ensure that follow-up communications with the SLT lead are maintained;
 - Contact details of any witness should be shared;
 - A full record should be kept of the incident, the injuries and of the actions taken, as soon as reasonably practicable.
- As appropriate, the SLT lead will arrange for the school's insurers to be contacted as quickly as possible, together with the British Consul if the accident happened overseas.
- School will contact parents in the event of an emergency.
- Parents needing to contact the trip should do so via school.
- Where possible, communication with the media should be left to the Head. The Group Leader will refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge. No member

of the School's staff other than the Head, or the duty member of SLT in the Head's absence, is authorised to speak to the press/media.

- On return to school:
 - the organiser must complete the relevant 'near miss' 'incident' 'first aid' forms (see Risk Assessment policy appendices) – and submit this to the Head.
 - For serious misbehaviour on a trip, the party leader will provide a written report for the Head.

m. Hoodies ordered for a trip

- Having an individual name/nickname may draw attention to the pupil. Please consult the DSL if you have any concerns about a participant or about the suitability of Hoodies for your particular trip/activity.
- Primary: Parents must sign a form to indicate their consent.
- Seniors Y7-9: parents' attention will be drawn to the group's intention to order named hoodies, so they may intervene if they wish.
- Seniors Y10-13: are deemed old enough to make their own decision.



APPENDIX 1 – EVENT PLANNING FORM

PLEASE ONLY USE THIS FORM

Event		Speak to:
Person in charge: responsible for checking all arrangements and liaising with Premises Staff / Chartwells etc. <u>Please speak to ALe if you encounter any difficulties.</u>		
Event date		
Event timings		
First Aider (named first aider necessary for all events outside 8.00 – 5.30pm Mon-Fri.)		
Other staff: with roles/responsibilities (at least 2 staff needed out of hours)		
Other <u>non-DHS</u> adults involved – please note <u>any</u> additional volunteers, helpers etc. and their role(s)		
Room/ rooms to be used:		Caretaker
Details of any re-rooming?	<input type="checkbox"/> Yes – detail : <input type="checkbox"/> No changes necessary	

Catering : please also complete the catering proforma later (appendix 2)	<input type="checkbox"/> Yes – detail : <input type="checkbox"/> No changes necessary	
Is ICT / technical support needed? Please give details	This can include any photography, publicity via website / Highnotes etc. Please give as much notice as possible for this.	
Supervision of students – out of school hours - before main event	Staff responsible for supervision: Room(s) to be used : Arrangements for meals (if any):	
Caretaker assistance Give clear detail of arrangement of tables, chairs and numbers. Special car parking arrangements (to be agreed in advance)		Caretaker
Caretaker to stay on site out of hours? This must be agreed with the Bursar.	<input type="checkbox"/> Yes – confirmed by Bursar (remember that this may be at additional cost) <input type="checkbox"/> No - caretaker on call number is held by the person in charge	MMi
Front of house provision:	Member of staff responsible: <input type="checkbox"/> None required	
Event Risk Assess. completed	<input type="checkbox"/> Yes – attached <input type="checkbox"/> No - agreed with _____	

Submit to ALe – once it is has been approved ALe will circulate it

Approved by: _____ Date: _____

APPENDIX 2:

IN-HOUSE CATERING REQUIREMENTS / REQUESTS PROFORMA

PLEASE COMPLETE ONLINE AND IN AS MUCH DETAIL AS POSSIBLE

Event		Chartwells remarks
Date / Time		
Venue(s) Location(s)		
Details of food / drink required (see examples / tick list below)*		
Approximate number of attendees**		
Other requirements*		

*Chartwells will endeavour to meet your requirements but this cannot be guaranteed. If any difficulty is foreseen please speak to ALe who will liaise and get back to you. Please include any known dietary requirements e.g. GF.

****For all catering options please ensure you have provided details of numbers due to attend, even if this is an estimate.**

Catering option 1 – basic – used for shorter events, routine parents’ evenings etc.

Tea, Coffee, water, biscuits, juice

Catering option 2 – medium – used for more significant events e.g. information evenings, school productions, evening Music events (higher offer can be requested for this if appropriate)

Tea, coffee, water, biscuits, juice, hydration stations, healthy traybakes, smoothies, light finger buffet (cold)

Catering option 3 – higher – used for higher impact events e.g. Open Morning, Governors’ lunches etc.

Hot & cold drinks, hydration stations, hot & cold buffet, desserts

Catering option 4 – highest – used for highest impact events e.g. Leavers’ Evening, Charity Fundraising Events. Please speak to ALe directly about your requirements. Provided enough notice is given, most requirements should be possible.