



## **TRIPS AND VISITS POLICY**

1. **Introduction.** This policy has been drawn up in accordance with 'The Health and Safety of Pupils on Educational Visits: A Good Practice Guide', DCSF guidance 2004 (see [www.teachernet.gov.uk](http://www.teachernet.gov.uk)). This policy is a 'Whole School Policy' and informs practice in the Senior School, Prep School and Nursery. All staff taking or assisting on school trips will be aware of the policy and of all specific local requirements. The Educational Visits Co-ordinator (Deputy Head (Pastoral) in the Senior School and Prep Head in Prep School and Nursery) will oversee all trips and visits. This will include the procedures for:

- Planning and preparing for a visit or school trip.
- Assessing the risks associated with a visit or school trip.
- Informing parents, gaining their consent and, where appropriate, involving them in visits and trips.
- Defining the roles and responsibilities of party leaders and other supervisors during visits and trips.

2. **Health and safety of pupils.** Staff who lead or accompany school trips should familiarise themselves with the DCSF HASPEV guidance (see <http://publications.education.gov.uk>). The Party Leader is responsible for the planning and organisation of the trip and for taking day to day decisions once the trip is in progress. There must always be a designated Party Leader, who is a member of the teaching staff. The accompanying teachers are in loco parentis (ie responsible for taking immediate and appropriate decisions) of the pupils in their charge at any given time.

3. **Disability Discrimination Act.** It is unlawful for schools to treat a disabled pupil less favourably, because of his/her disability, than his/her non-disabled peers. Schools must make reasonable adjustments to ensure that disabled pupils are not put at substantial disadvantage compared with non-disabled pupils.

4. **Approval for trips and visits.** The School has a formal procedure for the approval of all trips and visits. These include day trips, overnight trips and residential visits both at home and abroad. All trips and visits are given approval based on a variety of factors, including the risk assessment undertaken for the trip. The Headmaster / Prep Head gives formal approval for a visit if the following requirements are met:

- Adequate child protection procedures are in place.
- The Deputy Head (Academic) / Deputy Head (Prep) has confirmed that the date(s) requested for the visit do not clash with any other school events or would disrupt the routine school day unreasonably.
- All necessary documentation, actions and training have been completed before the visit begins.
- A comprehensive risk assessment has been undertaken and completed.
- The appropriate teacher-pupil ratio is met.
- The school's Visit Consent Form has been filled in for each pupil.
- For EYFS trips at least one person on the outing has a paediatric first aid certificate.

The Party Leader must complete a **Trips and Visits Proposal Form** (see Enclosure 1) to obtain approval in principle for the visit. All paperwork for any day visit must be submitted to the Educational Visits Coordinator *at least* four working days in advance of the visit. All paperwork for any residential/hazardous activity visit must be submitted to the Educational Visits Coordinator *at least* ten working days in advance. The Party Leader must hold a 'Visit Check' meeting with the Educational Visits Coordinator four working days before a day visit and ten working days before a residential/hazardous activity visit.

5. **Obtaining Parental Consent**. The following procedure applies to pupils of all ages:

- **Visit Consent Form**. This form (see Enclosure 2) must be signed and returned to the school by each pupil's parent/guardian *before* they can go on any school trips or off-site non-curriculum sporting activities (eg sports matches at other schools). If the form has not been completed satisfactorily, or has not been returned to the school before the trip, the pupil should not go on the trip. The form will cover all low risk day trips, sports visits and activities which do not involve an overnight stay or travel abroad. The form becomes invalid at the end of the academic year and a new form will need to be completed to cover trips in the following academic year.
- **Visit Information Form**. This form (see Enclosure 3) must be sent to parents in advance of all trips to give details of the trip. The form must remind parents that the trip is covered by the annual Visit Consent Form and that they must notify the school of any relevant changes. The form must be completed, signed and returned to the school by each pupil's parent before they go on such trips.

6. **Requirements for trips and visits**. The Party Leader must ensure the following requirements are met for all trips and visits:

- Headmaster's (or Prep Head's) approval.
- Risk Assessment.
- For supervisory purposes, the staff to pupil ratio for non hazardous activities is 1:20 (KS3 and KS4), 1:10 (Prep Years 4 – 6) and 1:6 (Prep Years 1 – 3). A higher ratio may be appropriate for pupils under 5. The Headmaster will use his discretion for Years 12 and 13.
- The staff to pupil ratio must not be less than one **qualified** adult to 10 pupils during hazardous activities.
- Consideration of the appropriate staff to pupil ratio should form part of the risk assessment, taking into account the nature and location of the visit, activities being undertaken and any special needs of pupils.
- Mixed gender groups should have at least one male teacher and one female teacher.
- Parent volunteers can accompany a school trip if their own children are on the trip; however, parents should not supervise groups that include their own children due to the conflict of interest that might arise. Parent volunteers must be CRB checked by the school before they may participate in a trip.
- A mobile phone must be taken.
- Depending on the level of risk of the visit, a suitable number of appropriately qualified First Aiders, equipped with travelling first aid kits, must accompany the visit.
- The Party Leader must carry the 'Emergency Procedures' instructions with him/her (see paragraph 9 below).

- Appropriate back-up arrangements for contacting parents in an emergency must have been made in the event of problems arising both during and out of school hours.
- A detailed budget must be prepared by the Party Leader and approved by the Bursar in order to determine the cost to the pupils or to the school.

7. **Residential Visits**. The Party Leader must obtain contact details of the Headmaster or other member of the SMT who will be available during the visit period for emergency contact purposes. In addition to the mandatory paperwork required for all visits and trips, the Party Leader should prepare a detailed plan of the residential visit which includes the following considerations as part of the risk assessment:

- Does the school's Behaviour Code for the trip cover all relevant circumstances, such as consumption of alcohol?
- If a pupil misbehaves and has to be returned home, how can this be arranged and who could accompany him/her?
- If a member of staff is taken ill or has to return home, what back-up measures are in place?
- Is the communication chain in place for accurate information to be disseminated quickly to parents?
- What arrangements have been made to ensure that pupils and staff are equipped for planned activities?

Each pupil should be provided with a card giving details of the address and telephone number of the residential base and an emergency contact telephone number in case he or she gets lost.

8. **Risk Assessment**. The Party Leader must produce a visit specific risk assessment for each visit. However, risk assessment is an on-going dynamic process which must continue throughout the visit and it should not be regarded as a paper exercise. Specific factors to consider when completing trip and visit risk assessments are:

- Activities and activity venue(s).
- Accommodation.
- Weather conditions.
- Age and experience of the pupils.
- Qualifications and related experience of accompanying staff and/or instructors.
- Travel and transport arrangements.
- Alternative arrangements for failed planned activities.
- Injury and illness contingency arrangements.

When use of staff cars is unavoidable in transporting pupils, staff must have clean driving licenses, current comprehensive and business use insurance, an MOT if the vehicle is over 3 years old, and parental consent must be obtained.

9. **Emergency Procedures**. These procedures are based on those contained in DCSF Circular 22/94 and should be used in the event of serious or fatal injury. An emergency is unlikely to occur in circumstances where these procedures can be carried out to the letter, but staff accompanying the party should be so familiar with them that they are able to adapt them to the situation in which they find themselves. The Party Leader (or person in charge of the discrete group involved) should:

- Establish the nature and extent of the emergency.
- If there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid.
- Establish the name(s) of the injured and call whichever emergency services are required.

- Make sure all other members of the party are accounted for and safe.
- Advise other party staff of the incident and that emergency procedures are in operation.
- Ensure that an adult from the party accompanies casualties to hospital.
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base.
- Arrange for one adult to remain at the incident site to liaise with emergency services.
- Control access to phones until contact is made with the Headmaster/designated SMT member.
- Contact the Headmaster / designated SMT member and give full details of:
  - Names and phone numbers of those involved.
  - Nature, location, date and time of incident.
  - Details of injuries if known.
  - Action taken so far.
  - Phone numbers for future communication.

The Party Leader and other accompanying staff must not talk to the media. Legal liability should not be discussed or admitted.

Enclosures:

1. Trips and Visits Proposal Form.
2. Visit Consent Form.
3. Visit Information Form.



## TRIPS AND VISITS PROPOSAL FORM

### SECTION A – PROPOSED OUTLINE

<b>Member of staff proposing visit:</b>			
<b>Location:</b>		<b>Venue:</b>	
<b>Day(s) and date(s):</b>			
<b>Rationale / reason for visit:</b>			
<b>Time leaving school:</b>		<b>Return time to school:</b>	
<b>Pupil group (eg year / form):</b>		<b>Total pupil nos:</b>	
<b>Other accompanying staff: (refer to staff to pupil ratios):</b>			
<b>Party Leader's signature:</b>		<b>Date:</b>	
<p><i>When this proposal has been completed in full, please send it to the Deputy Head (Academic) or Deputy Head (Prep) for action. Please do not proceed with any booking or confirmation until you have approval for the proposal from the Deputy Head (Academic), (or Deputy Head (Prep)), Bursar and Headmaster (or Prep Head as appropriate).</i></p>			

### SECTION B - APPROVAL IN PRINCIPLE BY DEPUTY HEAD (ACADEMIC) OR PREP DEPUTY HEAD

<b>Signed:</b>		<b>Date:</b>	
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### SECTION C - APPROVAL IN PRINCIPLE BY HEADMASTER OR PREP HEAD

<b>Signed:</b>		<b>Date:</b>	
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## **SECTION D – PROPOSED COSTINGS**

<b><u>Transport</u> (tick relevant box):</b>							
School minibus	<input type="checkbox"/>	Coach	<input type="checkbox"/>	Rail	<input type="checkbox"/>	Staff car	<input type="checkbox"/>
<b>If using school minibus(es), name drivers:</b>							
Minibus 1							
Minibus 2							
<b>Minibus costs at 40p per mile:</b>							
<b>Driver's wages at £7 per hour:</b>							
<b>Coach hire company name:</b>				<b>Quote for hire:</b>			
<b>Rail costs per person:</b>				<b>Rail costs for party:</b>			
<b>Staff car costs at 25p per mile:</b>							
<b><u>Catering</u> (tick relevant box)</b>							
Packed meals	<input type="checkbox"/>	Bring own food	<input type="checkbox"/>	Purchased at venue	<input type="checkbox"/>		
<b>Weekday lunches for pupils and staff and all boarders' meals are already paid for. If pupils / staff buy their own food at the venue, this must be paid for by the individual.</b>							
<b>Cost of additional packed meals required at £2.50 each:</b>							
<b><u>Activity costs</u></b>							
<b>Activity:</b>							
<b>Cost per person:</b>				<b>No of pupils / staff participating:</b>			
<b>Total activity cost for party:</b>							
<b>Total trip costs (ie transport + catering + activity)</b>							
<b>Estimate per pupil to be disbursed (allow extra 10% on total costs for contingency)</b>							

## **APPROVAL FOR COSTINGS BY BURSAR**

<b>Signed:</b>		<b>Date:</b>	
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