

Educational Trips

Purpose

- To maintain sufficient lead-time before an educational visit takes place, in order to prepare and inform parents and other adults within the school.
- To identify the roles of teachers, administrators, other staff, volunteers, pupils and parents.
- To ensure safety procedures are in place and upheld.
- To ensure all legal responsibilities and requirements are fulfilled.

Procedures

Teacher Leading the Visit (Visit Leader)

To be completed in order:

1. Where possible plan the visit at least one term before the visit. For trips with a significant cost (over £50) parents should ideally receive the consent form two terms before the trip.
2. Outline a proposal for the visit with educational objectives and take to LSTG for approval.
3. Visit the venue if possible for an exploratory visit.
4. Acquire risk assessments issued by venue which includes appropriateness of its staff
5. Organise and confirm school's staff and volunteers to go on visit. The school has a policy that a minimum of two adults should accompany a class on any trip.
6. Identify any cover requirements and obtain approval from the Education Manager.
7. Organise emergency procedure.
8. Complete risk assessments. See Risk Assessment Guidelines- these include the submission deadlines which reflect the type of trip. Organise emergency arrangements.
9. Establish the full cost of the trip. Include admission fees, travel costs; including any mileage that volunteers can claim, food, accommodation and insurance, if required. Decide who will pay for what. When deciding which mode of transport to take, consideration should be given to; cost, eco-friendliness and lowest carbon footprint where possible and practicable.

Once Risk Assessment is approved:

1. Draft information for parents eg. purpose of the trip, costs, timings, clothing, food, contacts info and pass to the School Office for distribution with relevant consent forms to the parents concerned.
2. Once payment from parents has been received, book venue, accommodation, transport
3. Purchase appropriate travel and/or medical insurance
4. Brief staff, volunteers and pupils on their roles.

Post trip

1. Visit Leader to collate all documents relating to the trip; risk assessment, pupil register, consent forms, any accident/incident forms, parent helper forms, etc. and return them to the School Office to file.

Responsibilities

Health & Safety Officer

- Ensure visits comply with regulations and guidelines.
- Check, review and approve the completed risk assessment.
- Ensure there is adequate and relevant travel and/or medical insurance cover.
- Ensure agreed contact and emergency procedures are in place.
- Ensure correct procedures are followed.
- Ensure the Visit Leader has informed parents that their consent has been given, for all activities, and any payment required.
- Keep records of visits, accident/incident reports.

- Review systems and monitor practice.

Teacher Leading the Visit (Visit Leader)

- Has overall responsibility for the supervision and conduct of the visit, including the health, safety and welfare of all involved. This includes doing their best to ensure the health and safety of everyone on the trip and may include stopping the visit or activity if they think there is an unacceptable risk to anyone or everyone.
- Must ensure the pupil to adult ratio is appropriate to the groups needs (see Appendix A)
- Must define the roles and responsibilities of other adults and pupils.
- Must ensure effective supervision of the other adults and the pupils. See their roles defined below.
- Must be aware of any child protection issues.
- Must have First Aid Training and ensure first aid provision is available.
- Must ensure special educational or medical needs of pupils are known and met (including provision of medicines).
- Must ensure that the other adult helpers (teachers and volunteers) have access to all necessary information (including risk assessment, pupil information, emergency procedures)

Other adults (staff and volunteers)

- Must be clear about their roles and responsibilities.
- Must follow the instructions of the visit leader.
- Must implement the risk assessment - doing their best to ensure the health and safety of everyone involved.
- Must complete the Parent Helper form.
- Must read and sign a Confidentiality Policy form.
- Must be aware of emergency procedures and how to access contact and pupil information.
- Must inform the visit leader or other adult of any health and safety concern during the visit.
- Must, if driving, ensure they have the required car insurance.

Pupils

- Must follow instructions
- Must follow their agreed Code of Conduct on School Trips (including dressing and behaving sensibly and responsibly) - see appendix .
- Must not take unnecessary risks.
- Look out for anything that might hurt or threaten anyone in the group and tell a teacher or another adult.

NOTE - Any pupil whose behaviour is considered to be a danger to themselves or to the group will be prevented from going on or continuing the trip. Whether on a day trip or residential visit, parents would be requested to collect their child at their own expense. (Parents sign to consent to school trips on a "Pupil Information & Permission" form).

Parents

- Must make an informed decision on whether their child should go on a visit and complete the Parent Consent form, including their consent to pay the cost of the trip and agreement to arrangements for sending the child home early if necessary.
- Must prepare their child for the visit by reinforcing the visit's Code of Conduct.

Office Staff

- Send out parent information including parent permission forms
- Inform Bursar of the class(es) involved in the trip and the cost to parents
- Pass collected money to the Bursar

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- Provide medical supplies and first aid equipment.

Approved

Next Review Date: May 2020

Appendix A

Risk Assessment Guidelines

A risk assessment must be carried out for ALL activities and aspects of an educational trip. Details of the trip / activity must be clear enough to provide an accurate picture.

Deadlines for submission reflect the type of trip/activity:

- Repeated trips/activities: **1 week** before date of event
- New day trip/activity: **2 weeks** before date of event
- Repeated overnight trip: **6 weeks** before date of event (enabling time for parent information and consent)
- New overnight trip: **12 weeks** before date of event (enabling time for parent information and consent)

For regular or frequent trips a review of the existing risk assessment must be carried out and any additional risks are to be included on a Subsequent Risk Assessment for Frequent Activities already Assessed and submitted to the Health and Safety Office together with the original Risk Assessment and support documentation.

THIS PROCESS (FOR REPEATED ACTIVITIES) IS UNDER REVIEW AND NEW GUIDELINES MAY BE ISSUED.

Further information on Risk Assessments can be found in the Risk Assessment Policy - H&S0019.

When risk assessing any trip, activity, etc, the following areas or items should be covered:

Exploratory Visit

An exploratory visit should be made by the teacher leading the activity or trip, wherever possible, to:

1. ensure, first hand, that the venue or route is safe and suitable to meet the aims of the activity/trip
2. to obtain advice from the venue's staff
3. assess potential areas and levels of risk at the venue or along the planned route
4. to become familiar with the area or route before taking the children there

If an exploratory visit is not feasible, the teacher will need to consider how to complete an adequate assessment of risks. A minimum measure would be to obtain specific information, in writing, from the venue, including their own risk assessment, information from another school who have visited or other local organisations.

Subsequent visits to venues/sites must be reassessed as factors may change, for example, pupils with SEND, changes in facilities at the venue/site or on route.

The activity

To be specified clearly enough to provide an accurate picture of the activity.

For example; if the activity is a walk, the whole of the route must be detailed and assessed. If it is possible

that any part of the route may become obstructed, e.g. by flood, a locked gate, fallen trees then a potential alternative should be found and fully assessed.

It may be one or many activities - each activity and any individual part of the activity should be noted and assessed for risks.

There may be a risk assessment issued by the provider of an activity, eg sports club. This must be included in the supporting documentation when your risk assessment is submitted.

The equipment

Each part of the activity must be covered to include all uses of equipment, for example clothing, footwear sporting equipment etc.

Appropriate clothing and footwear will include items such as walking boots, sun hats and other safety items. Other essentials may include water bottles, sun cream, etc.

The people

There must be someone responsible for health and safety (and implementation of the risk assessment) for the duration of the trip/activity. This is generally the teacher who is the visit leader.

There must be appropriate supervision - in regard to DBS checks and safeguarding as well as to pupil : adult ratios and covering pupils with additional needs. See appendix for ratio details. There must be a plan for emergency cover should this become necessary for example if an adult becomes incapacitated or a pupil needs removing from an activity/the trip.

There must be a qualified first aider - generally the teacher who is the visit leader.

During overnight stays the adults who will have access to the pupils will, where possible (ie in the UK), have appropriate DBS checks, including Education Centres and accommodation in private homes - known as 'homestays'.

It is not possible for schools to obtain criminality information from the DBS about adults who provide homestays abroad. In completing the risk assessment the teacher must consider the following:

- Schools should liaise with partner schools or educational centres abroad to establish a shared understanding of, and agreement to, the arrangements in place for the visit. They must use professional judgement to satisfy themselves that the arrangements are appropriate and sufficient to safeguard every pupil involved. Parents must be made aware of the agreed arrangement.
- Schools may decide whether they consider it necessary to contact the relevant foreign embassy or High Commission of the country in question to discuss what checks may be possible in respect of those providing homestay.

The journey

A risk assessment must include every aspect of a journey.

The following may be included:

- passenger safety; competence of driver (relevant license and insurance); safety of the vehicle including use of seatbelts/car seats; including hire vehicles and drivers.
- route planning; the route must be known to all drivers/adults.
- supervision of pupils during the journey and at departure and arrival points (including stations, airports).

The Children

For children with SEND the Visit Leader must decide if a TA, parent or nominated guardian needs to accompany the child on a day trip. For overnight trips, SEND children should be assessed by the Visit Leader as to whether the child needs to be accompanied by their parent or nominated guardian. The accompanying parent or nominated guardian should also be DBS checked.

The 1:1 support for children with SEND should not be considered the second adult for the trip.

Appendix B

<http://www.hse.gov.uk/services/education/faqs.htm#school-trips>

Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils.

Guidance published by the National Education Union suggests the following ratios for school trips: Of this minimum number at least half shall be employed members of staff, teaching or non-teaching, providing that there is at least one teacher (except in the case of a very small group - see below).

- One adult for every six pupils aged 3 - 6 years (there should be higher ratios for EYFS)
- One adult for every 10-15 pupils aged 7 - 11 years
- One adult for every 15-20 pupils aged 12 years and over

For a mixed party on a visit involving one or more overnight stops, there should ideally be a staff member of each gender.

Two members of staff, one being the class teacher, need to accompany a group of 6 or fewer young people on a visit of less than half a day which is confined to the locality and does not involve adventurous activities.

If the adult is not a member of staff, the nominated person should be Disclosure and Barring Service (DBS) cleared, general parental consent should also be obtained.

Appendix C - Checklist for School Trip

The following checklist should be used to ensure that all requirements for a planned trip have been completed.

	Action	Date completed	
1	Risk Assessment - write and obtain approval from H&S Officer within the submission deadlines		
2	Parent helpers - identify who will assist, issue parent helper forms. If they will be driving children, ensure that they have the correct insurance.		
3	Children - consider TA or parent support for children with SEND. Add to Risk Assessment, ensure the parent is DBS checked.		
4	Inform parents, in writing and ideally during parent meetings, to allow for Q&A. Include dates, venue, schedule of activities, costs and adult helpers		
5	Exploratory visit - update RA if necessary		
6	Obtain RA from venue and any guidance information they provide		
7	Parent consent forms - issue forms and ensure all are returned, noting any comments that may affect the Risk Assessment. Where necessary, the form should include, but not limited to; the journey, the cost, specific activities including swimming proficiency, medical information request (NHS no.) emergency contacts		
8	Guidelines - ensure teachers/staff and parent helpers have copies of the Handbook for Leaders and Water Safety		
9	Book trip/activity/accommodation/transport (include appropriate travel and or medical insurance)		
10	To take on trip	Medical information forms - including specific healthcare forms	
		Copy of the Register	
		Risk Assessment and additional blank forms to use on trip	
		Leaders handbook	
		First Aid kit - check supplies. Contact Office for replacement supplies	
		Accident and Incident Forms	
		High-Vis jacket, if applicable	
		Mobile phones	
11	Post Trip	Return all trip documents to the School Office. Include; completed checklist, RA's inc third party one, Accident and Incident forms, copy of register, all consent forms, parent helper forms and any	

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	other documents associated with the trip.	
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Appendix D

Code of Conduct on School Trips

The code of conduct aims to support the safety and well-being of pupils, trip leaders, staff, adult helpers and the general public while pupils are on a trip. It therefore includes requirements for mutual respect, listening to the trip leader, staff and adult helpers responsible for the trip and following instructions.

The school's Positive Behaviour Policy, Anti-Bullying Policy and Exclusion Policy all apply on school trips, and pupils are expected to behave well at all times. Anything which compromises the well-being of individuals, affects the integrity of the trip or damages the reputation of the school has no place on a school trip. Students must therefore abide by the above-mentioned policies and the school's code of conduct (below) at all times, together with any additional rules or expectations designed for a specific trip.

It is important to note that the school reserves the right to send a pupil home at the cost of the parents/carers if it is felt that a major breach of trust has occurred. This decision will be taken by the teachers on the trip in conjunction with the Education Manager.

Code of Conduct for Pupils

- Pupils are expected to treat each other, the trip leaders, school staff, adult helpers and all other people with whom they come into contact with respect.
- Pupils are expected to comply with any instructions given by their trip leader or other person in authority.
- Pupils must not take undue risks or otherwise compromise the safety of themselves or others.
- Pupils must abide by the laws of the country in and through which they are travelling.
- Any use, possession or dealing of any illegal drugs and any consumption of alcohol are expressly prohibited throughout the trip.
- Pupils must not post photos or videos of each other or the trip leaders on social media.

Code of Conduct for Staff and Adult helpers

Members of staff and other accompanying adults are *in loco parentis* for the duration of the trip. This means that they must be able to respond effectively and appropriately in the event of an accident, emergency or other problem. For these reason, much of the above also applies to staff and other accompanying adults:

- Staff and adult helpers must not take undue risks or otherwise compromise the safety of themselves or others.
- Staff and adult helpers must abide by the laws of the country in and through which they are travelling.
- Any use, possession or dealing of any illegal drugs and any consumption of alcohol are expressly prohibited throughout the trip.
- Staff and adult helpers must not post photos or videos of the pupils on personal social media accounts.
- Smoking whilst on a School trip is not permitted.