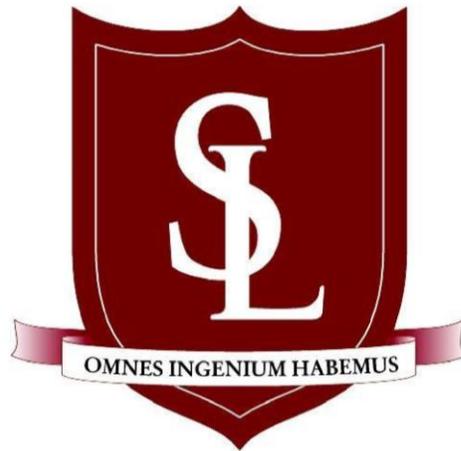

TRIPS & VISITS POLICY

South Lee School



Reviewed by: Mervyn Watch (Headmaster)

Date: September 2016

Review Date: September 2017

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Trips and Visits Policy

This policy applies to all areas of the school including the EYFS setting

1. INTRODUCTION

This policy has been developed with regard to DfE guidance 'Health and Safety of Pupils on Educational Visits'. It sets out responsibilities, requirements and guidelines for planning, organising and managing School trips, visits and other off-site activities (all referred to hereafter as 'trips') and to ensure that pupils and staff may experience the best possible benefits from their trips whilst at the same time minimising risks to their health, safety and welfare. This policy applies to the whole school including the EYFS and Pre-Prep.

At South Lee, educational visits are seen as an integral part of school life. As part of our aim to provide a broad and balanced curriculum, educational visits should have:

- Have a stated educational purpose
- Provide children with first hand experiences
- Enhance learning opportunities
- Develop personal and social skills
- Provide a positive contribution to the development of cross-curricular dimensions
- Enhance our curriculum plans

Visits include:

Walks around the local area (e.g. Nowton Park, River Lark)

Local visits (e.g. museums, The Abbey, other schools, factories)

Half or full day visits which need transport (e.g. Colchester Zoo and Castle, Orford Castle, Wandlebury Education centre, Cambridge University, Duxford Imperial War museum, Windsor Castle, High Lodge, Denny Abbey, Norwich science discovery centre London: Parliament, IMAX, Aquarium, V&A, Globe, Imperial War museum and others)

Residential visits (annual weekend at Hilltop outdoor centre for the Prep School, trips to France, Holland and Spain)

2. PLANNING

Preliminary considerations

The following matters are among those that should be considered in deciding whether a trip is worthwhile and should be thought about before seeking permission for a trip to go ahead. You will need to consult with the Deputy Head and the Educational Visits Coordinator (EVC) whilst considering the following:

- Time involved
- Expense involved
- Educational (or other) value
- Whether the trip is compulsory (coursework etc) or voluntary
- Impact on other staff
- Impact on other established trips
- Impact of missed lessons, especially with optional trips
- General impact on the School of staff involvement
- Any health and safety issues

Lead-in time

The more ambitious the trip, the greater the need for a longer lead-in time. For a residential trip, even in the UK, planning may need to commence about 12 months before the intended departure. For day trips, a term ahead is usually sufficient. Last minute opportunities sometimes arise and staff wishing to take advantage of such an opportunity should raise the matter with the Deputy Head and EVC.

Preparation

Once a member of staff has decided on a visit location that needs a coach, then detailed preparation needs to start well in advance. Local visits should have at least one week's notice so that permission slips can be sent out and returned, if necessary.

The school diary should be checked to make sure the date is free. Ring and book your venue then give the Office the dates, venue (including address and telephone number), time of coach. When this has been done, the Bursar can then book a coach.

A risk assessment form must be completed as part of the planning for all trips. Once completed this must be checked and cleared by Mr Steve Catchpole (Educational Visits Coordinator) before being submitted to the Headmaster, Mr Mervyn Watch, or in his absence the Deputy Head, Miss Jo Coventry, to be signed off.

Once the details of the visit have been confirmed, then a letter to parents needs to be drafted. The Headmaster should check this before asking the office staff to type and reproduce it.

The letter should include such details as;

- Educational objectives
- Venue
- Date
- Departure and arrival times
- What to wear
- What to take
- Packed lunches
- Cost
- A clear reply slip giving permission must be included for parents to return

Itinerary

A detailed itinerary needs to be planned for the whole visit. This should include:

- Times
- Places, with phone number in case of emergency, details of disabled facilities and access, if appropriate
- Activities
- Groups
- Supervision (as set out in ROSPA and DfE guidelines)
- What to take:
- First aid kit (*see Mrs Macfarlane*)
- Any medication specific children need, e.g. for asthma
- Emergency contact list
- Sick bucket, paper towels, plastic bags, disinfectant, etc.,
- Any resources or equipment needed
- Cheque(s) to pay for costs

Residential Visits including Overseas visits:

Plans for a residential visit need to take place well in advance. Prior to any residential visit, the staff responsible need, if at all possible, to visit the venue to:

Check for suitability and safety, especially appropriate safety standards in outdoor activity centres

Collect information about the venue and its surrounding area.

Following the initial visit, costs need to be worked out. A parents' meeting must then be arranged. This should explain:

- Purpose of visit
- Costs
- Practical arrangements
- Itinerary
- Arrangements for supervision and safety
- Insurance arrangements

- Medical and emergency arrangements
- Consent forms
- Contact numbers

Further preparations:

- A detailed itinerary
- Contact numbers of parents and staff
- Medical and dietary arrangements needed
- Rotas of staff on duty
- Use of leisure time

During the visit

Staff must ensure the adequate supervision and safety of all children at all times.

In the case of any emergency, the appropriate members of staff at school must be contacted immediately as part of the school emergency plan.

Children should know which member of staff is on duty at all times

After the visit

It is school policy to assess trips/visits, as part of our review process. Forms are available in the office. The completed trip evaluation should be submitted, along with the original trip details/ risk assessment, to the Headmaster to be signed and then placed in the Visits folder which can be found in the Headmasters office.

3. ROLES AND RESPONSIBILITIES

Responsibilities of the Trip Leader

The Trip Leader will recognise that whilst leading the visit, he or she is in effect representing the Headmaster.

The Trip Leader will:

- Ensure that the trip is planned, organised and takes place in complete accordance with this policy and procedure.
- Liaise with the School's EVC and Deputy Head Pastoral as soon as approval has been given for the visit/trip to take place and throughout the planning process.
- Ensure that Group Leaders are appointed with proper regard to their experience and competence to undertake the tasks assigned to them.
- Ensure the overall maintenance of good order and discipline during the visit/trip.
- Ensure that adequate arrangements are planned and implemented for the well-being of all participants, staff and pupils, whilst on the trip.
- Complete full and adequate risk assessments for the trip and ensure that all leaders accompanying the trip are fully briefed and understand their responsibilities with regard to the risk assessments and general health and safety requirements.
- Ensure that all members of staff are fully briefed as to their roles and responsibilities.

- Brief pupils and other participants prior to the trip and ensure that they conduct themselves with due respect for the environment and the local community.

Trip Leaders must inform the EVC or Deputy Head, if at any point during the planning of the visit, concerns arise that lead them to feel unsure of their competence to lead the visit safely.

Responsibilities of the Educational Visit Co-ordinator (EVC) and Pre-Prep Coordinator.

- Ensure that the Trip Leader fully understands the actions that need to be taken in planning/organising and taking a trip.
- Work with the Trip Leader at the initial planning stage to agree a schedule for actions that need to be taken and to agree/assign tasks.
- Follow up with the Trip Leader and others involved at regular intervals throughout the planning process to ensure that everything is happening as it should and to help resolve any problems.
- Assist and advise with preparation of risk assessments for the trip. Ensure that all leaders accompanying the trip are fully briefed and understand their responsibilities with regard to risk assessments and general health and safety requirements.
- Check that all documentation required for the trip is correctly and fully completed within the required time scale before departure.
- Ensure that the Trip Leader has left the Trip folder with the School Office or the EVC prior to departure (residential trips).
- Keep up to date on current legislation regarding the management, planning and undertaking of educational visits.

Responsibilities of all staff members / other adult helpers involved in a trip

All staff members and other adult helpers will be made aware of the expectations placed upon them and appreciate the nature of their relationship to the pupils and other staff. All staff and other helpers will fully understand and be comfortable with their role before accepting their place on the visit.

All staff and other helpers will:

- Conduct themselves in a manner compatible with their own safety and with the safety and well-being of the pupils.
- Inform the Trip Leader if they are unsure of their ability to perform any supervisory function requested of them.
- Recognise the limits of their responsibilities and act within these at all times;
- Report to the Trip Leader any concerns they may have concerning pupil behaviour or well-being during the visit.

GAP Students may accompany trips as additional. They do count if a male or female member of staff is required. Non-teaching staff and GAP students should never exceed more than 50% of the total staffing levels.

Child – Adult Ratio:

Ratio of children to adults should be a minimum of 1:4 in Nursery (2-3 year olds), 1: 6 in Kindergarten (4 & 5 year olds), rising to a ratio of 1:15 in Year 8. The number of adults needed would depend on the nature of the visit and the amount of supervision needed.

Trips including an overnight stay

For visits involving an overnight stay the minimum staff/pupil ratio is 1 to 15, subject to there being at least a minimum of 2 adults. For single sex parties, one staff member must be of the same sex as the pupils. For mixed parties a staff member of each sex must be included.

At least one staff member must be a teacher.

Trips abroad

For trips abroad the minimum staff/pupil ratio is 1 to 10, subject to there being at least 2 staff. For single sex parties one staff member must be of the same sex as the pupils. For mixed parties a staff member of each sex must be included.

Trips including adventurous activities

For any trip in which activities classified as adventurous form part of the programme, the minimum staff/pupil ratio is 1 to 15, subject to there being at least two staff. In addition, specific regulations may apply to the staffing of the activities themselves.

4. FINANCIAL PLANNING

A budget must be prepared for each trip and submitted to the EVC / Deputy Head in the early stages of preparation for a trip. Budgets for residential trips inevitably require more detail than those for day trips. The sort of expenses that need to be considered will include:

- Travel (including school to/from port / airport)
- Accommodation
- Foreign taxes levied on departure
- Meals not provided with accommodation
- Activities, entrance and other fees
- Tour games kit
- First aid and medical supplies
- Administration (post, telephone, photocopying etc)
- Equipment (hired and bought)
- Contingency
- Gratuities for coach drivers etc

- Hospitality gifts to hosts etc

This will be offset by the income that may include:

- Payments by pupils
- Payments by members of staff
- Payments by other adults
- Payments included in school fees
- Fundraising
- Sponsorship
- Grants
- Other sources of funding

The Trip Leader will ensure that parents have early warning of additional costs associated with the trip, normally by way of a letter sent out the term before the trip is to take place. Agreement will normally be sought to add the cost of the trip to the School bill or for payment to be made by other means at the point where the permission slip is returned. i.e. accompanying cheque.

Insurance

The School does not have an all-enveloping pupil insurance, providing cover for any activity, anywhere in the world and the Trip Leader must check with the Bursar whether any additional cover is needed, together with cost implications, before the parents' information letter is sent out.

Pocket Money

This is at the discretion of the teacher organising the trip.

Uniform

It is easier to identify children if they are wearing their school uniform. If the visit is likely to involve a lot of outdoor activities, for example, to a farm, then request that parents send their children in suitable clothing and footwear. It is expected that the school coat (Navy blue, fleece lined) will always be included on any kit/ uniform list accompanying all trips.

5. SAFETY

The well-being, health and safety of pupils and others on trips is ensured by adequate supervision, meticulous planning, preparation of full and adequate risk assessments.

Children must be supervised by a teacher or adult at all times, including lunch times

A suitable place for lunch and toilet facilities needs to be considered

Staff must make an assessment of any potential hazardous situations before the visit takes place, for example children's playgrounds

All adults need to be comprehensively briefed so that they know the itinerary, which group of children are in their charge, the aims of the visit, and exactly what their duties are

Given the current unsettled nature of world politics and resulting potential terrorist threat, any trips being carried out on the continent will follow guidance set out by the Foreign and Commonwealth Office.

Risk Assessments

The Trip Leader will carry out risk assessments, complete risk assessment forms and submit these to the EVC for checking and approval before the trip goes ahead. Approval for any trip is conditional upon completion of satisfactory risk assessments. The EVC will give guidance on this and assist with staff briefing/training if required.

Alcohol

Any member of staff in charge of, or assisting in the supervision of pupils on a School visit/trip, must at no time, when on duty, be under the influence of alcohol or other drugs likely to affect their judgement or behaviour.

During residential trips and visits, a rota should be established, so that staff members have a clear understanding of when they are on and off duty. At all times, there should be the required levels of supervision by alcohol free staff. (1 unit of alcohol is processed by the body every hour).

It is expected that all day trips and visits should be alcohol free.

Accidents and emergencies

Members of staff in charge of pupils have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Members of staff should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

Emergency procedures are an essential part of planning a school trip. If an accident happens, the priorities are to:

- Assess the situation
- Safeguard the uninjured members of the group
- Attend to the casualty
- Inform the emergency services and everyone who needs to know of the incident.

Who should take charge in an emergency?

The Trip Leader should usually take immediate charge in an emergency and should ensure that emergency procedures are put in place and that back-up cover is arranged.

First Aid / Medication

Trip Leaders should always consult with the School Nurse before departing for any trip. First Aid Bag / Boxes should be collected from the School Nurse. Trip Leaders should check any special medical needs of any pupils taking part on the trip with the School Nurse who should advise accordingly. There should be at least one First Aid trained member of staff on every trip or clear access to First Aid trained adults at particular venues. Any accidents or

medical issues should be reported to the EVC / School Nurse on return to school regardless of the outcome so that a review can be carried out for further trips.

Further useful advice in relation to particular types of activities and the risks involved is provided by the HSE & DfES.

Health and Safety of Pupils on Educational Visits: A Good Practice Guide 1988 (reprinted 2001)

Health and Safety: Responsibilities and Powers (DfES/0803/2001)

Standards for LEAs in Overseeing Educational Visits. Part 1 of a 3 Part Supplement to Health and Safety of Pupils on Educational Visits (DfES/0564/2002)

Standards for Adventure. Part 2 a 3 Part Supplement to Health and Safety of Pupils on Educational Visits (DfES/0565/2002)

A Handbook for Group leaders. Part 3 of a 3 Part Supplement to Health and Safety of Pupils on Educational Visits (DfES/0566/2002)

The Education (Independent School Standards)(England) Regulations 2010 (Reviewed January 2013)

www.education.gov.uk

www.hse.gov.uk/services/education/faqs.htm

www.gov.uk/.../organisations/foreign-commonwealth-office

Outdoor Education Advisers Panel (OEAP)

Adventure Activities Licencing Authority (AALA)