



SCHOOL EDUCATIONAL TRIPS & VISITS POLICY

***Well-managed school trips and outdoor activities are great for children. Children won't learn about risk if they're wrapped in cotton wool.'* HSE 06/2011**

SCHOOL JOURNEYS AND EDUCATIONAL VISITS POLICY

The following procedures policy applies to all approved educational visits, journeys, theatre trips, exchange visits, leisure excursions, field trips, indeed to any accompanied group of pupils which leaves the school premises and travels in the name of the school.

1. General principles

- Approval for all school visits must be passed initially through the Educational Visits Co-Ordinator (Susan Clarke – Headmistress). Group Leaders should complete the Educational Trips and Visits Risk Assessment (see Appendices).
- It is the prime responsibility of the member of staff organising the trip to ensure the safety of all girls at all times.
- Any charges made must be in accordance with the current school policy and agreed prior to the organisation with the Assistant Bursar (Martin Wayne).
- Taking girls out of school during the school day will almost always cause a level of disruption; this must be kept to a minimum and adequate cover organised where necessary.
- School uniform will be worn by girls except in exceptional circumstances for day trips. For residential trips, some identifiable item of clothing will be necessary, such as the school sunhat or, in the case of Year 6 residential trip, Leaver's sweatshirts.

2. Supervision

- The level of supervision must be in line with school and national guidelines. There should normally be a minimum of two members of staff accompanying any visit. The member of staff organising the trip must keep to the following ratios:

- **One adult to every three girls in Kindergarten and Nursery.**
 - **One adult to every four girls in Reception**
 - **One adult to every six pupils in Years 1 and 2**
- **One adult to every ten pupils in Years 3-6 (Day trips), this may be extended to 15 pupils for local trips e.g. church visit**
- **One adult to every eight pupils in Years 3-6 (Residential trips)**

- The group leader must be a teacher at the school.
- Should the trip involve any form of hazardous activity, the Headmistress must be satisfied that the organiser is fully qualified to lead such an activity or alternatively to supervise the selection of qualified instructors.
- Please ensure that the school office is given a copy of your trips documents. They should also be informed if the group leader expects a late return so that parents can be advised.
- Please ensure that as Group Leader, the Deputy Head (Hill or Brae) has been informed of any necessary cover resulting from the trip. Lesson plans should be submitted to them at least 48 hours before the trip departs and in the case of residential trips, preferably at least a week before, so that necessary long-term cover can be organised.

Guidelines on Transportation

- The use of private cars is discouraged, under UCST guidelines. If an employee uses their own car they must have a business use clause in their insurance policy and see the Bursar to complete a Driver Declaration form accompanied by a copy of their driving licence.
- There are firm and clear guidelines about the driver of the school minibus within the Department for Education and Skills Good Practice Guide 'Health and Safety of Pupils on Educational Visits. Members of staff who drive the minibus should familiarise themselves with Section 6 of the document. All drivers of the minibus must have D1 classification on their driving licence, have completed a Driver Declaration form and have attended the minibus familiarisation training. Copies of the driver's licence and the declaration form should be held in the Bursary (please see the minibus section within the school's Health & Safety policy).
- The Bursar ensures that regular checks and maintenance are carried out on the minibus.

Guidelines on the use of Public Transport

- It is accepted that occasionally public transport may be the preferred method of transportation. In these cases Group Leaders must ensure that they have prepared the appropriate risk assessment which takes into account alternative routes/methods of travel in case of public transport cancellations/failure.
- Tickets for National Rail and London Underground should be organised at least one month in advance.

Guidelines on Parents/Volunteers

- Parents/Volunteers may be used. Please see the school policy on Engagement of staff & others which states that such persons should be known to the school and 'no concerns expressed' about them taking part in a trip. All volunteers are required to read and sign that they have read the Safeguarding Policy.

High-risk activities

When a trip includes high risk activities such as rafting, abseiling, canoeing, skiing, cycling or caving, you must have evidence that the host company has their **Adventure Activity Licence**. You will need to identify proof with the risk assessment.

Communication

- The trip/workshop/event should be booked into the school calendar at least one term in advance, ideally a year for residential trips.
- An e-form (permission slip) with trip information should be sent to parents at least three weeks prior to the trip taking place. For all residential trips this will need to be completed at least a term in advance. Liaise with the Communications Officer regarding late responses and trip registers. It is your responsibility to manage parent responses.
- Book the necessary coaches, please liaise with the School Communications Officer for advice on reputable companies and contact details so this can be done well in advance. Where possible please use the school mini-buses, these will also require booking, and arrange drivers.
- Reminders to be placed in Friday Notes with key information for parents ahead of the trip.
- Discuss relevant cover and planning with the Deputy Heads.
- Notify Catering Team about the year group absence, and if packed lunches are required.
- Communicate with the Assistant Bursar regarding all financial matters and purchase orders.
- Create a briefing sheet for all volunteers and staff supporting the trip/residential. The briefing sheet should contain information about the trip and venue. All Health and Safety procedures, and relevant contact information.
- Host a slot in the Morning Briefing to update all staff with information regarding the trip.
- Brief all pupils about the trip, including aims/objectives, travel information, health and safety, expected behaviour and what to do in an emergency e.g. separated from the group.
- (Residential trips only) host an information meeting for parents, which should include all relevant information and allow for Q&A. Company reps should attend the parent briefing where possible.

Extra Requirements for Residential Trips

The Group Leader should discuss these with relevant staff members prior to the trip taking place (Head, Deputy Business Manager)

- Criminal Checks will have to be undertaken or documentation checked, in accordance with the school's Health & Safety Policy, at least six weeks in advance.
- There needs to be a written audit of any equipment to be used, (Is it safe and the correct size?). **High risk activities being swimming outdoors; water based activities; mountain walking; rock climbing; camping, caving, skiing; riding and cycling.**
- There must be a written chain of responsibility, with relevant contact details.
- Insurance may differ (see Financial Arrangements section)

Accommodation Guidelines:

- The sleeping arrangements must be organised to be in line with current regulations, namely the group should ideally have adjoining rooms with teacher's quarters – the Group Leader must obtain a floor plan of the rooms reserved for the group's use in advance.
- The immediate accommodation area should be solely for the group's use. There must be separate male/female sleeping/bathroom facilities. The Group Leader will need to have checked that the accommodation has appropriate and safe heating and ventilation, during the Inspection trip. In addition balconies should be stable, windows secure and electrical connections safe.
- The group must be informed of the layout of the building and fire exits etc on arrival and a fire drill organised. There must be an audible fire alarm. Security arrangements must be checked by the Group Leader.

Financial Arrangements

- The organiser is to record all receipts and payments and these must be handed to the Assistant Bursar. The Group Leader is personally responsible for all monies received until it has been handed to the Bursar.
- Please request a kitty well at least two weeks prior to the trip should this be required.
- All charges will be added to parents' termly account.
- Costing the trip (please consider the following)
 - Admission and workshop chargers
 - Transportation costs
 - Supply cover charges
 - Refreshments for staff and volunteers
 - Refreshments for children (not always necessary)
- The school is comprehensively insured for most school visits. However, if the trip involves potentially hazardous sports/activities then the Group Leader should arrange a meeting with the Assistant Bursar to ensure that there is sufficient insurance in place to cover the proposed visit. In cases such as this, the Group Leader must inform the parents of the level of insurance cover and give them the opportunity to purchase extra insurance should they wish to do so.
- For journeys to Europe the Group Leader must ensure that all girls are in possession of Form E.H.I.C (European Health Insurance Card).
- If passports are required, then the Group Leader must ensure that all girls have their own current passports or that they are covered by a group passport. (Photocopies of the passports must be taken for emergency use, in case someone other than the designated leader has to accompany an injured girl back to the UK)
- Once the visit has taken place accounts showing receipts and payments must be handed to the Bursar.
- The school insurers for trips are as follows:
Zurich Municipal, Zurich House, 2 Gladiator Way, Farnborough, Hampshire GU14 6GB
Travel claims hotline:- 24 hour emergency helpline 01489 868 888 (from UK)
Or +44 (0) 1489 868 888 (from abroad)
NB: the policy excludes Wintersports, please contact Zurich via the Bursary if you wish to check if all activities on your trip is covered

What to do in the event of an emergency

The Group Leader is responsible for ensuring that there are first aiders present on site or that accompanying staff have first aid training, this may include online Educare Training. All trips undertaken by the EYFS must have a qualified Paediatric First Aider in attendance. Girls who are thought to be particularly at risk due to certain health issues must be considered separately. Such girls will be attended on a trip by those members of staff who have had the training in how to address those health issues.

In the event of an accident or injury, please treat the injured persons following the First Aider Policy. If the injury or illness is serious contact the Ambulance on 999. All injuries, accidents and medical emergencies must be reported and recorded (yellow accident form) on your return to school.

(All adults on the trip should have a copy of these guidelines)

- Establish nature and extent of the emergency
- Make sure that all other members of the party are accounted for and safe
- If there are any injuries, establish their extent and administer First Aid
- Establish names of all injured and call relevant emergency services
- Advise all 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, if appropriate
- Arrange for one member of staff to remain at the incident site to liaise with emergency services until the incident is over and all girls are accounted for
- Control access to telephones, make contact with Headmistress and give a full report
- Identify alternative phone numbers in case telephone lines become busy
- The school will arrange to contact parents of those involved. In serious incidents the parents of all party members should be informed
- Any contact with the media will be handled by the Headmistress
- The Group Leader should write down as soon as is possible all relevant details. A record should be kept of any witnesses. Any associated equipment should be kept in its original condition
- Legal liability should not be discussed or admitted
- All accident forms should be completed
- Parents should be informed of any delays which may occur as a result of the incident.

Unsupervised Time (only applicable for Year 6 residential trip)

- This should be kept to a minimum and only be allowed when it is safe and reasonable to do so (traditionally this only applies to the French market shopping experience). At such times, girls must be in groups of no less than three and report to staff at regular intervals.
- Girls will have a note written in the relevant foreign language asking for help, the details of the meeting point and the address of the venue at which they are staying, together with the mobile phone number of the Group Leader.

Mobile Devices and Social Media

- Girls are not permitted to take phones, 4G or Wi-Fi enabled devices on educational trips at any time. The exception to this is on sports tours such as the Ski Trip. Devices may be used only in communal spaces for a specified time under adult supervision. Devices will be collected by the Group Leader and kept locked away when not in communal use.
- Girls on the Year 5 and 6 residential trips make take a digital camera for their journals and movies. Where possible use school cameras and iPads.
- Twitter, the school has an account which Group Leaders may have permission to access. Please speak with the Marketing Manager to gain access information. Twitter is a good way to keep parents abreast of what is happening whilst their daughters are away. Content on Twitter should always be in line with the school ethos and formal written English should be used. Please refer to the photo permissions list before posting any Tweets.

Behaviour

- Expectations of behaviour are the same as though the girls were in school, directly in line with the school's Behaviour & Discipline Policy.

After the Trip

- The Group Leader is expected to evaluate the trip and pass a copy of the Trip Evaluation Form to the Educational Trips Co-Ordinator for their records.

Trip organisers should familiarise themselves with the content of this document and the Department for Education and Skills handbook, Health & Safety of Pupils on Educational Visits.

The Appendices which should be used are as follows:

APPENDICES

Inspection Visit Form –Appendix A

(Copy to Educational Trips Co-Ordinator)

Parental permission Letter Proforma – Appendix B

(All permission letters to be sent by e-form)

Trip Information Document – Appendix C

Risk Assessment Plan – Appendix D

Trip Evaluation Form – Appendix E

(Copy to Educational Trips Co-Ordinator)



Rowan Educational Trips and Visits Proforma

Before the Trip/Event

- Speak with Brae/Hill Deputy Head about trip and dates.
- Liaise with Assistant Bursar regarding trip costings.
- Send calendar entry to the Headmistress's PA, please include all trip details within the entry including catering, facilities, cover and transportation information.
- Amend the e-form permission slip with the Communications Officer and send to parents.
- Undertake a pre-site inspection (new Group Leaders or new venues only), plan your ratios according to age, location and nature of the visit.
- Complete the Educational Trips and Visits Risk Assessment, to be signed off by the Headmistress, at least two week prior to the trip taking place.
- Collate and manage parent permission slips.
- Arrange a parent briefing (residential trips only).
- Arrange volunteers and staff to attend the trip, please liaise with the Deputy Head.
- Brief the pupils about the trip include details of the trip and your expectations of behaviour.
- Brief the staff and volunteers about the trip, H&S and emergency contact details.

On the Day

- Collect off-site registers (completed copy in the school office), first aid bag and medical requirements of individual children.
- Introduce staff and volunteers to the children, re-explain safety briefing and what to do in an emergency.
- All girls to wear emergency wristbands with school contact details.
- Communicate with the office staff should you not be returning to school at the scheduled time. Please communicate as early as possible so that parents can be informed.
- Take photos/videos for the school website and Twitter.

After the Trip/Event

- Complete an evaluation form.
- If there have been any accidents/incidents, complete a yellow first aid form.
- Book trip/event for the next year (if appropriate to do so).

Inspection Visit Form/Application for the Approval:

This form should be submitted to the Educational Visits Co-Ordinator and the Headmistress for all day/residential trips before pupils are notified or any firm bookings made.

Group Leader:			
Department:			
Year Group:			
Number of pupils:		Adult/Pupil ratio:	
Total number of accompanying employees including party leader:			
Names of ALL other accompanying persons: CRB evidence required			
Date and time of visit:			
Venue and purpose of visit:			
Details of visit, including travel arrangements, any free time and any potentially hazardous activities:			
Cost per pupil (please incl. cover costs for residential trips): A costing sheet should be submitted for residential trips			
Additional cost to School: (incl. paid cover)			
For residential Visits: <ul style="list-style-type: none"> Type of accommodation, describe floor layout and room configuration Note particularly hazardous (high risk) activities 			
Details of site visit/pre inspection, include date undertaken and who attend the visit.			
Approval is given to proceed with arrangements for this visit as outlined above. N.B. Any changes to the above must be communicated to the Head for approval.			

Appendix B: Sample Letter Permission Slip with Indemnity Clauses (E-from)



- Y3 Visit to Kingston Synagogue
- 31 October 2016

Dear Parent

Year 3 will visit Kingston Liberal Synagogue on Tuesday 15 November as part of our Inter-Faith Fortnight. This will support their work on Jewish worship and festivals but also enrich their understanding of the Jewish faith.

Girls will travel by coach, leaving school by 9:00am and returning 11:30am (traffic permitting).

School uniform and school shoes should be worn. Please make sure your daughter has a coat in school with her just in case of bad weather.

There is no cost for this visit. Please fill in the permission form below and return it by 4 November 2016. Please indicate on the slip if you are able to accompany us on the trip.

Yours faithfully

Mrs Retter

Head of Philosophy

- I give permission for my daughter to go on the educational visit to Kingston Liberal Synagogue on 15 November 2016.
- Daughter's Name
- Daughter's Form
- Contact number on day of outing
- I am available to help on the day of the trip (you will be needed between 09:00 and 11:30am). Please write your maiden name, date of birth and mobile number to be used on the day of the trip. To avoid any confusion, I will only contact parents who have been picked to help on this occasion.
- Maiden Name
- Date of birth
- Contact number of day of outing
- If your daughter is unwell and unable to attend the trip please phone the school office by 08:20am to inform them.

Indemnity Clauses

I accept the offer made by **Rowan Preparatory School** to take my daughter as a member of the proposed group making the school trip detailed above. I also accept the offer made by the above named member of staff and accompanying members of staff in agreeing to take my daughter in the party. In exchange:

1. I agree to pay for any damage which may be caused as a result of the misconduct or carelessness of my daughter.
 2. I will not hold the Trust, the Head Teacher or any members of staff responsible for any loss of personal effects or money suffered by my daughter during the visit provided that reasonable steps had been taken to safeguard such effects and money.
 3. I will indemnify the members of staff in respects of any expenses reasonably incurred as a result of any accident to or illness of my daughter.
 4. I hereby authorise the members of staff, named above, to give consent to such medical treatment including inoculations, surgery or blood transfusions, which, in the opinion of a qualified medical practitioner, may be necessary for my daughter in the course of the trip.
 5. I give consent to my daughter travelling by coach, or any form of public transport, in the addition to the form of transport specified in the itinerary or information about the trip.
- I agree to the above mentioned clauses for the duration of the trip.

Appendix C: Trip Information Sheet

Venue:			
Address & contact details of venue:			
Date:		Year group:	
Time of departure & flight/sailing numbers where relevant:		Time of return to school:	
Lead teacher/group organiser:			
Teachers in attendance:			
Adults helpers in attendance:			
Main First Aider:			
Total number of pupils:			
Travel details:			
Trip/Event details:			
Group details:			
Group A	Group B	Group C	
Group D	Group E	Group F	
Residential Trips Only – Company Details			
Company Name:	Company Rep	Address & Email	Phone Number
Accommodation Details:			
Emergency Contacts Name & Number	1.	2.	3.

Appendix D: Risk Assessment Form

As a guide, this must be submitted to the Educational Visits Co-Ordinator for approval six weeks ahead of the departure date for hazardous, residential and foreign trips and two weeks ahead of the departure date for other trips.

Risks and Hazards			
Persons who might be harmed Consider pupils (age, temperament etc.), employees and general public			
Risk identified	Level of Risk (Indicate whether the risk is low, medium, high in terms of likelihood)	Risk controls	Further action necessary to control risk and action plan – name employee responsible, target date and completion date
Consider: journey, method of transport, activities, fire precautions, weather (winds, tides etc.), medical conditions of pupils, special needs of pupils, first aid, biological/chemical hazards, man-made/natural hazards, personal safety of pupils, possible contact with animals and contraction of disease from animals, Plan B.		Include: reference to travel company, risk assessments from field study centres, first aid cover and measures, past experience, supervision arrangements for activities, free time and travel.	

Risk Assessment Approved by the Educational Visits Co-Ordinator & Head

Signed:

Date:

Appendix E: Trip Evaluation Form

Please complete this form as soon as possible after your return by ticking relevant boxes.

Visit to					
Date					
Party leader					
	Excellent	Good	Fair	Poor	Comment
Educational value					
Transport arrangements					
Suitability of venue					
Value for money					
Pupil behaviour					
Timing					
Review of Risk Assessment – Any accidents/incidents?					
Other comment					
Worth repeating?					