

School Policies

Policy title	Trips & Visits Policy				
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Written on	June 2009	Reviewed on	April 2017	Next review due	Oct 2019
SLT link	JFO		Governor link	PDBW Committee	

Copies in	Policies folder ✓	Handbook ✓	Student planner	Website ✓
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POLICIES AND PROCEDURES

A Trip / Visit is defined as - any time a student leaves the immediate premises of the College for an activity organised by members of staff.

This section has been included as advice from the Principal with reference to the DFE publication “**Health and Safety of Pupils on Educational Visits**”, the **Health and Safety bulletin 11 “Crisis line and Emergency Planning for Schools” [Revised April 2009]** , the “**Health and Safety Bulletin 33 [Revised January 2013] “Planning for Safe Trips and Visits”, The Group Leader Handbook, “The College’s Emergency Plan (Oct 2009)”** concerning Educational Trips and Visits.

Under the guidelines laid down in the above named documents **it is essential** that the following procedures be adopted in relation to school trips and visits.

It is fair to say that regulations and guidance regarding school trips and visits have altered considerably and the preparation for such activities is now much more rigorous. The DFE document referred to above is a good practice guide and **must be read by all staff intending to lead or participate in trips or visits off-site**. In the case of an accident, it would be very difficult to defend an employee of the LA who had neglected to follow the advice given by the DFE and the LA regarding this important element of **Health and Safety policy**. Officers of the Authority will be randomly coming into schools to check procedures, **so obviously it is essential that ALL trips have a “paper trail” to show that everything has been well planned and thought out**. The value of out-of-school experience is acknowledged however and it is not the intention to make this activity prohibitive.

HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISITS

Line Managers will be expected to disseminate information to all staff for whom they are responsible and ensure that designated party leaders sign the trip proposal form confirming that they have read the documentation and adhered to its advice and instructions.

There is no essential difference between a trip and a visit. If any part of the event falls in school time then it is deemed to be part of the curriculum. Trips organised by third parties involve different rules and require specific permission from the Governors before they can be permitted.

Before any trip can be organised permission must be obtained from the Principal/SLT. There must be no “unofficial” trips out of the college for Crown Hills students. All necessary paperwork must be completed by using the Pink Trips and Visits form and given to the EVC [Educational Visits Co-ordinator. Chandrika Patel]. For Health and Safety reasons, there can be no exceptions to this requirement even for students who are leaving. We have a legal responsibility and cannot put ourselves at risk. Trip must be approved before booking tickets, for example; theatre, theme parks etc.

Parental permission for any trip out of school is essential. The reply slip should contain a medical disclaimer and require a contact telephone number in case of emergency and information about any medical condition. Sample formats for wording of letters may be found in the DFE booklet “Health & Safety of Pupils on Educational Visits” and the Staff Drive of the Crown Hills computer network.

COSTS

Before any trip is booked and financial commitments made it is essential that a letter be sent to all parents of children involved explaining what the trip involves, its purpose, the date(s), times and the costs. Parents may be invited to contribute towards these costs.

Parental contributions are voluntary and should be collected before any financial commitments are made. If parents cannot or do not wish to pay, then the deficit can be made up from elsewhere or the trip be cancelled. It must not be assumed by members of staff that funds will be available elsewhere and it must also be remembered that parents who volunteer and then later change their minds cannot be pressured into paying. It therefore follows that contributions should be collected before financial commitments are made.

Unless prior arrangements have been made with the Principal then it must be assumed that members of staff accept personal responsibility for the finance of any trips/visits organised.

One exemption to the above is the trip or visit where a viable alternative is offered. Thus the end of term trips to leisure parks etc., when offered as part of a programme containing options, may be conditional on the parent or student paying the cost in full. In this case, we are offering the student a variety of activities - some free, some funded by the school, and some funded by parental contributions - and we are offering a choice. In which case we can expect the parent to pay - but it would still be wise to collect the appropriate money in advance.

Similarly field trips, which are part of the Curriculum or GCSE syllabus, must also fall within the same regulations. Whilst it may be educationally attractive to take students long distances to complete field work it would be judicious to offer alternative, cheaper, or even free excursions if at all possible. No single student must ever be seen to suffer because his/her parents either cannot or will not pay towards the cost of his/her education. In the event of one parent objecting to paying, then the amount required must be found from other sources or the trip cancelled, no matter what the effect on the other students. By offering options we are getting away from this constraint without reducing the quality of education offered to any one student. Sitting in school with a supply teacher, even if work is set, is not seen as a viable alternative under these regulations.

It is permissible to charge in full for trips or visits, which fall entirely out of school hours. To qualify for this they must be entirely out of school hours. They cannot leave early, or come back late.

In conclusion I cannot emphasise too strongly that any member of staff who organises any trip without regard to the above guidelines will be deemed to have accepted personal financial responsibility for the trip and that it will not be possible to seek compensation from any outside source.

ADDITIONAL INFORMATION

FINANCE:

When estimating how much money you need to collect to cover the cost of a trip, experience shows you should:

- automatically assume some children will not go
- remember all costs (entrance fees, travel, including insurance)
- BUILD IN THE COST OF COVER (approx £200 per day)

Every trip should have all permission slips, End of Trip Evaluation Report and other paper work should be kept and forwarded to the EVC (C Patel) when complete. Finance Office will produce a cost balance sheet. Auditors have asked to see this in the past.

INSURANCE:

Insurance cover is provided for all off site trips and visits by ACE Europe. The school pay an annual premium based on the number of pupils on role.

When costing a trip, please assume that the cost per child of insurance cover is 15p per day for all trips within the UK, 30p per day for Europe and 50p per day for all International trips, with a minimum charge of £7. This will contribute towards the annual premium.

The insurance covers cancellation and other expenses, medical and associated expenses, personal accident, and loss of personal effects and money.

NOTE: Staff are required to assert "a reasonable level of discipline." The insurance does not cover staff personally against legal action that might ensue, in the case of an accident, where a court would be required to decide if staff are considered to be negligent. In most cases, Professional Associations will provide cover.

SEN/DISABILITY DISCRIMINATION ACT

Assessing the risk involved in any activity is an important part of preparation, but especially so for some students with SEN/disabilities. If in doubt, seek advice from the EVC / Special Needs / HIU staff.

DO NOT FORGET TO LEAVE A COMPLETE LIST OF STUDENTS AND STAFF WITH THE OFFICE FOR ANY OFF SITE ACTIVITY AND REPORT BACK IN AFTERWARDS TO THE OFFICE OR TO THE "ON CALL" STAFF.

THIS ALSO APPLIES TO ALL AFTER SCHOOL TRIPS / ACTIVITIES.

SLT / Office staff also have a procedure "Guidance in the Event of a Serious Incident" which all HoFs will be given a copy of for information if required.

It is advisable for a mobile 'phone to be taken on trips so that contact with the college can be maintained. This is particularly useful in emergencies, or when estimated time of arrival back in college needs to be communicated or revised.

THE PROCEDURE FOR TRIPS OUT OF COLLEGE

1. **Well before the visit** if not familiar with school procedures look at a Pink Trips and Visits Form and discuss it with the EVC.
2. **Pink Trips Form** :- fill in the first part of the Pink Trips and Visits Form in enough time so that ALL components/arrangements can be completed and finalised **TWO WEEKS BEFORE DEPARTURE**.
[N.B. any overnight or out of country trips must be notified to and have the clearance of LA officers responsible for Health and Safety, on the appropriate form **AT LEAST EIGHT WEEKS BEFORE DEPARTURE**.
3. The Local authority has introduced the **EVOLVE** on-line trips and visits management system and from **1 September 2012 all trips/visits are to be recorded on EVOLVE**.
4. **Risk Assessment** - An exploratory visit is not always necessary and you can use the expertise of others who have been to that venue before. **HOWEVER** a careful risk assessment **must be carried out**. This is a "what if" scenario i.e. thinking through the trip, the students you are taking [including any with behavioural or physical difficulties], the activities covered, identifying areas of risk and saying what precautions will be taken to prevent these. The risk assessment should not be seen as a "one off" but as continuous and ongoing throughout the trip. **NO TRIP WILL BE ALLOWED TO PROCEED WITHOUT A RISK ASSESSMENT!!** [Generic examples are available from the staff library and "Five Steps to Risk Assessment" is available on www.hse.gov.uk.
N.B. On a trip any accident/incident, albeit a near miss, should be noted down with any action taken and reported to the Head and EVC, **in writing**, once you return.
5. **Transport** - It is essential that where more than one bus/coach is used that the staff and students are identified as to which coach they are on. Also that each bus/coach has a leader with all relevant paperwork, to check students on and off the coach. Students should be instructed that seat belts must be worn at all times, and these should be checked from time to time. [A member of staff on the back seat of the bus/coach would be better able to monitor this and other problems, than if they sat at the front].
6. **Staffing** :- As a rule of thumb, the staff / student ratio should 1:15 and trips abroad 1:10. However, you need to take into account the adequacy of this considering the nature of the trip and the needs of the

students involved. N.B. the driver of the mini bus cannot count as being in a supervisory role while driving!!

[This ratio is an essential part of the Risk Assessment]. There must be at least one teacher and another staff of each sex represented in any mixed party. A single sex party should always have at least one teacher present of the same sex.

7. **Parental Letters** :- Every trip should be notified to parents with all relevant information i.e. nature of trip and activities, departure and transport arrangements, returning procedures and what is expected of parents or students in finally getting home. **NO STUDENT MUST GO ON A TRIP FOR WHICH THE PARENT HAS NOT GIVEN CONSENT. REMEMBER all return slips and a full list of students and staff going**, with emergency contact telephone numbers and medical disclaimer, must be logged with the office together with all the Trip paperwork before the trip leaves, as outlined in the Pink Trips Form. **When a trip arrives back, well after school time**, it is important that students are collected by parents/carers [**DO NOT drop children off on route**]. If parents/carers fail to pick up their child procedures should already be in place to see to their safe return home. This should be a part of the **Risk Assessment**.
8. **Cover requirements** :- Most trips will require staff to cover for absent colleagues. If it is a large trip this may be considerable. Therefore, it is essential that the EVC be informed, early on, if some lessons can be covered internally or by PGCE students etc. If the amount of cover on one particular day is excessive it may mean a refusal of the visit.
9. **SLT / EVC / HEAD outline approval** of the visit is only given on the understanding that ALL other sections of the form and procedures are carried out fully and correctly.
10. **Notification** :- you need to make sure that all relevant parties are fully informed about the trip well in advance. Colleagues from other Faculties, the kitchens [not only to book packed lunches for free dinner students but also to inform them how many students who usually take a school meal will not be doing so on that day].
11. **Office** :- Insurance details, first aid kits, Mobile phone, minibus bookings, money and receipts etc. should all be checked with the Finance Office. **REMEMBER** that even though the mini buses are checked on a regular basis **you are responsible** for checking over the vehicle carefully and making sure that everything is working and safe before taking one out!!
12. **Briefing** :- students and in some cases parents also need to be briefed on expectations before the trip takes place, to cover organisation, potential hazards, expected behaviour on transport and in public etc.
13. **Designated Staff** :- If the trip is going to go beyond school hours, you need to get the agreement of a middle / senior manager, not going on the trip, to be a point of reference should there be a problem. They should have a copy of ALL relevant student / staff information, be prepared to contact parents and come into school, if necessary, to keep parents informed of such problems in order to avoid them worrying.
14. **Important Documents** :- You and your deputy leader **MUST have read** the LA booklet **Health and Safety Bulletin No.11 “Crises Line and Emergency Planning for Schools”**, **Health and Safety Bulletin 33 “Planning for Safe Trips and Visits”** the DFE document **Health and Safety of Pupils on Educational Visits**, **Health, the Group Leader Handbook** and **“The College’s Emergency** . It is also advisable that ALL staff on the trip are well aware of the essential point of these booklets. These documents give essential information and advice and cover every aspect of trips and visits as well as giving useful example forms and ideas about risk assessment. This information is available on the Crown Hills Intranet on the Staff Drive in the Trips and Visits folder.
15. **The Crisis Line** may not really be applicable for staff on a day trip, [school can be contacted] **but is needed by the designated member of staff** not on the trip. [In office hours 0116 2527790 or after 5:00 p.m. and at weekends 0116 2528899]. When using this line you need to state that you wish to activate the LA Crisis Line. Obviously this would only be in cases of **great emergency, where police, ambulance or fire and rescue services are required**.
16. **Regular/repetitive trips such as Link visits/sports fixtures**, do not need a separate Pink Form for every trip. But staff do need to Block Book them and update forms and risk assessments as trips and circumstances change. Also, parents should be kept fully informed [fixture lists / days and dates of off

site activities] and give their signed agreement to the trips and arrangements outlined with, all the medical and contact information outlined previously. It is important also that any “significant” accident / incident during or immediately after the fixture/off site activity, be recorded and a copy given to the Principal and EVC, outlining the details and any action taken.

17. Use of the Minibus has special rules. It is the responsibility of the driver, at that time, to have checked that the minibus is safe and roadworthy for its purpose. This might include checking the general condition of the vehicle, do the doors close properly, are tyres, lights window screen washers operational etc. etc? Also the driver must have adequate insurance cover and have passed the minibus competency test required to transport students.

18. Qualified First Aiders. It is a requirement that there should be a qualified first aider on any trip. However the risk assessment will determine the level required. “Health and Safety of Pupils on Educational Visits” states that “on any kind of visit the group leader should have a working knowledge of first aid”. It may be possible, however, to be covered in other ways e.g. if you insist that the coach company provide a driver with first aid training and that the venue have first aiders on site.

For all Trips abroad a “Fully Qualified First Aider at Work” (Full three day course) in accordance with the Health and Safety (First Aid) Regulations 1981 and Health & Safety Executive Approval No. 447/82 is required to accompany the trip.