

Educational Visits September 2020

Next Review Date: August 2021

Introduction

We believe that the pupils' education is enriched significantly by the opportunities trips and visits offer. Each party leader is asked to justify their trip and the venue they have chosen. In order to ensure that pupils, parents and staff are fully informed about the arrangements for off-site activities and to make every effort to ensure the safety of all personnel on such trips the following procedures are adopted.

The school recognises the distinction between everyday, routine trips - such as theatre or museum outings - and more major trips which will require extra planning - such as residential. The responsibility for overseeing the organisation of all trips and visits is delegated to the EVC (Educational Visit Coordinator) in school who is appropriately trained, keeps records of all off-site activities and who ensures that appropriate risk assessments and related tour operator forms are completed before a trip can take place.

All trips are organised following guidelines laid down in the Department for Education guidance on Health and Safety on Educational Visits, linked [here](#), and GDST guidance.

The school ensures that the person managing the trip has support, status and competence for the role, understands the risks and is familiar with the activity.

For residential trips, previous experience of leading a trip or supporting a trip is essential before taking the party leader role.

For all school visits, there is a designated safeguarding officer on call and a member of SMT on call.

Ratios for trips are as follows:

Senior School

Day trip 1:20 (1:5)

Residential trip 1:10 (1:3)

A minimum of two staff is essential on any residential trip.

Junior School

Day and residential trips

Years 4-6 1:10 (1:3)

Reception – Year 3 1:6 (for residential trips centre staff are in addition)

All off-site activities require permission from the Headteacher.

Every trip has a nominated party leader who takes responsibility for ensuring the trip is organised in line with this policy document.

In liaison with the EVC, the party leader recruits and leads a team of staff (and sometimes parents). Before, during and post trip, the party leader takes full responsibility for every aspect of the trip including communication with parents, ensuring payments are up to date and the completion of all GDST health and safety forms. There is administrative support for this, however it is the party leader who leads this process. All Health and Safety and decision making in case of an emergency is the party leaders' responsibility with emergency SMT support.

Trips are carefully planned with due regard to safety. Where trips are organised through a travel company which organises all the transport and accommodation, only recognised

and reliable companies are used and staff must ensure that the schools' **Activity Providers and Tour Operators Declaration** form is completed and the **contract** is cross check by SMT and the board and the EVC before any money is paid to the company. When the trip is organised in-house, careful guidelines are followed regarding modes of transport (e.g. only WHS recognised coach companies may be used) and chosen routes, especially where the pupils have to walk any distance.

All residential and international day trips require the parents to complete the **'Update Consent and Contact Form'**. Pupils may not travel on trips without the necessary consent form being completed

In order for SMT and school nurses to provide comprehensive support to staff with regard to student physical and mental well-being for residential trips, as soon as students have paid a deposit staff must immediately send a list of the students to the Assistant Head (Pastoral), the EVC and the school nurses.

Parents are always informed in writing of the arrangements for any trip their child is involved in and are always provided with an emergency school contact number for use whilst the trip is in progress.

For overseas trips, the party leader must always organise a parents' meeting in addition to any paper communication. At this meeting, details about the trip are outlined and parents have the opportunity to ask questions. (See below for further advise on residential trips).

Parents complete an Annual Medical Information and Consent Form for all category A, low risk day trips. Residential trips (or day trips with any degree of risk involved) require trip-specific consent forms. These forms also include emergency contact numbers for parents (or parentally nominated alternates) during the trip.

The party leader is responsible for checking the medical details from Schoolpod of all pupils travelling on the trip and must organise a meeting with the nurses, SLT and EVC and Assistant Head Pastoral at least two weeks before the departure of a residential trip. Some pupils require individual risk assessments which are produced by the staff in conjunction with the parents, the party leader and the EVC.

A qualified first aider should be on every trip and should take a first aid bag.

Staffing ratios are laid down by the school and it is the party leader's responsibility, in conjunction with the EVC, to ensure that these are adhered to.

The party leader always has an emergency contact phone number back at school for use if required during the trip. A senior member of staff takes over for out of school hours.

The party leader is responsible for preparing a risk assessment for the trip. This should be discussed with all staff travelling with the party and should be shared with any parents accompanying the trip on the day of the trip.

Without a full DBS, parents are not left alone with a group of students.

The party leader is responsible for ensuring high standards of pupil behaviour. Pupils are briefed before a trip and on frequent occasions during a trip. Senior school pupils and their parents sign a code of conduct.

GUIDELINES AND ADVICE FOR RESIDENTIAL TRIPS

The following guidelines and advice are useful tips to follow when organising a residential trip.

For further details please refer to the GDST 'Hub'.

Additional Trips and Visits Information

Parents Meeting

All staff supporting a school trip will be expected to attend all parent meetings and staff briefing meetings. For residential trips this is an essential part of the organisation as parents feel reassured they can talk to the staff looking after their children whilst they're away. This will also provide invaluable support for the party leader and give important information regarding the itinerary.

Pastoral Responsibilities

All members of staff on a residential trip have a duty of care to look after the students in 'loco parentis'. This includes travel to and from venues where the students should be supervised by all travelling members of staff.

The party leader should split the students into sub-groups and assign a member of staff to each group. This gives the pupils a first point of contact and is useful for spreading out the tasks such as collection of passports, staff acting as a 'bank', head counts etc.

Staff should familiarise themselves with the students in their group before departure and should be prepared to step in to support other groups when necessary.

Contingency Funds

Even with the best planning, residential trips do present unexpected costs from time to time. It is therefore acceptable to add a 10% surplus to the cost quoted by the tour company to the students balance. Any surplus left at the end of the trip should be returned to the parents.

Permitted Expenses

The school will reimburse employees for reasonable expenses wholly, necessarily and exclusively incurred in connection with its business. These include events, external meetings, school visits and training. For every purchase an itemised receipt should be collected and returned to finance at the end of the trip.

Meals and Refreshments

Under normal circumstances, accommodation, breakfast, lunch and evening meal should be paid for out of the contingency fund by the party leader if they are not part and parcel of the trip package.

Meals and refreshments will be reimbursed on actual cost up to the maximum limits given in Appendix A. It is acknowledged that costs vary in different countries and cities therefore on the unusual occasion where £25 is an unrealistic value, a common sense approach should be taken by the party leader to ensure reasonable sustenance is provided and within the trip contingency budget.

The cost of an alcoholic beverage (e.g. a glass of wine) is permitted within these limits. Tipping for food will only be reimbursed where it can be evidenced (e.g. where a service charge has been added to a bill). In countries where tipping is customary for services such

as to a coach driver or ski instructor, these should be logged in the finance record book and countersigned by a second member of staff on the trip.

No claim can be made for lunch, except in the following circumstances:

- Staff working over four hours at weekends, for example PE staff at sporting events;
- Staff on school trips away from the school for over six hours.
- Staff on residential trips where lunch is not provided by the accommodation or activity.

Incidentals

Incidentals such as teas, coffees, newspapers and snacks are not reimbursable unless the employee is on a journey of significant length (e.g. in excess of two hours above the employee's usual journey time into work).

Accommodation (including breakfast)*	£110
Accommodation (room only)*	£100
Overnight stay – breakfast, if not included in the cost of room	£10
Breakfast – pre 6am start of journey	£10
Overnight stay – dinner	£25
School trips – more than 6 hours (per day)	£10
Weekend working – more than 4 hours	£10

Staff and Alcohol

Trip leaders should discuss alcohol with EVC's before the trip to establish what consumption is permitted, and what can be claimed back through expenses paid by trip funds.

Some countries and certain organisations also prohibit the possession and consumption of alcohol, whether by minors or adults.

It should be noted that it is a disciplinary offence for a teacher to be at work, (as they are when accompanying a school trip), when affected by drink (even if not 'drunk' in the everyday sense of the word). Or indeed by other substances which may affect their judgement and behaviour (other than those medically prescribed and of which the school is aware), as being in such a state potentially puts pupils and colleagues at risk and may also undermine discipline and good order and perhaps bring the school into disrepute.

Staff who choose to drink alcohol whilst on school trips should remember:

- The core responsibility of staff, who are in loco parentis, must take priority over all other considerations.
- Staff must be able to respond in any emergency or unforeseen circumstances, for example during the evening, or where more than one teacher is needed.
- The example which pupils take from the behaviour of staff.
- The nature and age range of the pupils and the context of the trip.

- Any particular factors, such as the presence of guests, younger children, etc.
- The possible effect on the school's reputation, including how this may be perceived by others.
- In practical terms, where there are several members of staff accompanying a trip, it might be acceptable for staff to have a small glass of wine at dinner, providing another member of staff acts as the 'designated driver', and remains 'tee-total'. Who this will be depends on factors such as who has first aid qualifications, who can drive the available vehicles, etc.
- The above would only apply on a trip over several nights when staff may be rota'd for who is supervising the young students on any given night. No member of staff is permitted to consume alcohol if they are supervising students.

Students and Alcohol

- Students are not allowed to consume alcohol.

Telephone Calls and Data Roaming

Staff who need to make or receive frequent business calls when out of the office or outside normal working hours will be provided with a school mobile telephone. This should be used for business calls, such as calls to an airline to trace a lost bag or calls to the emergency backup for advice/support and occasional short personal calls (e.g. calling home when staying away overnight) only. Students should not have access to staff personal numbers and parents should not have access to the trip mobile number. In case of an emergency parents should contact the emergency back up number 01484 766350.

Data roaming can be expensive therefore phones on school trips abroad, where data roaming is not included in the school contract should switch data roaming off. This should only be switched on when the use of the internet is necessary and a WiFi network is not available.

Taxis

Under normal circumstances, all staff will travel with the party to the airport or train station ready for the onward journey. However, where this travel is impractical due to medical conditions, disability, injury and/or carriage of equipment/luggage, time of the day/night, taxis may be used if the trip contingency can cover this cost.

General

The same level of professionalism should be adopted on a residential trip as in day-to-day school life. Punctuality is essential for the smooth running of a trip from both students and staff.

Roles and responsibilities for staff should be clearly defined before the day of departure via a staff briefing which should be carried out in a meeting led by the party leader.

All staff on the trip should have an input into the risk assessment after the initial draft has been drawn up by the party leader and then sign the document.