

# Greenford High School

## Policy Document



## ***Trips and Visits***

Last Updated	May 2022
Policy Type	Other
Review Frequency	Every 2 years
Staff Responsible	Headteacher
Governing Committee	Resources
Next Review Date	May 2024
Approved by	Resources
Update	
	GHS Shared Drive
	Website
	May 2022
	May 2022

This policy is to ensure the safeguarding and promotion of the welfare, health and safety of pupils on activities outside the school and to promote good behaviour on these activities.

The Trips and Visits Co-ordinator will give advice on anything related to residential or day trips and has more detailed information available for party leaders on planning, required procedures and example paperwork.

### **Legal Implications**

The legal implications are worthy of clear statement:-

The leader in charge is "in loco parentis" and has a duty of care to all members of the party. The Headteacher and the governors have a responsibility for ensuring appropriate leadership, proper planning and organisation.

### **The need for guidelines and regulations**

Within the school, regulations clearly define the behaviour required of pupils. It behoves the school to see that on visits and journeys when pupils are away from the controlled environment of the school, that great care and control are exercised. If an accident should happen a Court may enquire whether negligence can be proven. As the governors have to accept liability, failure to set down minimum guidelines and regulations could well lead to censure in any Court action that might follow. The regulations that follow should apply to all visits and journeys organised by staff on a private basis, since it may be arguable in Court that the school might be held responsible.

### **Child Protection**

The School's child protection policy and procedures will apply during School trips and visits. Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the trip or visit must be reported to the Child Protection Officer immediately.

### **Disability and Special Education Needs**

The School will make every effort to include disabled pupils and pupils with special educational or medical needs on educational visits, whilst maintaining the safety of everyone in the group. Special needs of any kind will be taken into consideration in the risk assessments and planning undertaken in advance of the visit and appropriate measures will be implemented.



## **Initial Permission**

The Party Leader should complete an electronic Trip Application Form which is available on the VLE will be electronically submitted to the following members of staff for authorisation:-

- Head of Year/Head of Department/Appropriate member of SLT
- CP Officer
- Budget Holder – for trips where a school contribution is requested

No payments or firm bookings should be made until permission has been given. If permission is granted, it is conditional on the submission of all the relevant documentation listed on the form.

## **Planning**

The Party Leader has overall responsibility for the supervision and conduct of the trip, should have regard to the health and safety of the party and follow the school's regulations, guidelines and policies. The Party Leader must be an experienced member of staff, not an ECT. Ideally the Party Leader should have prior experience of the type of visit to be arranged. The Party Leader should have a clearly designated deputy.

The financial details and responsibilities must be clearly stated in advance. Evidence of expenditure and income should be kept and regularly checked with the account details. An End of Trip Review form must be completed after the trip.

Ideally the leader will have a first aid qualification; if not, this should be available within the leadership of the group as a whole and a first aid kit appropriate to the visit must be carried at all times including on the journey. The School Welfare Officer should be consulted about the contents of any First Aid Kit.

Risk assessment analysis should be evaluated for every school trip. These should be shown to and approved by Trips and Visits Co-ordinator. Sample forms are available on the Staff VLE. For residential trips Party Leaders should arrange a meeting with the Trips and Visits Co-ordinator at least two weeks before the trip departs.

Mixed parties should be accompanied by at least one male and one female teacher *whenever possible*.

A DBS check must be made for all such adults, as well as any parents accompanying the party, otherwise they must never be left in sole charge of pupils, for their own and the pupil's protection. The role of staff whose children are in the party should be considered and all parties made aware of the arrangements and their responsibilities.

A mobile phone should be taken and this should be booked with the Trips and Visits Co-ordinator.

The party leader should carry at least one emergency contact number, such as the Headteacher, Deputy Headteacher or Assistant Head, as well as at least one for each of the pupils and member(s) of staff on the trip.

Pupils should clearly understand what is expected of them and what the trip will entail.

Pupils should clearly understand what standards of behaviour are expected from them and why rules must be followed.

Parents and pupils should be told in advance of the trip about the procedures for dealing with any serious misbehaviour and how a participant may be returned home and who will meet the cost of this.

Arrangements should be made for regular head counts, roll calls and rendezvous points and instructions for what a pupil should do if they become separated.

If there is to be any remote supervision, pupils must be made aware of ground rules and the size of groups to go around in. Parents should have been made aware and have consented to this being part of the trip.

In the event of any Covid restrictions being in place, the trip leader should ensure that any changes required are planned for and that all students, staff and parents are aware of such requirements. This may include requirements such as social distancing, mask wearing etc. If Covid restrictions are of a level where the trip would need to be altered in a significant manner, this should be discussed with the Headteacher before the trip is agreed to. In the event of significant risk as a result of Covid, the trip is unlikely to be assessed as safe, as part of the risk assessment process.

### **Staffing Ratios**

There should be sufficient staff to cope with an emergency. The guidelines are;

Abroad and residential trips: 1:10 [with a minimum of two adult leaders]

Other visits: 1:15 [where the element of risk is normal to that in everyday life. Party Leaders should also take into account the age of the students, levels of maturity and conduct when deciding on ratios].

Trips are unlikely to be agreed without these minimum ratios being agreed.

### **Travel to and from the Visit**

Travel to and from the visit should be considered carefully, taking into account risk factors, cost, duration and the number of students who are being taken on the trip. Staff should never take students on trips in their own cars. If the school mini bus is to be used, it should only be driven by those who are approved to do so in the school, and this should be arranged in advance and cleared with the Trips Co-ordinator.

Trips should always depart from and return to the school site - students should not be met at, or dropped off, at venues on the way, such as tube stations etc. The only exception to this is Post 16 students where students can make their own way home from an agreed venue. In this case, the venue should be close by (eg: within the borough of Ealing), easily accessed via public transport, and this always be outlined to parents in the letter that goes out in advance of the trip.

### **Written Risk Assessments**

These should be completed well before the trip - formal assessments of the foreseeable risks that might be met on a trip and the actions to be put in place to prevent or reduce the risk. Pupils must not be placed in situations which expose them to an unreasonable level of risk. Safety must always be the prime consideration.

Examples of risk assessments can be found on the Staff VLE and include ones for transport and travel, accommodation, unsupervised time and various activities.

The Trips and Visits Co-ordinator will help and advise on the production of risk assessments. The party leader and other staff should monitor the risks throughout the trip and take appropriate action as necessary.

All risk assessments will ultimately be signed off by the Headteacher.

### **Insurance**

It is imperative that party leaders even for the shortest of trips should ensure adequate and appropriate insurance cover and medical cover is in place. A copy of our Trips Insurance is available in the Trips section on the Staff VLE.

For trips abroad, a valid EHIC card should be obtained for each member of the party where appropriate. A copy of the limits of the insurance cover should be included with the trip details sent to parents. When thefts occur whether at home or abroad, a report must be made to the local police as soon as possible and certainly within 24 hours and written confirmation obtained that this has been done. Where medical expenses are incurred, all accounts must be preserved.

### **Reporting dangerous occurrences**

Where actual injury is sustained the normal reporting procedure must be undertaken immediately on return to school. In grave situations a preliminary verbal report should have already been given. Useful lessons can be learnt from "near misses" which may help the safety of future parties. Party leaders should report such occurrences to the Headteacher. The fact that a "near miss" has occurred will not be taken as implying criticism towards the quality or action of the leadership.

### **Information to parents**

Clear written information must be given to parents and their written consent obtained. This information should set out the following, requiring response on the signed and dated pro-forma (examples of these are on the VLE).

- nature of activity and accommodation
- where and when it is to occur
- equipment, kit required, travel arrangements
- cost (including non-refundable portion as deposit)
- any special higher risk activity to be offered in programme requiring special consent
- request for dietary and medical details and inclusion of written consent for emergency treatment
- indemnity clause on reply slip and details of limits of insurance cover
- commitment to provide balance of fee by stated date on reply slip
- date for return of reply slips with deposits if required
- any disciplinary or conduct points or special regulations specific for the purpose of the trip

Before residential visits, or when the pupils are to travel abroad or engage in adventure activities, parents should be encouraged to attend a briefing meeting.

Before the trip, parents should also be provided with;

- times and place of departure and return – parents must have agreed to meet their child on return

- modes and duration of travel including the name of any travel company, the level of supervision including any times when remote supervision may take place;
- details of accommodation with security and supervisory arrangements
- details of provision for medical needs and procedures for pupils who become ill
- names of leader, of other staff and of other accompanying adults
- details of the activities planned
- standards of behaviour expected in respect of; alcohol, sexual behaviour, smoking and general group discipline including prohibited items. This information may take the form of a code of conduct which parents should sign. Please note that the school's normal behaviour policy will apply at all times during a trip.
- details of insurance taken out for the party as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover
- information on clothing and equipment to be taken
- spending money to be taken and arrangements for safekeeping and issue of pocket money
- the trip's policy on the use of mobile phones
- arrangements for medication their son is taking and what is required if staff are to administer their medication
- contact phone numbers in case of emergencies

## Emergency Procedures

Leaders in charge of pupils during a trip 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. Leaders should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

The Party Leader would normally take charge in an emergency and would need to ensure that emergency procedures are in place. However it may be more appropriate to have a more experienced member of staff on the trip take charge of the emergency and the party leader look after the rest of the party.

All staff and adult staff involved in the trip should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.

Prior to the trip, the name and 24 hour telephone numbers of an emergency contact should be identified. It is advisable to arrange a second emergency contact as a reserve. The emergency contacts should have all the necessary phone numbers and information about the trip.

This information and telephone contact numbers should be provided in laminated small card format and carried at all times by all staff during the trip.

Should an emergency occur:

- establish the nature and extent of the emergency as quickly as possible;
- ensure that the party is safe, accounted for by a roll call, kept together and adequately supervised at all times;
- summon the appropriate emergency services;
- establish the names of any casualties and get immediate medical attention for them;
- if the party is abroad, notify the British Embassy/Consulate and the local police;
- ensure that pupils are accompanied to hospital or police station by a member of staff;
- ensure that, although pupils may wish to reassure parents, they should not be allowed to make direct telephone or other forms of contact in the immediate aftermath of an incident. At that stage full details may not be available and inaccurate information might cause unnecessary speculation and anxiety for relatives and others at home.
- as soon as it is practical the pupil's mobile phones should be collected but left switched on. We should not attempt to prevent parents and children contacting each other; merely try to ensure that incorrect and sensationalised information is not being disseminated. If an incoming call from parents is received, the pupil should be allowed to answer this under staff supervision. After the pupil has greeted parents, staff should speak to them, quoting the statement below. The pupil should then be allowed in staff presence to complete the conversation without giving details of the incident. "An incident has occurred on the [\*\*\*\*\*] trip. Your child is not involved in the incident. He is unharmed and is not the subject of any disciplinary action. Further details will be given out by the Headteacher when all facts are known".
- later, when the full details are known, supervised contact between pupils and their parents can be made, using the procedure above;
- parents of the pupils directly involved should be contacted as soon as full details are known. Full cooperation should be given if the parents of those directly involved wish to travel to their child, provided that the child is in a place of safety and the emergency services allow;
- inform the emergency contact at school;
- ensure no one in the party speaks to the media;
- the name of any casualty or pupil involved should not be given to the media;
- all media enquiries should be answered by: "any statement will be issued by the Headteacher in due time";

- collect details of the incident to pass on to the establishment, which should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far, including where casualties have been taken and action yet to be taken and by whom;
- write down accurately and as soon as possible all relevant facts and witness details and preserve vital evidence;
- keep a written account of all events, times and contacts after the incident;
- complete an accident report form as soon as possible;
- liaise with the representative of the tour operator if one is being used;
- ensure no one in the party discusses the incident or legal liability with anyone outside the party;
- report the incident using appropriate forms, if necessary.

The emergency contact's main responsibilities are to ensure that the party leader is in control of the situation, establish if any assistance is required from other sources and if necessary arrange for a senior member of staff to go out to take control or assist, contact parents if required, notify insurers, especially if medical assistance is required and contact any other relevant body.

### **Information to be left at school**

See the list at the end of the section.

### **General advice**

The smooth running and general happiness of the party and its leaders will be greatly helped by adherence to the following general points. While these may not appear to be directly linked with safety, poor organisation in these aspects can quickly lead to accident or injury.

- Maintenance of agreed standards of behaviour when the party is travelling, often for long periods in confined spaces. Good food and adequate halts are a big help.
- Maintenance of good order in hotel/hostel accommodation. This can pose acute problems of tactics and strategy, especially with mixed parties and chalet type accommodation. A sensible checking routine is needed, dependent on daily/evening activities. This can be effective without being onerous.
- Avoidance of drunken behaviour and illegal or unnecessary or excessive drinking especially on trips abroad. This can pose a major threat.
- Minor crime - ranging from shoplifting to stuffing of coin in slot machines with inappropriate foreign currency, to smuggling goods and illegal articles. Be aware of the possibilities and sensitive to signs of problems. Encourage pupils to be careful with property.
- Where group activities are involved - sensible choice of individuals in the group with clear instructions and emergency routine/phone number. This latter at all times.
- Avoidance of involvement/conflict with other school groups nearby. Not always possible but desirable.
- Party leaders should specify a minimum group size for their party in any free time. Pupils in a group should be told to keep together and should inform staff where they are going and their time of return. Clear instructions and emergency contact numbers, if applicable should be given.



### **Information required before the trip departs**

This information required by the Trips and Visits Co-ordinator at least TWO WEEKS before the trip departs

#### Trip Itinerary and Travel Details

1. List of Pupils' Names and their Forms
2. Contact Telephone Number for the Party Leader
3. List of Names of Staff (and other adults) on the trip and any Telephone Contact numbers
4. List of Pupil's Home/Emergency Telephone Contact Numbers (in the form of a "Telephone Tree" for trips with over 15 pupils)
5. List of Telephone Numbers of Emergency Contacts
6. Name, Address and Telephone Number of Accommodation
7. Name and Telephone Number of the Tour Operator(s)
8. Name and Telephone Number of the Transport Provider
9. Name of the Insurers and Certificate Number
10. List of Medical and Dietary Needs of Pupils and Staff
11. Risk Assessments for travel, accommodation, activities etc
12. Copy of all Literature sent to Parents (see below for Consent Form requirements)
13. List of Telephone Numbers of Emergency Contacts being used
14. Details of Emergency Procedures
15. Confirmation of DBS checks for adults not employed by School e.g. supervisors, drivers, reps, instructors
16. Details of arrangements for emergency payments and the security of these funds
17. A copy of a Parents' Brochure (if one is produced)
18. A copy of a Staff Information Pack (if one is produced)
19. A copy of the Rules of Behaviour for Pupils (if one is produced)

A list of pupils' names and their forms should be posted on the VLE as early as possible

A list of pupils' names and their forms should be given to the Attendance Officer if registration will be missed

**All pupil information must be shredded after the trip**

**A trip reconciliation form must be completed after the trip returns**