

# TRIPS AND EXPEDITIONS POLICY

## INTRODUCTION

- i. Educational visits can be an integral part of a subject's schemes of work, providing that they will enhance pupils' relevant understanding and experiences, and that their inclusion is practicable, considering the constraints of staffing, costs, time, and disruption to other school activities.
- ii. All members of Common Room are expected to take part in visits. If for any reason they are unable to participate they should be prepared to cover for others.
- iii. Educational visits should be available to all the pupils concerned, and should be organised accordingly, with particular consideration being given, especially when selecting venues and organising transport, to any pupils who have some impairment or handicap.
- iv. All educational visits should have clear, relevant and achievable aims and objectives. A major consideration on any visit is the safety of all participants, having regard to [DFE Guidance Health and Safety on Educational Visits](#).
- v. A major consideration on any visit is the safety of all participants, and in this, as in all other respects, the school policy outlined below must be complied with. The minimum adult-to-pupil ratio is dependent on the nature of the visit and the age of the pupils. Staff must therefore check with the Health and Safety Officer that they comply with School Policy.
- vi. Organisers of School trips must be satisfied that the venue is a suitable one, with all that this entails, and, where applicable, that any officials from the venue who will be involved in the visit are qualified and dependable.
- vii. A Risk Assessment must be carried out.

## PROCEDURES

Wherever possible, a preliminary visit should be made to the venue - preferably at the time of year the visit is planned. This preliminary visit is essential for safety reasons, but also for reasons of sound educational planning.

Before any detailed organisation of a trip involving pupils being away from school permission for the visit must be obtained from the Deputy Head before entering it in the Calendar.

### **Organisers of trips must:**

- i. Inform the Boarding Housemaster/mistress, school office and Matron.

- ii. ensure that pupils obtain permission to attend from staff whose lessons they will miss (failure to do this by a pupil should not be seen as cause for preventing him/her going and neither should it lead to any sanction other than a curt reminder about good manners);
- iii. tell pupils to remind their teachers at least 48 hours in advance that they will be absent from their lessons/activities;
- iv. be conscious of the needs of pupils who will miss music lessons and who will need to re-arrange lessons by liaising with their music teacher. Some pupils may need to do this a week in advance in order to give notice to their music teacher.

The above points are designed to indicate to staff that pupils may miss their lessons. Staff should be aware of such trips by looking in their Calendars and on the Common Room board. Pupils are responsible for catching up on work which has been missed

Organisers of trips are responsible for the dress, appearance and behaviour of the party. Turn-out must be good. Under some circumstances, casual or smart casual clothes may be appropriate. The appropriate dress code should be made clear in advance.

School Rules apply on School Trips.

It is important that on any trip pupils are aware of where staff can be contacted at all times.

## **RISK ASSESSMENT**

Risk Assessments should be prepared for all activities requiring a written safe system of operation and must include school trips and other activities taking place outside the School. Further advice can be given by the Headmaster.

## **GUIDELINES FOR THOSE PREPARING SCHOOL EXPEDITIONS**

### **Setting up the trip:**

- i. Ensure that a clear description of the trip is given to the Headmaster before communication with pupils and parents.
- ii. Decide on dates by referring to the long-term Calendar and discussing with the Headmaster or Deputy Head (Operational).
- iii. The purpose of the trip/visit must be clearly identified. Is it compulsory or not? This will affect the funding and selection of the party. The purpose of the trip must be drawn to the attention of the participants.
- iv. For trips abroad, ensure that a trustworthy Travel Operator (ATOL bonded operator) is used and, if possible, obtain a contact in the place to be visited.
- v. Write to parents with the objectives, a preliminary itinerary, and costs (it should be clearly identified what the rules are concerning payment; if the price includes payment for staff then it should include a sentence to that effect). For trips which incur a cost to parents, obtain from parents a written confirmation that they wish their son/daughter to go. It is advisable to ask for a small non-returnable deposit. For overseas trips, obtain signatures of both parents.
- vi. Keep the Headmaster/Deputy Head (Operational)/Boarding Housemaster/mistress/Common Room/Matron informed of what is happening concerning your visit and where you are going. A copy

- of letters to parents must be saved in Events on "Staff Common".
- vii. Ensure Risk Assessments are completed and copies passed to the Headmaster for signing.
  - viii. Details of the final itinerary, location, contact numbers/addresses, time/date of return, etc. should be posted in the Common Room, the School Office and with the Deputy Head (Operational) and should be clearly communicated to parents. Do not rely on pupils to communicate this information.
  - ix. It is useful to have regular meetings with the pupils before you go so as to spell out clearly the ground rules, to check organisational details and to build up a sense of group identity. It is important that students understand, particularly if going abroad, any differences of culture, etc.
  - x. A special account for the trip/expedition should be opened with the Bursary. It is advisable to have a word with the Accountant concerning the finances. It should be clear what the price includes. The Director of Operations can recommend an appropriate insurance policy for School groups. The policy, however, does not cover refunds in the case of a late withdrawal by a pupil from the trip.
  - xi. Check passports, visas, insurance and money required well in advance. It is essential to have details of passport numbers, telephone numbers, etc. of all pupils in case it is necessary to make contact in emergency. A copy of this information should be given to the Deputy Head (Operational) and the School Office.
  - xii. It can be helpful to obtain from the Head a letter in the appropriate language, on headed writing paper, saying where the party is from. This may get party discounts.
  - xiii. Clearly identify what clothes should be taken. There should be a statement on dress code.
  - xiv. Dietary and religious requirements need to be observed. A catering request form must be completed at the time of organising the trip if packed meals are required. If the venue is supplying food, they must be informed of allergies or dietary requirements.
  - xv. Pupils should be aware that all warning notices must be observed and there should be no interference with property belonging to other people. They should also respect the importance of privacy, punctuality, the institution that is being visited, the requirement to comply with local laws/luggage restrictions.
  - xvi. The staff-pupil ratio should be never less than one to ten (without clearance from the Head) and there should always be at least two members of Common Room on the trip. If the party is mixed, then members of Common Room of both sexes should accompany the trip.
  - xvii. An up-to-date first aid kit (including a surgical mask and gloves) should be taken. Also check with Matron about medical problems/ medication needed for pupils.

#### **When on the trip:**

- i. Provide pupils with a map showing where the accommodation is and have a clear and simple procedure in case anyone gets lost with a 'phone number that they can ring in an emergency.
- ii. The code of conduct should be clear. The School Rules apply.
- iii. Do not leave pupils too much time on their own, but build in plenty of breaks, too.
- iv. There should be a clear policy on confiscation.
- v. Define a clear rule for the day and curfew when pupils have to be in their accommodation.
- vi. Do not send pupils unaccompanied into places unless you are sure that they are safe, and even then, only in pairs.
- vii. Pupils should have cards with information such as name of leader, contact number, hotel address etc.
- viii. Regular (if possible daily) updates on the trip should be communicated to the Head/ Deputy Head Pastoral and parents.

**Check list of documents required** (see attached document).

- Booking form
- Confirmation advice
- Copy of Insurance Policy
- Details of tour operator
- Multiple copies of list of participants
- Code of conduct (Deputy Head Pastoral and all participants must receive one)
- Copies of personal details concerning each pupil (full and proper names; age at time of travel; recent photograph; student's home address and term address; name, address and 'phone number of next of kin (day and night)
- Passport number, date and place of issue and any restrictions, particularly for non- EC holders)
- List of credit card numbers
- Health details (allergies, special problems, e.g. diabetic, epileptic)
- List of medication taken by participants
- Special food requirements
- Religious needs

**Action in the event of an accident or injury:**

- i. Immediate action must be taken to have the injured person treated by a doctor or admitted to hospital.
- ii. Details of the person, the injuries sustained and the treatment being given must be telephoned to the School immediately.
- iii. The School and **NOT** the person in charge of the trip/expedition will contact the parents/next of kin.

**Remember** - the School should have the address and telephone number of the destination and the party should have a twenty-four-hour contact number at School.

## **LETTER TO PARENTS FOR THOSE TAKING EXPEDITIONS**

The letter should include:

- Title of expedition and its purpose
- Dates
- Method of travel
- Name of person in charge and other supervisors
- Composition of the party
- Accommodation details
- Brief itinerary
- Cost and details of when payments should be made
- Insurance details

This policy is reviewed annually

Last reviewed June 2023

Tracy Brooks

## APPENDIX

### RISK ASSESSMENTS: STAFF GUIDANCE SCHOOL TRIPS

#### Guidance

To complete the school outing risk assessment please make sure you:

1. Fill in a risk assessment form
  - identify the hazards and assess the risk – **if the risk score is 9 or above then you will need to complete a 'detailed risk assessment' form.** These are available in the file in 'staff common' marked "risk ass file, and then school trips"
2. Obtain a risk assessment from the venue you are visiting.
  - these are available on the web most times. Just type in risk assessment and the venue's name. **If nothing is available you will need to include something in your risk assessment.** Supply information on the venue-telephone numbers, address, etc.
3. Inform all accompanying staff on trip, and people likely to be affected by the absences (boarding, kitchen, sport, music, dance, etc.)
4. Complete Headmaster's cover sheet and sign/date it.
5. Get a weather report if you are outdoors.
6. Get matron to check and sign name list and include this.
7. Get a clarion list completed for the trip and include this.
8. Add copies of all letters sent to parents.
9. Get photos of children on trip if off site and getting lost is a risk.
10. Submit to the Headmaster.
11. Hand copy to Reception.
12. Use the identity/contact wristbands if appropriate.

If a detailed risk assessment is required please ensure that you highlight any new controls that need to be put in place, whether they are new rules, maintenance, or if safety devices/equipment are needed. It would be beneficial if an indication of urgency could also be noted.

Please make sure all forms are dated.

Blank forms are also available on the computer. Look in the file named staff common marked 'Risk Ass file', and then 'School Trips'. Please copy and paste the blank form from the file do not use the blank form directly.

## **Overview**

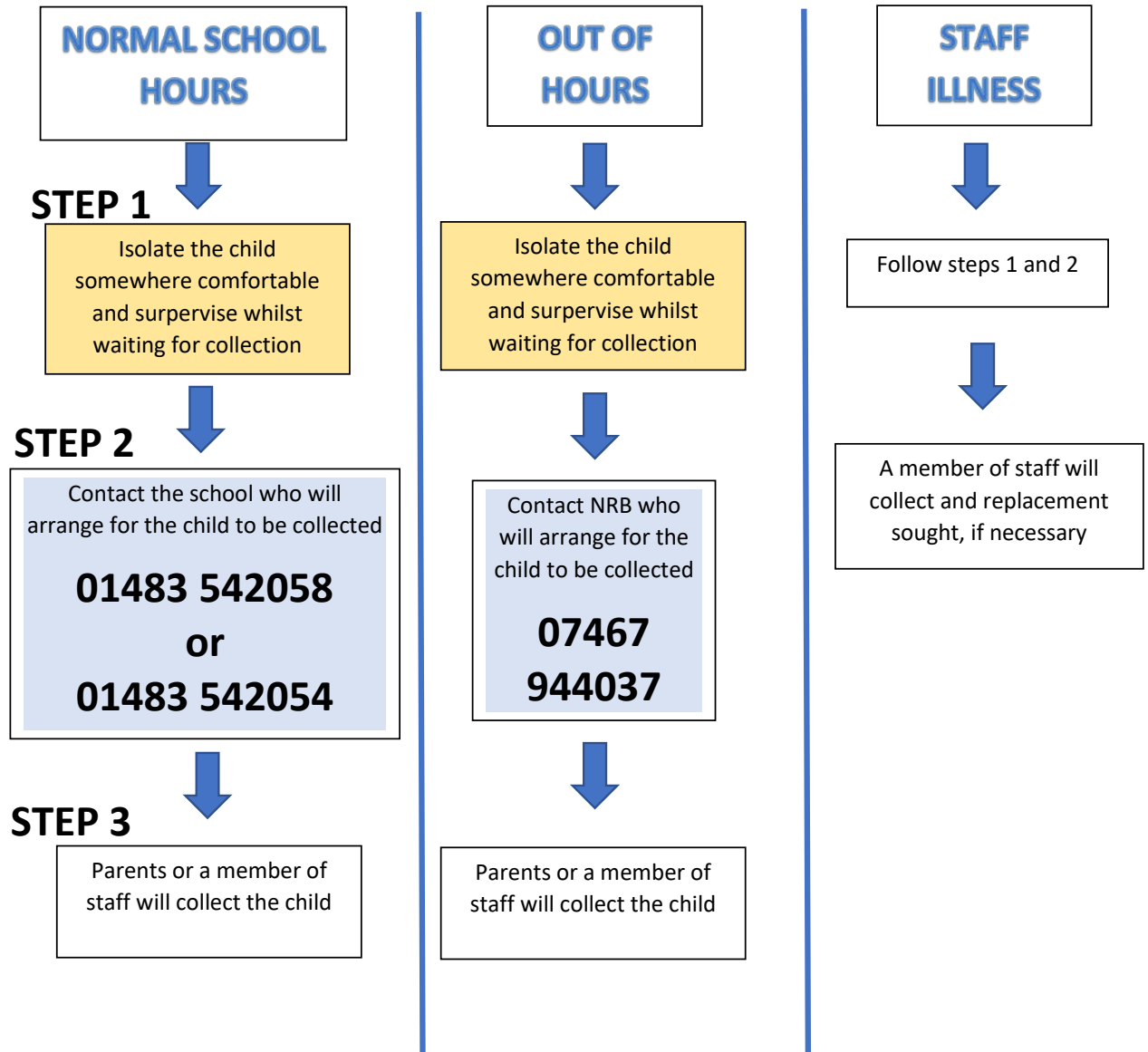
The aim of these notes is to provide advice to staff on the compilation of risk assessments for school trips. It is a legal requirement designed to protect the staff and pupils. The compilation of a risk assessment is a relatively straightforward process and not the onerous task that some may perceive it to be. Please do not hesitate to see me for further guidance.

## **Definitions**

A risk assessment is a systematic general examination of your work area/ activity that involves identifying the hazards, and then evaluating the amount of risk involved – taking into account whatever precautions are already in place, with a view to understanding and if necessary reducing that risk.

A hazard is anything with the potential to cause harm including substances, equipment and work methods, whereas a risk is the likelihood that the harm will happen.

## ILLNESS ON RESIDENTIAL TRIPS



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