

CHINTHURST SCHOOL



School Trips and Visits Policy

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SCHOOL JOURNEYS AND VISITS

PERMISSION FOR ALL JOURNEYS AND TRIPS INVOLVING PUPILS MUST FIRST BE OBTAINED FROM THE HEADMASTER.

INTRODUCTION

The term '**in loco parentis**' must be taken very seriously, and we must remember that the teacher/school is responsible until the child is handed over to the parents. Those who accept this responsibility must be aware of this, and behave appropriately.

In recent years we have become only too aware of the legal implications if things 'go wrong'. It is therefore, essential that all precautions and necessary action are taken before and during every trip.

Legal Responsibility:

- All staff with a group of pupils are 'in loco parentis'
- The Headmaster, whether accompanying the trip or not, has the responsibility for ensuring that the trip has been properly planned and there is adequate supervision
- As the school governors have a general responsibility for the direction and conduct of the curriculum, this also includes extra-curricular activities such as journeys and visits

THE PROCEDURE AT CHINTHURST

The golden piece of advice is ‘**take nothing for granted**’

Before the Trip

If you are thinking about organising a trip first ask yourself the following question:

‘If you were a parent would you be happy for this trip to go ahead?’

If your answer to this is no, then you should not go ahead with the trip.

Permission

- 1) Get permission from the Headmaster.
- 2) If the trip is a short visit and requires cover, put in writing all cover that will be required and pass this on to the Deputy Headmaster.
- 3) If the trip involves expenditure by the school or if the parents are to be charged, a plan of the costings must be put in writing and passed on to the School Bursar and to the Headmaster, for approval.
- 4) Whenever possible, a preliminary visit should be made by the teacher organizing the trip. If this is not possible, then as much information as possible must be acquired first, so that adequate planning can go ahead.

CRITERIA

In the planning of any trip and deciding whether or not it should go ahead, the following criteria will be considered:

- Educational or recreational – objective for trip.
- Distance from home and travel arrangements.
- Cost.
- Age, ability, experience of the pupils.
- Experience and appropriate skills of the supervisors.
- Assessment of numbers and staff supervision ratio.
- Assessment of all safety issues and full **Risk Assessment**.
- If residential, accommodation.
- Insurance implications.

SUPERVISION

NB The 'Party leader' of any trip must be a teacher. The 'Deputy leader', who must also be a teacher, should be named, so that it is clear who is responsible.

Ratio: A) Part day / Day Trips

Eg. Visit to local historical site / museum / local walk.

At least **1 adult per 6 pupils** (N.C. years 1-2)

Under 5s should have a higher ratio

1 adult per 10-15 pupils (N.C. years 3-6)

1 adult per 15-25 pupils (N.C. years 7+8)

B) Residential Trip in this Country

These guidelines on staff / pupil ratios should be kept, with a minimum of 2 teachers accompanying the group

C) A Trip Abroad

For visits abroad, the school stipulates that a staff pupil of **at least 1:10** must be observed. At least 2 teachers must accompany the party. There must be adequate adult numbers in the party to cover an emergency.

At least 1 teacher should have basic knowledge of the area to be visited. If a different language is spoken in the country to be visited, it is recommended that at least 1 teacher has a basic working knowledge of the language.

RISK ASSESSMENT

If the Headmaster has provisionally agreed for a trip to go ahead then a detailed **Risk Assessment** must be carried out:

When carrying out a risk assessment you should consider the following points:

- What are the possible hazards?
- Who might be affected by them?
- What safety measures need to be taken to reduce these risks to an 'acceptable' level?
- Can these safety measures be put into place? By whom? When?
- What action will be taken in an emergency?

There are 3 Clear Areas of Risk

When carrying out your Risk Assessment, you may find it helpful to look at all aspects of your trip in these categories:

A) Injuries: eg. Slips / trips / falls / breaks / collisions / sprains / bleeding / bruising.

B) Poisoning: eg. Chemicals, badly labelled bottles / allergies / foreign food / water.

C) Lost / Separated: eg. Travelling or during the activity.

1. WHEN do I need to carry out a 'Risk Assessment'?

For regular 'short visits' to local venues, (eg. Cricket nets / squash / golf / swimming / and other regular 'off-site activities'), a detailed written 'risk assessment' is not required. However, the teacher responsible for the visit should not become complacent. He / she is advised to carry out an analysis of all of the risks before, and to brief all of the staff, so that very careful monitoring takes place.

For all other trips, (eg. An annual trip to a museum / a trip to a theatre etc), a copy of the completed Risk Assessment must be handed to The Headmaster and Deputy Headmaster for approval, at least 14 days before the date of the trip.

For longer trips eg Tours abroad / Ski Trips, a copy of the completed Risk Assessment must be handed either to The Headmaster and Deputy Headmaster at least 4 weeks before the date of departure.

Remember:

‘Insurance covers recovery only – it doesn’t reduce the likelihood of something happening’

2. WHAT do I need to consider in my ‘Risk Assessment’?

When assessing the risks the following factors should be taken into consideration:

- Type of visit / activity (high risk? Eg.skiing / outdoor activities etc)
- Location / type of transport
- Competence / experience / qualifications of supervisory staff
- Staff / pupil ratios
- Special educational / medical needs of pupils
- Quality of equipment to be used
- Conditions – weather / timing
- Emergency procedures – First Aid bag
- How to cope with ‘unwilling’ pupil
- Need to monitor risks throughout trip

3. HOW do I carry out my ‘Risk Assessment’?

Follow the clear procedure set out in this policy, and use the example copy to guide you. If you are unsure or have any problem please consult The Headmaster, Deputy Headmaster or School Bursar.

PARENTAL CONSENT

The Group Leader must pass on all trip information the School Secretary which must contain the following:

- Name of place visiting
- Brief description of visit
- Year Groups/Pupils going on trip
- Transport details
- Staff on trip
- Lunch arrangements
- Departure and arrival back at School times
- Cost of trip
- If photographic permission needed

The Headmaster or **School Secretary** must seek permission from the parents of a child before they take part in any of the following:

- All non-routine visits (no matter how short the visit).
- All adventure activities.
- All visits abroad.
- All residential visits.

What Consent is needed?

The parental consent form should also contain any relevant emergency details:

- Emergency contact numbers.
- Allergies.
- Present medication and dosage.
- Any recent illnesses (last 4 weeks).
- Name, address, phone number of GP.
- Other relevant personal details eg. Travel sickness / sleepwalks / poor swimmer etc (only **relevant for residential trips**).

Medical Consent to agree to emergency treatment should be included in the parents' consent form.

Transport – The Headmaster should be informed and first agree to a child being transported in the car of a non-teacher. DfES recommend that parents' permission is sought, and that pupils are brought to a central 'dropping off' point, ideally 'the school', rather than individual home drops.

(Refer to school list of parents who have offered to transport pupils and have undergone the Disclosure and Barring Service - DBS).

NB

When a pupil joins the school, their parents will be asked to sign a consent form, their child to be transported in a parent's / teacher's car, should the need arise, during his time as a pupil at Chinthurst.

Parents and teachers offering this transportation will have undergone a full Disclosure and Barring Service - DBS, and must sign a declaration that their car will be roadworthy and fitted with secure seat belts, and that they will drive responsibly.

School Secretary to then send out Consent form, as agreed by the Headmaster, by PMX.

TRIP RESPONSES AND PAYMENT

School Secretary to print class list register and record any responses and payments received. Group Leader to receive regular updates from School Secretary as to responses received.

Two days before the trip is to take place the School Secretary must contact any Parents who have not yet replied and/or paid.

TYPES OF VISIT

1. Adventure Activities

- Check that the centre being used is licensed and insured
- Check that the instructors and supervisors are qualified
- Check that all equipment to be used is serviced appropriately and meets safety standards of the NGB (National Governing Body)
- Appropriate provision for First-aid

More Remote Adventure Activities (Supervision)

The group leader should be aware of:

- **Sea** – tides / potential hazards / glass / sewage outlets / cliff tops / warning flags and signs

2. Farms

Basic safety advice:

- Wash hands after touching or feeding animals

- Do not drink from farm taps unless they are clearly for the public
- Keep away from tractors and other machines

3. Residential Visits

- Ensure the whole group is aware of the accommodation layout
- Whole group know where nearest emergency exit is
- Whole group know fire / emergency arrangements and assembly point
- Teacher should have access to all rooms
- Windows and balconies need to be secure and made safe (shut)
- Appropriate staff supervision / presence during the night
- Be aware of security arrangements to stop unauthorised visitors

4. Visits Abroad

A number of additional factors should be considered when organising a trip abroad:

- Driving regulations / licence requirements / insurance
- Documentation required / 'EHIC' card / visas
- Official Tour Operator – eg. ABTA / ATOL etc
- Staffing ratios
- Language –it is recommended that at least 1 member of staff has a working knowledge
- Local customs – eg. Dress / eating times / local foods
- Health hazards –eg. Water
- Vaccinations – check with the Department of Health
- Insurance
- Emergency medical facilities – take a contingency fund
- Photocopies – take copies of all group documents / passports / consent forms / insurance details
- Identity cards – issue all pupils with 'ID' cards – contact numbers and details of group accommodation
- Ensure copies of all documentation is left at school together with detailed itinerary
- Prepare the pupils before they go on the trip eg. Daily routine / Code of Conduct etc

CHECKLIST FOR THE HEADMASTER

It is useful for the Headmaster to work through this checklist systematically, as a safeguard that everything has been checked.

- Assess criteria for trip - is objective / purpose valid?
- Is it appropriate for age and ability of group?
- Are dates appropriate – no clashes with other trips / can staff be covered?
- Costings - is trip too expensive? – How is it to be financed?
- Have you given permission for the trip to go ahead?
- Staffing - Who is Group Leader / Deputy Leader?
- Are staff sufficiently experienced / appropriate?
- Ratio staff: pupils
- Has full insurance been taken out? Do you have a copy of details?

- Has a detailed Risk Assessment been carried out? Checked by you?
Do you have a copy?
- Travel details - are you satisfied?
- Accommodation details - are you satisfied?
- Have all parents completed appropriate consent forms?
- Do you have a list of contact numbers for all parents?
- Have parents been briefed (meeting / detailed information pack)
- Have all pupils been briefed about what to expect on the trip?
Have all pupils been briefed about their behaviour?
- Have copies of all documentation been left at school?
- Has a copy of group names / contact details / full itinerary been left at school
and issued to parents?
- Has a person at school, been named as a contact?

CHECKLIST FOR THE TRIP ORGANIZER

If you are organizing a trip, you may find it useful to follow this checklist to ensure that nothing has been overlooked.

Date of Trip:

Reason:

Location:

Duration:

Group / Age range:

No. In Group:

Group Leader:

Deputy Leader:

- Assess criteria for trip - is there a clear **objective / purpose**? Is it valid?
- Is the **trip appropriate** for age and ability of group?
- Are **dates** appropriate – no clashes with other trips / can staff be covered?
- **Costings** – have you produced a clear written plan of costings and how it is to be financed and given a copy to the Headmaster?

- Have you been given **permission** by the Headmaster in writing for the trip to go ahead?
- Staffing - Have you named a **Group Leader** and **Deputy Leader**?
- Are **staff** sufficiently experienced / appropriate?
- **Supervision** – is the staff / pupil ratio in line with the school guidelines?
- Has **full insurance** been taken out? Have you given a copy to the Headmaster to be left at school?
- Have you carried out a detailed **Risk Assessment**? Have you given a copy to The Headmaster and The Deputy Headmaster at **least 4 weeks** before departure and have they confirmed that it is ok by signing the risk assessment?
- **Travel details** -have you checked these? Have you left details with the Headmaster to be kept at school?
- **Accommodation details** - have you checked these? Have you left details with the Headmaster to be kept at school?
- Have all parents completed appropriate **consent forms**? Have you left copies with the Headmaster to be kept at school?
- Do you have a list of **contact numbers** for all parents? Have you left a copy at school?
- Have all **staff** been briefed about their roles and **responsibilities**?
- Have **parents** been **briefed** (meeting / detailed information pack)?
- Have all pupils been briefed about what to expect on the trip?
Have all pupils been briefed about their behaviour?
- Have copies of all **documentation** been left at school?
- Has a copy of group names / contact details / full itinerary been left at school and issued to parents?
- Has a person at **school**, been named as a **contact**?
- Have you taken a **copy of all documentation** / passports etc to take with you and keep separately?
- Do all staff have relevant copies of all documentation / lists / arrangements etc?

- Have you arranged an '**emergency fund**' to take with you?