



The Kingswinford School
— a science college —



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School Trips and Visits Policy

Adopted by The Governing Board of The Kingswinford School :

Date

Signed by

Position





School Trips and Visits Policy

Summary

- The Learning and Teaching Post holder –Miss A Howells, has the role of Educational Visits Coordinator (EVC)
- Student safety is the top consideration when planning a school visit or trip
- The school should not make a profit on trips
- Trip pedagogy, curriculum links and outcomes should be shared with the EVC
- Trips should not be booked before due consideration of the calendar and the timeframe for collecting and making payments
- A risk assessment should be completed on offsitemag.net 1 month prior to trip taking place
- Emergency procedures should be carefully considered
- All money and travel documents should be handed in to the Administration House directly by students. In the event this might not be possible, speak to the EVC.
- Where possible the EVC should be the emergency contact on school trips. If not then it should be another member of the SLT
- The emergency contact should be notified when the trip has returned safely
- A checklist to help with planning is found at the end of this policy





Rationale

Educational trips and visits play a vital role in enriching the curriculum of a school and are sometimes essential components in examination courses. The Kingswinford School understands that educational trips can be demanding, but are ultimately rewarding experiences for both students and staff.

This policy has been written to ensure all visits and school trips are planned so all reasonable steps are taken to reduce and minimize the possibility of risks. It has been written with regard to the Health and Safety Executive 'School trips and outdoor learning activities', June 2011 and the Department for Education 'Advice on Legal Duties and Powers For Local Authorities, Head Teachers, Staff and Governing Bodies.'

This policy summarises the existing health and safety law relevant to schools and how it affects governing bodies, head teachers, staff and parents/carers.

Definition

A school trip or visit is defined as any occasion when a student or group of students are away from the school site and undertaking a school activity under the supervision of a member of staff.

This policy pays attention to the following:

- Children should be able to experience a wide range of activities. Health and Safety measures should help them to do this safely, not stop them;
- It is important that children learn to understand and manage the risks that are a normal part of life;
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity;
- Staff should be given the training they need so they can keep themselves and the children safe and manage risks effectively.

DfE Health and Safety: advice on legal duties and power February 2014

Although there is no longer any requirement by law for schools to have an Educational Visits Coordinator (EVC), the Learning and Teaching post holder – Miss A Howells has the role of EVC. The EVC can give advice about all aspects of school trips and visits and will help staff to plan and write risk assessments where necessary.





IMPORTANT NOTES TO CHECK BEFORE PLANNING A TRIP –

The EVC **must** be notified of all occasions when a school trip or visit is being planned. This must take place prior to any dates being confirmed, arrangements being booked or a risk assessment being completed. It is the role of the EVC to check with Mrs. K Hill if the date is suitable, and then negotiates with SLT and the HT. An enrichment, trips and visits planning form must be completed with basic details being required prior to consideration. Once the visit has been agreed then an email confirmation will be sent agreeing to the trip. Any student or group of students leaves the school premises, either accompanied by members of staff or to meet members of staff at a pre-arranged location. This forms a key part of safeguarding.

In summary;

The EVC **must** also give permission before any trip can take place. Staff wishing to organise a trip **must** get permission from the Educational Visits Coordinator – Miss A Howells.

The EVC will ask the trip leader to confirm with Curriculum Leaders the viability of the school trip taking into account the potential disruption of curriculum time before any decision is made

Staff must not commit any money or inform students or parents/carers that a trip or visit is going ahead until it has been formally approved.

Planning and Preparation

The Kingswinford School operates a policy where parent or carer permission is required for all trips.

A timeline for planning a trip can be found as an appendix which details the steps which should be taken and the administrative help you will receive.

Dress Code

Students will be expected to wear full school uniform on school trips and visits. There may be exceptions where students are undertaking activities which require specific clothing for safety. This should be discussed with the EVC in advance and permission agreed. The dress code for visits must be clearly stated on the letter to parents/carers from the outset.





The Cost of School Trips

The costs and payment plan for school trips must be carefully thought out. Some parents/carers have financial constraints and it must not be assumed that all parents/carers can afford trips easily. It might be possible for those students who receive the Pupil Premium to get help towards the payment of a new trip. This must be discussed with the Pupil Premium Officer before any agreement for payment can be made.

It is not acceptable for members of staff to handle cheques, cash and travel documents brought in by students without the correct training. As a result there is a cash desk situated in the house. Money and travel documents should only be accepted by the member of staff who is managing the cash desk.

Any money left over at the end of the trip cannot be carried forward to the next financial year or to future trips. It must either be credited to parents/carers or, if the amount is too small for this to be practical, credited to the relevant academic department budget. This must be stated in the original communication with parents/carers.

There are no exact ratios for school trips. The trip leader must ensure that the staffing for a trip is 'reasonable'. This will depend on the age, gender mix, ability and behaviour of the students involved. It will depend on the type of activity undertaken, the nature of the journey and the type of accommodation if the trip is overnight.

The Kingswinford School advises the following ratios

For non-residential activities such as visits to local historical sites and museums or for local walks, in normal circumstances:

- 1 adult for every 15-20 students

For residential activities, including overseas trips

- 1 adult for every 10-15 students

However, it is stressed that these are only examples. Trip leaders must assess the risks and consider an appropriate safe supervision level for their particular trip.

All trips should be manned by staff who are employed by The Kingswinford School and all adults who supervise school trips should have completed an enhanced DBS check.

Any concerns with regard to staffing or staffing ratios on trips should be referred to the Educational Visits Coordinator





Risk Assessments

Risk Assessments are a vital part of planning an educational visit and must be completed using the offsitemag.net website. This must be completed and approved prior to the trip taking place. It is advisable for all risk assessments to be completed at least 4 weeks prior to the trip as this gives time to make amendments if the risk assessment is not passed.

Help in writing the risk assessment can be sought through the EVC or the administrative department

The risk assessment must be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the trip leader put the safety measures in place?
- What steps will be taken in an emergency?

Each trip must have a member of the Senior Leadership Team or EVC as the emergency contact

Example of frequently encountered hazards and their control measures

Hazard	Risk	Control measures
Separation from the party	Getting lost	Regular head count, small groups. Must stay with an adult.
Leaving party member behind	Risk of assault or abduction	Check numbers before every departure.
Road crossing	Being hit by vehicle	All groups to line up parallel with kerb and cross as one. Ensure good sight line. Staff to arrive first at kerbside.
Road traffic	Falling off path into traffic	Keep buffer zone between group and kerb.
Sea/lakes	Drowning	Adults always on waterside. Group maximum of 6. Adults trained.
Sand	Damage to eyes	Students briefed and strong action at first sign of throwing.
Sun	Sunburn	Hat, sun block, parental letter, supervised use.
Heat	Heat stroke or dehydration	Pre-visit and establish access to shaded area. Plentiful supply of liquids.
Trains and bus transport	Falling into the path of a vehicle	Keep buffer zone between group and train.





Bus/Coach Transport

Most school trips will involve transportation by some type of bus, either a school minibus, hired minibus or hired coach. It is extremely important that staff and students use such transportation safely. **Everyone must wear seat belts at all times.** It is good practice for staff to remind all students of the need for good behaviour before all minibus and bus journeys and to be interspersed among the coach and not all sat at the front.

Factors to Consider in Planning a Trip

The following list is not exhaustive, but it tries to summarise what needs to be done during the planning and organisation of a trip. The list also gives further ideas about areas for risk assessment.

- Facilities/equipment the group will need
- Facilities/equipment provided at the venue
- Staff training needs
- Designated First Aider
- Designating someone to record the visit and carry accident forms, medication etc
- Transport arrangements, including meeting arrangements for trips which leave before the start of morning school and collection arrangements for trips which return after the end of normal school
- Insurance arrangements- these must be checked and additional insurance taken out if required
- Communication arrangements
- Supervision ratio
- Contingency plans for enforced changes of plans or late return
- Information to parents/carers
- Information to school
- Preparing students
- Arrangements for sending students home early
- Emergency arrangements

Prior to the visit the tour leader should obtain and take with them

- European Health Insurance Card (where appropriate) and significant medical histories.
- Details of insurance arrangements and the company's telephone number.
- Location of local hospital/medical services.





After the Trip

- The trip leader must inform the EVC (or whoever has been delegated as the school contact) that the party has returned safely and ensure that all the students are safely collected from school by a responsible adult, such as a parent or carer.
- If any difficulties or incidents occur on a school trip, the EVC must be informed as soon as possible after the trip returns to school so that appropriate follow up action can be taken quickly.

Emergency Procedures

Teachers in charge of students have a duty of care to make sure that the students are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

Emergency procedures are an essential part of planning a school visit. If an emergency happens the priorities are to:

- Assess the situation
- Safeguard the uninjured members of the group
- Attend the casualty
- Inform the emergency services and everyone who needs to know of the incident including the emergency contact

Guidance on Emergency Procedures

A copy of the following guidelines must be taken by all members of staff on a trip.

- Establish nature and extent of the emergency.
- Make sure that all other members of the party are accounted for and safe.
- If there are injuries, establish their extent and administer first aid (if you have been trained or feel capable – but be aware of consequences that might follow were you to give incorrect treatment).
- Establish names of the injured and call relevant emergency services.
- Advise other party staff of the incident and that emergency procedures are in operation.
- Ensure that an adult from the party accompanies casualties to hospital.





- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.
- Control access to telephones until contact is made with the Head teacher or Educational Visits Coordinator and until they have had time to contact those directly involved. Pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far).
- Telephone numbers for future communication identify alternate telephone numbers in case telephone lines become jammed).
- The school will arrange to contact the parents/carers of those involved. In serious incidents the parents of all party members should be informed.

Media

- A designated person should act as the point of contact with the media to whom all involved should direct questions.
- Under no circumstances should the name of any casualty be divulged to the media.
- The Party Leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition.
- Legal liability should not be discussed or admitted.
- All accident forms should be completed and insurers and relevant authorities contacted
- Inform parents/carers of any delays that will be necessitated.

In the case of an emergency the framework outlined above should operate. In addition the group leader should notify the British Embassy/Consulate.





Provisional planning sheet for educational visits

Checklist	Notes
Date of proposed trip	
Name of Trip	
Destination	
Please circle - Day trip/ Residential/ Foreign Travel	
Year group	
Number of students in total Male Female	
Cost per student	
Transportation required	
Staffing required/ratios	
Proposed staffing to attend:	

-Party Leader
-Deputy Leader
-First Aider

- Date checked with KH
- Checked with SLT/HT
- CL emailed with proposed date
- Agreement email sent to educational visit proposer
- Booked on school calendar
- Letter checked by EVC
- Risk assessment completed
- Risk assessment passed
- Emergency information passed to AH and SLT lead





Checklist for organising a school trip – **Administrative Team**

Checklist for non-residential trips	Complete	Notes
Costs and staffing ratios checked – check with staff if they want you to phone travel companies etc When calculating cost, check costs of transport, insurance and cover requirements are included		
Check with EVC if you are planning a trip or visit		
Check with the Governing Body if a residential trip		
Confirm transport – if using school minibus, please check and book through PE department		
Confirm dates, check on calendar		
Ensure member of SLT or EVC to be emergency contact. Must use mobile phone number in risk assessment.		
Ensure trip is on calendar and marked as a 'red day'		
Write letter to advertise trip with reply slip & deadlines, dress code etc		
Set up finance account, including a spreadsheet with payment plan, student list, emergency contact details		
LFu will collect money and travel documents and lock in safe		
If trip is taking place in curriculum time, give advance notice to staff by bulletin as soon as dates and student list are finalised		
Run medical information report from SIMS		
Help trip leader complete risk assessment – meet with the trip leader to discuss. <i>Offsitomag.net (login code is 2345) See AH/EW or KH if help is needed</i>		
Periodically, inform trip leader of payments received and chase those who have missed a payment		
Risk assessment must be approved before trip takes place, so leave time for it to be checked and corrected		
Arrange meeting with students (and parents/carers, if needed)		
Final instructions to students including risk assessment		
Inform the dining room of missing students		
List of students on bulletin on day of, left in reception and given to LU		
Print off Risk Assessment and distribute to all staff involved, including emergency contact. Give copy to Headteacher		
If doing a residential which requires passports to be collected, collect these in from an appropriate date, store in the safe and take a photocopy of each one		





Advice for organising a trip

Advice when organising a trip:

- Use a standard letter as your template to ensure you cover everything
- Check letter with EVC **before** distribution
- Quotes from travel agencies are subject to change, the school could possibly have to pay extra insurance or travel costs, cover costs and a contingency fund might be needed, please bear this in mind when giving a cost to the parents/carers and ensure there will be enough money to cover everything.
- If the cost of the trip is high, a payment plan will need to be set up to allow parents to budget for payments.
- Set the deadline for final payments at least a fortnight before the travel company need final payment.





Checklist for organising a school trip – Teaching Staff

When planning a school trip, you must consider whether it is educational or enrichment. If the trip is educational and required for a course to be completed, then we should not charge parents.

All trips must be approved by SLT or EVC and checked against the school calendar. If the trip is a residential or includes foreign travel then the trip must be considered by the governing body, who meet every half term. Please note that the Government Foreign Office provide regular travel advice on their website for every country. Please check on the link attached before planning a trip - <https://www.gov.uk/foreign-travel-advice>.

Checklist	Complete	Notes
Complete provisional planning sheet for educational visits and hand to AH		
Confirmation received from AH re: trip arrangements agreed		
Meeting with Governing Body – Required for all trips abroad		
Research trip – meet with E Wills to discuss plan of action and setting up of spreadsheet		
Students must hand all money and travel documents needed to administration team (from 22nd June LFu) who will lock in the safe. Do not accept money or travel documents directly from students		
Collect medical information report to help with writing risk assessment		
Complete risk assessment with help from E Wills using offsite mag.net (login code is 2345)		
Risk assessment must be approved before trip takes place, so leave time for it to be checked and corrected		
Arrange meeting with students (and parents/carers, if needed) and issue final instructions to students including risk assessment		
If doing a residential which requires passports to be collected, arrange with admin team (from 22 nd June LFu) or Gill Bradley a suitable time to collect passports and contingency money from the safe		

Please note: The Administrative House can accept money and travel documents from students between

- 8.30 and 8.45am
- 11.10 and 11.25am
- 1.35 and 2.00pm
- 3.10 and 3.30pm





Advice when organising a trip:

- Use a standard letter as your template to ensure you cover everything – see AH for this
- Quotes from travel agencies are subject to change, the school could possibly have to pay extra insurance or travel costs, cover costs and a contingency fund might be needed, please bear this in mind when giving a cost to the parents and ensure there will be enough money to cover everything.
- If the cost of the trip is high, a payment plan will need to be set up to allow parents/carers to budget for payments.
- Set the deadline for final payments at least a month before the travel company need final payment.

