



# St Hilary's School

## Educational Trips and Visits Policy

### INTRODUCTION

At St Hilary's School, we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative, and to spend time together in an informal environment. Trips enable pupils to acquire new knowledge and make good progress according to their ability so that they increase their understanding and develop their skills. They foster in pupils self-motivation, the application of intellectual, physical and creative effort, interest in their work and the ability to think and learn for themselves.

Some trips are directly related to the curriculum, while others are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend their knowledge of the world, with a particular focus on British society. This has been explained by the DfE as '...developing in every young person the values, skills and behaviours they need to get on in life. All children should receive a rich provision of classroom and extra-curricular activities that develop a range of character attributes, such as resilience and grit, which underpin success in education and employment.' Our school is dedicated to preparing our pupils for their adult life beyond formal education and ensuring that it promotes and reinforces British Values to all our children.

We actively promote democracy, the rule of the law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Moto 'Not for oneself but for all.'

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to (please see the Safeguarding and Child Protection Policy).

St Hilary's acknowledges that trips, visits and outdoor activities are not without risk but by adhering to this policy, and with careful planning, the school endeavours to sensibly manage these risks.

The following policy applies to all approved educational visits, journeys, theatre trips, exchange visits, leisure excursions, field trips and indeed to any accompanied group of pupils leaving the school premises and travelling in the name of the school.

### ROLES & RESPONSIBILITIES

All staff attending the trip have responsibility for ensuring the safety of the pupils.

#### **The Governing Body has the following role:**

- To approve this Educational Trips and Visits policy.
- To maintain, through the Bursar, the appropriate insurance cover.
- To provide procedures to review this policy.

#### **The Headmistress:**

- Is responsible for approving the trip/s.
- Signing off the Risk assessments.

#### **The Educational Visits Co-ordinator ensures that:**

- All educational visits comply with the guidelines and procedures outlined in this policy.
- The group leader is competent to monitor and manage the Health and Safety risks throughout the trip.
- The ratios of staff to pupils are appropriate.
- The Risk Assessment has been completed and been signed off by the Headmistress (**see Appendix 3, 4 and 5**).
- Adequate First Aid provision has been addressed and arrangements have been made for medical needs. In the case of an Early Years Foundation Stage trip, a Paediatric First Aider must accompany the trip.
- The mode of transport is suitable.
- A school emergency contact has been nominated.
- The group leader and the school emergency contact have a copy of all the adults and pupils travelling in the group.

**The Bursar ensures that:**

- There is adequate insurance cover for all pupils, staff, parents and any adults accompanying the visit. The school insurers for trips are as follows: Independent Schools Policy supplied by Zurich Insurance.
- The school is comprehensively insured for most school visits. However, if the trip involves potentially hazardous sports/activities then the Group Leader should arrange a meeting with the Bursar to ensure that there is sufficient insurance in place to cover the proposed visit. In cases such as this, the Group Leader must inform the parents of the level of insurance cover and give them the opportunity to purchase extra insurance should they wish to do so.
- Any charges must be agreed prior to the organisation.
- That regular checks and maintenance are carried out on the minibus.

**The Group Leader ensures that:**

- He/she is competent in instructing pupils in an activity and /or be familiar with the activity location by performing a recce prior to the first visit.
- Approval is sought from the Headmistress before any educational visit takes place. The Educational Outing request form and the Planning and off site visit form must be completed (see Appendix 1 and 2).
- The planning documents have been completed and submitted to the Educational Visits Coordinator.
- The trip/workshop/event should, where possible, be booked into the school calendar at least one term in advance and ideally a year for residential trips. Communication is given to the parents as per the Communications section of this document.
- When a trip includes high-risk activities such as rafting, abseiling, canoeing, skiing, cycling or caving, there must have evidence that the host company has their **Adventure Activity Licence** as required by the Adventure Activities Licensing Regulations (2004). The Group Leader will need to identify proof with the risk assessment.
- The Risk Assessment is submitted to the Headmistress for approval.
- Adequate information regarding the educational visit has been provided to parents and pupils.
- The necessary coaches are booked through the Account's Assistant, with the exception of the Year 6 French trip. Where possible, the school mini-buses should be used, which will also require booking (See Appendix 11 and 12).
- Reminders are placed in Friday Notes with key information for parents given ahead of the trip.
- Relevant cover and planning is discussed with the Deputy Heads.
- The Catering Team are notified about the year group absence, and if packed lunches are required.
- The Bursar is kept abreast of all financial matters relating to the trip.
- A briefing pack for all volunteers and staff supporting the trip/residential is distributed. The pack should contain information about the trip and venue, all Health and Safety procedures, risk assessments and relevant contact information. The group leader and the school emergency contact have a copy of all the adults and pupils travelling in the group.

- All pupils are briefed on the trip, including aims/objectives, travel information, health and safety, expected behaviour and what to do in an emergency e.g. separated from the group.
- An information evening is held (for residential trips only) detailing information for parents, which should include all relevant information and allow for questions.
- School uniform will be worn by pupils except in exceptional circumstances for day trips. For residential trips, some identifiable item of clothing will be necessary, such as the school sunhat or, in the case of Year 6 residential trip, Leaver's sweatshirts, t-shirts and school hats.
- The school office is given a copy of the trip documents. They should also be informed if a late return is expected so that parents can be notified.
- For journeys to Europe, the Group Leader must ensure that all pupils are in possession of an E.H.I.C (European Health Insurance Card).
- If passports are required, then the Group Leader must ensure that all pupils have their own current passports. Photocopies of the passports must be taken for emergency use.
- A trip evaluation form is completed (see Appendix 6).

## **SUPERVISION**

Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should follow the school policy taking into account the activity to be undertaken and the age and maturity of the pupils. Pupils are to be properly supervised through the appropriate deployment of school staff. The group leader must be a teacher at the school. Should the trip involve any form of hazardous activity, the Headmistress must be satisfied that the organiser is fully qualified to lead such an activity or alternatively to supervise the selection of qualified instructors. A member of the Senior Leadership Team should accompany all trips abroad.

There should normally be a minimum of two members of staff accompanying any visit. The following ratios should, where feasible, be met:

- One adult to every four pupils in EYFS.
- One adult to every six pupils in Reception.
- One adult to every six pupils in Years 1 and 2.
- One adult to every eight pupils in Years 3-6 (this may be extended to 10 pupils for local trips e.g. church visit).

There should be at least one responsible adult supervising visits to the toilet. Adults who have not previously volunteered and have not had the necessary vetting checks shouldn't be left alone with children or take them to the toilet unaccompanied. In larger groups of children, encourage groups to take a comfort break together with one responsible adult while the other adult(s) supervises the remaining children and keep a head count.

## **TRANSPORTATION**

The use of private cars is discouraged, under UCST guidelines. However, if an employee uses their own car, they are covered by the school's insurance policy. The Bursar must be given a copy of their driving licence.

Only those authorised by the school, and with the appropriate category (D1) on their driving licence, are eligible to drive the 17 seater minibus. The school approves and retains a list of authorised drivers. All authorised drivers must be over the age of 21 and under the age of 71. Please see the **Minibus Policy**.

It is accepted that, occasionally, public transport may be the preferred method of transportation. In these cases, Group Leaders must ensure that they have prepared the appropriate risk assessment which takes into account alternative routes/methods of travel in case of public transport cancellations/failure.

## **COMMUNICATION**

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the school if these take place during school hours and are a normal part of the child's education at the school. However, parents are notified where their child will be when not on school premises and of any extra safety measures required. This communication is effective through the use of the school calendar, the Friday Notes, the school Clarion system and written communication. Written individual consent is usually only requested for activities that need a higher level of risk management, those that take place outside school hours or high-risk activities and residential visits. An educational visits consent form is used for parents to sign when their child enrolls at the school but, as advised by the DfE, parents are to be told of each visit and of any extra safety measures required and given the opportunity to withdraw their child from any particular visit or activity.

## **PARENTS/VOLUNTEERS**

Parents/Volunteers may be used but are not included as part of the staff/pupil ratios. All volunteers are required to read and sign that they have read the Safeguarding Policy.

## **ACCOMMODATION GUIDELINES FOR RESIDENTIAL TRIPS**

The sleeping arrangements must be organised to be in line with current regulations, namely the group should ideally have adjoining rooms with teacher's quarters; the Group Leader must obtain a floor plan of the rooms reserved for the group's use in advance.

Group Leaders should take laminated signs for staff rooms so that, should the need arise, pupils are able to find them at night.

The immediate accommodation area should be solely for the group's use. There must be separate male/female sleeping/bathroom facilities. The Group Leader will need to have checked that the accommodation has appropriate and safe heating and ventilation, during the Inspection trip. In addition, balconies should be stable, windows secure and electrical connections safe.

The group must be informed of the layout of the building and fire exits etc. on arrival and a fire drill organised. There must be an audible fire alarm. Security arrangements must be checked by the Group Leader.

## **FINANCIAL ARRANGEMENTS**

The organiser is to record all receipts and payments and these must be handed to the Bursar. Please request a kitty at least two weeks prior to the trip, should this be required. All charges will be added to parents' termly account.

When costing the trip, please consider the following:

- Admission and workshop charges
- Transportation costs
- Supply cover charges
- Refreshments for staff and volunteers
- Refreshments for children (not always necessary)

Once the visit has taken place, accounts showing receipts and payments must be handed to the Bursar.

## **EMERGENCY**

The Group Leader is responsible for ensuring that there are first aiders present on site or that accompanying staff have first aid training (this may include online Educare Training). All trips undertaken by the EYFS must have a qualified Paediatric First Aider in attendance. Pupils who are thought to be particularly at risk due to certain health issues must be considered separately. Such pupils will be attended on a trip by those members of staff who have had the training in how to address those health issues.

In the event of an accident or injury, please treat the injured persons following the **Medical and First Aid Policy**. If the injury or illness is serious, contact an Ambulance on 999. All injuries, accidents and medical emergencies must be reported and recorded on your return to school.

Staff should refer to the Critical Incident Checklist (Appendix 8), Exemplar Scenarios (Appendix 9) and Emergency Action Plan (Appendix 10).

### **All adults on the trip should have a copy of these guidelines**

- Establish nature and extent of the emergency
- Make sure that all other members of the party are accounted for and safe
- If there are any injuries, establish their extent and administer First Aid
- Establish names of all injured and call relevant emergency services
- Advise all 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, if appropriate
- Arrange for one member of staff to remain at the incident site to liaise with emergency services until the incident is over and all pupils are accounted for
- Control access to telephones, make contact with Headmistress or Deputy Heads in her absence and give a full report
- Identify alternative phone numbers in case telephone lines become busy
- The school will arrange to contact parents of those involved. In serious incidents, the parents of all party members should be informed
- Any contact with the media will be handled by the Headmistress
- The Group Leader should write down all relevant details as soon as is possible. A record should be kept 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 (Appendix 7).
- Parents should be informed of any delays which may occur as a result of the incident.

### **UNSUPERVISED TIME (only applicable for Year 6 residential trip)**

This should be kept to a minimum and only be allowed when it is safe and reasonable to do so (traditionally this only applies to the French town experience). At such times, girls must be in groups of no less than three and report to staff at regular intervals.

Pupils will have a note written in the relevant foreign language asking for help, the details of the meeting point and the address of the venue at which they are staying, together with the mobile phone number of the Group Leader.

### **MOBILE DEVICES AND SOCIAL MEDIA**

Pupils are not permitted to take phones, 4G/5G or Wi-Fi enabled devices on educational trips at any time. Pupils on the Year 5 and 6 residential trips may take a digital camera. Where possible, use school cameras and iPads.

The school has a Twitter account which Group Leaders may have permission to access. Twitter is a good way to keep parents abreast of what is happening whilst their sons/daughters are away. Content on Twitter should always be in line with the school ethos and formal written English should be used. Please refer to the photo permissions list before posting any Tweets.

## **BEHAVIOUR**

Expectations of behaviour are the same as though the pupils were in school, directly in line with the school's **Behaviour, Discipline and Exclusions Policy**. Pupils are encouraged to accept responsibility for their behaviour, show initiative and understand how they can contribute positively.

## **AFTER THE TRIP**

The Group Leader is expected to evaluate the trip and pass a copy of the Trip Evaluation Form (APPENDIX 6) to the Educational Trips Co-Ordinator for their records.

**All appendices can be located in X:\Outings, Trips & Visitors\Trips and Outings Forms\Forms 2019-2020**

**Reviewed: September, 2019**

**Next review date: June, 2020**

**Person responsible: Mrs Jane Whittingham**