



SCHOOL TRIPS AND VISITS POLICY

Date agreed Nov 2019
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Educational visits are an integral part of the learning experience for pupils at the Prep School. Trips can clarify and enhance the activities which take place in the classroom, both socially and educationally, in a number of ways:

- By providing new physical and mental challenges, giving pupils the opportunity to develop their independence, leadership skills and confidence.
- By providing opportunities to clarify pupils' understanding of areas of the curriculum by showing the material studied in a new context.
- By allowing pupils to develop stronger relationships with fellow pupils and with staff through an enjoyable experience.

This policy takes note of the DfE guidance: Health and Safety: Advice on Legal Duties and Powers.

Aims

iMedia School seeks to encourage participation in educational visits in the contexts set out above. Pupils, parents and staff are made aware of the procedures relating to school visits and the trips are executed safely, with due regard to care of the pupils.

Responsibilities

- iMedia School retains responsibility for pupils at all times during school visits; it acts in loco parentis and hence exercises its duty to ensure safety of all pupils involved.
- Staff conducting trips should act as would a reasonably prudent parent in a similar situation.
- Planning and execution of the visit should be carried out in accordance with health & safety and safeguarding training and must comply with best practice.
- Staff should follow the procedures for planning off-site activities - a detailed checklist for planning visits is included in the School Trips Pack (on the 'Teachers' drive').
- The Deputy Head (Pastoral) has the responsibility for ensuring that there is appropriate supervision and proper planning.

Pupils' behaviour

In addition to the normal Code of Conduct for on-site activities, pupils are expected to adhere to guidelines of proper behaviour on educational visits. Such behaviour includes:

- Carrying out party leader and staff instructions at all times
- Not entering the room (eg in a hostel) of classmates of the opposite gender
- Not carrying, possessing, or purchasing weapons of any kind
- Not smoking
- Observing the school's Alcohol Policy

Pupils should understand that failure to meet behavioural expectations may result in being sent home at parents' expense.

Planning visits

Approval must be obtained in advance from the Deputy Head (Pastoral) for all off-site activities, except for official sporting fixtures.

Risk assessments

A risk assessment form must be completed when seeking approval for any off-site visit. It is good practice to continually assess risk throughout a visit and to respond to any change in circumstances which affect the level of risk. This may involve a change in activity or cancellation. All parental approval forms returned should indicate any medical condition which must be considered.

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?

While every trip will have its own particular risks that must be assessed, research has shown that the following are the most commonly found dangers, so are worthy of particular consideration when doing a risk assessment for any trip away from school.

For trips that will involve outdoor or adventurous activities or indeed residential trips, staff are reminded to request copies of risk assessments from the service provider well in advance of the trip and to make reference to these in their own risk assessments.

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	Falling into the path of a vehicle	Keep buffer zone between group and train.

First aid

On all off-site activities, at least one staff member in each group must be qualified in basic first aid. The party leader has to state details of the nearest hospital/medical assistance available on the trip admin before departure.

On a residential trip or a journey abroad, one of the adults is to be responsible for welfare matters, including medication, first aid etc. For all off-site activities and overseas trips, group leaders must:

- Be aware of any pupil's medical problems, of the requirements for routine treatment and the pupil's GP's recommendations in the event of an emergency
- Check that the pupil is fit enough and has sufficient medication for the duration of the trip
- Carry a mobile phone and a first-aid kit, which will be put together to reflect the needs of the trip. Double check that minibuses are equipped with both
- Ensure that extra equipment is carried for emergencies where appropriate.

Any medical problems should be recorded and reported to the school on return.

Supervision

Levels of supervision may need to be increased for particular trips, e.g. outdoor activities. The party leader and at least half of the supervisors must be members of the staff; other adults may act as additional supervisors if a member of staff approves them in advance. They must be vetted as directed below.

The party leader:

- Must be clearly nominated; he or she is responsible for ensuring that all supervisors know the full extent of their duties and responsibilities
- Must ensure that all travel arrangements and accommodation (where applicable) are safe and secure
- Is responsible for the actual arrangements for supervision throughout the trip, ensuring that they are adequate and appropriate to the nature of that trip
- Ensure safety of activities; ongoing risk assessments should be made by supervisors
- For potentially hazardous pursuits, the leader must have the appropriate qualifications or experience. Checks should be made on the licensing of activities centres and their health and safety provisions and documentation
- Should ensure that all accounts are settled.

Ratios of supervisors to pupils

- A minimum of two adults must accompany every visit.
- There must be a minimum of one adult for up to 10 pupils on any trip involving hazardous activities. On all other activities, the ratio should be 1: 10-15
- All co-ed residential trips must have both male and female supervisors.

Vetting checks

All adults (including volunteers) involved in visits must obtain DBS clearance before going on the trip. In addition, suitable references must be sought, an informal interview held and a check made that there are no contrary indications from anyone in the school. HR must be informed in advance to ensure these checks are carried out as required by the Recruitment Policy. All volunteers will appear on the Central Register.

Preparing pupils

Before the trip takes place, staff should provide pupils with the following information, as appropriate:

- Aims and objectives of the visit
- Itinerary, with times and locations of activities
- Accommodation and catering arrangements
- Staffing and supervision arrangements
- Behaviour expectations
- Equipment and clothing requirements
- Potential dangers and the safety precautions in place
- Rendezvous and emergency procedures
- Background information on the place of the visit (e.g. history, culture, customs, language)

Learning difficulties and/or disabilities and medical needs

The school recognises its obligation to promote equal opportunities for pupils and will try to make trips accessible for all where possible. Careful consideration must be given towards those with special behavioural, medical, and/or dietary needs; disability access must also be considered. For pupils with learning difficulties and/or disabilities, note will be taken of relevant recommendations in IEPs.

Party leaders can ensure that any pupils with special or medical needs may be accommodated by:

- Checking that accommodation and activities are suitable
- Altering staffing arrangements where necessary
- Making special arrangements with parents
- Ensuring that any relevant medical paperwork (including medication, dietary requirements and allergies) has been provided by the parents and that all needs can be catered for.

Communicating with parents

Parents need to be fully informed throughout the planning and the execution of the visit. Information can be communicated by letter and, for many residential visits, at a parents' evening.

Parents will need to know:

- The nature of the activities – a programme of events with times and locations
- The location of the visit, with as much detail as is prudent
- The staff involved, highlighting the party leader
- That risks have been assessed and minimized. For hazardous activities, a copy of the risk assessment should be made available to parents.

Parental approval must be obtained (and standard forms used) as directed below:

There are many kinds of visits and activities for which parental written permission will always be required. These include but are not limited to:

- Any trip involving an overnight stay, such as residential field trips, camping, holiday activities, or foreign exchanges.
- Any activity which could be construed as hazardous, such as climbing, pot-holing, skiing, sailing, canoeing, windsurfing, parachuting, hover-crafting, gliding or flying.
- Any other off-site activity, except for official sporting activities.

There are some activities for which parents will not necessarily be asked for permission. Permission is assumed simply by pupils being members of the school.

These activities include:

- a) Participation in school teams
- b) Participation in cultural and charity events on school premises

At the beginning of each academic year, parents should sign and return the tear-off slip on the off-site activities letter to confirm that they are happy with the school arrangements regarding parental permission for off-site visits.

Planning transport

When planning transport, a Travel Document Form should be used as appropriate. The following should be noted:

- Coaches must be booked via the Transport Manager – these coaches all have seat belts
- Mini bus drivers must be appropriately licensed
- If using a private car, insurance cover must be adequate
- Special care should be taken when travelling by underground or train to ensure that pupils are not separated from the group; such considerations should be included in the risk assessments.

Insurance

While the school's travel insurance covers the majority of trips, potentially hazardous activities may require additional cover. All party leaders should consult the Head Teacher in the planning stages of the trip to ensure adequate cover and to arrange further insurance if necessary. Categories of cover available are as follows:

- Employers' liability
- Public liability
- Vehicles
- Accident cover
- Travel insurance

Parents should be informed of the insurance that is applicable to the trip and whether the school's travel insurance applies or whether holiday insurance is additionally necessary.

Types of visit

iMedia School offers many different types of trips to enrich pupil education. Popular types of residential trips include:

- Cultural/language trips
- Adventurous activities

Popular types of non-residential visits include:

- Artistic trips
- Field work

- Sporting visits
- Theatre trips

Emergency procedures

Arrangements must be made for parents and the school to be informed in case of any emergency, and for parents to contact the party in an emergency. Party leaders must be prepared to make alterations to the planned activities should circumstances change.

Detailed emergency procedures can be found in the Trips Pack. Party leaders must be familiar with these procedures prior to the trip. Supervisors are advised to:

- Ensure all pupils are safe from further danger
- Arrange search, rescue, medical care or hospitalisation as necessary
- Administer appropriate first aid only if trained
- Ensure an adult accompanies any casualties to the hospital if possible
- Ensure remaining pupils are adequately supervised and arrange to return to the base
- Retain all equipment involved in unaltered condition.

Especially for dangerous or overnight stays, emergency procedures (including fire drills) must be explained to pupils and other staff involved.

Who to contact

Prior to the trip, party leaders should prepare a list of everyone on the trip, in addition to parent contact numbers. One copy of the list should be posted on the staff room board 48 hours in advance; additionally, copies should also be circulated to the Deputy Head (Pastoral), the Prep School Office and Security. Should an emergency occur, the Prep School Office (01214 481727) or the Headmaster directly (07951 346623) during out of school hours.

Permission for emergency medical treatment

Parents must indicate permission for emergency medical treatment on medical questionnaires (as part of required documentation) when a child enters the school; as these are held in the Health Centre and covered by data protection laws, it is also necessary for parents to complete 'parental approval' consent forms that are sent home prior to each trip.

Reviewed: Sep 2015

be reviewed annually