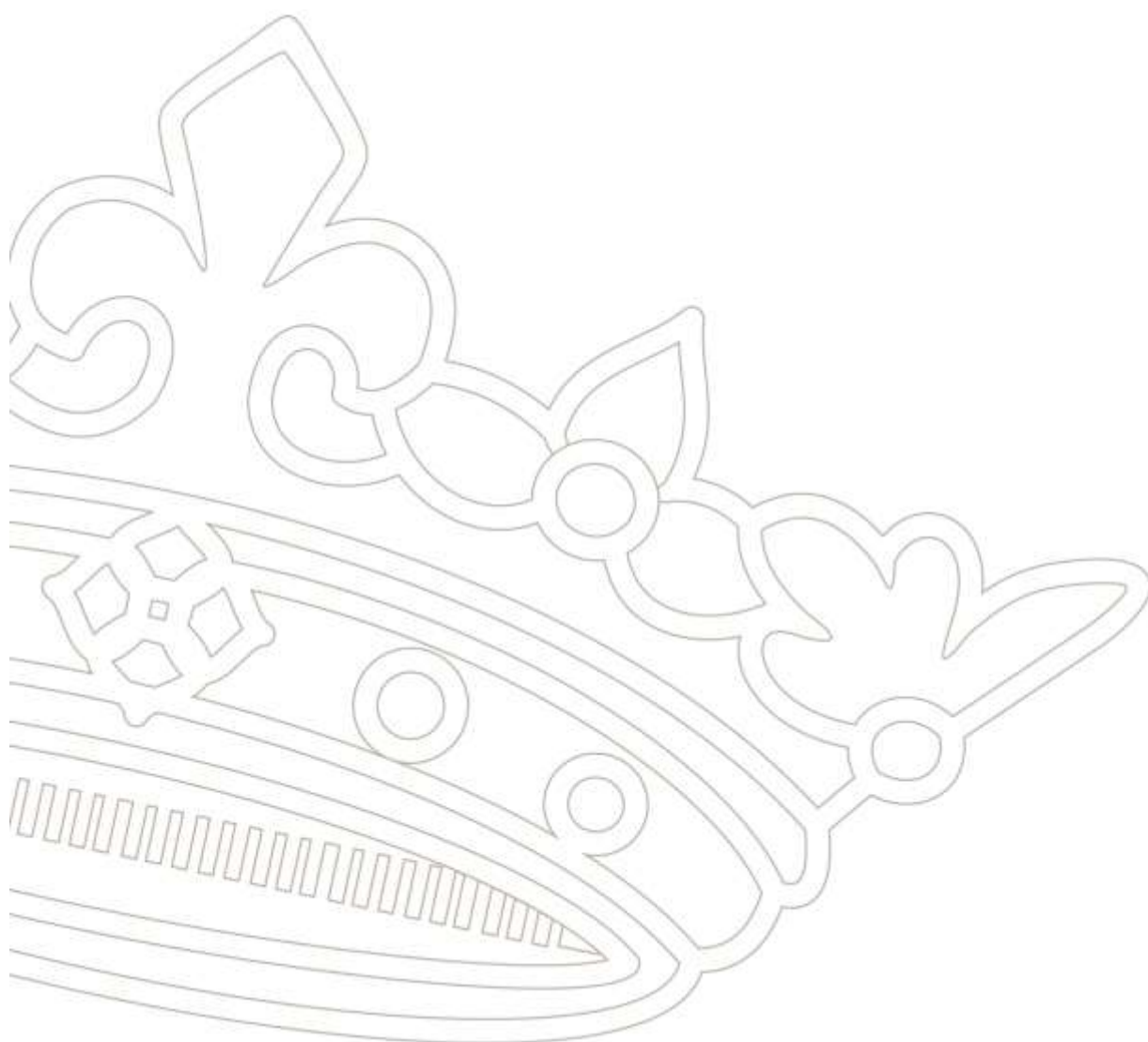




PRINCE'S MEAD SCHOOL

TRIPS AND EDUCATIONAL VISITS POLICY





INTRODUCTION

The aim of this Prince's Mead Trips Handbook is to provide those organising and leading trips with guidance on how these are to be run.

For each trip I will nominate a leader who is responsible to me as Headmistress for pupils and accompanying staff. The leader is to undertake all organisational requirements of the trip, the most important being a Risk Assessment. This handbook includes guidance on conducting the Risk Assessment as well as all practical considerations to be taken into account.

Definitive guidance is found in the Department for Children, Schools and Families (DfE) guide: *Health and Safety of Pupils on Educational Visits*. This Prince's Mead Trips Handbook provides direction specific to our School. For each section below, the organising teacher must read the relevant Chapter in the DfE guidelines and the corresponding guidance specific to Prince's Mead. In addition, the organising teacher should read the Departments guide: *A Handbook for Group Leaders* which is held in the School Secretary's office.

Guidance such as this cannot cover every eventuality, but rather it provides a framework to assist you as teachers in exercising your professional judgement in relation to the activity you are organising.

At Prince's Mead we seek to develop our pupils through a range of educational activities. Children have derived considerable benefit from the activities organised at Prince's Mead in the past, and it is my intention that we should continue to provide them with these opportunities, whilst ensuring their safety and health.

Miss P KIRK

Headmistress



POLICY CONTENT	PAGE No.
1. Responsibilities for Visits	4
2. Planning Visits	
At a Glance Guide for Day Trips	5
At a Glance Guide for Residential and Overseas Trips	7
3. Supervision	8
4. Preparing Pupils	8
5. Communication with Parents	9
6. Planning Transport	9
7. Insurance	10
8. Types of Visit	10
9. Visits Abroad	13
10. Emergency Procedures	18
11. School Trips and the Terror Threat	19



The following guidance must also be read by Group Leaders:

DCSF Health and Safety of Pupils on Educational Visits

RESPONSIBILITIES FOR VISITS

- The Headmistress, together with the Bursar, at Prince's Mead School is responsible to the Governors for the Health and Safety of all employees of the school and its pupils.
- School trips will be organised by a nominated leader who is to undertake all planning including Risk Assessment. Prior to undertaking this work preliminary approval must be sought from the Headmistress to ensure dates and arrangements are likely to be suitable.
- Once initial planning (including Risk Assessment) is complete the leader is to submit Form 1¹, Application for Approval of an Educational Visit to the Headmistress. Confirmation of approval is given by the Headmistress on Form 1.
- Other members of staff and adult volunteers accompanying pupils on trips will work under the direction of the nominated leader to assist in safety, control and discipline.



PLANNING VISITS

AT A GLANCE GUIDE - ORGANISING A DAY TRIP

	ACTION	tick
PREPARATION BEFOREHAND		
	Form 4A, A generic consent for school trips form will have been completed by the parents when a pupil joins the school.	
	Check available dates with Head (or Deputy)	
	Work out cost of the trip	
	Draft letter to parents (for approval by Head) to include likely costs. Parents given option to opt out of visit on the school website	
	Obtain provisional approval for visit from Head	
	Undertake recce of visit site if possible	
	Undertake Risk Assessment, in order to identify any special hazards, e.g. swimming or farm visits and obtain health and safety information from venue (complete Form 1)	
	Our adult:pupil ratio on school trips is 12:1. Ensure one member of staff or supervisor has adequate first aid training. In the case of EYFS, one member of staff must have the Paediatric First Aid qualification and the staffing ratios must be in line with EYFS guidance	
	Obtain the Head's formal permission (Form 1)	
	Book the venue	
	Book the transport	
	Provide Matron with venue, dates, times and year groups of those attending	



THREE WORKING DAYS BEFORE THE TRIP	
	Check the parent website for 'non consents' from parents
	Matron to prepare a summary of all children with medical and dietary needs and any medication or medical treatment required on the trip
	Matron to provide photograph gallery of all children on trip in the event of a child going missing
	Matron to discuss any special dietary requirements with catering staff
	Re read the schools Lost Child Policy
ON THE DAY OF THE TRIP	
	Ensure that all children and adults expected, are present
	Take Register and give to Matron
	Ensure the Group Leader takes a mobile phone
	Ensure that alternative arrangements are made, and that Matron and School Administrative Assistant are informed, if any children expected have not attended or are otherwise not going on the trip.
	Check medical and dietary requirements from summary provided by Matron. Take any emergency medication needed, after discussion with Matron
	Take first aid kit, sick bags and tissues + school identity wristbands and change of clothing for small children
	Monitor safety and supervision throughout the trip
	Check all children present before leaving venue



AT A GLANCE GUIDE - RESIDENTIAL AND TRIPS ABROAD

First steps

Determine aim of trip and then brief Head on outline proposal, giving reason for visit - cultural, educational, sporting etc.

Likely date (confirm suitability).

Resources likely to be needed.

Venue and duration.

Possible method of transport.

Pupil age group and staffing.

Initial estimate of costs.

Head gives **provisional approval** for visit and confirms who is to be Group Leader. Entered into School diary by Secretary.

Plan. In depth planning by Group Leader.

Contact venue and confirm suitability.

Check on ratio free: paying places

Identify all costs incl. hidden extras.

Identify all transport needs.

Get quote from travel company.

Insurance

Do Risk Assessment.

Exploratory visit if possible.

Identify those who will help supervise the group.

Initial letter to parents (approved by Head)

Submit substantive proposal to Head (Form 1) including dates, Risk Assessment, cost, transport, insurance, emergency procedures and staffing.

Visit approved; Form 1 issued by Head to Group Leader.



3. SUPERVISION

The nominated Group Leader is to determine the supervision requirements for the trip following Risk Assessment. The ratio quoted in DfE Guidance Chapter 3 (para 70) may be used as a guide.

If the trip involves children in the EYFS the nominated Group Leader is to determine the supervision requirements needed following Risk Assessment. Careful consideration must be made to the teacher:pupil ratios as set out in the DfE Early Years Foundation Stage Statutory Guidance.

The nominated leader is responsible to the Headmistress for the health, safety and welfare of the group while away from the School; all other teachers, parents and volunteers assisting are to work under the direction of the nominated Group Leader.

The leader is to ensure that DBS, (Disclosure and Barring Service, December 2012) checks have been carried out for all volunteers assisting on the trip (para 77).

Wherever possible, members of staff should familiarise themselves in advance with the place to be visited, so that they are aware, for example, of potential hazards, suitable parking places, lavatories, exact timings. It is useful to make notes on such matters immediately on returning from an outing; both for future reference, and as part of an evaluation on whether the visit met its objectives.

Members of staff must exercise supervision and know where the children are at all times. Permission for children to be unsupervised - e.g. to spend time on their own in a museum - should be well defined and the terms under which it is given clearly understood by both sides.

4. PREPARING PUPILS

Group Leaders should where appropriate encourage participation in planning of the visit by pupils undertaking trips in Year 5 and 6.

Group Leaders must remind pupils that normal school rules apply when on the visit and determine the consequences of bad behaviour (identified during the Risk Assessment). A pupil whose behaviour compromises the safety of themselves and/or others is generally to be returned home. The letter to parents is to include a paragraph on discipline, stating that the costs of returning a child home early will be added to the end of term fees for that child.

The Group Leader is to brief all pupils on arrangements as detailed in Chapter 4 of the DfE Guidance (para 90 - 98) and those on adventurous, residential and abroad trips are to be handed Form 3. The Group leader should recognise that many of the health problems of pupils on longer visits are caused by lack of food, liquid or sleep. In warm climates the Group Leader must ensure that all children are drinking plenty of fluids, are in appropriate clothing and have adequate sun protection.



The Group Leader is responsible for ensuring that any medical needs of pupils attending are met (para 100). The letter to parents will request information on any such needs²; those identified are to be discussed with Matron, who will liaise with parents. The Group Leader may also need to discuss particular needs with parents; this may be on the advice of Matron or as requested.

Each teacher and other adult assisting in supervision is to have a medical summary sheet detailing any actions needed in an emergency for children with medical needs (para 101). Letters from parents notifying the Group Leader of medical needs are to be passed to Matron for compilation of this summary.

On trips where first aid provision cannot be guaranteed, and if the Group Leader determines this is required following Risk Assessment, one of the adult supervisors must have undertaken an approved First Aid course (and have an in date certificate). For all trips the Group Leader is to ensure that a basic first aid kit (containing plasters etc) is taken.

If the Group Leader has concerns about a particular child's medical needs these should be discussed with Matron, who will liaise with the parents, and if required contact their doctor or other agency for further advice (para 102).

5. COMMUNICATING WITH PARENTS

Chapter 5 of the DfE guidelines is to be followed.

Where parents decline consent for emergency treatment (para 116) the child must not be included in the visit as this would place the Group Leader in a position where they could not guarantee the health and safety of that child.

Parents will be made aware of a 'safe arrival' Clarion message from the Group Leader or daily Clarion message updates.

6. PLANNING TRANSPORT

The advice in Chapter 6 of the DfE guidelines is to be followed.

Wherever possible the Prince's Mead minibuses and drivers will be used for pupil transport. Every minibus must:

- be correctly licensed
- display a valid tax disc
- have a valid MOT certificate
- be properly insured
- be adequately maintained.

² This information is included on Form 4B – Parental Consent for School Visits – Residential Trips. It is also important that the group leader has essential information for all adults attending (including themselves). Form 4C is to be completed by these adults who are to sign their own consent to emergency treatment in the event that they become incapacitated through serious illness or injury.



It is the operators responsibility to ensure that everyone who drives the minibus are properly licensed to do so

Where the School's own transport is unavailable private coaches are to be hired. The Group Leader is to use those companies approved by the Headmistress and Bursar as being suitable for carrying pupils of the school.

The Group leader must ensure that drivers take adequate rest breaks on long journeys, as required by Drivers' Hours regulations.

7. INSURANCE

The Group Leader, with advice from the Bursar, is responsible for ensuring that insurance arrangements are adequate for the trip.

The Prince's Mead Insurance Policy is sufficient for day trips judged to be of reasonable risk by the Group Leader. Specific insurance for adventurous activities may be offered by the provider; the Group Leader is to seek advice from the Bursar.

For trips abroad the Group Leader is to arrange suitable insurance, again with advice from the Bursar.

The costs of additional insurance are to be incorporated into that for the trip.

8. TYPES OF VISIT

The advice in Chapter 8 of the DfE guidelines is to be followed for adventurous activities, coastal visits, swimming pools, farms and field studies.

For residential visits there is to be one teacher or other adult supervisor approved by the Head for every 10 pupils, unless following Risk Assessment the Group Leader determines that more supervisors are needed.

For farm visits the most common hazard is an increase in E Coli infection at certain times of the year. The risk of infection can be minimised by basic hygiene precautions.

Group leaders should check the provision at the farm to ensure 3:

- That eating areas are separate from those where there is any contact with animals
- That there are adequate clean and well maintained washing facilities
- There is clear information for visitors on the risks and precautions to take.

³ This advice is taken from *A Handbook for Group Leaders* by DCSE.



Ensure that:

- There is adequate trained adult supervision wherever children can come into contact with animals and need to wash their hands.
- All children wash their hands thoroughly immediately after touching animals and before any eating or drinking.
- Shoes are cleaned and then hands are washed on leaving the farm.

Never let pupils:

- Place their faces against the animals.
- Put their hands in their own mouths after touching or feeding the animals.
- Eat or drink while going round the farm.
- Eat or drink until they have washed their hands.
- Sample any animal feed.
- Drink from farm taps (other than in designated public drinking facilities)
- Touch animal droppings (if they do then wash and dry hands)
- Ride on tractors or other machines
- Play in the farm area or in other areas that are out of bounds such as grain storage tanks, slurry pits etc

Swimming Activities

Swimming activities of any kind should never be allowed as an impromptu activity. In - water activities should take place only when a proper Risk Assessment has been completed, and proper measures put in to control the risks. The activity should be formal and supervised. It is good practice for group leaders to seek out recognised bathing areas that have official surveillance i.e. qualified lifeguard cover. Pupils should always be in sight and reasonable reach of their supervisors. The Group Leader should:

- Be aware that many children who drown are strong swimmers
- Ascertain for themselves the levels of the pupils' swimming ability
- Check the weather
- Be aware of the local conditions - such as currents, weeds, rip tides, shelving, uneven or unstable bottom - using local information from the lifeguard, coastguard, harbour master, police or tourist information office.



- Beware of rocks, breakwaters and other potential hazards
- Look out for warning signs and flags: red flag means it is unsafe to swim; yellow flags mean that lifeguards are on patrol in the area between the flags; a black and white flag means that it is an area used by surfers and not suitable for swimming.
- Designate a safe area of water for use by the group
- Avoid crowded beaches where it is harder to see pupils
- Be aware of the dangerous effects of sudden immersion in cold water
- Be aware of the dangers of paddling especially for young pupils
- Ensure that pupils have not eaten at least half hour before swimming
- Ensure that the activity is suitable for all pupils, especially those with any special needs or disabilities
- Adopt and explain the symbols of distress and recall
- Ensure that buoyancy aids, life jackets etc are used where appropriate
- Carry out regular head counts

Supervisors should:

- Have clear roles - at least one supervisor should always stay out of the water for better surveillance, even when lifeguards are on duty
- Take up a best position from which to exercise a constant vigilance
- Never let a pupil swim out beyond any supervisor that is in the water
- Give the children full, undivided attention
- Not swim themselves unless it is to help a child in distress
- Not join in any of the children's games
- Ensure that no pupil is allowed to swim out deeper than waist height - but be aware that it is still possible to drown on one's own depth
- Ensure that children leave the water immediately if they get too cold
- Recognise that a pupil in difficulty is unlikely to wave or shout - all of their energies will be used in trying to keep afloat
- Ensure, in all weathers, that children dry themselves thoroughly, and change into dry clothing as soon as swimming activity is over

It is good practice for the Group Leader or another designated adult in the group to hold a relevant lifesaving award, especially where lifeguard cover may not be available.



9. VISITS ABROAD

The advice in Chapter 9 of the DfE guidelines is to be followed.

There is to be one teacher or other adult supervisor approved by the Head for every 10 pupils, unless following Risk Assessment the Group Leader determines that more supervisors are needed. One of the supervisors or adults attending must have an in date HSE approved first aid qualification.

Accommodation on overseas trips is to be in hotels or similar; host families should not be used.

The Group Leader is to obtain information on any diseases or other health risks in the area in which travelling and any preventive actions necessary.

It is advisable to have a teacher/contact at home with a valid passport, who can go to the area being visited to provide support to the group in the event of an emergency.

The Group Leader must make sure that all pupils have an in date passport. This must be valid for 6 months after return if travelling outside the EU and for some countries within the EU.

Group Leaders must know the location of the nearest British Consulate.

PLANNING OF VISITS ABROAD

Decide (where appropriate) the year group to whom the trip will be offered and provisional dates.

Make sure you are clear about the purpose of the trip, educational, cultural, sporting etc.

Obtain provisional approval from Head and suitability of dates.

Obtain quote from Travel Company and check what it includes. Does it include coach transfers from school, are there any hidden supplements, what happens if the party size is smaller than planned, are all local taxes, tips etc included. Ask travel company for any extras that may be payable.

Ascertain from travel company what happens if people withdraw from the group. Will there be excesses if the party size becomes smaller than planned? The best protection against this is to insist that all parents meet the total cost of the trip, even if their child withdraws.

Check on ratio of free places per paying places. Check to see if free places incur any charges - usually even those on free places have to pay for items such as coach transfers, admission charges, single room supplements etc.

Ensure that you are aware of any single room supplements, if your party size necessitates, you may have to have a student in a single room.



Determine a final TOTAL cost of the trip to cover all costs - coach, insurance, supplements etc.

Determine what is not included in the cost and will have to be paid for separately by the parents. Items such as visa processing, meals not included, admission costs not included in the cost are some examples. Make sure at every stage that parents are aware that these are NOT included in the cost and will be extra.

Undertake Risk Assessment (Form 1)

It is good practice that an exploratory visit to the location should always be made. If this is not possible the Group Leader should gather as much information as possible on the area to be visited.

Complete Form 1 Application For Heads Approval. The Group Leader should attach a copy of the planned itinerary to the application form. After receiving Form 1 (Conformation From Head for Visit To Go Ahead) write a draft letter to parents.

Include the following information on letter to parents:

- Destination and dates.
- Projected cost - stress that this only a projected cost.
- Details of financial commitment by parents.

The letter should be approved by the Head before being sent to the parents. A copy should be given to the office so that they are able to deal with parent queries.

Check to see which staff are interested. Stress to them that they may be required to pay towards the cost, depending on the party size. Bear in mind that the DCSF guidelines suggest a minimum ratio of 1 adult to 10 pupils.

Meeting with parents

Try to promote the tour through an initial meeting with parents and students.

Ensure that the date does not clash with anything else.

Ensure that the Head, the Deputy Head, the Bursar, plus all members of staff including caterers, caretakers and peripatetic staff are aware of the date.

Most travel companies will send a rep to present the talk. Otherwise the Group Leader must do it.

Explain to parents that the cost is based on a certain party size and that the actual cost can only be finalised once the precise numbers are known.

Explain that once parents have made a commitment they are financially liable for the whole trip since any withdrawals will have impact on other parents. Ensure that this is written in your letter to the parents and that it is clear that by signing the consent they are accepting this.



Explain that there will be strict rules and regulations (Code of Conduct described on Form 3). You may need to amend this form to suit the purpose of the visit. Any serious breach of the rules may lead to the pupil being returned to the UK at their parents' expense.

Give parents a firm date by which a commitment must be made.

Finalising Details

Assuming there is sufficient demand, you now need to plan the trip very carefully.

Check the number of pupils going. This will help you to determine the total cost of the trip and the number of free staff places.

Ensure that all costs are included before giving the final figure.

Inform parents that the trip will proceed and ensure that they:

Sign a form firmly committing themselves to the trip and accepting the financial implications, in that they are liable for the whole cost, even if they withdraw.

State that all children have to have the travel company's insurance as a condition of travel.

Ensure parents have filled in a Guardian/Parent Consent Form, which also covers the pupils' medical information and contact details.

Make it clear to parents how the cost can be paid. If in instalments INSIST that they send in post-dated cheques in one batch. This will be proved to be much easier for all concerned. You will need to work out number of payments and amount per payment.

Ensure that accompanying staff are aware of any financial commitment required by them.

If any other adults are attending, they MUST be approved by the Head and agree to the standard police checks. This applies to all adults, including partners, parents etc.

Check List:

- Ensure that the Head or Deputy Head in the Heads absence and the School Office are provided with the following details as soon as possible.
- ALL the members of the group
- Contacts for ALL members of the party
- FULL details of the trip.
- Ensure that all parents have filled in the Consent and Medical Form
- Ensure that all members of the group have UK passports (valid for 6 months after their return from the trip)



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- If someone holds a non UK passport, ensure that you are aware of any possible problems (such as, will this person need a special visa?)
 - Ensure all members of the group have a European Health Card.
 - Make it clear to parents again the items that are NOT included in the cost

Financial Aspects

The trip involves collecting in significant sums of money. You will need to:

- Ensure that the Accounts Assistant is made aware of the trip and likely dates for payments to the travel company
- Keep a record of your account code to make it easier for the Accounts Assistant when you make payments or request them
- Ensure that you keep accurate records of all payments made and send signed receipts to parents
- Try to insist that parents send all post-dated cheques together.
- Ensure that you keep a record of all payments made to the office
- Ensure that you keep a copy of all invoices paid, e.g. to travel company
- Ensure that at any moment you can state exactly how much a particular pupil has paid or the balance of the account

Passports and Visas

One of the worst problems is a pupil losing his/her passport abroad.

To minimise the fallout from such an eventuality, you should:

- Have a photocopy of every pupil's passport
- Have a photocopy of all adult's passports.
- Have a photocopy of every person's visa, if applicable
- Ensure that you have details about the British Embassy of Consulate.
- Ensure that every passport is valid for 6 months after the return to the UK.
- Ensure that you have taken any steps necessary in the case of non-UK passport holders.



Booklet

The easiest way to manage the trip is to produce a booklet containing certain information. This should be given to the Head, or Deputy Head in the Head's absence, the Bursar, the Office and all staff on the trip. It should contain:

- Details of all members of the group
- Contacts for all members of the group
- Details of any medical or dietary problems
- Details of all the arrangements- coach transfers, plane, ship or train details, accommodation etc
- Photocopies of all passports/Visas
- Copies of signed rules and regulations sheet for each student, stating that parents accept all the terms
- Copies of the parent's consent forms

Final Days

You will need to ensure the following:

- That all pupils/parents are aware of details, especially departure and return details
- That all pupils have returned all the necessary consent forms, together with rules and regulations
- That you have a list of contact numbers in case anyone is late for departure. Make sure that you have a clear policy about lateness - e.g. We shall leave at 5.30 am irrespective of whether someone is absent
- Ensure that any FINAL communication is POSTED to parents
- Check all tickets to ensure that they are correct
- Set up a 'Groups and Filters pupil list for Clarion messages purposes. Ensure Group Leader is aware of Clarion message number

Day of Trip

You should:

- Check all passports before departure
- Check they have European Health Card's if necessary



- Check that pupils are not carrying anything banned on flights, e.g. scissors
- Take school's Lost Child Policy

During the Trip

If an event occurs, for example a stolen item or injury, make a note of it as soon as possible and get other staff to sign the record. It is important that staff have a consistent policy about behaviour and sanctions. Any incidents should be either reported to the Head, or Deputy Head in Head's absence upon return (if minor) or immediately if major. It is advisable to inform pupils of this policy.

10. EMERGENCY PROCEDURES

The advice in Chapter 10 of the DfE guidelines is to be followed:

- All members of the group are to be briefed before all trips on emergency procedures and that appropriate drills are practised (as identified by Risk Assessment). The Group Leader is to ensure that adequate first aid cover and equipment is provided (following Risk Assessment).
- The Group Leader is to hold a meeting of all adult supervisors each evening on residential and overseas, and to brief all children each morning on the day's activities and emergency procedures.
- The Group Leader and supervisors for any sub groups are to have a mobile phone (logged onto the network for all countries visited on overseas trips).
- Form 5 is to be completed; two copies are to be held by the Group Leader, one by the School Secretary, and for trips undertaken outside school hours (including residential trips and trips abroad), also by the Headmistress and Bursar, or other nominated persons.
- School contact in the event of emergencies is the Head, and the Bursar. If the Head is accompanying the children on the visit the Deputy Head is to be the replacement nominated person. In school hours contact should be via the School Secretary.
- In the event of a serious incident, the Chairman of the School Governors will be contacted by the Head (or the Deputy Head in the Head's absence). The Chairman will act as media contact in this eventuality.



11. School Trips and the Terror Threat

IAPS would suggest that schools consider the following during a high threat period:

1. Reassess all the risk assessments for any trip and the measures that the school is taking to mitigate these.
 - Consider transport arrangements - can you take a direct coach instead of public transport so avoiding gathering at vulnerable transport hubs? If you must travel on public transport, minimise the time spent at the transport hub.
 - To date, being inside venues with good security checks people have been less vulnerable than just outside; so see if you can get tickets before the visit or have an adult go ahead and get these.
 - Have alternatives available in case travel is disrupted or a cordon is established around an area your children will be visiting/passing through.
 - Reconsider the number of adults accompanying the pupils.
2. Consider communications - after 7/7 the mobile phone networks collapsed due to overloading of calls. Is there another IAPS school or other facility (a parent's office?) where your party might be able to use a fixed telephone line?
3. Reassure parents that you have reassessed the risks and have taken steps to minimise them. Reconsider and let parents know what the arrangements are if they decide not to allow their child to participate. I.e. will there be provision for children at school or will parents have to keep them at home?
4. A proportional response - whilst recent events are tragic and deeply upsetting the numbers of children impacted are actually fairly small. But do not rule out cancelling or postponing the visit.
5. This advice is generic - schools should contact the venue and the city's transport providers for any specific local advice
6. For overseas visits, the Foreign and Commonwealth Office will publish advice and schools should follow this. The Home Office may be expected to publish advice if they think trips should be cancelled or curtailed in the UK.