



Trips and Visits Policy

The Educational Visits Policy applies to the whole school including the Early Years Foundation Stages

General

It is the policy of **Arnold Lodge School** to encourage educational visits of all kinds as part of the experience that we offer to our pupils. Some trips will be of direct curriculum relevance and may be a compulsory or desirable part of preparation for public examinations. Others will be more generally educational in social, cultural and recreational ways. Some are well established and have happened over a number of years, whilst others will be new additions to the School's programme. All such visits off the school premises, require careful planning before permission for the journey is sought, using the current check lists and documents for informing all those involved.

Members of staff in charge of and assisting with school visits must be conversant with all relevant school policies and procedures.

The following documents are available in school and should be consulted by staff responsible for organising visits and trips: For further advice speak to Second Master

All trips and visits will be preceded by assessment of the risks involved. Party Leaders should prepare written risk assessment in line with school procedures. The risk assessments and arrangements will include consideration of matters such as hazardous activities, fire precautions and fire procedures, pupil supervision, medical needs of individual pupils, transport, pupil free time etc.

Final authorisation must have been given by the Headmaster before any trip leaves the school.

It is important that sufficient time is allocated to the preparation of and planning of a visit to ensure its success and safety. A reconnaissance is usually advisable to enable the party leader to identify any potential hazards.

All planning should take the following into consideration:-

Safety

The safety of all participants is the primary consideration in all planning of school journeys and careful reference should be made to this document, especially the sections relating to trips out of school and appropriate staffing ratios and to the use of a minibus. Where possible, the organisers should visit the destination of the journey **in advance** to

assess any potential safety problems and reference to the Director - Administration and Finance or the Trips and Visits Compliance Form should be made if there are any doubts or queries. Where adventurous activities are planned and where instruction and supervision may in part be exercised by employees of an outdoor pursuits centre or similar establishment, every effort must be made to ascertain the competence and qualifications of such staff and their suitability in terms of the Children Act and other relevant legislation.

Initial Planning and Approval

All trips out of school must be correctly recorded and parental approval obtained where necessary. The Headmaster must give her approval, in principle, before any trip or visit is organised. Submission for approval in principle to the Board of Governors is required for certain trips (out of UK, Adventure Activities , climbing , boating). Following, this but before signing TRIPS AND VISITS COMPLIANCE FORM, the Headmaster will expect that the HEADMASTER will have approved all aspects of the trip. If in doubt about any matter relating to Health, Safety or insurance, organisers should approach the Director - Administration and Finance for advice at an early stage of planning.

Particular attention needs to be paid to the following areas:

Financing of Trips

Trip organisers must prepare a detailed budget in advance of each trip in order to ensure that and demonstrate that each trip will be self financing. Advice may be sought from the Director - Administration and Finance. The budget should be prepared for approval to HEADMASTER as part of the initial planning process.

Place of Visit

The first stage in planning a trip is to find out as much as possible about the place to be visited. Information must be obtained on the following:-

Local hazards:

proximity of major roads or other traffic hazards in relation to the site; geographical features including - rivers, lakes, sea (tidal conditions), woods, forests (ease with which children may become lost), pot-holes, caves, cliffs, mountains; poisonous plants, wildlife, farm animals; factories, farms and farm vehicles, electrical sub-stations and pylons, effluent and sewerage discharge.

Local services:

proximity of emergency services, hospitals, nearest telephone (mobile telephones are very useful in such situations); Accommodation: security, safety of rooms (balconies, height of windows), electrical fittings and appliances, means of escape, fire precautions, swimming pools; Activities: dangers (adequate instruction, supervision, training, protective equipment), locations;

Journey

Transport: particular hazards involved with different modes of transport e.g. walking, cycling, bus or coach, train, aeroplane, boat. Journey times - split supervision, overcoming boredom, case of "containment" of pupils

A Risk Assessment Form should be completed for each aspect of the trip; this should be checked by the HEADMASTER who will give a copy to the Director - Administration and Finance for filing.

A copy of the Risk Assessment Form must be left with the HEADMASTER (or school office if the HEADMASTER is on the trip) 48 hours before departure and taken on the trip by the Party Leader.

Communication

Once it is known who will be going on the trip other staff (Senior School trips) should be informed in accordance with school procedures. The trip needs to be entered in the school calendar through Kathy Blight after TRIPS AND VISITS COMPLIANCE FORM has been signed by the Headmaster

Staffing of Educational Visits

Information Sheets

On all trips each Party Leader should have a sheet with each pupil's home/emergency telephone number and medical details. A record of each pupil's passport number and a photocopy of the back page of their passports is essential on trips abroad.

A copy of the pupil emergency/home telephone numbers (and passport details, if applicable) should be left in the School Office 48 hours before departure.

Supervision

The number of supervisors (teachers, helpers, parents) required will depend on the type of trip, plus the numbers, ages, maturity, competence, behaviour and reliability of the pupils.

The following table may be used as a guide only.

Suggested Minimum Adult Supervision Levels (25 - 30 Pupils)

Pupil age	Museum	Field Study	Seaside	Overseas
3-5	One adult/teacher is required for every 6 pupils			
5-8	One adult/teacher is required for every 8 pupils			
8-11	1 adult for every 10-15 pupils			

11-14	1 adult for every 15-20 pupils
14-16	1 adult for every 15-20 pupils

T = Teacher H = Helper (may be Teacher or Parent)

Add one extra for each additional 15 pupils or if individuals' needs e.g physical disability, require it.

When staying overnight in a hotel or a hostel one or more members of staff should be on duty, regularly patrolling the corridors and checking pupils until all are in bed and lights out; at least one member of staff should be 'on call' at all times and pupils should be told this.

In the case of a foreign language exchange one teacher is able to accompany a group of up to twelve pupils providing the pupils are staying with 'host' families. The host families are expected to take responsibility for the pupils staying with them. Written communication between Arnold Lodge School parents and parents of the exchange family is urged.

If at all possible a male member of staff should be accompanied by a female member of staff. However, the Headmaster has discretion in this matter in the light of the nature and duration of the proposed visit and the ages of the pupils concerned if the compliance would result in difficulties in staffing small groups of pupils.

New Staff

New members of staff are strongly encouraged to take part in school trips and excursions. In normal circumstances, however, it is expected that they will have undertaken school trips assisting other members of staff at Arnold Lodge School or in their previous school before they volunteer to be in charge of one themselves. This is a sensible precaution not just for the pupils but also for the member of staff.

Parent and other adult helpers

Suitable adults may play a useful role in connection with accompanying school visits they should not be taken into account in the calculation of the minimum number of staff required to supervise the group as set out above. The Headmaster may, however, make exceptions to this general rule for –

- groups of 20 or more pupils where there are at least two members of staff accompanying the group OR
- provided that a qualified teachers is always in charge of the party and parents are not in charge of a group containing their child.

Parents or other suitable adults should only be allowed to accompany the visit if:

- Their inclusion is expressly approved by the HEADMASTER who should reserve the right to refuse any offer of help. (Staff being accompanied by their husband and/or children should

be discouraged except in special cases.) Parents should not accompany trips with their own children but should be used as an extra.

- They have been informed of the nature of the visit and made aware of their duties and responsibilities.
- CRB check has been successfully obtained.

Transport

Careful thought should be given to the planning of journeys involved.

By Coach

Staff organiser must telephone and organise coach travel. A list of coach companies is kept in the school office; when booking a coach the Party Leader should confirm that all drivers are CRB checked and every seat is fitted with a seat belt.

By Train

Staff organiser must liaise with the appropriate train company and plan meeting or travel arrangements to and from the station.

By Air

Staff organiser must liaise with tour company or airline and plan meeting or travel arrangements to and from airport.

By Minibus

1. Only those who have been authorised to do so may drive a minibus.
2. Drivers must be aged 21 years or over and must have had a license for not less than 2 years. These must be produced for the HEADMASTER who should also be informed of any changes in driver status (e.g. endorsements, newly diagnosed medical conditions, etc).
3. The maximum number of passengers (pupils, staff and any other children or adults) permitted is dependent on the number of seats available; every individual must have their own seat. No additional passenger may be carried under any circumstances.
4. The minibus may only be used for bona fide school activities, previously approved by the Headmaster.
5. All drivers must ensure that a fully supplied First Aid Kit is in place before beginning a journey, no matter how short.
6. Pupils must behave in a sensible and considerate manner at all times in the minibus. Drivers and/or staff passengers must ensure that good disciplinary standards and due regard for safety are maintained at all times.
7. The trips organiser must ensure that the minibus is in good condition and ensure that a reputable firm is used.
8. The Director - Administration and Finance holds the relevant insurance documents. If a driver is in any doubt about matters relating to insurance they should consult the Director - Administration and Finance before the trip.

9. The driver must ensure that safety belts are worn by all passengers on all journeys, no matter how short.
10. Trip organiser must ensure in advance that there are arrangements in place for breakdown cover (e.g. AA, RAC cover).
11. Organisers of all journeys which involve use of the minibus should take the following into consideration when planning their itineraries:-
 - the need to avoid excessive driving, e.g. minibus drivers should ensure that their total working day (i.e.
 - the need to avoid excessive driving, e.g. minibus drivers should ensure that their total working day (i.e. teaching day and driving time) should not exceed 10 hours
 - the need to identify places and times for reasonable breaks e.g. drivers should take a 20 minute break every two hours
 - the effects of other duties and activities on their level of tiredness and fitness to drive
 - the possible desirability of the presence of an additional adult, either to share the driving or to relieve the driver of the burden and potential distraction of supervision of the pupils.

By Car

It is recommended that, where possible, pupils should be transported in a coach, minibus or by public transport and that the use of private cars should be discouraged. A member of staff may use his/her own car to transport pupils only after the following have been checked by the HEADMASTER:

- he/she has a satisfactory driving licence (staff must bring any endorsements to the attention of the HEADMASTER)
- he/she has fully comprehensive insurance which covers use for the purpose of his/her employer's business
- his/her car has a current MOT certificate

Walking / Public Transport

Staff Organiser must plan in advance taking into consideration safety in crossing roads, consideration of members of the public, regulation and supervision of pupils, purchasing tickets etc.

Pupils with Special Educational Needs and Medical Needs

Every effort will be made to include pupils with Special Educational Needs or medical needs in school visits, whilst maintaining the safety of everyone in the group. Special attention should be given to appropriate supervision ratios and additional measures may need to be addressed at the planning stage.

(Staff need to follow guidelines by DCSF "Health and Safety of Pupils on Educational Visits" (page 18). A hard copy of this document is with the HEADMASTER (Ms Fisher).

Insurance

Most journeys within the U.K. are covered by the school's existing policies, but if in doubt, organisers should check the insurance position with the Director - Administration and Finance. Where trips are booked through a tour operator, the Party Leader should consider with the Director - Administration and Finance whether to take the insurance offered by the operator and check that policies include cover for repatriation and costs of relatives or others to accompany a sick or injured person, as well as sufficient medical costs cover. Advice may be sought from the Director - Administration and Finance.

All bookings for journeys abroad must be made through reputable operators who are fully bonded by ATOL or ABTA, as may be appropriate to guard against bankruptcy and other such contingencies. Parents should be advised that they may wish to take out additional insurance, especially where pupils are engaging in potentially hazardous pursuits such as skiing, wind surfing, canoeing, etc.

Information to and from Parents

Parents must be fully informed in writing about the visit well in advance. If appropriate, parents and pupils should be invited to the school to discuss details with the organisers. The HEADMASTER will also attend to give an objective view and independent advice.

Written information should include safety items such as the following:

- accommodation type and meal arrangements
- travel arrangements including time of return
- activities (include remote supervision, if relevant) and visits in which pupils will be allowed to participate
- insurance cover and name and address of insurers
- health formalities (e.g. inoculations) / Requests to parents to confirm any special dietary and / or medical requirements / allergies
- names of party leaders and members of staff accompanying party and address and telephone number of party leader at destination (where there is none, for example in case of some exchange visits, details of a contact member in UK must be given)
- a suitable method of contacting the Party Leader will need to be given
- advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money
- code of conduct and details relating to standard of behaviour expected from pupils during visit, including rules of smoking and alcohol

Parents should also be advised that the Headmaster reserves the right to exclude a pupil from a visit on behavioural or medical grounds.

Staff Responsibilities

It is the responsibility of the party leader to inform all staff and adult helpers of all the details and arrangements.

Different staff may take responsibility for different aspects/areas and each should know precisely what he or she is responsible for. The party leader retains ultimate

responsibility. Each trip should have someone assigned to deal with matters of first aid. Longer trips will need someone to deal with the keeping of money and related monetary records. Staff should read the disabilities list to ascertain any medical problems that pupils have.

Staff should ensure that individuals on excursions and trips are not allowed to go off on their own. Whilst detailed regulations would be inappropriate as much will depend on the age of the pupil and local circumstances, the following is offered as a general rule. Where pupils (Senior School only) are allowed 'free time' in groups, and are of sufficient age, they should always be placed in small groups of three or four who must be told to keep together. They should inform the party leader where they intend to go and their time of return. They should be told where and how a member of staff can be contacted at all times in the event of an emergency. (On trips abroad pupils should be given an emergency contact number). Pupils should not be allowed 'free time' for prolonged periods without regular checks or 'reporting in'.

Trip organisers should consider dividing pupils into sub groups for oversight/checking and regular head counts by a particular member of staff. 10 to 12 pupils per staff member should be the norm.

Staff should take a mobile phone whenever this is possible. In addition, they should have with them emergency contact numbers where the trip runs after 4.30 p.m.

Hazardous Activities

Where hazardous activities are involved it is important to ensure that appropriate members of staff accompanying the visit are qualified and competent and that all equipment used is to the appropriate safety standards and properly maintained. Where possible, these activities should be undertaken at a specialist centre where properly maintained equipment and qualified and competent staff are available. It is important that parents are informed in writing of any hazardous activities involved and that those are specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, watersports, pony trekking etc.

Shared Responsibilities

Residential Centres

The centre's safety procedures should be obtained in writing and checked at the initial planning stage.

At times when centre staff are responsible for the pupils, in accordance with DCSF guidance, these times (and in what circumstances) should be set out and agreed with the Party Leader. The pupils must know who is in charge at any given time.

If, as in the case of some field trips, (e.g. some D of E expeditions) the visit is unaccompanied, then this must be made clear to parents and the HEADMASTER must be satisfied with the safety procedures.

Joint Trips with other Schools

There should be one overall party leader and the Head should be satisfied with the procedures in place at the partner school if these are to form the basis of the planning of the trip. The responsibility of the staff of each school for the pupils of the other should be agreed and made clear to pupils.

Standards of Behaviour

Pupils and staff should be briefed on standards of behaviour. This will include, amongst other things:

- the necessity for good manners
- school rules apply
- any dress code for the trip
- the importance of sitting down on coaches and wearing seatbelts
- no chewing gum or glass bottles on coaches
- behaviour in hotel rooms/dormitories
- pupils' responsibility for their own property.
- Pupils should not carry mobile phones; any mobile phones will be collected at the start of the trip and kept by the Party Leader.

For trips of over 24 hours parents should be informed that any instance of severely unacceptable behaviour will lead to the party leader informing the parent that the pupil concerned may be sent home as soon as possible at the parents' expense and that responsibility for accompaniment lies with the parent. For major excursions and all visits abroad a behaviour agreement should be used.

Equipment

Staff should ensure that pupils know precisely what equipment/food they need to bring. A long journey has its own needs and the provision of sun protection, headgear and sensible clothing as well as sufficient drinking water will be essential for many trips taking place in the open in the summer. A first aid bag or box (available from the School Office) should be taken on all trips and visits.

Residential Visits

All visits involving a period of residence need to be planned well ahead.

Whether at home or abroad, residential visits will include periods of time which are not taken up with organised activity. Senior School pupils may want to leave the group accommodation in order to shop for souvenirs, to take a walk, or to have a cup of coffee at a café. After careful risk assessments guidelines must be laid down by the Party Leader and clearly understood by all members of the party. The following points may be helpful:

- Pupils should not be allowed to wander unsupervised in groups of less than 4. Larger groups may be required

- The geographical area in which pupils are allowed to wander should be clearly defined
- A time limit should be set in proportion to the age of the pupils. Anyone who returns late should understand that he/she will subsequently be penalised. Before dispersal, everyone should know where a member of staff can be found during the whole of the period and exactly where the group is to reassemble
- If pupils are leaving from and returning to the group accommodation, a signing in and out book should be used
- After the evening meal, pupils must only go out in escorted parties accompanied by members of staff
- If the party is staying in a hotel or near shops etc. pupils should be reminded that in the UK it is an offence for persons under 18 to buy alcohol in public houses, off licenses or shops. Other laws apply abroad. Parents and pupils should be clearly informed of the school's policy in connection with consumption of alcohol i.e. it is not permitted. The Party Leader should ensure that relevant staff in the accommodation being used are made aware that alcohol should not be served to pupils at any time.
- Pupils away from home may well strike up acquaintance with pupils from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation.
- The group register should be checked regularly, say at meal times and whenever the party is about to move from one venue to another. It is often convenient to give small groups of pupils responsibility for one another, reporting to the leader if anyone is missing.
- Staff should not drink alcohol on school trips.

The Party Leader should check the fire exits in any group accommodation and ensure that pupils are aware of them and of the fire procedures. A fire drill should be held on the first evening, before bedtime.

If pupils are staying in private homes, appropriate guidelines in connection with their safety and conduct (based on those set out above as appropriate) should be given to host families.

Trips Abroad

Some special additional precautions as necessary for foreign visits.

Health

A check should be made to see whether inoculations are required. Parents and pupils should be carefully briefed on any health and hygiene precautions which are necessary in the regions where the pupils will be travelling. Items to keep in mind:

- Tap water is not always safe to drink
- In some localities, salads may need to be avoided and fruit should be carefully washed in purified water or peeled
- The strength of the sun should never be underestimated, especially at high altitudes, and pupils should use sun protection cream and may need a hat

- Rabies can be transmitted by bites or scratches from infected cats, dogs, foxes and farm animals

Funds

Careful estimates should be made of the need for cash in the currency of the country to be visited. Staff should have sufficient funds in appropriate form to provide for all anticipated needs plus an emergency fund. If further funds are required, the party leader should telephone the HEADMASTER/ or the school office for assistance.

Foreign Customs

Pupils should be advised beforehand of any local customs they may meet which might surprise them and be warned of the possibility of giving offence.

Emergency Procedures

Part of the written arrangements or risk assessments for the visit must include details on how to contact the school or HEADMASTER.

Emergency Contact

The Party Leader should ensure that the home/contact telephone number of the HEADMASTER is known. The HEADMASTER should be provided with a list of names, addresses and telephone numbers of all staff and pupils on the trip; such information should also be lodged with the office and should be held also by each adult leader on any trip that includes an overnight stay. Where a trip runs abroad, over 24 hours or involves an overnight stay the organiser should take with them Educational Visit forms which contain all necessary emergency information.

In addition to the information above, where a trip is due to last 24 hours or more the HEADMASTER should be 'on call' and inform the Head in the event of a major problem..

Serious or Fatal Injury/Incident

An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but staff accompanying the party should be so familiar with them that they are able to adapt them to the situation in which they find themselves.

The Party Leader (or staff member in charge of small sub-group if out of contact with Party Leader until Party Leader can be contacted) should:

- Establish the nature and extent of the emergency
- Call whichever emergency services are required
- If there are injuries, immediately investigate their extent and administer appropriate first aid
- Make sure all other members of the party are accounted for and are safe
- Establish the name(s) of the injured
- Advise other party staff of the incident and that emergency procedures are in operation

- If possible an adult from the party should accompany the casualty to hospital. If this is not possible ask the police the name and address of the hospital concerned and write it down
- Ensure that the remainder of the party are adequately supervised throughout. It may be necessary to 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 members of the party are accounted for
- Discourage pupils from contacting their parents until they are briefed and until contact is made with the Head, emergency contact point or designated senior member of staff (if the Head is unavailable)
- Commit to writing full details of the incident –
 - name
 - nature, date and time of incident
 - location of incident
 - details of injuries
 - details of police who attended / witnesses names, addresses (and telephone numbers if possible)
 - action taken so far
 - telephone numbers for future communication

As soon as possible notify school emergency contact of the incident.

Reference should be made to a member of SMT before talking to the media. It is important that the party leader should ensure that no member of the party comments to media in the event of a serious incident.

In any shared responsibility situation, the procedures should be agreed in advance with the centre / other school involved.

In the Event of a Disaster

Each adult member of the group must carry a copy of the school's guidelines "In the Event of a Disaster on an Excursion or Trip".