

SCHOOL TRIPS POLICY

Policy Statement

This policy is designed to provide practical information and guidance for group leaders and all other staff who participate in educational visits and all other school trips.

This policy takes into account the requirements for children in the EYFS.

The Aims of the Policy

The aims of this policy are:

- to define the procedures for planning and preparing for an educational visit or school trip
- to define the procedures for assessing any risks that might be associated with an educational visit or school trip
- to detail the procedures for informing parents, gaining their consent and, when appropriate, involving them in educational visits and school trips
- to define the roles and responsibilities of group leaders and other supervisors during educational visits and school trips
- to define the financial arrangements in relation to educational visits and school trips.

Planning and Preparation

The Head Teacher will authorise all out of school visits whatever the duration or purpose.

The Principal will be consulted for all school trips and their specific permission sought for any overseas trips.

In preparing for a school trip, the lead organiser will provide the following information to the Head Teacher:

- the nature, purpose and length of the proposed visit or journey
- the number and ages of the pupils who will be involved
- the proposed number of supervisors, including the ratio of teachers to other adults, and how this relates to any local authority regulations or guidelines
- the name and experience of the proposed party leader
- the experience of any adults other than teachers who have been asked to act as supervisors for the trip
- the proposed transport arrangements.

Risk Assessment

The lead organiser will undertake a thorough risk assessment for their educational visit or school trip. A written statement on the five key areas of risk assessment will be prepared, covering the following:

- What potential hazards are involved in the visit or activity?
- Who might be affected by the hazards?
- What safety measures need to be put in place to reduce any risks to an acceptable level?
- Is the party leader able to put the safety measures in place without specialist assistance?
- What arrangements are there for dealing with an emergency?

The risk assessment will take into account:

- the type of activity and the level at which it is undertaken
- the age, competence, fitness and temperament of the group members
- any special educational or medical needs of individuals within the group
- supervision ratios
- the competence, experience and qualifications of the supervisory team
- the location, routes and modes of transport to venue.
- EYFS specific requirements

COVID-19 risks, mitigations and procedures must be included in the risk assessment.

Recommended Ratios

The recommended ratio of supervisors to participants is:

- for EYFS – one adult to every 4 pupils
- for Year 1 to Year 3 — one adult for every 10–15 pupils.
- for Year 4 to Year 8 — one adult for every 10–15 pupils.

Informing and Involving Parents

The school will obtain parental consent for all school trips. A Parental consent and indemnity form is completed and signed by both parents at the start of the child's first year in school and will cover the time the child is at the school. This covers permission for all day trips. If a child starts during the academic year the form will be completed at time of admission. These forms will give permission for emergency medical treatment if the parents cannot be contacted. It is important that parents/guardians to keep the school office updated with any changes to medical conditions, dietary needs and/or contact details. Parents/guardians can update the information through the Parent Portal. The Data Manager will then action the updates in the school system.

Parents will be given full information concerning the proposed out-of-school activity or visit.

Overseas Travel and Residential Visits in the UK

For journeys involving overseas travel or extended residential journeys in this country, the school will always provide parents information before the trip.

Information will cover:

- the dates and time of departure and return
- the destination (with full address and telephone numbers)
- the name of travel company/coach company, method of travel
- the activities planned for the participants
- the cost and what it covers
- insurance arrangements
- the date after which the deposit cannot be returned if cancelling
- advice on pocket money
- the identity of staff who will be responsible for money
- a checklist of clothing and/or equipment required
- details of any inoculations required
- planned care for any pupils with special education or health needs
- the names of the group leader, deputy leader and other staff and or parents accompanying the party
- the rules
- contact details in case of an emergency.

A separate parental consent form specific to such trips must be completed and signed by the parents for each residential or overseas trip.

If a child becomes ill and is unable to participate in an activity and must remain behind at the centre, then the child must be always supervised by two members of staff. One of the persons must be school staff.

Accompanying Parents or Other Volunteers

All parents or others who volunteer to accompany the party as one of the supervisors will be asked to complete a Disclosure and Barring Service check if an overnight stay is involved or if there is a possibility of them being alone with pupils. Their participation will require to be approved by the party leader, the Head Teacher and the Principal.

Please note any accompanying parents or other volunteers who do not hold a Disclosure and Barring Service check are required to be always supervised and may not be left alone with children. This is a legal requirement.

Roles and Responsibilities

The Group Leader

The group leader will have overall responsibility for the group at all times. In delegating supervisory roles to other adults in the group the group leader will ensure that:

- supervisory responsibility is allocated to each adult for named pupils
- each adult knows which pupils they are responsible for
- each pupil knows which adult is responsible for them
- all adults understand that they are responsible to the group leader for the supervision of pupils assigned to them
- all adults and pupils are aware of the expected standards of behaviour.

The group leader will be expected to have made an exploratory visit to the location if this is possible. Otherwise, detailed information of the centre and their risk assessments should be obtained before confirming the booking.

Supervisors

Individual supervisors will be expected to:

- have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities
- carry a register of all group members (This can be accessed through the Engage system)
- directly supervise the pupils, particularly when they are mingling with the public and may not be easily identified
- regularly check that the entire group is present
- have a clear plan of the activity to be undertaken and its educational objectives
- have the means to contact the group leader or other supervisors if needing help
- have prior knowledge of the venue (the group leader should normally have made an exploratory visit if possible)
- anticipate any potential risk by recognising hazards and act promptly where necessary
- continuously monitor the appropriateness of all activities and the physical and mental condition and abilities of the group and suitability of prevailing conditions
- exercise appropriate control of the group and ensure that pupils abide by the agreed standards of behaviour
- have a clear understanding of emergency procedures and be able to carry them out
- ensure that all pupils are aware of an appropriate rendezvous point
- ensure that all pupils know what to do if they become separated from the group
- have appropriate access to first aid and trained first aiders.

Financial Arrangements

Day trips are included in the school fees. For Residential trips a deposit is added to each of the preceding two terms school fees invoices for the Eaton House the Manor Girls' (Years 3-6, except for Year 5 where the deposit is taken in the Autumn term that the trip takes place and then the rest of the balance in the Spring and Summer term), Eaton House the Manor Pre-Prep (Year 3) and Eaton House School (Year 3). The remainder is invoiced in the term that the residential trip takes place.

A £100 per term will be added to the invoice for Eaton House the Manor Prep School.

Approved expenditure is to be submitted as a petty cash claim, after obtaining the appropriate Head Teachers authorising signature. The petty cash claim must be submitted to the finance department, in a timely manner.

The group leader will ensure that he or she has access to sufficient funds to meet any emergencies that can be reasonably foreseen. A pre-loaded debit card may be provided upon application.

Transport Arrangements

Teachers arranging trips that require transportation must complete a coach/minibus request form and e-mail it to Tyrone Milton, Data Manager who will confirm availability and/or costs, by e-mail.

Where a cost is involved, the teacher will need to check it fits the budget with their Head Teacher/Trips Co-ordinator. Once the Head Teacher/Trips Co-ordinator has agreed to the cost then the teacher needs to inform Tyrone Milton, Data Manager who will finalise the booking and confirm by e-mail.

Pupils' Pocket Money

The group leader will make appropriate arrangements to ensure that pupils' pocket money is kept safe and issued at regular intervals to ensure that individual pupils are not carrying excessive amounts of cash.