EATON HOUSE SCHOOLS

TRIPS POLICY

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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 also 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. This policy also takes into account the requirement for children in the EYFS
- 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.

Verifying Providers

When using external providers for activities, Eaton Manor Schools are responsible for checking the appropriate safety standards and insurances. The Council for Learning Outside the Classroom (LotC) awards the Learning Outside the Classroom Quality Badge to organisations who meet this standard.

For organisations that do not hold the badge, the following must be checked:

- public liability insurance
- Health and safety and fire policies
- Accommodation
- Transport
- Risk assessments
- Staff competency
- Safeguarding arrangements
- Any licences where needed

For adventurous activities, the organisations must hold a licence as required by Adventure Activities Licencing Regulations (AALR). This certificate should be requested from the organisations in advance of booking the trip.

Risk Assessment

The lead organiser will undertake a thorough risk assessment for their educational visit or School trip. This must include:

Identifying potential hazards involved in the visit or activity?

- Who might be harmed 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 and/or critical incidents?

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

It is advisable to request the venue's/event's risk assessment which can be read in conjunction with the Schools.

The risk assessment must be read, understood and followed by all staff including volunteers that attend the trip. Staff and volunteers must acknowledge they have read and understood and agree to follow the procedures in place and confirm this by either signing the risk assessment or by replying back to the group leader's email.

Recommended Ratios

The risk assessment should take into account the activity, the number of pupils attending and the age and maturity of the pupils. This should assist determining the number of adults needed to accompany the trip.

The recommended ratio of supervisors to participants is:

- for EYFS – one adult to every 5 pupils;
- for Year 1 to Year 3 — one adult for every 6 pupils;
- for Year 4 to Year 8— one adult for every 15 pupils. For overseas trips it's recommended one adult for every 10 pupils.

Please note the ratios are not set in stone and should be adjusted depending on the risk assessment. Some examples where ratios may need to increase are: adventurous activities, different modes of transport, etc.

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 duration of the time the child is at the School. If a child starts during the academic year the form will be completed at the time of admission.

The parental consent and indemnity permission form will give permission for emergency medical treatment if the parents cannot be contacted.

It is important that parents/guardians 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.

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 the UK, 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.

The day School trips consent forms does not cover residential or overseas trips.
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 enhanced DBS check with barred list 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.

Roles and Responsibilities

The Educational Visits Co-ordinator

Is responsible for co-ordinating the School trips and ensuring all the necessary paperwork has been completed and providing support to staff in preparation for the School trips.

The main function of the Educational Visits co-ordinator is to:

- liaise with the group leaders to ensure the educational visits meet with requirements, including those of the Schools risk assessment
- ensure a risk assessment has been completed and all staff have read and understood the hazards and procedures in place for the School trip
- support the Head Teacher with co-ordinating School trips
- assess the competence of group leaders and other adults proposed for the visit, usually with reference to accreditation to lead or supervise a visit
- ensure there is adequate first aid trained staff on the School trip
- ensure all day trips consent forms are on file
- work with the group leader to ensure the residential or overseas trip consent forms have been completed and are on file
- keep records of individual visits, including reports of accidents or near misses
- Keep systems under review

The Group Leader

The group leader will have overall responsibility for the group at all times.

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.

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.
- Following the trip, the group leader will evaluate the effectiveness of the trip, inform the Head Teacher/Educational Visits Coordinator of any concerns, and advise on future viability
- Updating the catering team of numbers of pupils absent for lunches on site
- Requesting packed lunches from catering team

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) If a hard copy is required then this must be kept secure and shredded at the end of the trip.
- 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 typically included in the School fees with some rare exceptions. Residential trip payments are taken over three terms of the academic year.

The group leader will ensure that they have access to sufficient funds to meet any emergencies that can be reasonably foreseen. A pre-loaded debit card may be provided upon application. Any queries related to finance should refer to Head of Finance.

Transport Arrangements

Teachers arranging trips that require transportation must complete a coach/minibus request form and e-mail this to the 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/Educational Visits Co-ordinator. Once the Head Teacher/Educational Visits Coordinator has agreed to the cost then the teacher needs to inform the 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. However for Year 7 and 8 pupils, they will take responsibility for their own pocket money whilst on School trips.

First Aid

First aid arrangements should form part of the risk assessment for all off-site activities. The EVC or visit leader must assess the level of first aid required and appropriate first-aid kit is taken on the visit. Each visit must have at least one member of staff who has appropriate basic first-aid training as well as well as training on the use of adrenaline auto-injectors (AAIs/EpiPens).

For residential trips, at least one member of staff, ideally the visit leader, should have completed appropriate training in administration of medication.

Visit leaders are responsible for ensuring that pupil have any emergency medication they need.

SCHOOL TRIP RISK ASSESSMENT

School Trip Activity:							**Location:**						**Date of School Trip:**
Number of Pupils:							**Number of Staff:** (***Includes volunteers***)						**Risk assessed by:** ***(Person in charge of school trip)***
Hazards Identified	**Who may be harmed**	**Likelihood (A)**					**Seriousness (B)**					**Risk Level (A x B)**	**Risk Control Measures**
		1	**2**	**3**	**4**	**5**	**1**	**2**	**3**	**4**	**5**		

Seriousness

Likelihood		Catastrophic 5	Major 4	Moderate 3	Minor 2	Insignificant 1
Very likely	5	25	20	15	10	5
Likely	4	20	16	12	8	4
Fairly Likely	3	15	12	9	6	3
Unlikely	2	10	8	6	4	2
Very Unlikely	1	5	4	3	2	1

Quantifying Risk

For the purpose of this process, we are using the following combination of severity and likelihood in order to give an indication of the risk involved for each hazard. **(Risk = Seriousness x Likelihood).**

17 - 25	**Unacceptable** **Stop activity and make immediate improvements**
10 - 16	**Tolerable** **Look to improve within specified timescale**
5 - 9	**Adequate** **Look to improve by next review**
1 - 4	**Acceptable** **No further action required. Maintain current controls**

The risks identified and the control measures have been communicated to all staff members and volunteers who will be on the school trip.

Names of Staff and Volunteers	Signature	Date

HAZARDS	Control measures and Precautions that staff agree to adopt as their normal practice
Ratios within the EYFS	All leaders will ensure that as a minimum EYFS ratios have been adhered to as detailed on the Out of School visits request form. In addition, all leaders will assess each trip on an individual basis and ensure that the ratios are specific to the trip and its inherent risks. For example, a higher ratio would be required for water activities.
Inadequate planning and organisation	Group leaders will have read and will follow Eaton House School Trips Policy All staff will be appropriately trained, experienced and qualified to competently fulfil their leadership roles and responsibilities All leaders will meet prior to departure to discuss and share risk assessments and plans All leaders will be made aware of their roles and responsibilities prior to departure Leaders will brief children regarding hazards Parents will be informed of arrangements prior to visits and written consent given
Exposure to adverse effects of weather	Staff will consider possible weather conditions, plan appropriate programmes, and ensure that children have appropriate clothing and equipment required (Inc. hat, sun cream etc.) Specialist personal protective clothing and equipment will be made available to group members if appropriate Staff will plan and make provision for children who may not bring suitable kit Staff will obtain daily weather forecast and adjust plans accordingly

HAZARDS	Control measures and Precautions that staff agree to adopt as their normal practice
Young person lost or separated from group	Group leader will ensure that supervising staff are competent and understand their roles Staffing ratios will be appropriate and sufficient Leaders will use suitable group control measures (e.g., buddy systems, large groups split in small groups each with named leaders, coloured caps etc) Staff will ensure that children are fully aware of itinerary and supervision/meeting arrangements Children will be briefed as what to do if separated from group Leaders will conduct regular head counts, particularly at arrival/departure points, and when separating and reforming groups
Visit returns after school hours	Parents/guardians and children will be fully informed regarding collection arrangements after a visit Children will not be left alone, and will be properly supervised after a visit until they have been safely collected or dropped-off A clear pre-planned procedure will be agreed for children who are not collected A child will not be left alone with just one member of staff
Emergencies	The school has an emergency plan for dealing with an incident on an educational visit At least one leader will carry a mobile phone

HAZARDS	Control measures and Precautions that staff agree to adopt as their normal practice
	Staff will carry sufficient cash or cards for pay-phones Leaders will have immediate access to a copy of Emergency Procedures, including all emergency contact numbers Leader and Headteacher/Emergency Home Contact will have instructions regarding what to do in an emergency Leaders will have an appropriate level of first aid training and at least one leader will have a current first aid qualification A complete first aid kit (and travel sickness equipment) will be checked and taken with the group The first aid kit will be easily accessed by all leaders Contact details of parents, group leader, school and head teacher/school contact's after-hours number will be held by group leader and school contact Leaders will prepare a contingency plan in the event of an accident or breakdown
Activities in, on or near water	All accompanying staff are made aware of the particular and higher risks associated with many water based activities Activities involving water will be carefully pre-planned and appropriate risk assessments and control measures put in place, including availability of life saving equipment and competent, trained staff. Staff will know the swimming ability and confidence of group members and will plan activities accordingly

HAZARDS	Control measures and Precautions that staff agree to adopt as their normal practice
Special medical, behavioural needs of specific young people	Up-to-date information regarding special/medical needs of all group members will be obtained Advice will be taken from SENCO, doctor, and parents/guardians, if appropriate Individual needs and associated specific risks will be identified, recorded and shared with all relevant personnel Children will have written parental consent and will inform leaders of medication taken or required Visit leader(s) will carry information regarding medical conditions and any relevant medication Staff will be fully briefed regarding those with known special/medical needs, and trained to treat/respond accordingly The programme/itinerary will be arranged with due regard to the mobility and special needs of all members of the group Particular care will be given to ensure safe access and involvement for all (e.g. for wheelchair users), especially with regard to transport, accommodation and activities
Misbehaviour/misconduct	Staffing supervision will be sufficient and appropriate to manage the group safely Children will be briefed regarding conduct/behaviour required Advice will be taken from SENCO and other staff if there are concerns over behaviour Individual risk assessments will be carried out if required

HAZARDS	Control measures and Precautions that staff agree to adopt as their normal practice
Allergic reactions, Poisons, stings, bites	Staff will be briefed regarding group members with known allergies, and will be trained to treat accordingly Staff will check that children and/or leaders carry any necessary medication Known high risk situations will be avoided, and appropriate avoidance action taken if necessary