



# LONGHILL

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HIGH SCHOOL

## Trips Policy

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Trips Policy

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## **POLICY FOR WELFARE, HEALTH & SAFETY ON SCHOOL TRIPS**

### **1. OBJECTIVES**

The school places a high value on fieldwork, excursions, visits and organised holidays. Such trips are of enormous benefit. It is a central part of the ethos of the school to provide the opportunity for educational visits and school excursions.

Pupils' physical and moral safety is of paramount concern. The School accepts that trips, visits and outdoor activities cannot be completely without risk but it requires that those staff in charge take all reasonable precautions to protect the health, safety and welfare of pupils and staff, and minimise the risk of untoward or dangerous situations (in accordance with DCFS Guidance Health and Safety of Pupils on Educational Visits)

### **2. EQUAL OPPORTUNITIES**

Every effort will be made to ensure that school journeys, visits and activities are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender, religion etc.

**Pupils with learning difficulties and disabilities, special educational and medical needs:** Wherever it is feasible, pupils with learning difficulties and disabilities should be included, whilst maintaining the safety of everyone in the group. Any problems/limitations should be considered at the planning stage and when carrying out the risk assessment. Special attention is made to supervision ratios. Each leader, for information, should hold summary sheets containing details of the pupil/pupil's special needs. The group leader should discuss the visit with parents of those children with special needs to ensure sufficient support is in place for each child and the teacher.

### **3. INITIAL INFORMATION AND PRE-PLANNING**

Wherever possible, trips should be included in the calendar at the beginning of the school year and should also be available on the school website, allowing parents to plan which trips are likely to be best for their children, and to plan for any expensive trips which they may wish to commit themselves and their children to while at Longhill.

Any new trip must first be discussed with the departments link SLT.

### **4. COSTINGS**

After agreement that your proposed trip is viable, the next stage is to put forward an outline set of costings, which should include staffing, travel/accommodation costs, insurance, administration costs and excursions. Kim Hazell, the School Trips Co-ordinator, will be able to give more detailed information. The trip cannot go ahead until these costings have been approved.

## 5. MINIBUSES

Trip organisers are responsible for booking minibuses through Kim Hazell, who can also give additional advice: however, drivers must be in possession of a valid permit.

For all but short journeys, it is strongly recommended that there should be two drivers.

The driver should ensure:

- the vehicles are fit for use. Therefore before departure basic checks on the vehicle ought to be carried out: lights, tyre pressures and wear, fluid levels (oil, brakes, radiator, and windscreen washer); wipers and horn.
- that all passengers have correctly adjusted and fastened their seatbelts.
- that all doors are properly closed before departure (but unlocked).
- loose items, bags etc, are safely stowed at floor level and not blocking exits.
- speed limits are adhered to at all times.
- that the bus is left in a clean and tidy state.
- any incidents/accidents/vehicle faults are reported to the appropriate person on returning to school.

**The following table summarises the main rules concerning drivers' hours:**

<i>A comprehensive explanation of the rules is contained in 'Drivers' Hours and Tachograph Rules for Road Passenger Vehicles in the UK and Europe'(PSV375). Available from <a href="http://www.vosa.gov.uk">www.vosa.gov.uk</a></i>
<i>Maximum length of working day 16 hours</i>
<i>Daily driving period 10 hours</i>
<i>Time driving without a break* 5 1/2 hours</i>
<i>Minimum length of break 30 minutes</i>
<i>Daily rest period 10 hours</i>
<i>*The break is a period during which the driver may not perform other work and is exclusively used for recuperation. This break may be split into smaller periods and distributed throughout the 4 1/2 hour. In this case, the first period must be at least 15 minutes, and the second period must be at least 30 minutes.</i>

Please refer to the mini bus policy for further information .

## 6. CONTINGENCY FUND

A small contingency fund should be built into all school trips.

## 7. FINANCIAL ASSISTANCE

The school policy is that 5% of all trip places must be provided free of charge to students in receipt of Free School Meals. The funding for this financial support will be transferred to the trip account from Rewards and Trips account.

There are three other sources of possible financial assistance.

The Hedgcock Bequest is a small annual grant made available to the Local Authority for distribution to schools in respect of applications from Headteachers for support of pupils in difficult financial circumstances, to enable them to participate in educational activities from which they would otherwise be excluded.

Brighton & Hove City Council also administers various other Educational Trust Funds, which can provide some financial assistance towards the cost of study trips.

The Marillier Trust: when Gerard Marillier died in 2001 he made a bequest of part of his estate to set up a Trust and for the money to be used for 'the advancement of education of boys between the ages of 5 and 13, principally by means other than formal tuition in class'.

#### **8. LETTER TO PARENTS (produced via Admin Department)**

- Where/why the trip has been arranged: if it is to be aimed at a particular set of pupils (e.g. sports team, BTEC, GCSE Geographers, GNVQ pupils etc) then this should be made clear in the letter.
- The letter should also include date and length of trip
- Accommodation details
- Cost via sQuid
- Travel arrangements
- Excursions/activities
- A deadline date when a deposit is required and dates for further payments. It should also be stated that deposits **may** not be refunded unless a replacement student can be found, less any admin costs that may be incurred
- Name of organising staff
- Reply slip to show interest or to book their place: if it is a non-residential trip, request emergency contact details and medication information. Residential trips require a full medical/consent form. **DON'T FORGET TO TAKE SLIPS/FORMS WITH YOU!**
- Useful also to request parent's e-mail address on the reply slip.
- If the trip is abroad, whether a collective passport is to be taken or a personal one is required. For foreign holidays where own passport is required, it is good practice to request student's name as stated on their passport.
- If day trip, whether school uniform should be worn and if a packed lunch/money required. If student has free school meals, packed lunch can be ordered from canteen – 24 hours notice required.
- It's a good idea to add a paragraph stating that if pictures/videos are taken during the course of the activity, that parents advise you if they have an objection to this – including it on the reply slip.

The letter should also emphasise that pupils whose behaviour in school has created problems may not be permitted to participate in the trip.

**Before advertising your trip and distributing letters, please check through letter with the School Trips Co-ordinator.**

It will then need to be decided if the trip is viable: if it has been oversubscribed, names should be drawn from a hat. The list of students should then be shown to the Head of Year for approval, before further confirmation is given to those going on the trip. **No trip should stipulate 'first come first served'.**

**N.B. parental permission for all trips must be given in writing or by e-mail: verbal permission is not acceptable.**

#### **9. RISK ASSESSMENT/HEALTH & SAFETY**

It is essential that a Risk Assessment is prepared for any off-site activity, which must be approved and countersigned by MDL. It is the trip organiser's responsibility to ensure a Risk Assessment is prepared and that all accompanying staff receive a copy.

Since September 2009, the Local Authority will only accept risk assessments for residential or hazardous activities through Brighton and Hove's online notification and approval system for off-site activities '**EVOLVE**'.

Please complete the official RIDDOR accident forms for major injuries: the Brighton & Hove Health and Safety Incident Report (HS2) forms are held in the school Medical Room for other cases where pupils or staff are injured during a school visit.

In addition, there is an internal Accident and Near Misses book which is kept at the Centre and which must be completed for even minor occurrences.

Any queries or concerns regarding Health and Safety issues should be directed to the school Business Manager.

#### **10. FIRST AID**

A First Aid kit should be taken on all trips and the school keep a couple of such kits in the Medical Room: these should be collected before the visit and returned afterwards. Details of any equipment used during the visit should be given to the Medical Room to allow for replacements to be bought.

**Staff should not administer any kind of medication on school trips unless it has been provided by the student's parent/carer.** In the case of pupils who need medication check with parents whether they wish you to keep and administer it (always get this permission in writing) or whether the pupils are competent to administer it themselves. In either case note down details of the drug and dosage.

In hot countries care should be taken to ensure that pupils are protected from the harmful rays of the sun and from the effects of dehydration.

The exact circumstances of any accidents, injuries or illnesses must be carefully recorded.

#### **11. SCHOOL MOBILE PHONES**

The School Receptionist has two mobile phones/chargers which can be borrowed for use on school trips.

## **12. STAFF ON TRIPS**

All trips should be led by an experienced member of staff.

**As a general rule**, staff/pupil ratios should be 1 member of staff to 15 pupils, but a minimum of two. For residential mixed groups there must be both male and female members of staff.

Once a trip has been agreed, the names of accompanying staff must be agreed with the supply cover co-ordinator. The implications for cover costs could change dramatically depending on who accompanies school trips and visits: a number of non-teaching staff have traditionally accompanied school trips and this should be continued and encouraged.

## **13. INSURANCE**

The School Insurance Policy is with Zurich, although some trips may have separate cover through a Tour Operator. The trip leader must make himself/herself aware of procedure on insurance policy in the event of a claim. Parents should be offered a copy of the insurance policy at a parents' meeting.

## **14. PARENTS' MEETINGS**

For all residential visits (with the exception of Duke of Edinburgh expeditions) there should be a parents' meeting built into the planning for the trip.

The purpose of the parents' meeting is to give further information to pupils and parents a few weeks before the visit. For trips organised with a commercial travel company, a representative of the company should ideally be present at this meeting.

Parents' meetings should cover the following details:

- Accompanying staff.
- Travel arrangements and journey times.
- Insurance.
- Accommodation address and telephone number.
- Advice re clothing, luggage, pocket money, valuables, safety and behaviour, customs and excursions.
- Telephone chain/emergency contact numbers.

Parents should be told what is expected of the pupils in terms of behaviour during the trip. In the event of pupils behaving badly, parents should be informed that the school will take further action by, for example, charging for any deliberate damage, or not allowing pupils to attend further school trips.

## **15. MEDICAL/CONSENT FORMS**

It is important that pupils and parents complete a Medical/Consent Form before all residential trips. Without a Medical Form you leave yourself open to all manner of potential problems if the pupil has an accident which requires doctor or hospital treatment. However, for day trips it is acceptable that medical and emergency contact information is included on the reply slip, rather than on a separate form.

Separate parental permission is also required for certain other activities, e.g. unsupervised time, swimming etc.

For European trips, students should take with them a **European Health Insurance Card (E.H.I.C.)**. These can be applied for from a local post office or via [www.nhs.uk](http://www.nhs.uk). It is recommended that these are collected in advance of the trip.

## **16. KIT LISTS**

Where relevant, kit lists should be sent out with trip details to help parents and pupils be properly prepared for any visit.

## **17. EMERGENCY CONTACT SYSTEM/CONTINGENCY PLANS**

Thought should be given as to how you would deal with, for example, staff illness on a trip or how you would proceed if a member of staff has to accompany a pupil home unexpectedly. Discussion with colleagues should allow the trip leader to identify someone who would be available to assist in such an emergency situation. If a minibus driver is required, this obviously limits the choice of helpers.

Some thought must be given to the way in which trip leaders will contact parents in case an emergency situation arises during a trip. For example, if a pupil breaks a leg during a skiing visit, or someone has been to hospital, you should have a system in place whereby the parents are contacted by the staff and not the pupils.

During term time the school should be informed if there is an emergency and, if the trip is in holiday time, there should be a senior staff member in Brighton who would be the first to be contacted. They will need full details of the trip, students taking part, emergency contacts. This should be arranged by the trip organiser.

## **18. ADDITIONAL INFORMATION**

For overseas trips, it is good practice to use panic cards which include details of where the students are staying, emergency contact numbers etc.

On trips where staff may be less familiar with some of the children, it may be a good idea to take passport size photographs, which can be taken from SIMS.

As a precaution, trip organisers taking students on term-time trips, should leave a contact mobile telephone number with the School Trips Co-ordinator, or take a school mobile telephone.



It is the responsibility of the trip organiser to inform the Attendance Office when students are away on a trip during term time: in addition, it is essential to include an entry on the daily staff gazette and put a list of absent students in the staff room in advance of the trip, alternatively an all staff e-mail, to give colleagues sufficient notice that pupils will be missing their lessons at least 2 weeks in advance of the trip.

If the trip involves a large number of students out of school during term time, the canteen needs to be informed as a matter of courtesy.

It is not acceptable for teachers to authorise students to be absent from school following a trip: if students take time off following a school trip, this will be marked as an unauthorised absence.

#### **19. BEHAVIOUR ON THE TRIP**

All pupils should observe the highest standards of politeness, courtesy and conduct at all times. Particular care needs to be taken when on public transport or in residential accommodation. Even out of school time pupils are representing the school and should do everything in a way that reflects positively on them as well as on their school. The expectations of good behavior must be explained to pupils before any trip and reiterated as appropriate. For residential trips both parent and student will be expected to sign a Behavior Contract.

#### **20. PUPILS SENT HOME**

It should be made clear to parents in advance that if a pupil is sent home for misbehaviour then parents will be expected to pay for all costs incurred – for example if they are discovered to be drinking alcohol/smoking, in possession of drugs or buying dangerous objects (e.g. knives).

#### **21. ACCOMMODATION**

For residential trips always check allocated rooms on arrival at your accommodation and make sure that there is nothing unsafe and that you have noted anything that is broken, missing or in any way inadequate. Inform the hotel management at once.

Pupils **MUST** be shown Fire Escape routes in hotels and guest houses on arrival.

Make sure that the pupils know where to find a member of staff in the night in the case of any emergency.

Members of Staff must check that all pupils are in their rooms at the appropriate bed-time. The security of their rooms should also be checked and where there are locks these should be used. If pupils are sleeping in downstairs rooms windows should be shut.

#### **22. SUPERVISION OF SWIMMING IN SWIMMING POOLS**

Staff must ensure that the Swimming Pool is safe. This would include :

- Are there accurate signs displaying the depth of the pool?
- Are there lifeguards present ?
- Is there a poolside telephone and an alarm?
- Is the water clear and regularly tested for cleanliness?
- Is the water less than 1.5 metres deep ? If so diving must not be permitted.

A member of staff must always remain on the side of the pool. There should be a supervision level of at least 1 member of staff to 15 students (with a minimum of 2). Written parental permission must also be received.

### **Supervision of Swimming in the Sea or other natural waters**

THIS IS POTENTIALLY DANGEROUS. IT SHOULD ONLY BE UNDERTAKEN IF THE PARTY LEADER GIVES PERMISSION AND IF A TEACHER PRESENT ON THE TRIP HOLDS A RELEVANT LIFE GUARDING QUALIFICATION OR THERE ARE LIFEGUARDS IN ATTENDANCE. WRITTEN PARENTAL PERMISSION MUST ALSO HAVE BEEN RECEIVED.

### **23. CANCELLATION OF TRIPS**

If a trip is cancelled for any reason, the organiser must ensure that Kim Hazell the School Trips Co-ordinator and the member of SLT in charge of the cover board are informed as soon as possible.

### **24. BALANCE SHEET**

On return from residential school trips, organisers should produce a simple balance sheet, which matches the costings agreed at the beginning of the trip. **Please remember to attach receipts for all expenditure.** The sheet should also identify any unused contingency.