



# TRIPS AND EDUCATIONAL VISITS POLICY

*This policy refers to Wellington Prep School*

Headmaster	Adam Gibson
Author	Adam Gibson
Date Reviewed	27 August 2018
Date of Next Review	August 2020
Website	Yes

- 1. Introduction**
- 2. Approval and Authorisation**
  - 2.1 Responsibilities for Visits
  - 2.2 Trip Categories
- 3. Planning**
  - 3.1 Risk Assessments
  - 3.2 Exploratory visit and confirmation of arrangements
  - 3.3 Duty of care
  - 3.4 Meals
- 4. Supervision**
  - 4.1 Staffing and Cover
  - 4.2 Staff ratios and parent helpers
  - 4.3 Staff responsibilities
  - 4.4 Staff Conduct on Trips
- 5. Communication**
  - 5.1 Informing pupils and parents
  - 5.2 Communication during trips
- 6. Transport**
- 7. Pupils**
- 8. Accounting and Insurance**
- 9. Visits Abroad**
- 10. Emergency & Medical Procedures**
  - 10.1 Trips Incident Management Plan
  - 10.2 Trips Incident Management flowcharts
  - 10.3 Use of emergency contact numbers

Appendix 1: Wellington Prep School's related documentation

Appendix 2: Checklist

Appendix 3: School Trip Approval Form for new trips

Last updated – Aug 2018  
Review Cycle – two yearly  
Next review – Summer 2020  
Source – MS/PLT

## 1. Introduction

The School continues to provide a broad range of educational opportunities outside the classroom, believing that they provide both necessary hands-on learning experiences and skills, broaden horizons, and encourage resilience, independence and teamwork sometimes in challenging situations. Trips will be planned thoroughly and with a careful assessment and management of risk.

These procedures reflect the consideration we give to the protection of our children when away from the school when undertaking school trips and visits.

This policy should be read in conjunction with the following documentation:

- The Approval Form for new visits (possible dates, site, likely cost, etc.)
- Parental Consent Forms
- Medical Forms
- Relevant risk assessments
- Major Incident Management Plan
- Standard Operating Procedures & Checklist of Adventurous Activities

The authorisation for all offsite trips and educational visits at Wellington Prep School, including the Early Years Foundation Stage (EYFS) broadly follows the guidelines of Somerset County Council, the Health and Safety for Pupils on Educational Visits (HASPEV), BS8848, Group Safety at Water Margins, HASLOC 2010 and any supplements issued by the Council for Learning Outside the Classroom. The procedures and guidelines for trips and educational visits are outlined in these documents.

This policy document does not set out to repeat the entire contents of the HASPEV & HASLOC, which are to be viewed as the primary guides to good practice and regarded as the minimum standards employed on Wellington Prep School trips. These documents are available in the Staff Area of the Prep School network. While HASPEV has now been superseded by School Trips and Outdoor Learning Activities (2011), it still does provide a worthy reference document and a benchmark for good practice.

All information collected during the organisation of trip and used during the trip (e.g. pupil lists and contact details) will be collated, used and deleted/destroyed with due regard to the General Data Protection Regulation (GDPR) requirements and/or any other relevant or overriding legislation.

## 2. Approval and Authorisation

All trips and educational visits of an academic nature or otherwise, must be approved in principle by the Headmaster of the Prep School before they are advertised to pupils. Exceptions to this are sporting fixtures (which are approved separately) and Forest School.

Regular trips and visits appear on the 'Approved' list which is held by the Prep School Administrator. This list is reviewed annually in the summer term ahead of the new academic year. Any activities on this list are considered to be 'approved'. The next stage for these is the selection of a date, completion of the necessary risk assessments, etc. Any trips that are not on this list must be specifically approved by the Headmaster prior to any publication of details to pupils or parents (see Appendix 1).

The Deputy Head Pastoral/Headmaster is required to ensure that visits all comply with regulations and guidelines referred to above and that the group leader is competent to monitor risks throughout the visit.

The agreement of the Headmaster is a delegated responsibility from the Governors. Dates must be approved by the Headmaster of the Prep School. All staff running trips or expeditions should be familiar with the contents of HASPEV, HASLOC and other guidance referred to above.

Curriculum trips are permitted to cut across lessons with the minimum of disruption. Non-curriculum trips must take place outside the timetabled day (e.g. evenings, weekends, holidays).

It is the responsibility of the Deputy Heads Pastoral/Academic to monitor the spread of academic trips throughout the year; support the Headmaster in the process of approving visits; help staff involved with organising trips; help group leaders to check parental consent forms and keep records of previous visits, including details of accidents and incidents.

## **2.1 Responsibilities for Visits**

One teacher (the group leader) has overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. All group leaders, both teachers and adult volunteers, should be clear about their roles and responsibilities during the visits. It is the responsibility of the trip leader to provide other adults in the group with necessary safety information including risk assessments.

## **2.2 Trip Categories**

School trips are divided into the following groups:

*Category A* Activities with no significant risks. E.G. walking in parks, trips to museums, most sporting fixtures, most music or theatre trips.

*Category B* Include some higher risk activities. E.G. All residential trips, all trips that involve water or water margins, Forest School. Trips where the return time is after 5.00pm when the Prep School Office is closed.

*Category C* More demanding activities, including those requiring to be licensed when operated by outdoor activity centres.

Written parental/guardian consent is required for all categories of event. However, for Category A trips (incurring no cost) and Forest School, consent may be sought for a series of events. No pupil may go on a school visit without the written permission of the parent/guardian.

If any member of staff is unsure which category a planned trip falls in to, the DHP/Headmaster of the Prep School should be consulted.

## **3. Planning**

It is a legal requirement for school trips that appropriate Risk Assessments (RA's) are completed.

### **3.1 Risk Assessments**

Appropriate risk assessments must form part of the planning and must be submitted to the Headmaster prior to the departure of the trip. There are a number of generic and specific RA's available to staff on the Staff Area of the WPS network and staff are encouraged to make use of these. However, they must ensure that each one is tailored to the specific needs of each trip.

All staff and other accompanying adults on any trip must have the appropriate competence to make ongoing assessment during a trip or activity and amend their plans accordingly.

Some trip sites, venues or companies do publish their own Risk Assessments which may be used and adapted for school use.

If using adventure training centres, these must be fully accredited by government agencies. Please check with the centre concerned and the Headmaster if you are unsure. For trips that involve adventurous activities on water or on land, where outside agencies are involved, it is vital that they are approved by the Adventurous Activities Licensing Authority (AALA). When contracting services from an adventurous activity provider this does not absolve the school from legal responsibility for children taking part in activities. You are at liberty to request qualifications, documentation and licensee from any providers.

When supervised by staff from other schools or accredited adventure centres etc., the Trip Leader is responsible for ensuring that the appropriate safeguarding (child protection) checks have been made by the organisation.

For trips that involve pupil activities along water margins reference needs to be made to the Department for Skills & Education document, **Group Safety at Water Margins**.

### **3.2 Exploratory visit and confirmation of arrangements**

It is good practice for all leaders to be familiar with the trip venue, wherever it is practically possible. All arrangements must be confirmed prior to departure (e.g. transport, venue booking, provision for wet weather, etc.)

### **3.3 Duty of care**

In the event of an accident or injury, in the eyes of the Law a teacher must be judged to have acted as a responsible parent would have done. The degree of care required will depend on the age of the pupil, his/her known behaviour record, and any health problems which ought to have been known by the teacher. You should not hesitate to exclude a pupil from your party if you feel that you are unable to exercise adequate control (and thus care) over him/her. In the case of a journey involving an overnight stay, the teacher is responsible for the pupils 24 hours a day. The responsibility is not lessened because the duty is undertaken voluntarily, nor can it be delegated to another person, e.g. at an activity centre.

### **3.4 Meals**

Plans for meals need to be made clear to parents and to the Prep School kitchen in order that catering arrangements can be made.

## 4. Supervision

### 4.1 Staffing and Cover

Any trip during term time is likely to involve some disruption to the timetable. When this occurs, it is the responsibility of the Group Leader to ensure with the Deputy Head Academic that there is adequate provision to cover any staffing loss in school. The number of pupils involved in the trip also needs to be made clear. Student teachers and graduate assistants are considered as competent adults to accompany trips and may be given some responsibility.

### 4.2 Staff ratios and parent helpers

The party leader must be a member of staff, although other adults may act as additional supervisors providing that they have been approved in advance by the Headmaster, who may require them to be checked with the Disclosure and Barring Service. This is always required for any adults taking overnight stays. At least half of the minimum number of adults based on the ratios listed below must be members of staff.

For residential trips involving girls and boys, at least one member of staff must be female and one male.

Staff:pupil ratios will depend on the ages of the children and the nature of the activity involved but as a minimum these are:

Early Years FS (Nursery and Reception classes)	1:6
Key Stage 1 (Years 1 and 2)	1:10
Key Stage 2 (Years 3, 4, 5 and 6)	1:12
Sports fixtures	1:16 (at least one adult per team)

*Note: On sports fixtures there must be an exchange agreement with the other schools, whereby medical cover and assistance with supervision is provided by the opposition teams.*

Adults whose children are in the same group as the group they are supervising are *not* counted in the ratio (i.e. a parent can be on the same trip as their child but the child must not be in his/her parent's group). Parents may be able to participate in school trips and visits (depending on group size, etc.) but must be fully briefed and covered by the school's insurance. It is the responsibility of the Group Leader to ensure this is the case.

Appropriate training may be needed for staff depending on the needs of the individual students and the nature of the trip, however, the teacher leading the trip is responsible for ensuring that accompanying staff have the correct experience and competency. Each trip must have a nominated First Aider.

### 4.3 Staff responsibilities

All staff counted in the ratio must have full and detailed lists of the pupils taking part (e.g. contact details, medical needs, etc.) and be familiar with the specific Risk Assessments for the trip. They must also carry a Wellington Prep School Emergency contact card.

Appropriate training may be needed for staff depending on the needs of the individual students and the nature of the trip, however, the teacher leading the trip is responsible for ensuring that accompanying staff have the correct experience and competency. Each trip should have a nominated First Aider.

#### **4.4 Staff Conduct on Trips**

Whilst it is understood that many trips are during the school holidays and there will be some relaxation time for staff, staff will be expected to follow the highest standards of professional conduct: their primary concern is always the welfare of pupils. The moderate consumption of alcohol on trips is permitted but at least one member of staff must not drink alcohol in case of emergency. Drivers must not consume alcohol under any circumstances.

### **5. Communication**

#### **5.1 Informing pupils and parents**

For all trips parents must be informed of the detail and cost of every trip. Written consent must be gained as well as details of any medical needs.

Included in the letters to parents it must state clearly:

- The locations, purpose(s), date(s) and timings of the trip, including departure and return
- Any necessary clothing/equipment needed
- Activities to be undertaken and whether there will be any hazardous activities; and if so a statement about the qualifications of staff and/or outside instructors is required
- How much the trip will cost and whether it will be added to the school bill
- That written consent is needed if a child is to participate in the trip
- That any medical conditions must be detailed and staff on the trip authorised to seek appropriate medical attention in the event of medical difficulties
- That parents have the option to withdraw their child from the trip
- A contact number for the duration of the trip (Prep School Office for trips within office hours or another number that is to be used so that a parent may contact the trip organiser in an emergency during the trip).

For all overseas trips, the trip leader will hold a parents' meeting at least three weeks prior to departure to explain final details and to answer any questions.

Pupils are also be briefed in advance, with special regard to the itinerary, expectations of behaviour, possible risks and the means of managing of those risks. Pupils are also briefed on likely risks and appropriate courses of action (e.g. what to do if separated from the group).

#### **5.2 Communication during trips**

The Group Leader is required to take a mobile telephone with him/her on all school trips, as well as at least one other responsible adult. A school phone is available for this purpose from the Office. Staff who use their own phones may charge the cost to the school.

For trips abroad it is important that lines of communication are clear and that parents can always contact someone in the UK who is fully informed of the group's movements and it is also essential that the group leader can contact the school or individual parents if necessary. Staff in charge must therefore:

- Establish a UK contact whose name and number must be given to parents (usually the Prep School Headmaster or a Deputy Head)
- Provide the UK contact with all the trip details
- Provide the UK contact with all the parents' numbers and contact details
- Update the UK contact while out in the field.

The UK contact is likely to be a member of the PLT, though the information listed above should also be held in a safe place in the School office.

## **6. Transport**

Due consideration should be given to the planning for travel and group leaders should satisfy themselves that all travel arrangements, including the hire of private coaches or buses, are suitable for the nature of the trip (all must contain adjustable seatbelts, which must be worn at all times the coach/minibus is in motion). Where a school minibus is used, the driver must have been checked for competence by the Transport Manager. Other than for short journeys (assessed by the Transport Manager) a second competent driver should be present.

## **7. Pupils**

The fundamental principle is that school rules apply to all pupils on expeditions/trips/visits from school, whether during term or in the holidays. All pupils at Wellington Prep School are given an equal opportunity to participate in a trip. However, the teacher in charge has the right to refuse a pupil on the grounds of behaviour, including previous trips, and health and safety.

Parents have a right to withdraw their child from a trip. In this situation the school must provide reasonable alternative education on site.

## **8. Accounting and Insurance**

The school has Employers Liability Insurance of no less than £5m and Public Liability Insurance of £25m. It also has a group travel policy that covers most visits in the UK and overseas, but does not cover adventurous / hazardous activities such as climbing or scuba diving.

The Group Leader must consult with the Bursar/School Safety Officer when planning trips relating to hazardous / adventurous activities for the applicability of insurance and arrange for an extension where required. The GL must ensure that they have a copy of the school travel insurance with them on the trip.

Whilst planning a trip the cost must be kept to a minimum. Parents must be informed of how much trips will cost and whether amounts will be added to the end of the term bill.

It is important to follow the guidelines when organising your trip:

- Charging for authorised trips is usually done by adding the cost to the school bill. Parents should be made aware of this in the letter they receive about the trip. You must promptly give a list of pupils and their year group to the School Office, highlighting how much needs to be added.
- When using school minibuses, a mileage rate per minibus must be included in charges to pupils. This cost is reviewed annually and the Prep School Administrator is able to advise of the current rate at any time.
- The staff member in charge must keep careful account of money received and money spent. Receipts and accounts summary of trips should be given direct to the School Office on return.

All funds must go through the schools accounts. Additional accounts are not allowed to be opened. Insurance requirements are to be discussed with the Bursar.

## **9. Visits Abroad**

School trips abroad can be hugely rewarding for both pupils and staff, but it is important that careful preparation takes place before departure. Where travel agents are used to organise trips, they must belong to ABTA or a similar organisation. All staff need to be aware that the regulations on the definition of a package holiday need to be carefully examined. For example an 'occasional' trip or one that is part of an educational course does not come under the Package Tours Regulations 1992, while a leisure activity, such as skiing will. For all adventurous expeditions abroad, it is the school's policy to adhere to the recommendations in BS8848, a copy of which is held by the SSA in the Senior School.

For all trips abroad, it is important that a copy of every student's and member of staff's passport is taken and held at school, along with copies of next of kin forms.

## **10. Emergency & Medical Procedures**

Teachers in charge of pupils during a visit have a duty of care to make sure that pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation. All responsible adults on the trip must have details of children's medical needs and be able to make informed decisions if required but the Group Leader should normally take charge in an emergency and should liaise with the Headmaster or Deputy as soon as is feasible and safe to do so.

Please follow the guidelines carefully and if you have any queries then ask the Headmaster or the Medical Centre staff.

- First Aid kits can be obtained from the Medical Centre. These will need to be arranged in advance.
- For every trip there must be one member of staff who is responsible for First Aid and Medical matters. Care should be taken not to administer medical treatment beyond their training and experience.
- Prescription drugs must be accompanied by full written details by the parent.

- For all trips requiring an overnight stay a **medical form** must be completed by parents, including contact details and permission for emergency treatment if a parent cannot be contacted.
- Medical matters concerning the pupils must remain confidential amongst the staff on the trip.
- In the Staff Common Room there is a folder highlighting all the pupils' medical conditions. This is a useful resource for planning any visit.

For Category B or C trips, a copy of every pupil's medical/next of kin form must be held in the school office for the duration of the trip.

For day trips, sports fixtures or any other event where a Medical/N of K form is not required, it is the responsibility of the member of staff running the trip to ensure that they have a written list of all those pupils who have a known and relevant medical condition. These lists can be requested from the Office staff.

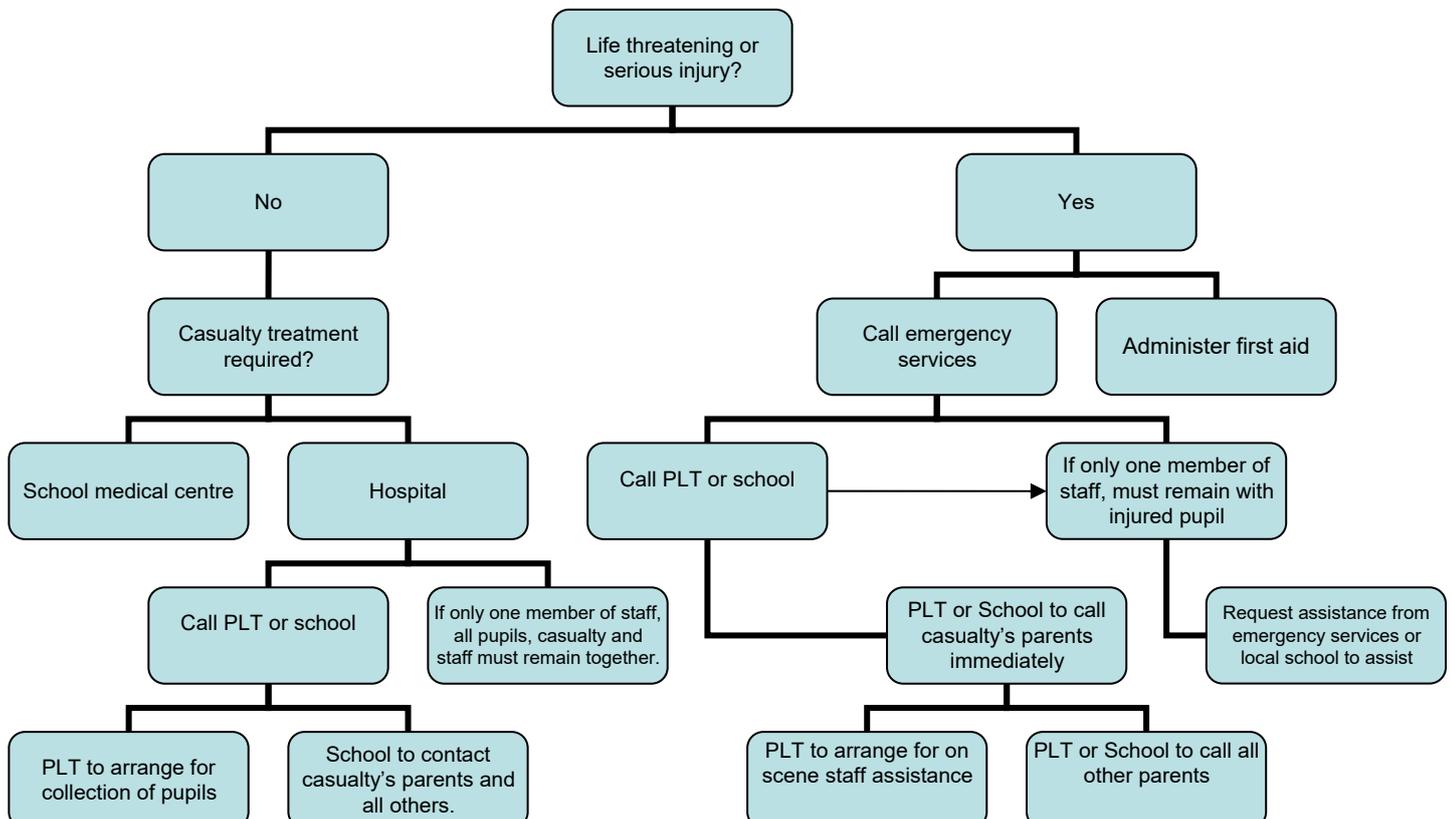
The group leader will normally take charge in an emergency and should liaise with the Headmaster or PLT member as soon as is feasible and safe do to so. In the event of a death or serious injury, the group leader should follow the procedures outlined in the Trips Incident Management flowcharts. The Trips Incident Management Plan will be put in place by the Incident Team in School (part of the School's Emergency Response Protocol).

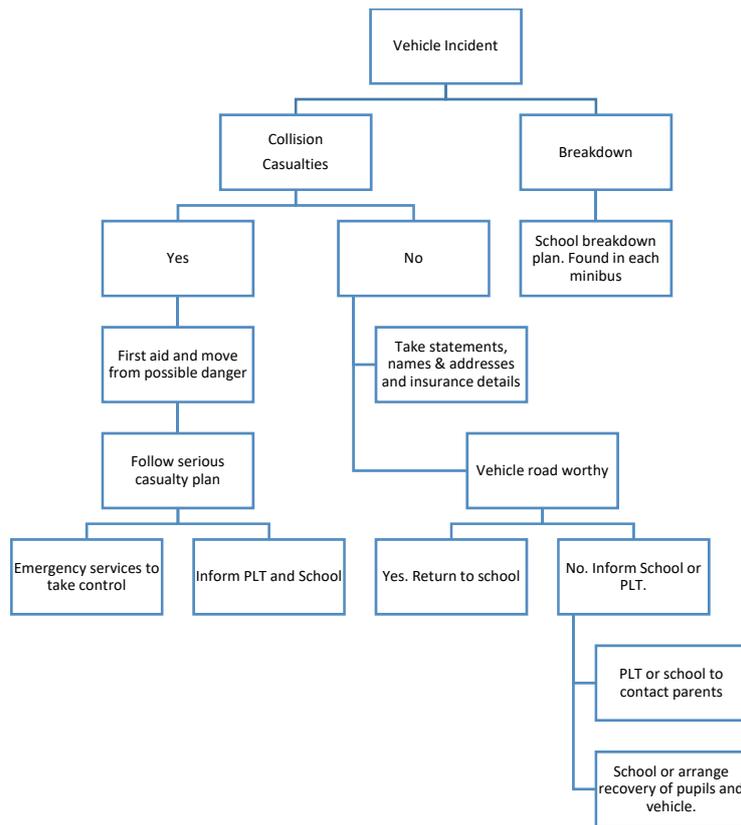
### 10.1 Trips Incident Management Plan

Documentation available as required.

### 10.2 Trips Incident Management flowcharts

These follow exactly the same protocols as the Senior School.





### 10.3 Use of emergency contact numbers

Prior to departing on any trip, collect an Emergency Contacts Card from the Prep School Office.

#### Appendix 1: Wellington Prep School's related documentation

- Child Protection Policy – whole school
- Guidance on the use of mobile phones – WPS Staff Handbook
- Emergency Response Protocol – whole school
- Minibus use – whole school
- Responsibility for Health and Safety – whole school
- First Aid Policy/Administration of medication protocol – whole school
- School Parent Contract – whole school
- Anti-Bullying Policy – whole school
- Promoting Good Behaviour Policy – Prep School

#### Other Documents

- Health and Safety: Responsibilities and Powers (2001)*
- Health and Safety of Pupils on Educational Visits (HASPEV 1998).*
- School trips and outdoor learning activities: Tackling the health and safety myths.*

## **Appendix 2: Checklist**

1. Is the trip on the 'Approved' list? If yes, go to step 2. If no, approval is needed before moving to step 2.
2. Agree a date for the trip with a Deputy Head or Headmaster.
3. Enter the date in the school calendar via the Prep School Administrator who will upload it to iSAMS.
4. Contact parents informing them of purpose, timings, cost, payment methods etc. and obtain parental consent.
5. Ensure necessary risk assessments are completed and submitted for approval prior to departure (usually at least a week in advance)
6. Ensure Deputy Head Academic is informed of any staffing difficulties (teaching, duties, etc.), however cover for duties should be organised by the departing member of staff.
7. Ensure school kitchen is informed and packed lunches are ordered.
8. Ensure transport, venue, etc. are booked.
9. Ensure first aid packs are prepared and all children's medical details are copied.
10. Ensure contact details are left with WPS Office (and with either Headmaster or a Deputy Head for residential/overseas).
11. Ensure all staff on the trip are carrying an Emergency Contacts Card.
12. Ensure you have a copy of the relevant Incident Management flowcharts for trips with you on the trip as well as the approved risk assessments.

### Appendix 3: School Trip Approval Form for new trips

<b>Trip Leader</b>	
<b>Purpose of trip</b> (subject links etc.)	
<b>Destination, activities and category</b> (see overleaf)	Category:    A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
<b>Pre-visit required?</b> <b>If so, when?</b>	
<b>Possible/likely dates</b>	
<b>Year group(s)/ children involved</b>	
<b>Staff involved</b>	
<b>Length of trip</b>	<input type="checkbox"/> Whole Day <input type="checkbox"/> Half-Day <input type="checkbox"/> Residential (if so, number of nights ____ )
<b>Transport requirements</b>	
<b>Approximate cost</b>	
<b>Any additional information</b> (e.g. impact on other classes/subjects, etc.)	

Approved \_\_\_\_\_

Date \_\_\_\_\_

### **School trips are divided into the following categories:**

- Category A     Activities with no significant risks. E.G. walking in parks, trips to museums, most sporting fixtures, most music or theatre trips.
  
- Category B     Include some higher risk activities. E.G. All residential trips, all trips that involve water or water margins, Forest School. Trips where the return time is after 5.00pm when the Prep School Office is closed.
  
- Category C     More demanding activities, including those falling into licensing scope when operated by outdoor activity centres.

### **Staff ratios and parent helpers**

The party leader must be a member of staff, although other adults may act as additional supervisors providing that they have been approved in advance by the Headmaster, who may require them to be checked with the Criminal Records Bureau. This will be required for overnight stays. At least half of the minimum number of adults listed below should be members of staff.

For residential trips involving girls and boys, at least one member of staff must be female and one male. Staff: pupil ratio will depend on the ages of the children involved but as a minimum these are:

Early Years Foundation Stage	1:6
Pre-Prep	1:10
Prep Years	1:12

Adults whose children are in the same group are not counted in the ratio. Parents may be able to participate in school trips and visits (depending on group size, etc.) but must be fully briefed and covered by the school's insurance. It is the responsibility of the Group Leader to ensure this is the case.