

South Bromsgrove High School

Trips Policy & Procedure

Reviewed by the Governing Body
To be reviewed
Policy responsibility

July 2018
July 2020
Educational Visits Co-ordinator

Educational School Visits Policy

1. The operation of the School visits policy is undertaken by the EVC in the school. Who will operate within WCC guidelines.
2. The role of the **Governors** is to give approval to residential trips within the UK and any trips abroad in accordance with WCC guidelines.
3. The EVC is appointed by the Headteacher and should be a senior member of staff with Visit Leader experience. They should have attended EVC Training provided by WCC.
4. This policy is available to all staff on the M drive.
5. 5.1 The **EVC** will decide if a trip can operate, having taken due notice of;
 - Calendar implications of the visit
 - Staff cover requirements
 - Nature of the Trip
 - Students involved
 - Staffing Levels and ratios (Ratio to be discussed and agreed with EVC according to level of risk)
 - Ensuring Staff have appropriate qualifications.
 - Safeguarding procedures are followed.
- 5.2 The EVC will ensure Risk Assessments are in place and the information will be entered on the WCC 'Evolve' data base by the visit leader for visits over 50 miles away, overnight or those involving hazardous activities.
- 5.3 The EVC will ensure Governors are provided with information about Residential and Overseas trips in order to grant approval.
- 5.3 The EVC will ensure this policy is reviewed bi-annually and presented to Governors.
- 5.4 The EVC will maintain a copy of all details concerned with residential and overseas trips and will ensure that the EVC and one other nominated person has access to this information while the trip is in progress 24/7.
6. 6.1 **Visit Leaders** should ensure they have sought approval from the EVC at an early stage of the planning process and completed a green form. A Visit Leader should seek written assurances that a provider has appropriate risk management systems in place. These may be through a quality mark / badge, official risk assessment documentation or through consultation with an Off-site visits advisor.
- 6.2 If appropriate Visit Leaders should make a preliminary visit, especially if this involves residential stays.
- 6.3 Visit Leaders should ensure any Volunteers who are not members of the school staff involved in the trip fulfil the school safeguarding guidelines.
- 6.4 Visit Leaders should ensure all students are aware of the appropriate expectations regarding behaviour on the trip. "Behavioural contracts" are recommended for residential trips.
7. **Inclusion**
 - 7.1 All students are given equal access to trips. The school is able to provide financial support were necessary to ensure a student is not disadvantaged. Where trips are oversubscribed a fair and transparent method of selection will be used.
 - 7.2 Students with Special Educational Needs will have an appropriate plan in plan to ensure their safety and well-being at all times on the visit. This may involve the need for extra staff supervision. Please consult the SENCO for advice.
 - 7.3 Visit leaders are to access behaviour logs on Bromcom if they are concerned that the behaviour of a student may pose a risk to themselves, their peers or staff. We reserve the right to withdraw a place on a visit if the risk associated with a student is unmanageable.

8. Staff Development and monitoring

8.1 Training will be provided for new staff through one of the following methods:

- Shadowing of experienced staff
- Internal training led by EVC
- External EVL training through WCC.

8.2 Visits will be monitored by the EVC and / or members of SLT, either through attendance on the trip / visit or through debrief meetings. Visits to be monitored will be selected on the basis of high risk level or where there have been previous concerns raised.

Staff Use of Alcohol

Due to the additional level of risk when supervising students outside of school, the consumption of alcohol is prohibited. This applies at all times on residential visits including Duke of Edinburgh camps when students may be camping at other locations.

Educational Visits (Trips) Procedure

When considering a trip or visit during school hours the following must be taken into account:

- What educational advantage/s will be gained by the participants?
- Will this/these outweigh the cost in terms of other lessons missed by students and staff involved?
 - Is it near or during an exam period?
 - Does it clash or compete with any other trips being organised?

It is advisable to discuss outline plans with the EVC to seek either advice or approval prior to embarking on the steps set out below.

Steps to run any trip or visit out of School

- Plan the bare outline and discuss your proposals with Ian Medicott (EVC) to seek outline approval.
- Complete the green form to request time out of school for one or more members of staff.

Steps to take once approval in principle has been received

- Prepare a letter for parents containing the standard consent form and detailed medical information, send a copy of this to reception and the finance office.
- Organise a meeting for parents if appropriate.
- Prepare details of the financial aspects of the venture in conjunction with the finance office. Some examples of costs to factor in are: Transport, tickets, Supply Cover (£180 per day)
- Insurance Cover (£1 per student) this policy is provided by Chartis Europe, through WCC.
- Prepare a Risk Assessment for the venture. (This may include one from the visit venue/s in some cases).
- Take these and the letter for EVC's approval.
- Distribute letters to interested students.
- Send a copy of the letter and the financial plan to the finance office.
- Complete the '**Evolve**' database entry for the trip (see EVC), at least a term ahead for overseas visits or a minimum of 4 weeks before for trips over 50 miles from base in the UK.
- The finance office will collect returned consent forms/personal information forms and compile a list of students participating.
- For all visits, compile a file of names, addresses, contact numbers and medical information for your party and also for Reception.
- Arrange 2 School contacts while you are away on a residential and provide all student information and contact details (Ian Medicott and Kristy Pascoe are preferred options)
- Inform catering of numbers on the trip at least a week in advance.
- **Three days before leaving;**
- Check that all consent forms are either in your possession or on a data base and that other information needed is complete.
- Ensure that you have a hard copy of this information with you on the trip and that a deputy leader also has a copy. **Also provide two copies of all the information to the EVC** who will ensure they are given to the senior staff who are providing 24hour support for the visit.
- Meet with the EVC prior to the visit to review the plans for the visit where requested.
- **On residential visits where coach drivers are staying at the same accommodation as students, it is the visit leaders responsibility to check with the coach company that the driver has been DBS checked and forward any documentation to Belinda Watts.**

Following the visit all consent forms must be shredded or disposed of using the confidential waste collection points to comply with GDPR regulations.

Checklist for running a trip

Trip organiser	
Other staff/adults	
Destination	
Dates	
Tour Company?	

Staff code

Necessary action	Leader	Date	EVC
Approved in principle by MC			
Meeting with MC (EVC)			
Parents' meeting arranged (If appropriate) – Date?			
Letter signed			
Finances agreed			
Risk assessment approved			
Letter distributed to interested students			
Copy of the letter to finance			
Evolve data base entry completed			
List of students compiled			
Medical/ contact etc details (staff and students) compiled			
Year Team Leaders consulted			
Arrangements made for any special needs students on the visit			
Travel arrangement (if appropriate) confirmed with finance			
All information in place for each participant including adults			
Reception given hard copy of outline details of the trip			
School contact (residential) in possession of details of group			
Students briefing for residential visit with cards issued containing an emergency telephone number			
Hard copy of participant's details prepared for the trip. Two copies given to EVC			
Final meeting with EVC to confirm arrangements			
Review meeting with EVC on return from residential visits			

INFORMATION PROVIDED TO PARENTS/GUARDIANS PRIOR TO RESIDENTIAL OFF-SITE VISITS

When schools initially inform parents about residential visits and invite bookings, certain information (e.g. location, dates, purpose and cost) will be given, but it is important that further details are given in writing to parents indicating a wish for their children to take part in the visit. The following should be regarded as the minimum.

1. Purpose of visit.
2. Dates, places and times of departure and return.
3. Transport arrangements.
4. Name and address of travel company/agency (if appropriate).
5. Address and telephone number of place to be visited.
6. Details of accommodation provided.
7. Financial costs and arrangements for payment.
8. Pocket money (suggested amounts and arrangements for care).
9. Insurance arrangements.
10. Proposed programme and itinerary (including activities to be undertaken, places to be visited and bad weather alternatives).
11. List of recommended clothing and equipment, including any special requirements (with a request that all items should be named). Details of any clothing, equipment or other items not allowed. The organiser's policy on student use of mobile telephones should be made clear.
12. Details of recommended type and size of luggage and labelling.
13. Information regarding the training and experience of accompanying staff, voluntary helpers and activity centre staff.
14. Group membership (including numbers of staff and pupils) and name of party leader.
15. Supervision arrangements during activities.
16. Supervision arrangements at times other than during activities. Ratios of pupils to accompanying school staff should be given.

(a) Immediate Action

- (i) Establish the nature and extent of the emergency.
- (ii) Make sure all other members of the party are:
 - accounted for
 - safe
 - adequately supervised
- (iii) Ensure the safety and well-being of all members of the group not directly involved. Distance them from events, if at all possible and keep them away from any telephone until you have the situation under control and/or have been in touch with your home contact. Let them know and understand what has happened. All those not directly involved should be occupied with some activity. Give your group every reassurance.
- (iv) Follow, where appropriate, the emergency procedures appropriate to the activity.
- (v) If there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid.
- (vi) Apart from rendering basic first aid if needed, you should call in medical assistance once it is apparent that simple domestic remedies will not suffice. A doctor or hospital may require access to any medical notes you have and possibly the Parental Consent Form
Young people taken to hospital should be accompanied by an adult that they know and throughout their stay they will need frequent visits and reassurance. There will need to be communication between the local doctor (or hospital) and the patient's own doctor when a child returns home. Collect all available data, e.g. X-rays, case notes, medicines, etc., from the hospital.
- (vii) Wherever possible a responsible supervising adult should stay with them, provided that this does not reduce the number supervising the rest of the party to an unacceptable level.

(b) Getting Help

- (i) Contact the appropriate emergency service giving:
 - name of group and party leader
 - location
 - nature of emergency and number of injured persons
 - action so far
 - Follow advice from emergency services.
- (ii) Advise the venture organiser/local base of the incident and action taken.

c) Organiser/Base Support

- (i) Ensure that an appropriate adult attends the receiving hospital taking with them parental consent forms and appropriate medical information for the injured persons.
- (ii) Ensure that the remainder of the party:
 - are adequately supervised throughout
 - are returned as early as possible to base
 - receive appropriate support and reassurance.
- (iii) Ensure that an adult continues to liaise with the emergency services until the incident is over. Keep a full record of events, times, interviews, statements, etc. should you need to file a report of the incident which will apply, for instance, in the case of any serious injury to young people
- (iv) Continue with your programme if at all possible. If you decide to return home however, do so only after consultation with your home contact.

(d) Making Contact with the County Council

The venture organiser/base must:

- (i) Make every effort to seek alternative and additional telephone lines.
Restrict access to telephones, **including mobile phones**, and to other outside contacts, including the media and press. Should representatives from the media be present, keep them away from group members who

must be instructed not to discuss the matter with anyone. If pressed, nominate one spokesperson only, who should give no further information than you have already given to your home contact and subsequently cleared for release.

- (ii) Contact the Emergency Planning Officer see below, giving details as in Section b (above) and also the current emergency contact telephone number at the location.
- (iii) Ensure that an appropriate adult is accessible by telephone.

(e) The County Council

The Duty Emergency Planning Officer will:

On receipt of an emergency call from the venture organiser/local base, the Emergency Planning Services Duty Officer will alert (where appropriate):

- the school contact/Headteacher
- the Director of Educational Services, or his nominated officer
- the Chief Executive (through the County Emergency Planning Officer)
- Social Services
- the County Press and Public Relations Officer
- Emergency Planning Unit of the County in which the incident has occurred.
- West Mercia Police.

IN AN EMERGENCY contact the County Emergency Planning Officer:

Tel:	01905 766171	(office hours)
	01905 728848	David Price (WCC)
	07624 909756	(mobile)
	(24 hour service)	