

THE MANOR – A FOUNDATION SCHOOL POLICY DOCUMENT

<SCHOOL TRIPS>
RESPONSIBLE COMMITTEE: <WELFARE>

[March 2010]



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.

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 charging policy and financial arrangements in relation to educational visits and school trips.

Procedure Planning and Preparation

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

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

In preparing for a school trip, the lead organiser will provide the following information to the Principal and the governing body:

- the nature, purpose and length of the proposed visit or journey
- the number and ages of the students 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

A competent person will undertake a thorough risk assessment for every 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 it.
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Recommended Ratios

The recommended ratio of supervisors to participants is:

for secondary schools — one adult for every 15–20 students. Informing and Involving Parents

The school will obtain parental consent for all school trips. Standard parental consent forms will be used to ensure that any medical conditions, allergies and special dietary needs are covered.

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 hold a meeting with the parents of those students wishing to participate so that parents have access to full information before making a final decision on their children's participation.

Such meetings 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 students with special education or health needs
- the names of the group leader, deputy leader and other staff and or parents accompanying the party
- the ratio of students to supervisors
- the rules
- contact details in case of an emergency.

Note: Governor approval is required for Overseas Travel and Residential Visits

Accompanying Parents

All parents who volunteer to accompany the party as one of the supervisors will be subjected to a Criminal Records Bureau check. Their participation will require to be approved by the party leader, the Principal and the governing body.

Roles and Responsibilities:

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 students
- each adult knows which students they are responsible for
- each student knows which adult is responsible for them
- all adults understand that they are responsible to the group leader for the supervision of students assigned to them
- all adults and students are aware of the expected standards of behaviour.

The group leader will be expected to have made an exploratory visit to the location where possible.

Individual supervisors will be expected to:

- have a reasonable prior knowledge of the students including any special educational needs, medical needs or disabilities
- carry a list/register of all group members
- directly supervise the students, 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)
- 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 students abide by the agreed standards of behaviour
- have a clear understanding of emergency procedures and be able to carry them out
- ensure that all students are aware of an appropriate rendezvous point
- ensure that all students know what to do if they become separated from the group
- have appropriate access to first aid.

Charging Policy and Financial Arrangements

For educational visits and other school trips, the school may make charges for:

- travel costs
- board and lodging
- special materials, books and other equipment

- non-teaching staff costs and costs of hiring instructors for the specific purpose of providing the activity
- insurance costs.

Charges will not be made where books and equipment are exclusively used:

- as part of the National Curriculum
- for a prescribed examination
- as part of statutory religious education.

The group leader will appoint a treasurer to collect monies and manage all finances.

The treasurer will ensure that all supervisors have sufficient financial resources available to them at all times.

The group leader will ensure that he or she has access to sufficient funds to meet any emergencies that can be reasonably foreseen.

Students' Pocket Money

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

Signed: _____

Date: _____

Policy review date: _____

NOTE: All trips are to be registered on the County System (EVOLVE) administered by Teresa Benson. This includes all trips out of school, including PE trips.