



Journeys and Educational Visits ("Trips") Policy

Review date: October 2016

Next review date: July 2017

Staff resp. for review: VHA

Statement of intent

The purpose of this part of the policy is to ensure equality of opportunity for all students. The guidelines are to be followed to ensure that trips are beneficial to all students and have a measured impact on the curriculum.

Definitions

- “Journey” – one or more nights away
- “Educational visit” – a day or less

Appropriately chosen and well-organised trips have always had a very considerable value for students and, in some cases, are an essential part of examination syllabuses.

Taking that into account, there are three issues trip organisers need to be aware of:

- **Safety** – must be of paramount concern, particularly in the light of recent terrorist threats
- **Finance** – particularly relating to charging for educational visits
- **Disruption** – of the college timetable and the learning of the students

The adult/student ratio is at least:

- 1:20 for visits in the UK
- 1:15 for journeys in the UK
- 1:10 for journeys outside the UK
- 1:10 for public transport trips using TfL’s free School Party Travel Scheme (otherwise 1:15)
- 1:15 for adventurous trips (e.g. Duke of Edinburgh’s Award expeditions)
- 1:20 for visits using coaches

Ratios will need to take account of:

- The nature and duration of the activity
- The location and environment of the activity
- The age and gender of the students
- The abilities of young people including behavioural, medical, emotional and educational needs
- Staff competencies

At least one of the adults must be female and the minimum number of adults required for any trip is two. Ideally, a first aider should be included in the staffing for any college trip.

With Sixth Form trips it is possible to reduce the numbers of staff accompanying the students due to their age and increased level of maturity as long as this is clear in the letter the parents are signing. It is also possible for students in the Sixth Form to attend day conferences and events unaccompanied, again the parents must be made aware of this.

Imaginative use of support staff, welfare assistants, student teachers (STs) and other adults is encouraged.

Scope

The types of activity that fall within the scope of an off-site trip are numerous but include:

- Visits to outdoor adventure centres
- PE fixtures
- Overseas trips and exchanges
- Trips to museums, theatres, exhibitions, festivals, concerts, National Parks and zoos
- Visits to farms, factories or other places of work
- Trips to HE/FE colleges, etc.
- Mentor-supervised trips

Procedures for planning a trip

Any member of staff who is considering organising a trip must ensure they read and follow the guidance below:

Approval procedure

(Please see the Procedure for Arranging a Trip Summary Sheet [Appendix 1])

Before any **detailed planning** is undertaken by the teacher or department that proposes to take students on a trip of any sort the initial action will be to check the college diary with Mrs Cobb (this is then pencilled in) to check that the proposed day is suitable, then **approval in principle** must be obtained from the Educational Visits Co-ordinator (EVA – currently Ms Hardwick) using the School Trip Proposal Form (see Appendix 2). The form must be emailed and will then be discussed at a Senior Leadership Team (SLT) meeting. **No letters should be sent home nor places booked until approval has been granted.**

Trips for years 7 to 11 - unless undertaken on Deep Learning Days, within normal allocated teaching time or after school hours – will, in most circumstances, not be permitted. Years 12 and 13 are allowed one additional trip per subject, per year group in a given academic year. Any other trips or events which take students out of classes in other subjects will only be permitted in exceptional circumstances.

Once the trip has been approved by SLT, the EVC will arrange a meeting to discuss the finer details including transport, risk assessment, cost and adult/student ratios.

In the case of sports fixtures, this approval may take the form of a standing instruction as long as it includes consideration of the objectives of the trip, the venue and any staffing issues.

Minibus drivers should be aware of the contents of the following two guidance documents, particularly with regard to passenger assistants:

<http://www.rospa.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/494266/Driving_school_minibuses_and_advice_for_schools_and_local_authorities.pdf

Once SLT/VHA approval is given, trip dates **must** be logged in the college diary; requests for staffing can then be made to the cover administrator. Use the email address cover@nmbec.org.uk for this purpose.

Financial arrangements

Once approval is given by the EVC, you must inform the School Business Manager (currently WK) of the planned trip and follow the steps listed below:

- Complete Costings Form (Appendix 4) and pass to the Accounts Dept ensuring that any subsidy for PPG students has been agreed with ACP
- Complete a Coach Booking Request Form (Appendix 6) if required and pass to the Accounts Dept
- Copy the letter to parents to the Accounts Dept; the letter should state that trip payments are to be made through ParentPay using parents' login details and that PayPoint cards **cannot** be used to pay for trips; if parents experience difficulties they are to contact the Bursar directly
- Group Leader to pass a list of students taking part in the trip to the Accounts Dept to allow them to set the trip up on the ParentPay system
- The Accounts Dept will provide the Group Leader with a printout from ParentPay showing payments received on a daily basis; the Group Leader should monitor payments and update their own records accordingly
- Group Leader passes a copy of their accounts for the trip to the Accounts Dept monthly, for reconciliation with the college's accounts
- Day trip financial records are to be passed to the Accounts Dept at the end of the trip for audit purposes
- Financial records for residential trips are to be passed to the Accounts Dept. at end of the trip for audit and archiving
- Any cheques required prior to the trip for admission fees etc. should be arranged well in advance of the trip (**at least two weeks**) to allow time for cheque signatories to sign and approve the cheques
- Only if a cheque signatory is accompanying the trip would a blank cheque ever be allowed to be taken on a trip; this cheque would be signed by one signatory and then the second added when the cost of admission, etc., was known
- It is a legal requirement to keep these records for nine years or until the students concerned have reached 25 years of age

Role of the governing body

See *HASPEV* paragraphs 19-20. Where the governing body is the employer the governors' responsibilities will be the same as those suggested for the LEA. In addition, it is good practice for all governing bodies to:

- Ensure that guidance is available (e.g. from the Department and/or LEA as appropriate) to inform the college's policy, practices and procedures relating to the

health and safety of students on educational trips; these should include measures to obtain parental consent on a basis of full information, to investigate parental complaints, and to discuss and review procedures including incident and emergency management systems; as necessary governors may seek specialist advice, though governors should not normally be expected to approve trips

- Ensure that the Headteacher and the EVC are supported in matters relating to educational trips and that they have the appropriate time and expertise to fulfill their responsibilities
- Agree on the types of trip they should be informed about
- Ask questions about a trip's educational objectives and how they will be met; are the objectives appropriate to the age and abilities of the student group?
- Ensure that the Headteacher and the EVC have taken all reasonable and practicable measures to include students with special educational needs or medical needs on a trip

Responsibilities of the Headteacher

In addition to the tasks at paragraphs 21-23 of *HASPEV*, it is good practice for Headteachers to:

- Agree who will approve a trip at college level or submit it to the LEA for approval if so required; it makes sense for the EVC to perform this function and for the Headteacher to countersign but the Headteacher may entrust the task wholly to the EVC, who will then sign on the Headteacher's behalf
- Consider using the model forms in *HASPEV* that can be adapted for LEA or college use; some of these forms will need adapting where functions are exercised by the EVC rather than by the Headteacher
- Ensure that arrangements are in place for the educational objectives of a trip to be inclusive, to be stated in the pre-trip documentation, and to be made known to all relevant parties
- Be aware of the need to obtain best value; appropriate consideration must be given to financial management, choice of contractors, and contractual relationships
- Ensure that issues identified by exploratory trips have been satisfactorily resolved within the risk assessment
- Ensure that the accreditation or verification of providers has been checked
- Ensure that trips are evaluated to inform the operation of future trips
- Ensure that the EVC keeps her informed of the progress of the trip and that this information is relayed to governors (and to parents as necessary)
- Check that the EVC has designated an appropriately competent group leader who will meet the LEA's criteria; the EVC will be able to assess a teacher's supervisory ability; the Headteacher should make a judgement on a member of staff's competence and suitability to lead a trip; discipline on an educational trip may, at times, have to be stricter than in the classroom

- For less routine trips, the Headteacher will need to ensure that the EVC can obtain advice from an appropriate technical adviser as necessary
- Ensure that there is a contingency plan (Plan B), covering for example the implications of staff illness and the need to change routes or activities during the trip (see below)
- Make time available for the EVC to arrange for the induction and training of staff and volunteers and ensure that staff receive the induction and training that they need before the trip
- Allocate sufficient resources to meet identified training needs, including attendance at courses arranged or held by the LEA; INSET sessions relating to educational trips may be organised
- Ensure that trip evaluation is used to inform training needs; further staff training should be made available where a need is identified
- Arrange for the recording of accidents and the reporting of death or disabling injuries as required; accident and incident records should be reviewed regularly, and this information used to inform future trips
- Help to ensure that serious incidents, accidents and near-accidents are investigated
- Ensure teachers are made aware of and understand LEA guidance on emergency planning and procedures; training and briefing sessions must be provided for college staff
- Ensure that the college has emergency procedures in place in case of a major incident on an educational trip; these should be discussed and reviewed by staff; ensure that students, parents, group supervisors and others are given written details of these procedures
- Ensure that the college contact has the authority to make significant decisions; he or she should be contactable and available for the full duration of the trip 24 hours a day; he or she should be able to respond immediately at the college base to the demands of an emergency and should have a back-up person or number
- Ensure that the EVC briefs the leader and supervisors about the emergency procedures as part of the risk assessment briefing and that the leader and supervisors have ready access to them during the trip
- Ensure that the EVC impresses upon parents the importance of providing their own contact numbers, more than one, which will enable the parents to be contacted in case of emergency
- Establish a procedure to ensure that parents are informed quickly about incident details through the college contact, rather than through the media or students
- Recognise that support must be provided by the LEA's public relations unit when dealing with media enquiries
- Check that contractors have adequate emergency support procedures, and that these will link to college and LEA emergency procedures

The Group Leader

- One teacher (the group leader) appointed by the Headteacher should have overall responsibility for supervision and conduct for the trip and use the trip checklist to aid their planning (Appendix 3)
- The group leader should be responsible for the preparation of the risk assessment (Appendix 5), but their duties will also encompass all the planning and preparation for the trip
- The school phone should be booked for the trip, and the number shared with students and parents
- The group leader should be (as far as is possible) familiar with the place to be visited
- The group leader will have the responsibility to brief parents and students and to ensure that appropriate medical information is available for the duration of the trip
- The group leader is responsible for ensuring that all staff are aware of emergency procedures arising out of the risk assessments
- The group leader should include where possible a qualified first aider – a first aid kit should be booked for the trip.
- The group leader will have the authority to cancel the trip if necessary and will also have the ultimate responsibility for the safety of the group during the trip
- The group leader should have authority from the college to take such action as may be necessary to ensure the safety of the group and of individual group members

Risk Assessment

This aspect of college trips is perhaps the most important. Where appropriate obtain a testimonial from a school that has been on a similar trip.

It is crucial to the discharge by the college of the civil and criminal law duties contained in the various sections of Health and Safety legislation.

Off-site trips will vary in the degree of physical and psychological risk posed to the members of staff and students depending on the nature of the activity and the numbers involved e.g. attending an activity centre will require greater planning and preparation than visiting a museum or exhibition centre.

Residential and overseas trips require the greatest planning of all.

Before embarking on any trip it is essential to carry out a full risk assessment. Essentially a risk assessment has 3 objectives:

1. It will ensure that potential safety problems are understood.
2. It is a means of checking that existing control measures (including emergency plans) are adequate.
3. It is a means of identifying what additional measures can be implemented to reduce/eliminate risk to an acceptable level.

The process of risk assessment is an ongoing one, which should carry on up to and during the trip

During the risk assessment process it is essential to consider the following types of control measure:

- The competence, experience and qualification of college supervisory staff
- The ratio of staff to students
- The competence, experience and qualifications of the centre staff and ratio of staff to students
- The provision of first aid
- The insurance arrangements
- Transport and road safety
- Emergency action plan
- Briefing parents
- Written code of conduct for students
- The ongoing risk assessment

Parents/Volunteers

Where there is a high adult to student ratio required, it may not always be possible to use college staff alone. Parents/volunteers may be used to supplement the supervision ratio. They should be carefully selected and ideally should be well known to the staff leading the trip. Anyone who does not have a DBS should never be left in sole charge of students.

Where a child has a medical or special need that might prohibit them normally taking part in a trip, it is good practice to request that a parent accompany them on any trips.

This also ensures that all students are included in the full range of educational experiences offered by the college.

Supervisor's Responsibilities

All adult supervisors, including teachers and parent/volunteer helpers, must understand their roles and responsibilities at all times. It may be helpful to put these in writing. In particular, all supervisors should be made aware of any students who require closer supervision, such as those with special needs or those likely to cause problems through poor behaviour. Teachers retain the responsibility for the group at all times.

Competence if leading an adventure activity

If the trip involves an adventure activity, such as canoeing, the Governing Body must ensure that the group leader and other supervisors are suitably competent to lead or instruct students in the activity.

Competence could be demonstrated by holding the relevant National Governing Body Award where these exist. The relevant national qualifications can be found on an up to date list at: www.aala.org.uk which is the website of the Adventure Activities Licensing Authority. Advice can also be sought on <http://www.oeap.info/> the Outdoor Education Advisers website.

Head Counts

Whatever the length and nature of the trip, regular head counting of students should take place, particularly before leaving any venue. All supervisors should carry a list of all participants in an activity at all times. The most effective method is to establish small groups prior to the trip and to assign a member of staff to be responsible for this group. Head counting is carried out for each small group and then reported to the group leader. Ensure all students are standing still when head counts are taken.

Remote Supervision

The aim of trips for older students is often to encourage independence and investigative skills. As a result, it may be appropriate to allow some time on trips to be unsupervised. This would be the case on Duke of Edinburgh expeditions and Geography fieldwork in some instances.

The group leader has to be satisfied that the students taking part are competent in terms of remote supervision and that their parents have consented to this section of the trip.

Code of Conduct

Student's conduct on trips is usually excellent and we have received many compliments from members of the public, tour operators and drivers. However, occasionally a student's behaviour is not what we would expect and it has been necessary on rare occasions to impose a ban on future trips for particular students.

In briefing the students prior to the trip, let them know explicitly what standards of conduct you expect from them.

Let the HOY know if a particular student's behaviour is causing concern such that you feel you could not take responsibility for this student on an off-site trip.

As in college, smoking and drinking of alcohol are strictly prohibited.

Registration

It is essential to have full and accurate details of all students who are involved in your trip and who will be off site for the college day or part of the day. This will ensure that in the event of an emergency evacuation of the college all students can be readily accounted for efficiently.

For all trips therefore, the group leader is required to register the students attending the trip and leave a copy of this list with the Front Office/Attendance Officer staff for reference purposes. This list should indicate the student's name and form group and be clearly marked either **present** or **absent**.

Send names to Sue Cobb so they can be included in the bulletin/e-mailed to staff.

Uniform

College uniform must be worn for outings unless the nature of the trip makes this inappropriate. In this case, sensible clothing must be worn, which should where possible include the college jumper for identification purposes.

In those situations where college uniform is not to be worn, then explicit instructions must be given to the students as to what is acceptable and appropriate clothing for the trip. This information must also form part of the letter home to parents informing them of the arrangements for the trip. This applies not only to clothing but also to unsuitable jewellery.

Any student deemed to be inappropriately dressed for the trip will not be allowed to take part and any monies paid will be forfeit.

Letters to parents

It is recommended that the letter to parents **must** include information about specific details about the destination, transport, and the exact nature of the activities to be undertaken, clothing, cost, and instructions on how to pay via the ParentPay system and charging policy etc. The letter must be shared with the EVC before being copied.

Parents should complete an annual permission slip (Appendix 7); these will be collated, stored and used to create a spreadsheet by HOYs. Group leaders should check that parents have returned the permission slip.

A copy of the letter should be given to reception in case of parental enquiries.

We **do not accept** verbal permission given over the telephone nor emailed permission for a child to take part in a trip.

No provision can be made to “drop off” students en route if travelling by coach. However, if travelling by train or other forms of public transport, and a parent gives **express written permission** a student may be allowed to leave the train at an earlier station or continue to a later station.

The letter should also include guidance on appropriate and acceptable clothing if students are not required to be in uniform.

It should also make clear the situation regarding the college’s policy on charging for educational trips.

An Equality Impact assessment has been carried out with regard to this policy. There was found to be no significant impact on any group with protected characteristics i.e. this policy does not discriminate against anyone on the basis of disability, gender re-assignment, pregnancy and maternity, race, religion or belief, gender or sexual orientation.

Appendix 1

PROCEDURE FOR ARRANGING A TRIP	
Educational Visit	Residential Journey
<p>Check the date in the Diary, it will be pencilled in. Complete school trip proposal form and await SLT approval before meeting with VHA. Staffing ratios agreed. Do not issue letters or book anything until okayed.</p>	<p>Check the date in the Diary, it will be pencilled in. Complete school trip proposal form and await SLT approval before meeting with VHA. Staffing ratios agreed. Do not issue letters or book anything until okayed.</p>
<p>Confirm date in the Diary. Inform Finance Office of trip and complete the costings sheet (Appendix 4) and provide student names. Agree the subsidy for PPG students with ACP. Complete coach booking request form if required.</p>	<p>Confirm date in the Diary. Inform Finance Office of trip and complete the costings sheet and provide student names. Agree the subsidy for PPG students with ACP. Complete coach booking request form if required.</p>
<p>Planning: Contact the venue – is it suitable for the group? What are the transport options? Who will lead/accompany the group? Who will pay for the trip? How much will the trip cost? Do you need a contingency? Risk Assessments.</p>	<p>Planning: Contact the venue – is it suitable for the group? What are the transport options? Who will lead/accompany the group? Who will pay for the trip? How much will the trip cost? Do you need a contingency? Risk Assessments—preliminary trip? Liaise with VHA at all stages of trip preparation. Details of dates, risk assessments, emergency procedures, transport choice, insurance, costs, group membership, staffing. Briefing evening for parents Organise a telephone tree to cascade info</p>
<p>Final Preparation: Check parental permission has been obtained Complete relevant college paperwork Lodge completed paperwork (1 week in advance) with VHA, Emergency contact, Front Office and e-mail staff. Final confirmation information to and from parents. Monitor deposits/full payments via ParentPay through Finance Office Brief the staff and students. Let reception know the details Print out from SIMS emergency contact details.</p>	
<p>Go on the trip – continuing to risk assess on the day</p>	
<p>EVALUATION</p>	
<p>Please follow these steps when planning a college trip. It is highly irregular to plan a trip without having first sought the agreement of the Educational Visits Co-ordinator from the outset.</p> <p>In the event that a member of staff does not follow the above procedures then the trip may be cancelled.</p>	

Appendix 2

School Trip Proposal Form

Check the school diary with Sue Cobb and then fill out the information below and then e-mail to VHA so that the trip can be discussed at SLT. Do not book anything or send letters out until confirmation from VHA.

Staff name & Department proposing the trip	
Nature of trip (justification)	
Day and Date(s)	
Venue	
Itinerary	
Year group	
No. of students	
No. of and name of staff	
Travel arrangements (Include time of leaving and time of return.)	
Impact on Curriculum Time (please include periods and lessons missed by staff)	
Accommodation (if an overnight trip)	
Cost of trip (including student expenditure)	
Proposal discussed at SLT	Approved/not approved
Arrange to meet VHA to discuss ratio/ risk assessment/testimonial details.	
VHA to confirm details with Sue Cobb.	

Appendix 3

Trip Checklist		
A trip to:	Led by:	Date:
Make initial diary check with Sue Cobb	YES / NO	
Once approved meet with VHA to discuss details	YES / NO	
Arrange staffing/cover with VHA/Sue Cobb? First Aider accompanying?	YES / NO YES / NO	
Agreed PPG subsidy with ACP	YES/NO	
Informed Bursar and Finance staff?	YES / NO	
Group Leader & accompanying staff finalised		
Number of students		
Ratio of staff to students	1 Teacher to Students	
In line with ratios given in school trips policy?	YES / NO	
Tour Operator:	Method of transport:	
Risk assessments completed?	YES / NO (please attached completed risk assessment)	
Total Cost of trip	£	
Cost for students	PPG £	Other £
Planned departure date and time from school		
Planned arrival date and time back at school		
Letter to parents with all trip details, share with reception	YES / NO	
Student list with emergency contact numbers produced? (please attach)	YES / NO	
Information about students with special medical requirements obtained? (please attach)	YES / NO	
Collected passport details? (if required)	YES / NO	
Informed canteen staff of numbers of students missing from school? (if applicable)	YES / NO Date:	
Ordered packed lunches for FSM students in advance?	YES / NO	
Briefed members of accompanying staff on their roles, responsibilities and emergency procedures?	YES / NO	
Group lists issued to accompanying members of staff for registering and head counts?	YES / NO	
Students briefed on our expectations of them on a residential trip?	YES / NO	
Have a plan if your return time is delayed	YES/NO	
First Aid Kits/school phone obtained?	YES / NO	
Arrange for an out of hours contact to hold all details	YES / NO	
Once all paper work is completed, please have it checked by VHA. Copy the paperwork and lodge copies with VHA, Front Office and your emergency contact person.		

Appendix 4

COLLEGE JOURNEY/TRIP COSTINGS (Pass to Finance Office)

NAME OF PROPOSED TRIP

DATE OF TRIP

DAY / RESIDENTIAL

DEPT TRIP ORGANISER.....

PROPOSED YEAR GROUP(S)

NO. OF STUDENTS

NO OF PPG STUDENTS.....

NO. OF TEACHING STAFF

NO. OF NON-TEACHING STAFF

COSTINGS

£

VENUE SUPPLIER

TRANSPORT SUPPLIER

FURTHER COSTS:

SUPPLIER(S)

.....

.....

TOTAL COST

£ _____

COSTS PER STUDENT

£ _____

COSTS PER PPG STUDENTS

Signed:

Appendix 5

Risk assessment for a trip to:

Led by:

Date:

Potential hazard	Risk reduced by

Appendix 6

COACH BOOKING REQUEST FORM

Trip name

.....

Trip date(s)

Depart fromat (time)

Destination address

.....

.....

.....

Collection fromat (time)

Return tovia

Number of seats required

Request from Date

Dept

Quotes received (for office use only):

- | | |
|---------|--------|
| 1. | £..... |
| 2. | £..... |
| 3. | £..... |
| 4. | £..... |

Notes:

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(Return to Finance Office)

Appendix 7

Parental Consent form for school trips and other off-site activities

Please sign and date the form below if you give consent for:

_____ Name of Child _____ Form

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.
(delete as appropriate)

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - **all visits** (including residential trips) which take place during the holidays or a weekend
 - **adventure activities** at any time
 - **off-site sporting fixtures** outside the school day
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

.....
.....
.....

Signed.....

Date.....