Educational Visits/School Trip Policy

School Tier: College

Related Policies: Health and Safety Policy; Staff Alcohol and Substance Abuse Policy.

Policy Aims

Through the operation of this policy, we aim to recognise the significant educational value to pupils of visits and activities away from the immediate School environment and believes that staff should be encouraged to organise and take students out on such trips. Such trips should:

a. Enhance students' understanding of curricular activities.
b. Develop students' social skills including resilience, adaptability and independence.
c. Provide opportunities to develop skills.
d. Enable pupils to spend time happily and intelligently sharing experiences with others.

Worksop College recognises and accepts that such visits may present risks to the health and welfare of students. Educational trips and visits will therefore be planned and operated in accordance with this policy and procedures followed, so that everyone involved understands his/her responsibility and can participate fully in the learning outside of the classroom.

All educational trips and visits will be appropriate and relevant to the age, maturity, capabilities and needs of the pupils participating and will be compatible with the ethos of the Worksop College.

It is assumed that, in the context of this document, "off-site visit" will include all, sports tours, trips to the theatre and cinema, cultural visits, foreign trips, residential trips, curricular fieldwork, Duke of Edinburgh's Award expeditions, House outings, boarders' outings, tutor outings, CCF off site visits and academic study visits.

In the context of this document the "visit leader" is the member of staff in charge of the visit, sports team or expedition.

1. Legal Responsibilities

1.1 Under Common Law the School's Board of Governors has a duty "to take reasonable care to avoid acts or omissions likely to cause foreseeable injury (physical or mental)". This duty is owed to members of staff, pupils and others, such as parent volunteers, who may be involved.

Also, under Common Law, the members of staff accompanying students on a visit have ultimate responsibility for safety and are deemed to be acting "in loco parentis". In these circumstances staff are held to the same standard of care as would be expected from reasonable parents. Occasionally, this duty of care can be temporarily transferred to others e.g. an instructor at an activity centre, where the activities are controlled by those qualified to instruct.

1.2 The Health & Safety at Work Act 1974 (HSWA) requires employers to ensure, as far as reasonably practicable, the health, safety and welfare of:

a) Its employees (under section 2)
b) Those persons not in their employment who may be affected by it, i.e. students, parents, visitors and volunteers (under section 3)

1.3 The Management of Health & Safety at Work Regulations 1999 (MHSWR) sets out the following requirements:

Employers should carry out risk assessments and introduce arrangements for planning, organising, controlling, monitoring, and reviewing the management of health and safety. These assessments should address risks to which employees and students are exposed, to ensure that appropriate control measures are taken to protect their health and safety.
Where employers implement preventative and protective measures they should be based on the following principles:

- Avoiding risks
- Evaluating risks that cannot be avoided.
- Combating the risk at source
- Adapting the work to the individual
- Adapting to technical progress
- Replacing the dangerous by non-dangerous or less dangerous
- Developing a coherent overall prevention policy
- Giving collective protective measures priority over individual protective measures
- Giving appropriate instructions to employees
- Provide access to competent advice

Employers shall, in entrusting tasks to employees, take into account their capabilities as regards health and safety.

1.4 Under the Reporting of Injures, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), if participants in off-site visits, either employees, students or volunteers die or are severely injured (defined as an injury resulting in hospital admission for more than 24 hours), the incident should be reported to the enforcing authority (HSE) by telephone and followed up on a Form F2508 within 10 days (please refer to the Deputy Head and the Operations Manager for further information).

Also, under RIDDOR, all accidents and incidents (near misses), no matter how minor, should be recorded in an accident book. Whilst any off-site centre will have similar duties, visit leaders should maintain their own records for the school's purposes. Any accident as part of an off-site visit should be reported.

2.1 Other Responsibilities (Of the Board of Governors, the Headmaster, a Trip Leader and Other Staff)

2.1.1 The responsibilities of the WSNL Board of Governors are to discharge Health and Safety Responsibilities for Educational Visits through:

a. Maintaining appropriate insurance cover.
b. Ensuring that the visit's leader's plans comply with the regulations and guidelines of the WSNL Health and Safety Policy
c. Ensuring that training needs have been addressed.

These responsibilities are delegated, through the Headmaster, to the Deputy Head.

2.1.2 The responsibility of the EVC at both College and Ranby House is to:

a. Ensure that visits comply with the WSNL Health and Safety Policy.
b. Agree the process of approval for all visits.
c. Ensure that the accreditation of external providers is carried out.
d. Ensure that all visits have contingency plans in place.
e. Ensure that all visits have emergency procedures in place.
f. Allocate time and resources for staff training.
g. Ensure that all visit leaders are assessed as competent.
h. Ensure that Risk Assessments are adequate.
i. Ensure that parents are informed and that they have given consent.
j. Keep records of visits.
k. Ensure that accidents and incidents are reported.

2.1.3 The visit leader will have overall responsibility for the supervision and conduct of the visit including direct responsibility for the pupils' health, safety and welfare.

For every off-site visit or expedition, the leader must:

a. Have approval to carry out the visit.
b. Be suitably competent to control, lead or instruct the students on the visit.
c. Be aware of Child Protection issues, ensuring that all supervisors are DBS (enhanced) checked.
d. Ensure that there is adequate First Aid provision for the visit.
e. Undertake and complete the planning and preparation of the visit, including the briefing of pupils, parents and supervisors, where necessary.
f. Ensure that generic and event-specific Risk Assessments are in place for the visit – and copies are carried on the visit.
g. Ensure that a medical check has been completed for all participants.
h. Ensure that the ratio of supervisors to pupils is appropriate for the needs of the group relative to the activity to be undertaken.
i. Have enough information on pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed or confirmed.
j. Consider stopping the visit at any time if the risk to the Health and Safety of participants is unacceptable.
k. Ensure that supervisors have the details of emergency procedures and School contacts.
l. Ensure that, for any overnight, hazardous, overseas or trip that carries an extra charge, parents have given written consent. Matches or fixtures do not require this permission. All other local day trips are covered by the form submitted by parents when students join the school.
m. Ensure that non-teaching supervisors are covered by school insurance (Public Liability, Personal Accident and vehicle insurance as necessary) and have DBS (enhanced) checks.

2.1.4 Teaching staff acting as supervisors have a responsibility to ensure the Health and Safety of students in their care. They must:

a. Follow the instructions of the visit leader.
b. Consider stopping the visit or the activity (notifying the visit leader) if they consider the risk to the Health and Safety of any group or group member to be unacceptable.

2.1.5 Adult volunteers must understand clearly what their responsibilities are. Non-teaching adults acting as supervisors should:

a. Do their best to ensure the Health and Safety of pupils in their care.
b. Not be left in sole charge of pupils except where it has been previously agreed as part of the Risk Assessment and the appropriate level of security clearance (enhanced DBS) has been obtained.
c. Follow the instructions of the visit leader and teaching staff supervisors.
d. Contact the visit leader if concerned about the Health and Safety of any pupil during the visit.

2.1.6 The visit leader must make it clear to the students that their responsibilities include:

a. Not taking unnecessary risks.
b. Following the instructions of the leader and other supervisors, including those at any venues for the visit.
c. Dressing and behaving sensibly and responsibly.
d. If abroad, being sensitive to local codes and customs.
e. Looking out for anything that might hurt or threaten the safety of any member of the party and tell the visit leader of supervisor about it.

Any student whose behaviour may be considered to be a danger to themselves, or the group may be stopped from participating.

2.1.7 Parents should be able to make an informed choice about whether their child should go on a visit. The visit leader should ensure that parents are given sufficient information in writing and/or are invited to any briefing sessions.

2.2 Competence of Leaders and Supervisors

2.2.1 A person who possess sufficient technical knowledge, experience and skills to able to carry out the specific task and prevent danger or injury from arising during the course of the work, or as a result of the work, is deemed to be competent.

2.2.2 Leaders and supervisors of all visits must be deemed competent for the task. For some trips (including the more hazardous ones) this may take the form of a National Governing Body qualification endorsed by someone with a higher level of expertise in the area of competence being verified. It is up to the EVC or Head to deem someone as competent to lead or supervise a trip.

2.3 Planning a Trip

2.3.1 There are three parts to any trip or visit:

a. The planning that takes place before a visit, which includes outline approval, detailed planning and substantive approval.
b. The visit itself, which will include briefing of pupils and supervisors and supervision of the visit.
c. Post trip evaluation, including the reporting of any accidents or incidents.
    - For a day trip it is sufficient for it to be signed off by the EVC. For any trip that leaves the College that is overnight, overseas or adventurous the Head will sign it off after it has been through the EVC.

2.3.2 **Outline Approval**

A submission of the proposed visit is made to the Assistant Head Co-Curricular during the term before the event, using Evolve or in the case of Evolve being unavailable, Appendix A.

For all overseas trips and residential trips, the SLT will decide if planning for the trip should proceed (trips requiring approval is a standing item at SLT meetings) on the basis of cost, educational value (in the broadest sense) and impact on the curricular and extra-curricular life of the school. If the outline is approved the trip will be put onto the Calendar. If a trip is planned later than this, permission should be gained from the Senior Deputy Head. If permission is given, the trip will be placed on the online calendar. Once permission has been gained detailed planning may begin.

2.3.3 It is unlikely that permission will be granted for a trip during school time for those in public exam year groups in the second half of the Easter term or in the Summer term in the run up to exams.

2.3.4 No department should plan on taking pupils in any one year group out of school time more than once in a school year. Permission to take pupils out more than this will only be granted in exceptional cases.

2.3.5 **Detailed Planning**

The visit leader is to ensure that the objectives of the visit are pitched at the correct level for those pupils taking part. He/she should also ensure that any licences/accreditation are in place where appropriate.

2.3.6 The appropriate number of supervisors will depend on a number of factors including:

a. Gender, age and ability of party members.
b. Students with SEN or medical needs.
c. Nature of activity.
d. Duration of visit.
e. Type of accommodation.
f. Competence of staff/supervisors.
g. Behaviour record of students.
h. First Aid cover.

It must be ensured that there is a sufficient number of supervisors to accommodate emergencies, such as the need for a pupil to return home early through accident/ill health.

The staffing ratio will be determined by Risk Assessment and will allow for emergencies.

On some occasions the staff to student ratio may be supplemented by parents or volunteers at the discretion of the visit leader, who should clearly define the responsibilities of such individuals and ensure that they are understood. This will also need to be cleared with the Head. Any such helper should be subjected to an enhanced DBS check and be added to the WSNL liability insurance. This can take up to six weeks to process.

An exploratory pre-visit should be made, if at all possible, for visits abroad or for any residential visit or where the location is not familiar so that an adequate assessment of risks can be made.

2.4 Risk Assessments

2.4.1 There are three main types of Risk Assessment: generic, event-specific and on- going.

a. Generic – these risk assessments are normally prepared by the School. These are applicable to the activity wherever and whenever it takes place (an example might be travelling by minibus or coach).
b. Event Specific – these are risk assessments that are prepared by the visit leader and will differ from place to place and group to group.
c. On-going (dynamic) – these risk assessments are made while undertaking the visit; judgements and decisions are made as the need arises and are not normally recorded until after the visit.

A pro forma Risk Assessment can be found under Appendix C (Worksop College)

All risk assessments should:

a. Identify the significant hazards.
b. Identify who might be harmed.
c. Evaluate the risk level.
d. Identify controls that are in place.
e. Implement additional controls if needed.

Copies of all risk assessments should be forwarded to the respective Deputy Head and a copy should also be kept and taken on the trip.

2.4.2 It is good practice to have a contingency plan ‘B’ in the eventuality of the original proposals not being possible (e.g. due to poor weather). This should also be risk assessed.

2.4.3 Consideration should be given to First Aid requirements relative to the visit. There should be a member of staff with good working knowledge of First Aid on every visit.

2.4.4 Swimming, paddling and other 'in-water' activities should never be allowed as an impromptu activity. 'In water' activities should only take place when a specific risk assessment has been completed and qualified supervision is available.

2.5 Transport

2.5.1 In selecting the most appropriate method of transport for the visit the following should be taken into account:

a. Passenger safety.
b. Competence of the driver and whether he/she holds the appropriate licence.
c. The number of driving hours required for the journey and the length of the driver day.
d. The number of drivers needed.
e. The type of journey (locally and long distance).
f. Arrangements in case of breakdown or delay.
g. Insurance arrangements.
h. Welfare breaks on long journeys.
i. Supervision on or around transport.

Specific requirements for different types of transport might include:

a. Private car

- The vehicle is roadworthy.
- The driver has appropriate and valid driver's licence.
- The driver insurance (check with the Finance Officer);
- The car is fitted with functioning seatbelts or booster seats provided for children of with a height of 1.35m or below, these are to be used/worn at all times.
- Child protection issues.

b. School owned or hired minibuses.

- The driver has an appropriate licence.
- There is adequate adult supervision of the participants, if possible, other than the driver.

c. Coach Company

- Coaches are booked through the school operations department.
- Any company being used must have a Public Service Vehicle (PSV) Operator's Licence.
- The operator must have appropriate insurance.

2.6 Accommodation

2.6.1 If accommodation is being used, the following need to be in place:

a. UK accommodation must be covered by a fire certificate.
b. If abroad, accommodation must comply with the health and safety regulations for that country.

c. Appropriate security arrangements must be in place for possessions and for students/staff.
d. Separate male and female accommodation and washing facilities must be in place.
e. Staff accommodation must be close at hand.
f. Any person over the age of 18 who is not a student at the school must have an enhanced DBS certificate.

Parents should have full details of accommodation arrangements.

2.7 External Providers

2.7.1 If an external provider is being used the following points must be taken into account:

a. External providers are responsible for assessing the risk of those parts of the visit that they are contracted to provide.
b. Financial arrangements are to be made between the 'provider' and WSNL – not the students' parents, unless approved by the Head at each site.
c. If using air transport, ensure that there is an Air Travel Organisers Licence (ATOL) in place.
d. If using a tour operator, ensure they are approved by a bonding agency (e.g. ABTA).

2.8 Insurance

2.8.1 WSNL has Public Liability cover for all 'approved' activities on-site and off-site but Group Leaders are advised to check that staff and students are adequately covered and that parents are informed of the insurance cover given by the School.

2.9 Substantive Approval

2.9.1 Confirmation of approval for the visit to go ahead will be given by the EVC when all aspects of the planning are confirmed. The Head signs off all trips abroad.

2.10 Briefing Students and Supervisors

2.10.1 Students should clearly understand what is expected of them and what the visit will entail. They must understand the standard of behaviour expected of and why rules must be followed. They must be informed about potential dangers and how they should act to ensure their own safety.

2.10.2 All supervisors must understand their roles and responsibilities at all times. It is helpful if this is given to them in writing. It is essential that supervising staff know when they are on duty and when they have 'down time' (for example on a trip that takes place over a number of days and nights).

2.11 Supervision of the Visit

2.11.1 The earlier section on 'supervisors for the visit' (section 4.6) should be referred to.

2.11.2 The level of supervision forms an integral part of the Risk Assessment process. There are two types of supervision for a visit:

a. Close Supervision – when group members are always within sight and contact of the supervisor(s)
b. Remote Supervision – when group members are working away from the supervisor(s) but are subject to predetermined controls and checks.

Ratios and Staffing of the Visit

- OEAP guidance states that "ratios are a risk management issue and should be determined through the process of risk assessment." The guidance goes on to say that "it is not possible to set down definitive staff/student ratios for a particular age group or activity, although the law does specify minimum ratios for Early Years."
- Adequate levels of supervision and staffing must be established for the journey based on such factors as the sex, age and ability of the children, the presence of pupils with special educational needs, the nature/length of the journey, the nature of activities to be undertaken and the experience and competence of the staff involved.
- With a mixed party it is desirable that there should be members of staff or other responsible adults of each sex accompanying the group. If that is not the case a safeguarding risk assessment should reflect the decision
- The goal of staffing each visit is to have the right level of experience and seniority on each trip.

Guidance issued by the Government back in 1998 suggested the following "starting points" for consideration of staffing ratios. These were intended as a general guide for visits to local historical sites and museums or for local walks.

- 1 adult for every 15-20 pupils in school year 7 onwards.

The above guidelines make it clear that higher ratios may be appropriate in particular cases, such as for higher risk activities, for particular groups of pupils or for all trips abroad. Higher ratios are also recommended for swimming activities.

At Worksop College these ratios should be regarded as the minimum appropriate staffing ratios for school journeys and each trip is risk assessed on its own merits and often ratios are higher than this, certainly on larger trips (over 30 pupils) and in terms of overseas trips and adventurous activities it can be IRO 1-8 to 1-12

2.12.3 Throughout the duration of residential trips there must always be at least two members of staff that do not drink alcohol, enabling them to deal with any eventuality involving transporting or decision making. Staff that wish to drink who are not 'on duty' must only do so in moderation.

2.12 Emergency Procedures

2.12.1 In the event of an accident or emergency occurring during an off-site visit or activity the Group Leader should follow the relevant emergency procedures laid down in this section (please consult the Aide Memoire, Appendix D Worksop College):

a. All Group Leaders must carry the name and contact details for the member of SLT on duty for the duration of the visit or activity.

b. Accidents and near misses may be categorised as either minor or serious. In order that the School can update its risk management procedures all near misses should be reported.
c. For minor emergencies the Group Leader will respond by attending the injured ensuring the safety of the rest of the group. On return to the School they will complete an accident report form.
d. For serious emergencies the Group Leader will respond by attending to the injured, ensuring the safety of the rest of the group, summoning help/evacuation by whatever means appropriate and contacting the SMT on duty. On return to the School they will complete an accident report form.
e. In the event of a fatality the Group Leader will respond by attending to any injured and ensuring the safety of the rest of the group. They will then call the appropriate emergency services and the Police, giving the details of location, nature of accident, number of individuals involved and the condition of the group. The contact details of any witnesses should be obtained and the duty SLT contacted. The remaining activity participants should be prohibited from using mobile telephones (in order to maintain the confidentiality of the incident until the next of kin have been informed via the proper channels).
f. No member of the School's staff other than the Head, or the duty member of SLT in the Head's absence, is authorised to speak to the press/media.

In the event of an incident, it is good practice to make notes as soon as is reasonably possible after the event to help in the recording of the incident on the accident report form.

2.13 Types of Visit

2.13.1 Day Visit – this type of visit may be undertaken each year/term or an ad hoc basis in support of particular parts of the curriculum e.g. art trips to galleries or lectures and concerts in nearby cities and towns. Boarders' trips at weekends or evenings would be included in this type of visit.

It will be necessary to seek approval for such visits and to carry out the planning process including completing a Risk Assessment. Parental consent will be required if there is an extra charge for the trip.

2.13.2 Sporting Fixtures – All 'away' fixtures constitute an off-site visit. Generic Risk Assessments will be held.

2.13.3 Adventure Activities – There are three recognised categories of adventure activities:

a. Category A – Activities that present no significant risk e.g. walking on non-remote country paths.
b. Category B – Higher risk or higher profile activities e.g. walking in non-remote country, camping.
c. Category C – Includes all activities that which, if not school-led would be "in scope" of the Adventure Activities Licensing Regulations 1996 and other "high risk" non - licensable activities.

As an example, a school skiing trip will be a Category C visit, whilst Duke of Edinburgh's Award trips will generally be Category A or B.

All activities must be covered by operational procedures and generic/event specific Risk Assessments.

If an external provider is being used, the provider must hold an Adventure Activities Licensing Authority licence if the activity comes within the scope of the AALA regulations. If the activity is outside the scope of AALA regulations the Visit Leader must be satisfied that standards of provision are adequately covered by Risk Assessments and operational procedures.

The nature of some adventure activities (e.g. Duke of Edinburgh Award expeditions) requires students to work without direct supervision. Parents must be made aware that supervision will be remote.

2.13.4 Residential Visits –There must be adequate staff/supervisors of the gender of the participants for cover should an accident/incident occur.

2.13.5 Visits Abroad: Unless agreed with the Head, travel and accommodation arrangements should only be made through a recognised tour operator. Assessment of the operator's reputation should form part of the Risk Assessment for the trip.

2.13.6 Overseas visits will normally involve much more comprehensive planning than other off-site trips. An exploratory visit, however, is likely to be much more difficult to undertake. As an alternative the following can help to inform the planning process and inform the Risk Assessment:

a. The provider.
b. The Foreign and Commonwealth Office.
c. Other schools that have used the provider/visited the location.
d. National travel offices in the UK for the destination country.
e. Embassies/consulates.
f. The Suzy Lamplugh Trust.

2.13.7 As well as the normal preparation for pupils' other factors that should be considered include:

a. Language – particularly common phrases. A help sheet could be considered rather than relying on memory, especially in times of crisis.
b. Culture – body language, dress codes, rules of behaviour, local customs, and attitudes to gender.
c. Drug/alcohol usage.
d. Food and drink – difficulties with drinking water/raw fruit and vegetables, shell fish, cooking standards.
e. Money – local currency, sterling equivalent of each denomination, how to carry safely.
f. How to use phones abroad, including the code for the UK.
g. Emergency procedures.

2.13.8 Parents are likely to have to receive more information, and in more detail, than for other trips and visits. A briefing meeting with minutes is recommended – the tour operator could be invited to provide as much information as possible before final consent is sought.

2.13.9 The visit leader should establish if any vaccinations are required and the lead-in time. All members (and their parents) must receive this information in good time to arrange

vaccinations. Written confirmation (e.g. a vaccination certificate) should be sought to confirm that the course has been completed.

2.13.10 Comprehensive travel insurance must be in place by the time the deposit is paid.

2. 13.11 Visa and passport requirements should be ascertained as part of the planning process and communicated to parents/groups member. The visit leader should ensure that all requirements have been fulfilled at an early stage in the process. The visa needs for any students who are nationals of any EU state should be considered. Such students may require visas when others do not and may well have to use separate passport control channels at points of entry.

2.13.12 For trips within the European Community all European Nationals should obtain a European Health Insurance Card (EHIC) or more latterly UK (GHIC) and this should be lodged with the group leader before departure. A contingency fund should be considered to cover the possibility that medical treatments may need to be paid for in advance.

2.13.13 The Group Leader should ensure the following paperwork is taken:

a. Travel tickets, passports and visas. A separate list of the numbers of such documents or photocopies of the documents should be carried by another adult.
b. Copy of any contract with a centre/hotel.
c. EHICs/GHICs and details of any significant medical histories. Medical consent forms.
d. Contact details for the School.
e. Contact details for the parents (names, addresses and home/work/mobile telephone numbers).
f. Adequate copies of lists of group members and their details.
g. Insurance policy and local contact details for claims.
h. Names, address and telephone number of the group's accommodation.
i. Instructions for emergency replacement of lost/stolen Traveller's Cheques together with details of the serial numbers (to be carried separately from the cheques).
j. Copies of the Risk Assessment(s).

2.13.15 The School should retain the following information:

a. Itinerary and contact phone number/address of the group.
b. List of all group members (including adults) and their details.
c. Contact details for the next of kin (name, address and phone number).
d. Copies of consent forms.
e. Copies of travel documents, insurance policies, medical papers, passports and visas.
f. Contract with the centre/hotel (if any).
g. Risk Assessment(s).

2.13.16 During the visit the following should be considered:

a. Providing each group member with a note in the relevant language for use if they get lost. It should advise the reader of their participation in a school trip and ask that they be reunited with the group at the accommodation or take them to a police station.
b. Making sure that all group members always carry an appropriate amount of foreign currency.

c. Making sure that members of the group can be easily identified at all times i.e. school uniform or distinctive clothing/hats/bags as appropriate.
d. Security procedures.

2.13.17 Regarding emergencies the group leader should know:

a. That all group members know what to do.
b. Where the nearest British Embassy or Consulate is located and telephone numbers. It may be appropriate for all group members to have this.
c. The details of any prevalent diseases and what action should be taken should a member of the group become infected.
d. That participants have suitable sun protection (hats/glasses/sun cream of high enough protection).

2.14 Ski Trips

2.14.1 In addition to the points covered in "Visits Abroad" ski trip leaders are reminded that, as with any other adventurous activity, skiing, snowboarding or related activities should only take place under the direction of an appropriately qualified and competent instructor.

Ski trips require appropriate insurance cover.

2.14.2 The minimum national qualification for staff intending to organise a ski trip (but not instruct) is the Ski Course Organiser Certificate, administered by the English Ski Council. This is recommended to anyone organising such a trip.

2.15 Water Activities

2.15.1 There is a clear distinction to be made between water-based activities and water-margin activities. Water-based activities are regarded as adventurous activities (water sports) and require approval and planning accordingly.

2.15.2 Water-margin activities are "learning activities" near or in water. Staff leading or supervising those activities need to conversant with Reference 9 "Group Safety at Water Margins" DfES/CCPR. There needs to be a Risk Assessed Plan B in place for alternative activity. Parental consent is needed for these activities.

SECTION 3: PREP SCHOOL AND EYFS (RANBY HOUSE)

3.1 Responsibility of Staff Member in Charge

3.1.1 All visits/activities should have a staff member designated as being 'in charge'. This person (who should be suitably competent for the particular nature of the trip/visit including the management of pupils' behaviour) is responsible for:

a. The organisation and running of the visit/activity for which the 'Checklist for planning Educational Visits (see Appendix 1) may be useful in ensuring all aspects of planning and preparation are covered.

b. Providing the Health Care Centre with the 'Details of Educational Trip' (See Appendix 2) at least four weeks before a residential trip and one week before a day trip.

c. Providing the Deputy Head and the School Office with a completed. Details of an Educational Visit/Out of School Activity' Proforma (see Appendix 2) at least 48 hours before the visit/activity.

d. Communicating with other staff and parents of pupils involved well in advance.

e. Being familiar with the location, age group of pupils and their medical requirements as well as with first aid provision and child protection issues.

f. Clearly defining the role of staff assisting on the visit/trip and assessing that staff have the correct level of training.

g. Undertaking and completing a comprehensive Risk Assessment (see Appendix 3).

3.1.2 Details of all visits/activities should be discussed in advance with staff whose lessons will be affected (including House Parents) and agreed by the Headmaster.

3.1.3 All out of school activities must be organised with the safety of participants as a major consideration. The minimum adult supervision is as follows:

- Early Years Foundation Stage 1:8 (Under 2 -1:3; Age 2 - 1:4) (check with latest statutory guidance)
- Years 1 - 3 1:6
- Years 4 – 6 1:15 (non-residential), 1:10 (residential)

Factors such as local conditions, the nature of the activity, the ability and special educational or medical needs of the pupils and the experience of staff may require greater supervision; ratios should be increased if the risk assessment dictates.

3.1.4 Staff and pupils involved should be made aware of the itinerary, first aid facilities, emergency telephone numbers and contact numbers. Pupils should be briefed on the purpose, timings, clothing, equipment, potential dangers and behaviour expected on the trip, in line with the School's Behavioural Policy.

3.1.5 For visits/activities using outside agencies the staff member in charge must ensure the venue, organisation concerned and the transport company all meet legal safety requirements and that the leaders hold appropriate qualifications, including appropriate DBS clearance if they are in sole charge of pupils. Risk Assessments for outside agencies should also be obtained.

3.1.6 If the activity is residential, then the staff member in charge of the party should ensure that the pupils are made aware of 'in-house' rules and fire exits.

3.1.7 Reviewing the Risk Assessment after the trip/visit in order to improve the organisation of future trips.

3.1.8 If using volunteers they must be DBS checked and must not have unsupervised access to pupils.

3.1.9 All adults accompanying trips involving EYFS pupils must have enhanced DBS Clearance

3.1.10 All adults accompanying trips involving an overnight stay must have enhanced DBS clearance.

3.1.11 When a group of pupils are taken off site for an approved sporting fixture or activity hosted at Worksop College which is non-residential, the appropriate Generic Risk Assessment is necessary.

3.1.12 Throughout the duration of residential trips there must always be at least two members of staff that do not drink alcohol, enabling them to deal with any eventuality involving transporting or decision making. Staff that wish to drink who are not 'on duty' must only do so in moderation.

3.2 Risk Assessment

3.2.1 A Risk Assessment Form (see Appendix 3) must be completed prior to the visit/activity and copied to the Deputy Head at least 48 hours before the trip takes place. Assistance in completing these forms can be sought from the Deputy Head.

3.2.2 When using outside centres or staff, written confirmation or their own risk assessments must be sought to ensure that their equipment and facilities are suitable and of appropriate quality and that their staff hold appropriate qualifications for the activities to be undertaken.

3.2.3 Visits abroad will be subject to a 'Visit Planning Meeting' between the Deputy Head and the Group Leader prior to the completion of the Risk Assessment.

3.3 Communication with Parents

3.3.1 Parents should be fully informed of the nature of the trip/activity and written permission obtained for their child's participation. This should be done in the form of a letter (sent prior to the visit) which should also inform parents of the charge involved if applicable. The letter should state that the planning for the trip 'follows the procedures outlined in the School's Educational Visits / Out of School Activities Policy'. If the trip is residential, (including visits abroad) a 'Residential School Trip Health Form', the pupil's blue 'School Trip Contact details' card and a covering letter from the Health Centre should all be sent to parents at this stage. Early completion and return is required to enable the Group Leader to take into consideration any medical conditions or disabilities when planning the trip and activities.

3.4 Communication with The Health Centre

3.4.1 Staff should complete Appendix 2 and discuss the pupils' Medical needs/requirements with the School Nurse during the planning phase of the trip.

3.4.2 The Staff Member in Charge should appoint a member of staff to be responsible for the first aid documentation and equipment. The appointed person should: liaise with the Health

Care Centre over pupil's health information; collect and return the first aid equipment and documentation; accurately record any accidents or incidents.

3.4.3 The person responsible for first aid should discuss any additional items specific to risks of the trip with the Health Centre at least two weeks prior to departure.

3.4.4 Information will be provided by the Health Centre on individual pupil's health needs, care plans, medications and allergy status. Staff will need to be particularly aware of children with Epi-pens and be trained to administer them if necessary. Staff also need to be aware of other special medical needs, for example, asthma, diabetes, allergies etc.

3.5 Communication Within School

3.5.1 Other members of the school community need to be informed of dates and numbers involved. The 'Details of an Educational Visit/Out of School Activity' Proforma. (containing information such as pupil names, departure and return times, staff names, etc. – see Appendix 2) must be completed and counter-signed by the Deputy Head at least 48 hours before the trip/visit. Once approved by the Deputy Head, a hard copy of the trip information will be given to the School Office and a digital copy will be saved on the School's network. The Risk Assessment should be reviewed before embarking on any specific outing and any amendments to original plans should be communicated to the School Office before departure. A copy of all necessary documentation must be taken on the trip/visit.

3.5.2 A means of communication with the school must be agreed in order to communicate any changes to the agreed arrangements to parents/staff using the school's SMS service, weblog or e-mail.

3.6. Transport

3.6.1 If transport is by school mini-bus staff must comply with school minibus procedure. All school minibuses carry a First Aid Kit. If transport is not by school transport then a mobile phone and First Aid kit must be taken.

3.6.2 If transport is by a hired coach the following rules must be followed:

a. Staff booking vehicles should ensure that seat belts are provided for all passengers. It is the responsibility of the travelling staff to ensure that all pupils' seatbelts remain fastened for the whole journey.

b. Pupils should be reminded, before boarding the coach, of the expected behaviour as they board and travel.

c. It is recommended that some or all staff sit on the back row so that pupils can be supervised effectively from the rear.

d. Pupils should not stand up or move around the coach.

e. Only in exceptional circumstances will pupils be allowed to eat tuck or other food on coaches.

3.6.3 Staff Vehicles: Members of staff may transport pupils in their own cars as long as the matter has been agreed previously with a member of the Senior Leadership Team (usually the

Headmaster, or in his absence, the Deputy Head). The member of staff should ensure that the safety of the pupils is considered just as if they were being transported in the school minibus. For safeguarding purposes, children travelling alone should always travel in the rear seats of the car. In these circumstances the member of staff and pupils will be comprehensively covered by the school's Occasional Business Use Scheme (Motor) Policy.

3.6.4 Parents' Vehicles: The use of parents' vehicles may be necessary, but should only be seen as a last resort option. Permission for this option should be sought from the Headmaster in advance. Parents of child passengers should be notified of the transport arrangements and be given the opportunity to request an alternative should they have any concerns. On no account should a day child be allowed to travel in the vehicle of another parent without the member of staff receiving verbal confirmation from the child's own parent that they agree to the situation. In this matter the school acts in loco parentis for boarding pupils. Parents transporting pupils must leave their mobile phone number with the office and the member of staff in charge of the trip.

3.6.5 Use of Booster Seats: Legislation requires the use of booster seats for children under the height of 1.35m, so staff must ensure that any pupils they take in their own car are provided with booster seats should they require them. Staff must also ensure that any pupils transported in parents' cars are provided with booster seats should they require them. A supply of booster seats is kept in the Pre-Prep.

3.6.6 Use of other transport: If transport will be used other than those already mentioned, e.g. travel abroad by air or sea, then consultation will need to take place between the group leader and the Deputy Head to establish suitable arrangements for both staff and pupils.

3.7. Staffing

3.7.1 All teaching staff should have the option to take part in trips/activities. If, for any reason they do not wish to participate, they should be prepared to cover for others.

3.7.2 Mixed groups of older pupils (Years 3 to 6) must be accompanied by staff of both sexes. Ideally, there should be at least two responsible adults in case one of them suffers illness or accident.

3.7.3 It should be noted that any accompanying adult who is not qualified will be subject to enhanced DBS clearance.

3.7.4 Staff must ensure that First Aid equipment is taken on all trips.

3.7.5 Trips involving EYFS pupils need to have a member of staff who holds a current paediatric first aid qualification in attendance.

3.7.6 For activities that involve some element of 'adventure' or 'danger' (e.g. hill-walking, sailing) the staff should be suitably qualified, experienced and competent in their organisation:

a. Staff should check local weather forecasts and conditions. Information about the day's route or activity should be left at school or at the centre if the trip is residential.

b. When hill-walking each group should carry: first aid equipment, survival bags and extra food. Group leaders should be equipped with map and compass, whistle, mobile phone, pencil and paper, suitable food and drink and a torch.

3.7.7 *Remote Supervision* - Under certain circumstances it may be necessary to allow groups of pupils to be away from the group leaders in order to carry out a certain task or activity. If this

is planned within a visit, then permission must be received from the parents beforehand. Pupils in the EYFS will not be allowed remote supervision.

3.8. Other School Requirements

3.8.1 Especially for trips during the school holidays, the Staff Member in Charge must liaise with the Deputy Head to identify a suitable contact person (usually the Headmaster) with whom communication will be made in the first instance should the need arise.

3.8.2 The Catering Department must be informed of any requirements or changes to routine well in advance.

3.8.3 The Staff Member in Charge should liaise with the Finance Dept. about the budgeting and finance for the trip. Any monies due should be received by the Finance Dept., especially when parents are paying by cash. The Finance Dept. should be made aware of all transactions; a statement of trip accounts may be required for auditing by the Finance Dept.

3.9 Emergency Procedures

In case of emergency it is imperative that emergency contact details are taken on all trips along with the details of pupils' individual medical needs. If emergency treatment on a pupil is required every effort will be made to contact the In Case of Emergency (I.C.E.) contact. If contact is not possible the group leader will act in loco parentis in such circumstances.

If an emergency occurs, the following procedures will need to be addressed by the Group Leader:

i) Establish the nature and extent of the emergency as quickly as possible;
ii) Ensure that all the group are safe and looked after;
iii) Establish the names of any casualties and get immediate medical attention for them;
iv) Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures; (see Critical Incident Policy).
v) If the press need to be contacted then the procedures outlined in the Critical Incident Policy should be followed.
vi) If the emergency results in a serious injury, disease or dangerous occurrence then the school will be duty bound to report the incident to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

3.10 Insurance

The school's insurance policy covers public liability for all visits made by staff and pupils. However, where the activity is assessed to be of a higher risk (e.g. outdoor pursuits) then copies of public liability policies of the individual companies providing a service to the school will be sought. In the event of any doubt about whether a specific risk is covered, advice is always to be sought from the school's insurance company through the Finance Dept. Details of bus companies used are kept by the Finance Dept. and Public liability policies of bus companies used by the school will be sought annually and copies held by the Finance Dept. The Finance Dept. also holds copies of staff who are named drivers.

References:

Legal Framework:

Health and Safety of Pupils on Educational Visits" DfES 1998 (HASPEV)
"Part 1 supplement: Standard for LEAs in Overseeing Educational Visits" DfES July 2002
"Part 2 supplement: Standard for Adventure" DfES July 2002
"Part 3 supplement: A Handbook for Group Leaders" DfES July 2002
"Group Safety at Water Margins" DfES/CCPR

General Guidance:

Technological:

Boarding Schools:

Appendix:

Appendices - College

A - Proposal for Off-Site Visit
B (1-2) - Details of A College Party Away From The College
C – Exemplar Risk Assessment
D1 – *UK Trips and Visits* Consent Form
D2 - Parental Consent Form for Overseas Travel
E - Recharging to parents

Appendix A:

PROPOSAL FOR OFF-SITE VISIT

FOR INTERNATIONAL TRIPS OR RESIDENTIAL TRIPS OR ANY TRIP LIKELY TO COST PARENTS IN EXCESS OF £100, SLT APPROVAL WILL BE REQUIRED

Destination		**Teacher i/c**	
Department/House		**Date of visit**	

Brief Plan/Objective(s) of visit:

Clashes with other events?

Staffing Implications (Cover, etc?)

Year group(s)	
Number of pupils	
Number of staff/adults	

Transport details:

Continued Overleaf

Approximate Costs

(If using an external provider, please attach/include any quotes you have received)

Transport – External Provider	£
Transport – School Vehicles (@ 45p per mile)	£
Transport – School Driver (@ £10.00 per hour)	£
Transport – Rail	£
Transport – Flights	£
Parking	£
Accommodation	£
Entrance Fees/Tickets	£
Food & Drink	£
Equipment Hire	£
Additional Insurance Requirement	£
Other – Please Specify	
	£
	£
	£
	£
	£
Total Costs	**£**

Total Costs in Respect of Staff Places *(included in above figures)*	£
Amounts Recoverable from Staff	£
Other Funding	£

Approximate charge to parents	**£**

For all inclusive trips organised by tour operators where costs include travel, accommodation and other costs, please allocate as 'Other'

Approved by Deputy Head	***Date***
***Approved by SLT (*if applicable)**	***Date***

Appendix B (1)

DETAILS OF A COLLEGE PARTY AWAY FROM THE COLLEGE

This pro forma is to be completed by the Staff Member leading the Party and handed to the Deputy Head not less than 48 hours before the Party leaves the College premises for his counter-signature. He is to be informed of any subsequent changes in detail up to the moment of the Party's departure. A Party is any group of pupils off site for an activity with the exception of sports' teams going to away fixtures, when an accurate list of those in each team must be posted on the games' notice board in the SCR.

1. Name of Event: _____
2. Staff Member in charge of Party: _____
3. Other Staff Members in the Party: _____

4. Details of Absence (including at least the times and dates of departure and return, the place and nature of the activity, and *a contact telephone number):*

(a)	Date/time of departure:	Date: Time
(b)	Date/time of return:	Date: Time:
(c)	Destination of Party:	
(d)	Route *(state if varying for the return journey)*	
(e)	Name(s) of drivers if staff members are driving:	
(f)	Reg No and details of any school vehicle being used:	
(g)	Contact Tel No *(no of mobile phone if taken)*:	
(h)	Actual/estimated (*delete as appropriate)* cost per pupil for the trip:	£ .

SEE REVERSE FOR PUPIL LIST

Distribution (max 14): Finance Dept., SCR noticeboard; Deputy Head; Housemasters/mistresses of pupils on trip; Headmaster's PA; Enquiries Office; SCR Secretary

Appendix B (2)

Worksop College School Trips: List of Pupils

NAME	HOUSE	FORM	NAME	HOUSE	FORM
1			30		
2			31		
3			32		
4			33		
5			34		
6			35		
7			36		
8			37		
9			38		
10			39		
11			40		
12			41		
13			42		
14			43		
15			44		
16			45		
17			46		
18			47		
19			48		
20			49		
21			50		
22			51		
23			52		
24			53		
25			54		
26			55		
27			56		
28			57		
29			58		

TOTAL NUMBER IN PARTY Staff: Pupils:

Signature of Staff Member in Charge: Signature of Deputy Head:
Date of Deputy Head's Signature:

Appendix C

Worksop College Risk Assessment - EXEMPLAR

Event/Activity: *Rugby Tour* **Dates**: 13/10/17-14/10/17 **No of Pupils**: **30** **Staff 3**
Tour Company and UK Contact –

Hotel Addresses and Contact Details – see attached itinerary

Staff contact Details –

Hazard/Activity	Details of Risk	Level of risk (H/M/L)	Action to reduce risk	Action in event of occurrence
Coach to Airport	Accident	Low	Announce seat belts must be worn. Follow safety directions of driver	As appropriate - First aid; contact emergency services; contact school as per critical incident policy.
Air travel	Accident	Low	Follow airline safety procedures/announcements.	As appropriate - First aid; contact emergency services; contact school as per critical incident policy.
Transport on the I.O.M	Accident	Medium	Coaches to be visually inspected by staff, pupils to wear seat belts. Any concerns to be raised with ED and if necessary alternative transport to be sought.	As appropriate - First aid; contact emergency services; contact school as per critical incident policy.
Pupils not under constant supervision, including down time between matches and 'leisure time' listed in itinerary	Pupils become lost/isolated	Medium	'Regularly' emphasise being in groups of "minimum 4". Pupils to be given hotel details, contact numbers for members of staff and emergency numbers. Pupils to be instructed as to appropriate course of action. Regular checks and muster points.	Staff attempt to establish contact; emergency services; contact school.

Pupils not under constant supervision, including down time between matches and 'leisure time' listed in itinerary	Unauthorised consumption of alcohol or any serious breach of code of conduct	Medium	Pupils to be reminded of parental consent letter.	Refer to D/Head on return. Emergency services if in any danger.
Pupils not under constant supervision, including down time between matches and 'leisure time' listed in itinerary	General misbehaviour	Medium/Low	Pupils to be reminded of parental consent letter which states, "*I understand that the conduct of my son/daughter on this trip will accord with the Worksop College Pupil Charter, a copy of which I have read, and the laws of the country/ies visited."*	Refer to D/Head on return. Repatriation at parents' expense if deemed serious enough.
Money + belongings	Theft	Medium	Briefing to be careful. Maximum of sum per pupil to be brought. Avoid showing off expensive belongings in public places	Report to visited school's members of staff, and police for crime number
Pupils ID	Loss	Low/Medium	Photocopies to be taken and held by party leader	Inform flight company.
Unwanted attention from strangers	Harassment/ Safeguarding concern	Low	Advice on handling local customs, staff contact numbers/contact point, advice as per pupils not under constant supervision.	If necessary, contact security or police.
Boarding facilities	Fire and general safety	Medium	Familiarise with Fire/Emergency routines and exits on arrival. Take list of rooms/occupants. Convey staff room number. Any concerns re safety of hotel to be raised with agent	Fire evacuation. Contact school as per critical incident protocol.
Illness (known conditions)		Medium	**Contact HCC and ask for a list of pupils with any medical issues**	Administer basic medicines (paracetamol) administered. Otherwise, medical advice sought. Emergency services if necessary.

Rugby Matches	Minor Injury (sprains, knocks, soft tissue injury)	Medium/High	Inevitable in games. Training sessions to be carefully monitored and appropriate to levels of fatigue	Any minor injuries to be treated by First Aid trained member of staff
Rugby Matches	Blood Injury	Medium/High	Head gear, stud checks. Training sessions to be carefully monitored with appropriate levels contact activity	As per RFU/World Rugby protocols – cease participation until flow safely staunched. If head injury, follow SCAT protocols. If requiring further treatment, seek medical assistance (see below)
Rugby Matches	Head Injury (HI)	Medium/High	Gum shields to be worn. Training sessions to be carefully monitored with appropriate levels contact activity	Follow SCAT protocols As per RFU/World Rugby advice**– cease participation.** Hospitalisation if required (see below)
Rugby Matches	Injury causing Hospitalisation/ Repatriation	Medium	Appraise local arrangements at clubs upon arrival and ascertain the level of medical cover on site	Cease playing Escort injured party to hospital Contact ACE insurance with details Contact School as per critical incident protocol
Rugby Matches	Return to play following HI			Follow advice from local medical professionals and World Rugby guidelines
Injury - non rugby related	Slips/trips/falls	Low/Medium	Avoid risky activities during down times	Any minor injuries to be treated by First Aid trained member of staff – **RSB** Hospitalisation if required (see above)

Sightseeing visit	Covered in general terms above	Low	Additional advice on visiting a 'tourist area' and risks to personal property. Care taken around canals	Dependent on scenario – see advice for injury, missing pupil, unwanted attention and behaviour
Critical Incident	**Illness to staff Medi-vac of injured party member**	**Low/Medium**	**Follow Appendix D of Trips and Visits Policy. Staff ratio sufficient to cover very limited range of activities if one staff member is ill. Playing rugby to be suspended For medi-vac, liaise with insurance company and travel company SLT contacted to fly out to support if required**	
Other Notes				

Contact details for SLT – please do not publish to anyone beyond staff on trip and Tour Company. If contact with school is required, call 01909479503 in the first instance, followed by the numbers below.

TJH	**07709699656**
JA	**07709698147**
GWH	**07887905932**
EAW	**07709698071**
CET	**07709699655**

Signature of member of staff…… ……..…….…..…. Date…….…….

Approved by Deputy Head……..…… Date……..

Appendix D1

UK TRIPS AND VISITS CONSENT FORM

Title:

Objective(s) of visit:

Departure time:

Method of transport:

Estimated time of return:

Estimated cost to parent:

Accompanying staff:

Emergency contact number at venue:

Emergency contact at school:

Any other relevant information:

…….....

Name of pupil…… House:…….

I give my permission for my son/daughter to accompany the school party to xxxxxxxxx on xxxxxxxxx and for the cost to be added to my end of term bill.
Please be aware of the following educational/dietary/medical considerations:

……..

……..

……

Signed:……. (Parent/guardian) Date:……..

Please return this slip to xxxxxxx by xxxxxxxxx

Appendix D2

Standard Parental Consent Form for Overseas Travel (Trip Title)

I, ……Parent/Guardian of ……
consent to my son/daughter/ward going on the (title for trip) to (country/ies) from (time/dates) to (time/date). The trip will be led by (name) and your son/daughter/ward will be accompanied by (other adults/members of staff) and (number) pupils. Travel arrangements have been organised by (name of company).

Accommodation:

The group will be accommodated at the following address:
(Address)
and contact can be made with the group on the following numbers:
(Tel number/s)
(Fax number)
My Emergency Contact:
In an emergency I can be contacted on the following number: ……

Medical and Dietary Matters:

I have noted below the special dietary and medical needs of my son/daughter and provided detail of prescribed drugs s/he needs to take and agree/do not agree to allow the Leader of the trip and the staff accompanying the trip to administer paracetamol and diacalm if need be.
Special dietary, medical, prescription details:
……...
……
……

General Behaviour

With respect to smoking, drugs, sexual conduct and behaviour generally, I understand that the conduct of my son/daughter on this trip will accord with the Worksop College Pupil Charter, a copy of which I have read, and the laws of the country/ies visited.

Alcohol (If a Sixth Form Trip; delete entire 'Alcohol' section if not)

- My son/daughter is 18 and I agree to allow him/her to drink alcohol (beer and wine only) in moderation whilst on this trip and only under the supervision of the person in charge of the trip. Or my son/daughter is in the 6th form and I allow them to drink in moderation with a meal (wine or beer only)

Signed……. Date……

In order to make the process of collating information about each member of the travelling party easy, I would be grateful if you could fill in the boxes below:

Surname of pupil (as on passport):
First name (as on Passport):
Home address:
Postcode
Home telephone number:
Email (School or home):
Date of birth:
*Nationality:
*Passport number:
*Passport country of issue: Expiry date

*For trips abroad only

Appendix D

Aide Memoire for Reporting a Serious Incident to College If there is an incident involving casualties to College pupils or staff, you must ring the College as soon as possible after calling the Emergency Services and First Aid action has been taken. This will help you to remember the details you need to pass on, and the order in which the recipient of your call will be expecting to receive them.

Discourage others involved in the incident from making telephone calls to anyone: do not telephone families etc. yourself. This must be done from the College to avoid confusion, rumour or misinformation.

When telephoning 01909 537100 (or number on answer phone), give the following details :

Who you are

Your telephone number

Where you are

What has happened? (*Be brief and as accurate as you can*)

Number and (if known) name(s) CONFIRMED fatalities

Number and (if known) name(s) CONFIRMED seriously injured

Number and (if known) name(s) of other injured *(who else has been hurt?)*

Are the emergency services on the scene?

Where have the casualties been taken?

Who is going with them?

Who from the College at the scene is in charge of the situation?

Can College call you back in 30 minutes?

Can you call College back?

Has your transport been damaged? Can it be used safely still?

Appendix E: RECHARGING TO PARENTS

Introduction

It is essential that the Trip Policy is adhered to by all staff organising trips in order to:-

- Ensure that all proposed trips are for the benefit of pupils and follow the usual pupil care and safety policy.
- Ensure that trips are managed as efficiently as possible.
- Ensure that all trips are appropriately approved by the Trip Organiser, Deputy Head and SLT.
- Ensure that adequate consent is provided by the parent(s)/guardian(s) whose child is taking part in the trip and to consider any specific requirements of the child.
- Ensure that the trip is financially viable and that costs are made clear to parents in advance.
- Ensure the trip organiser becomes responsible for the trip including controlling and managing the trip code allocated.
- Ensure charge information provided by teachers to the Billing Officer is clear enough from the outset to be accurately charged on parent fee bills in a timely manner.
- Ensure that any queries raised on bills can be promptly dealt with.
- Ensure completeness of income in relation to trip charges and that **all** charges incurred are subsequently billed.
- To ensure that there is an adequate audit trail of authorised documentation relating to the trip for audit purposes.
- Ensure that trips do not make a loss otherwise the School will suffer financially.

Procedures

Note, all trip administration forms are held on the T drive, under Trip Administration Policies. These procedures must be followed where the cost of the trip per pupil is going to be £10 or above.

1. As soon as the trip organiser plans a trip, he/she must complete a *Proposal for off-site visit* form. Once completed, the form needs to be passed to the Deputy Head for approval and scheduling into the Academic timetable. **For international trips, residential trips over three nights long, or any trip likely to cost parents in excess of £500, SLT approval will be required**

2. Once the *Proposal for off-site visit* has been approved the trip organiser will then need to see the Billing Officer with this form so that it can be filed in the Finance Dept. The Billing Officer will then be aware of the estimated number of pupils and cost per pupils for including on the pupil fee bills. The Billing Officer will also need to know details of the different costs associated with the planned trip, for example insurance cover required, travel arrangements and costs and accommodation. At this point, a new trip code will be allocated to you and this code then becomes your responsibility to manage.

3. An initial letter should then be sent to parents enclosing a consent form for parent completion. Depending upon the nature of the trip, there is (i) a consent form for day visits and (ii) a more detailed form for overnight visits. The letter should state the estimated breakdown of the total cost of the trip and deposit required. The letter should also state that the cost of the trip will

be added to the termly fee bill. Initial deposits will also be requested on this letter to secure a place for the child and it should be made clear that these are **non-refundable.** The letter should state that the final charge for the trip may be different to the estimated cost provided and this will be adjusted on the relevant fee bill. Overpayments for trips will result in a deduction from the term's fee bill. Details of the policy on cancellation of trips should be provided in the letter. The signed consent forms should be returned to the Finance Dept. initially along with the deposit. This will then be recorded in the Finance Dept. for billing information, photocopied for filing before sending back to the trip organiser. Deposits can either be paid by BACs or by cheque. Cheques received in respect of the deposit should be forwarded directly to the Billing Officer.

4. Once the trip organiser receives all signed parent consent forms and final numbers are determined, a *Main Trip Summary Form (Details of a College Party Away from the College)* should be completed and signed, then approved by the Deputy Head. A copy of this form should also be provided to the Billing Officer so he is aware of the final trip information for billing purposes This will also be checked against the initial charge information collated by the Billing Officer and he will advise you of any charge queries prior to including them on the fee bills. It is **critical** that you provide a copy of this form to the Billing Officer by the deadline provided for end-of-term bills, otherwise the charge will not get billed until the following term which is not ideal.

5. At the same time as completing the *Main Trip Summary Form,* a risk assessment form should be completed, signed and passed to the Deputy Head (along with the *Main Trip Summary Form)* for approval. Once the risk assessment form has been approved by the Deputy Head.

6. To guide you in the smooth process of organising the trip, a *Check List: Off-site visits/tours/trips* form should be referred to and items ticked off when completed.

7. When payment request forms are sent to the Finance Dept. for payment of staff expenses, invoices should always be provided and forms should be ticked to indicate that these are to be recharged to parents, so the Billing Officer can agree back to his records for billing purposes.

8. It is **critical** that you, as the trip organiser, monitor your trip code regularly to ensure that the College recovers all trip costs. There is a template *Spreadsheet for Trip and Activity Management* on the T drive, in Trip Administration, which will assist you in recording income and costs of the trip. Losses on trips are unacceptable. If you suspect a loss will be incurred on the trip, you will need to report this to the Company Accountant as soon as you are aware and provide a reason for this. Ideally, trip codes will result in a zero balance at the end of the trip but sometimes the code will end up with a credit balance. If the trip code is in credit, this amount may be carried forward to be used against the cost of future, similar trips. If the amount in credit is significant, this will be subsequently reimbursed to parents via the fee bills.

9. It is essential that you as the trip organiser retain all the relevant documentation for the trip and to ensure that the Billing Officer has received copies of the relevant forms for billing purposes.

Appendix 1
APPENDIX 1 – WSNL Trip Policy
School Trip Approval Form – Day & Residential Trips

All trips must have the approval from both the Head and the Finance Team before bookings can be made. Approval will be acknowledge with a designated Trip Code allocated from the Finance department.

TRIP DETAILS			
Name of Visit/Activity			
Aims/Purpose of visit			
SMSC Coverage:			
Year Group/s involved:		**Expected number of pupils:**	
Destination/Venue address **Contact Details**			
Have the details for the trip been added in the calendar for approval?		**YES/NO**	
Non-residential (Day trip) ☐	**Residential trip ☐**	**Number of nights away**	
Date of Departure		**Date of Return**	
List of Planned Activities (Please attach an itinerary for residential trips)	•		
STAFFING			
Staff member in charge of party :			
Other Staff names:			
TRANSPORT			
Ranby Minibus (Drivers £10.00 per hour + Mileage):	YT66 HCG ☐ D1 (16+1) School Run	HJ55 KCF ☐ (16+1)	YT66 NPK ☐ (16+1)
College Minibus (Drivers £10.00 per hour + Mileage):			
Approved Coach Company details			
Please give registration numbers of any staff or parent vehicle being used (permission must be given for children to travel in another parent's car).			
Planned Outward route: (List main roads)	•		

Planned Return route: (if varying for the outward journey)	•

FINANCE - FUNDING/RECHARGES			
Entrance Fees	£	Recharged to parents via a Trip Budget Code ☐ Other funding ☐	Details of how to make payment (In Advance, BACs, Cash, Online) P.O will be raised
Accommodation Costs	£	Recharged to parents via a Trip Budget Code ☐ Other funding ☐	Details of how to make payment (In Advance, BACs, Cash, Online) P.O will be raised
Specialist Staffing Fees	£	Recharged to parents via a Trip Budget Code ☐ Other funding ☐	Details of how to make payment (In Advance, BACs, Cash, Online) P.O will be raised
Transport	£	Recharged to parents via a Trip Budget Code ☐ Other funding ☐	Details of how to make payment (In Advance, BACs, Cash, Online) P.O will be raised
Contingency Fees/Petty Cash	£	Recharged to parents via a Trip Budget Code ☐ Other funding ☐	What Currency is required? Date/Time to collect cash _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Other Fees/Expenses	£	Recharged to parents via a Trip Budget Code ☐ Other funding ☐	Details of how to make payment (In Advance, BACs, Cash, Online) P.O will be raised
TOTAL	**£**		
Cost Per Pupil	**£**		

APPROVAL			
Signed by Head		**Signed by Finance**	
Date		**Date**	
APPROVED	**YES/NO**	**Trip Budget Code**	

APPENDIX 1 – Trip Approval Form

Once this form has been completed, please save on the staff network and email the Head & Finance Director so a decision can be made based on the information provided.

APPENDIX 2 – WSNL Trip Policy
School Trip Planning and Risk Assessment – Day & Residential Trips

GENERAL PLANNING

1. Choice of location – aims, objectives, dates considered/arranged. ☐
2. Refer to school documents, insurance, travel, etc. ☐
3. Approval from Senior Leadership Team & Finance Director ☐
4. On Approval - book visit/transport, check timings (School minibus drivers incur an additional fee) ☐
5. Ensure the Trip is visible on the schools on-line calendar ☐
6. Visit site – carry out Risk Assessment. ☐

COMMUNICATION WITH PARENTS AND PUPILS – As early as possible

7. Contact Parents, informing them of activities, purpose and costs. ☐
8. Ensure Residential School Trip information is sent to parents with an information evening planned if required. ☐
9. Prepare pupils – activities, clothing, equipment, behaviour. ☐

COMMUNICATION WITH THE HEALTH CENTRE – Four weeks' or One weeks' notice

10. Inform the Health Centre at least four weeks in advance (residential) or one week (day trip). ☐
11. Appoint a member of staff responsible for first aid documentation and equipment to liaise with the Health Centre. ☐

COMMUNICATION WITHIN SCHOOL – as early as possible

12. At least 48 hours before departure – provide Head with a completed 'Trip Planning & Risk Assessment' (see Appendix 2). ☐
13. Discuss catering requests with Catering Manager. ☐
14. Brief assistant staff – and other staff who will be affected. REQUEST COVER ☐
15. Ensure that any volunteers accompanying the trip involving EYFS pupils have enhanced DBS clearance. ☐
16. Liaise with the Finance Department to obtain a 'Trip Budget Code' for all expenditure and recharges ☐

ON THE DAY OF THE TRIP

17. Ensure First Aid equipment and documentation have been collected from the Health Centre.
18. Collect the Approved Risk Assessment from the School Office, ensuring they are informed of any last minute changes to the details held in the School Office.

POST TRIP/FOLLOW UP

19. Confirm costs/charges with the billing officer (billing@wsnl.co.uk). Ensure that all charges to parents are sent to the Finance Department with the relevant amount and 'Trip Budget Code' referenced.

20. Record any accidents/incidents/treatments with School Nurse

21. Follow-up: letters of thanks, evaluate visit and note any changes to be made.

APPENDIX 2 – WSNL Trip Policy
School Trip Planning and Risk Assessment – Day & Residential Trips

An educational visit comprises any circumstance when a group of pupils are taken off the school campus (apart from agreed Sports Fixtures or visiting Worksop College) This proforma is to be completed by the Staff Member leading the educational visit/out of school activity (that is not part of the school's enrichment programme) and handed to the Deputy Headmaster (Pastoral) not less than 48 hours before the group departs. Any subsequent changes in detail up to the moment of departure should be communicated to the School Office.				
TRIP DETAILS				
Visit/Activity				
Date of Departure		**Date of Return**		
Time of Departure		**Time of Return**		
Does the area/site you are going to have any specific risks or dangers?		Yes ☐ (If yes please list) •		No ☐
STAFFING				
Staff member in charge of party	Name… Contact details…			
Confirmed Staff names:				
Other staff responsibilities				
Staff Contact numbers:				
Qualified First Aiders:				
Designated First Aider		**Qualification**		
Will there be first aid facilities at your destination?		Yes ☐		No ☐
Will you be splitting into different groups during the trip?		Yes ☐ (If yes how many groups?)		No ☐
Preferred School Contact	Ranby House Office: 01777 703138 ☐ Deputy Head Pastoral:01777 714391 ☐		Other:	

PARTY DETAILS & DECLARATION					
Pupils List Provide a list of pupils that are attending and their contact details/ medical details/flags.					
Pupils in Party		**Staff in Party**		**Total number in Party**	
Signature of Staff Member In Charge Of Party *I have discussed medical information with the Health Centre.*					
Signature of Deputy Head			**Date**		