

# Trips Policy

## Ashmole Trust



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<b>Approved by:</b>	Mr Sullivan – Executive Head Teacher	<b>Date:</b> September 2023
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# Off-Site Curricular Activities (Trips Policy)

The Trust values the tremendous personal and educational stimuli and learning opportunities that additional curricular courses and activities can offer every pupil/student. We will make every effort to support such ventures.

The aims of the Ashmole Trusts off-site visits are to:

- Enhance curricular and recreational opportunities for our pupils/students;
- Provide a wider range of experiences for our pupils/students than could be provided on the school site alone;
- Promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These visits begin with short excursions into the local area in the Early Years, and progress to a residential experience towards the end of Key Stage 2.

The Trust encourages school trips as they enrich the curriculum and are enjoyable for both pupils, students and staff. However it is essential that they are organised properly to ensure the safety of all participants, that maximum benefit is derived and that the work of the school is not disrupted.

Off-site activities fall into 2 categories:

### Category (1) – VISITS

Activities which leave the school site but which return to school on the same day.

### Category (2) – JOURNEYS

Activities/trips/field studies that involve overnight accommodation away from home.

If is vital that the correct steps are followed in the planning process for each category.

## Planning Stage

### 1. Planning and Consent

Trips will be the responsibility of a Faculty, Pastoral Leader or Key Stage Leader in Primary Education. It is this person with the link Leadership Team member who is responsible for the trip.

- 1.1. Before planning trips, the Trip Leader must read -DfE guidance book “Health and Safety of Pupils/students on Educational Visits” and the London Borough of Barnet Advice and Procedures for Educational visits. It is highly recommended that any staff member planning to lead a trip accompanies a similar one beforehand.
- 1.2. The relevant forms must be completed, and consent obtained from the Health & Safety Officer and the Leadership Team before definite bookings are made or letters sent to parents. Only if this is done will the school take responsibility and liability for the trip and insurance be provided. The proposal is to come from the relevant Manager through the link Leadership Team member.
- 1.3. A risk assessment will be required before consent is given.
- 1.4. When considering the educational benefit of visits, attention must be paid to the disruption of lessons missed by the accompanying staff, the lessons missed by the pupils/students on the visit and other pupils/students in sets where pupils/students will be absent. If the vast majority of a class or set are on a trip, the Trip Leader must oversee the provision of work for others in that group back at school.

- 1.5. Overnight trips must be planned far enough in advance. While a day trip in school time may be organised a few weeks beforehand, a residential visit will need a lot longer.
- 1.6. The Trip Leader may need to visit the location during the planning stage.
- 1.7. For swimming, other than public UK pools, and for adventurous or hazardous activities, the advice and opinion of an external Health & Safety trips consultant or Local Authority is required before the Head Teacher and Governors will consider approval. The Educational Visits Co-ordinator will liaise with the relevant person. For a list of adventurous activities, see Appendix 1.

## 2. Staffing

- 2.1. Two main people must be identified
  - The Party / Trip Leader, who must be a member of staff on a TLR(3) or above.
  - A contact back at school / home – the “School Contact”. Both must have full details of the trip, all pupils/students’ contact phone numbers and copies of the most important correspondence. They must be able to contact each other in an emergency. In the event of an emergency or query, parents’ first call will be to the school’s main phone number where they may speak to the School Contact. Out of school hours it will be the Emergency Contact Number. This person must be at least a Head of Faculty or Key Stage Leader in Primary and for overnight stays, a member of the Leadership Team
- 2.2. There must be an appropriate supervision level at all times based on the risk assessment.

The following is the recommended ratio of members of staff to pupils/students:

Post 16	1:20
Secondary School	1:15
Overnight or Overseas	1:8
Years 4-6 Primary	1:15
Years 1-3 Primary	1:6
Reception	1:3

Year 12/13 may travel unescorted in groups provided parental consent has been obtained in advance.

- 2.3. If a group is known to be difficult, more staff or more senior staff may be needed. The ratio may be lower if hazardous activities are undertaken.
- 2.4. Staff appropriate to supervise a trip with include teachers and other staff with teacher supervisory standards and training. This could include the HLTA, senior learning mentors and sports coaches, providing they have received specific supervision of trips training. The trip leader must always be a teacher with management responsibility. There must always be at least 1 teacher for every 30 pupils/students. Other staff and adult helpers may attend in addition to the ratio above. All adult helpers must have a satisfactory DBS check.
- 2.5. If boys and girls are attending the trip, both male and female staff are to be present. There must always be a First Aider available on the trip.

## 3. Service Providers

- 3.1. Any company, including coach companies, used by a school trip must be agreed by the Health & Safety Officer as part of giving consent for the trip.
- 3.2. Travel agents should be a member of ABTA and activity centres should be a member of BAHA. Membership should be checked with these associations

independently. This is important from the point of view of safety and good organisation and of security / bonding of the money paid in advance.

- 3.3. The qualifications and experience of staff must be checked, and it is desirable that staff used are employed directly by the company and not sub-contracted.
- 3.4. The staff handbook and accident record of the company must be examined carefully.
- 3.5. All staff from providers who work or are in contact with the pupils/students, need to have up to date CRB clearance.

#### **4. Safety**

- 4.1. On all trips, it is necessary to know where medical or other emergency assistance may be found.
- 4.2. A First Aid kit must be carried – appropriate to the number of pupils/students, with a person qualified in First Aid.
- 4.3. For every journey there must be:
  - A trained first aider able to care and treat pupils/students or staff in the event of an injury or illness.
  - A trained first aider and other support staff able to meet the special medical needs of pupils/students attending.
  - A member of staff trained and able to investigate accidents or pupil misconduct in line with good practice.
  - The trained First Aider for Secondary and Primary must be trained in paediatric first aid.
- 4.4. Any hotel or hostel used should possess a current fire certificate.
- 4.5. In some cases, authorities may need to be informed, eg the Police for cycling trips, the British Embassy for foreign trips.
- 4.6. School staff running activities must have the relevant qualifications and experience.
- 4.7. Adverse weather, as well as security issues, may make a school trip or visit not safe to occur. For example, adverse weather conditions may make it unsafe for travel by coach or minibus or to take part in a certain type of activity. Security concerns may make it unsafe to visit a country abroad. In these circumstances, the Trip Leader is to consult the Health & Safety Officer within the school to make a decision to cancel the trip or visit. The safety of pupils/students must always be a paramount concern.

#### **5. Budget**

- 5.1. All costs of the trip must be estimated on the Financial Allocation form and approved by the Chief Finance Officer in advance. This will include transport, meals, materials prepared at school. Group discounts may be available. Costs should include the costs of supply teachers where needed.
- 5.2. No expenditure should be made or committed to until consent for the trip and its finances have been obtained.
- 5.3. The Head Teacher may offer a subsidy to some or all of the pupils/students, but this must be agreed well in advance. This will be in line with the school's charging policy.
- 5.4. A school trip should cover all its costs. It is better to over-estimate costs, and in the event of money being left over this must be returned to parents.
- 5.5. Leaders should not normally be expected to pay their own expenses on the trip.
- 5.6. Payments must be made to the School Finance Office in a sealed envelope clearly marked.

## Before the Trip

The school's mobile phones should be taken on school trips.

### 6. Pupils/students

- 6.1. Only pupils/students for whom the trip is appropriate should be taken. Consideration should be given to what benefit individual pupils/students would gain from the visit and what detriment to their school work might occur if they are out of school.
- 6.2. School trips, especially curriculum trips involving part or all of a school day are operated in the principle that all pupils/students are eligible to go. Entitlement to go on school trips is enshrined in law. In addition, the Disability Discrimination Act places an obligation on schools to make appropriate arrangements for pupils/students with disabilities to attend school trips, and all school functions, as can other pupils/students. The DDA applies to pupils/students with a named disability (eg, behavioural difficulties such as ADHD or a physical disability), pupils/students with a statement of special needs and pupils/students with a medical condition that has lasted for a significant period of time (often more than 6 months). Finally, it would not be appropriate for the school to take a different approach to pupils/students without disabilities than the principle being applied to those with disabilities as this would still constitute a discriminatory action. Planning from the basis of entitlement, all pupils/students are expected to go must be the approach taken by trips.
- 6.3. The relevant Team Leader, will conduct a risk assessment of the behavioural issues presented by the pupils/students attending. If it is a whole Year Group, then all pupils/students must be considered. The risk assessment will consider objective evidence on the behavioural management issues presented by the pupils/students identifying:
  - Strategies and arrangements that need to be put in place leading up to and during the trip appropriately and safely manage the behaviour of the identified pupils/students.
  - Consider the Health & Safety issues presented by taking these identified pupils/students.

The evidence taken into account will be the evidence in the pupils/students personal file including documents such as white slip referrals, letters home, Pastoral Support Plans, Individual Educational Plans, Common Assessment Forms, Personal Plans for Looked After Children and Behavioural Plans. Discussions will also occur with the relevant Leadership Team member for the year(s) concerned.
- 6.4. Following an evidential examination, the relevant strategies to manage the risk of named pupils/students will be produced and discussed by the Leadership Team. Furthermore, as Health & Safety is so severe that their attendance compromises the safety of others, the name(s) of the pupil(s) will be given to the Leadership Team to consider together with the justification for the school to not permit the pupil(s) to attend the trip.
- 6.5. It is appropriate for the school to ban pupils/students as part of a disciplinary procedure from attending future trips. This decision will be taken by the Head Teacher or the Leadership Team and will involve meeting with parents/carers receiving their appropriate representation before the ban is put into place. Such a ban will be communicated to the parent(s)/carer in writing.
- 6.6. Money should only be collected from pupils/students once their attendance on the trip has been approved.
- 6.7. Pupils/students should be made aware that poor behaviour prior to the trip might result in approval subsequently being withdrawn, possibly with the loss of money paid.

## **7. Letters and Consent Forms**

- 7.1. The letters to parents must include full details of the trip including all activities, what equipment / clothing is needed, itinerary and timings (especially if parents are asked to collect children at the end), emergency phone number for the trip and / or the school phone number. If the return journey is likely to involve a delay, a cascade phone system may be set up among parents.
- 7.2. The letter must include all costs of the trip, as well as the time and circumstances under which a refund might be paid.
- 7.3. Information from parents must include an emergency contact phone number(s) for the duration of the trip, medical details and special diet requests (must be filled in for residential trips). These details must be carried by all Trip Leaders at all times, and a copy left at the school and with the School Emergency Contacts.
- 7.4. Parents will be expected to have registered with SchoolComms to receive text and email messages from the school about the trip, including time of return arrival.

## **8. Briefing**

- 8.1. For some trips including all residential trips, it will be necessary to have a briefing for parents; in all cases a meeting of all participants must take place to outline the objectives of the trip and the standards of behaviour expected. The Trip Leader needs to be completely clear what rules apply at different times. The link Leadership Team member and the Trip Leader should be in attendance.
- 8.2. Pupils/students may be issued with check lists, details of their accommodation and emergency contact numbers (eg a leader's mobile phone, hostel, etc).

## **9. Money**

- 9.1. Money collected should be paid into the Finance Office as soon as it is collected, receipts issued and detailed records kept.

## **10. Booking**

- 10.1. All accommodation and activities should be booked well in advance of the trip. Copies of all correspondence should be carried by the Trip Leader. When the trip is residential, the list of participants and their diets may be needed several weeks in advance.

## **11. Cancellations**

Occasionally it may be necessary for a trip leader to cancel a "Visit" or a "School journey" where the prevailing conditions/ circumstances are likely to increase the risk to a level which will put the pupils/students who are participating in the trip at an unnecessary risk (e.g. Bad weather, civil emergencies). A meeting between the trip leader and AHT, Trips already takes place early on in the planning stage of a trip but there should also be further dialogue in the weeks and days leading up to a trip where any changing circumstances are taken into consideration. The primary concern should always be the safety of our pupils/students.

Where a new factor becomes apparent prior to the trip a judgement needs to be made as to whether the trip should go ahead or not. Where the trip is running a decision may also need to be made as to whether or not the trip needs to be cut short, a trip leader should seek the guidance of the Leadership Team, Trips before doing this.

Insurance is generally in place when taking trips away to cover cancellations either through the school's regular insurance policy or through insurance provided by tour operators. Written confirmation should always be sought from the school's insurance company or tour operator and guidance acted upon on relevant evidence that is required e.g. Medical certificate. Parent/ Carers always need to be aware that we can not advance money before we have received a full reimbursement from the insurance company. Trips will need to build in a sensible financial contingency to cover any loss of money which is not covered.

Always ensure that the LT member for your faculty and the AHT Trips are aware of any changes in circumstances in regards to a trip or individual/s who are attending the trip.

## On the Trip

### 12. Leadership

- 12.1. During a visit, the Trip Leader is in charge, takes full responsibility and is accountable to the Head Teacher. However, in the event of an emergency the most senior staff member on the trip may decide to take over this position. A Deputy Trip Leader should be nominated in advance.
- 12.2. Trip Leaders act in *loco parentis* and have to behave as would a trained professional. Before the visit, it must be made clear to all accompanying staff what their roles and responsibilities are.
- 12.3. There may be times on the visit when other people, eg instructors, tour guides, take responsibility for activities. However, the Trip Leaders must remain with the group at all times, and ensure that the behaviour of the group is appropriate. In the event that the Trip Leader considers (as a non-expert) that an activity is unsafe, they must intervene and stop it at once.

### 13. Behaviour

- 13.1. Normal standards of school behaviour must apply, depending on circumstances. For trips in school time not involving outdoor activities, pupils/students must wear correct uniform, and may be left behind if they do not comply with this.
- 13.2. There may be times on the trip when pupils/students have free time. It is important that they always remain in groups of at least three, know exactly the bounds of where they may go, where they can find leaders during this time and when they need to come back.
- 13.3. When arriving in a new location, it is important to point out to the group any potential hazards.

### 14. Medical

- 14.1. Trip Leaders must familiarise themselves with the medical details of all pupils/students on the trip.
- 14.2. Leaders are not permitted to give out medicine. However, if a parent requests in writing, a Trip Leader may look after medication and permit the pupil to take it when needed, provided this is part of a Health Plan agreed by the school and that the staff are trained / able to administer. Pupils/students with special medical needs or disabilities are entitled to attend the trip and will require attendance of staff trained to administer or care for the need. Epipen use is probably the most common situation. Leaders should be careful before agreeing to remind a pupil to take medication.
- 14.3. It is important to be alert to any illness or injuries which may have been sustained by members of the group, including when a pupil is not eating correctly. On outdoor pursuits or sports trips leaders should be aware of the causes, symptoms and cures for dehydration, hypothermia and heat stroke. Prevention is better than cure.

### 15. Money

- 15.1. Records must be kept of all money spent, and receipts obtained.

### 16. Transport

- 16.1. In any kind of road transport, seat belts must be worn at all times.
- 16.2. When driving a minibus, the separate check list must be completed, and headlights must be switched on when on a motorway.

### 17. Emergencies

- 17.1. In the event of an emergency, the group may be split up, but no pupils/students should be left unaccompanied by a Leader.
- 17.2. Should the Trip Leader have to call out emergency services, they must inform the School Contact as soon as possible.

- 17.3. Extreme care must be taken when speaking to parents if their child is involved in an incident or accident. It could be appropriate for the School Contact to make the telephone calls.
- 17.4. Detailed written records must be kept of all important events and communications.
- 17.5. It is essential that the good advice about handling emergencies is given by the DCSF and Local Authority is followed.
- 17.6. The use of the Emergency Card procedure must be followed.

## **18. Staff Behaviour**

- 18.1. Staff conduct whilst on a trip and in charge of pupils/students is to be of the same standard as in school.
- 18.2. Staff are not permitted to smoke in the vicinity of pupils/students or in any vehicle or building being used by the school.
- 18.3. Dress of staff has to be appropriate.
- 18.4. Behaviour should be always of a standard that enhances the school's reputation.
- 18.5. Finally, drinking alcohol is discouraged except where a moderate amount within drinking limits is consumed either during a meal or a break from duty. Drinking alcohol whilst on duty is strictly prohibited

## **After the Trip**

## **19. Incidents and Accidents**

- 19.1. In the event of a discipline issue occurring on a trip, an incident form must be given on return to school and passed to the Head of Faculty (for curriculum trips) and Leadership Team. The incident will be investigated fully during the trip with statements being taken in line with expected school policy. If the trip is short, the incident statements will be taken back at school.
- 19.2. Any accidents must be reported in the school's accident book with an accident record being made during the trip following an investigation.

## **20. Evaluation**

- 20.1. A brief evaluation should be written and filed with the staff member responsible for trips. This should include any problems.

## **21. Accounts**

- 21.1. Spare cash must be paid in to the finance office immediately on return, and a set of accounts detailing income and expenditure must be submitted as soon as possible.

## **Special Educational Needs**

22. All trips and visits must take into account children with Special Educational Needs and the requirements of the Disability Discrimination Act.

## **Risk Assessment**

23. A risk assessment fully covering all activities associated with the trips, visit and transport must be produced and appropriate measures put in place to ensure safety. Please consult advice booklet or see School Health and Safety Officer if assistance is required. Risk assessments will be of three kinds:
  - Generic
  - Event and Site/Visit Specific
  - On-going eg, changes in weather, staff illness, emergencies



# APPENDIX 1

## Definition of an ‘adventurous activity’

1. The following activities are regarded as ‘adventurous’ and require Local Authority Health & Safety Unit approval:
 

<ul style="list-style-type: none"> <li>○ All activities in ‘open country’ (see 2)</li> <li>○ Swimming – all forms, excluding UK public pools</li> <li>○ Camping</li> <li>○ Canoeing / kayaking</li> <li>○ Sailing windsurfing / kite surfing</li> <li>○ Rafting or improvised rafting</li> <li>○ Use of powered safety / rescue craft</li> <li>○ All other forms of boating (excluding commercial transport)</li> <li>○ Water skiing</li> <li>○ Snorkel and aqualung activities</li> <li>○ Hill walking and Mountaineering</li> <li>○ Rock climbing (including indoor climbing walls)</li> <li>○ Abseiling</li> </ul>	<ul style="list-style-type: none"> <li>○ River/gorge walking or scrambling</li> <li>○ Coasteering / coastal scrambling / sea level traversing</li> <li>○ Underground exploration</li> <li>○ Shooting and Archery</li> <li>○ Skiing, snowboarding and related activities, including dry slope</li> <li>○ Air activities (excluding commercial flights)</li> <li>○ Horse riding</li> <li>○ Mountain biking (off-road)</li> <li>○ Motor sport – all forms</li> <li>○ High-level ropes courses</li> <li>○ ‘Extreme’ sports</li> <li>○ Other activities (eg initiative exercises) involving skills inherent in any of the above</li> <li>○ Duke of Edinburgh Award</li> </ul>
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2. ‘Open country’ is normally defined as land above 300m, or more than 1km from vehicular access. However, this is somewhat arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the Local Authority Health & Safety Unit if you think this might apply.
  
3. For the purposes of Local Authority Health & Safety Unity approval, the following activities are not regarded as adventurous and therefore do not require Local Authority approval. However, these activities must be supervised by a member of staff who has previous relevant experience and who has been assessed by the EVC or Head Teacher as competent to supervise the activity:
 

<ul style="list-style-type: none"> <li>○ Walking in parks or on non-remote country paths</li> <li>○ Field studies (unless in the environments stated in (2) above</li> <li>○ Swimming in UK public pools</li> <li>○ Theme parks</li> <li>○ Tourist attractions</li> </ul>	<ul style="list-style-type: none"> <li>○ Ice skating (rink)</li> <li>○ Farm visits</li> <li>○ Local traffic survey</li> <li>○ Museum, library, etc</li> <li>○ Physical education and sports fixtures</li> <li>○ Cycling on the road</li> <li>○ Water-margin activities</li> </ul>
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