



Longacre School Off-site Educational Trips Policy

This policy includes the Early Years Foundation Stage

Policy Written: November 2020

Policy to be reviewed: November 2021

Off-site visits are a very valuable part of the education that we offer. Children have the opportunity to undergo experiences not available in the classroom. They develop pupils' investigative skills and longer visits, in particular, encourage greater independence. Visits should be relevant to the curriculum being studied and built into the medium term plans. Dates should always be included in the calendar.

This policy works in conjunction with:

Safeguarding Policy

Missing Child Policy

Use of Children's Images Policy

Staff Behaviour Policy

This policy includes the following sections

General Information

1. Definitions
2. Legal Implications
3. Insurance and Pupil-Adult Ratios

Trip Procedure

4. Day Trip (less than 10 children) & Day Trip
5. Residential Trips

Appendices

Appendix A Trip Request Form

Appendix B Day Trip Pack

Appendix C Residential Trip Pack

Definitions

- **Day Trip** is a Trip undertaken during the school day. (Refer to Section 4).
- **Residential Trips** are activities and school journeys, including sports fixtures, which involve an overnight stay (Refer to Section 6).

Legal Implications

This policy has regard to the DCSF Guidance [“Health and Safety of Pupils on Educational Visits”](#) (published by the DfE in 2018).

The Governors (through the Welfare, Health & Safety Committee) are responsible for Health and Safety and ensure that:

- Policy and practice are overseen, implemented and reviewed effectively.
- Any risks arising from educational visits are rectified as soon as reasonably possible and the long term implications managed.

The Head:

- Has overall responsibility for the signing off/organisation.

Deputy Head ensures that:

- Adequate safeguarding measures are in place;
- Group leaders are allowed sufficient time to organize the activity;
- The risk assessment has been completed by the group leader and if applicable, submitted to the Head or Deputy Head and adequate safety measures are in place;
- The group leader has experience in supervising the age groups on the visit and will manage and organise the group effectively;
- Ratio of adults to pupils is suitable;
- Staff are aware of the school’s emergency procedures;
- The trip has been categorised correctly;
- The trip has been booked a term in advance and is on the school calendar;
- The trip request form, checklist, consent and risk assessment documentation have been completed in full and in a timely manner and copies made available to the Head and Bursar;
- A post trip evaluation has been completed.

The Bursar ensures that:

- There is adequate insurance cover;
- The trip has been financed properly.

The First Aid Co-ordinator ensures that:

- Arrangements have been made for the medical needs;
- First aid arrangements are adequate.

The Group Leader ensures that:

- He/she is suitably competent to instruct pupils in an activity and /or be familiar with the activity location;
- Approval is sought from the Deputy before any off-site visit is undertaken using form “Trip Proposal Form”;
- All documents have been submitted to the Deputy Head within the required timescale;
- All accompanying staff have been fully briefed on the findings of the risk assessment, and the procedures for the trip;
- All staff are responsible for upholding the behaviour of children as outlined in the ***Behavioural Management and Sanctions’ Policy***;
- The supervisor to child ratio is as per Longacre guidelines.

Teachers and staff in charge of pupils:

- Have a common law duty to act as any reasonably prudent parent would.
- Check all medical consents prior to any child embarking on a school trip.

Insurance and Pupil – Adult Ratios

- The group leader must ensure that adequate insurance arrangements are in place by discussing the cover required with the Bursar;
- Additional cover may be necessary for visits abroad, residential visits, and those involving potentially hazardous activities or for pupils with special educational needs;
- The party must be in the charge of a member of staff. There should normally be at least two members of staff (see ratios below);
- Non-staff helpers must not have unsupervised access to the children, and should be within sight of a member of staff at all times. If there are any girls amongst the group then it is desirable, but not essential, for a female member of staff to accompany the group.

Minimum staffing ratios

Pupil Age	Number of Adults	Number of Pupils
3 and Under	1	3
Under 4	1	4
Reception	1	5
Year I, II & III	1	6
Years IV, V and VI	1	10

Day Trips – One term in advance (before the Calendar deadline closes)

- **Requesting / Booking a Trip - Trip Request Form (Appendix A)**
 Details of a request to organise a proposed Trip should be submitted to the Deputy Head and approved a term in advance, before the calendar deadline. Once the Trip is approved in principle by the Deputy Head the form will be signed, entered into the calendar, and returned to the Trip Leader. A folder will also be created on teacher share.
- **Completing the Day Trip Pack (Appendix B)**
 Once the Trip has been approved in principle, the Leader should continue planning and preparation using the ‘Day Trip Pack’ which must be returned to the Deputy Head for approval well in advance of the Trip and at least two weeks before the departure date. The Trip Leader should be satisfied (where appropriate) that any venue has current and sufficient Public Liability Insurance.
- **Risk Assessments**
 The Leader is responsible for undertaking all risk assessments for each Trip, including obtaining a copy of the venue’s own risk assessment for school visits. They must have undertaken a preliminary visit as part of the Risk Assessment. The nature of the risks will vary considerably according to the details of the Trip. If the Risk Assessment is not approved the Trip cannot proceed. The roles and responsibilities of all non-teaching adults accompanying the Trip must be made clear to them and to the teaching staff by meeting formally prior to the Trip. Any non-teaching adults must be provided with the relevant risk assessment, based on their involvement in the trip.
- **Information to Parents and Parental Consent Forms**
 A Parental Consent form will be completed annually by parents to cover all off-site visits which will take place during the course of the year. Parents will be informed however on every occasion when their child is off site and of any extra safety measures required. Specific parental permission will be sought for all trips undertaken by Early Years pupils, residential trips, involving overnight stays or trips overseas.

A letter is still required to inform parents of all key information including the place of departure and return. Parents should also be asked to inform the school if there are any changes to the original consent form. The letter must be proofread and then approved by the Director of Studies.

- **Emergency Procedures**

- It is essential that there is always a school contact in case of emergencies. For trips outside school hours the contact details of a member of the Senior Leadership team must be available to the Group leader. The emergency contact must be provided with the contact details of all staff and pupils on the trip along with accommodation contact details and a trip itinerary;
- The group leader must take charge in an emergency and contact the school emergency contact. The group leader and all accompanying staff should be familiar with contents of the '**Critical Incident Policy**';
- The school emergency contact will then put in place procedures as outlined in the '**Critical Incident Policy**';
- If an incident occurs during the trip then the log must be completed as soon as possible and forwarded to the Head.

School Residential Trips: 12-18 months in advance

- **Requesting / Booking a Residential Trip**

- Any residential overseas trips MUST be booked in conjunction with appropriate travel agents to ensure cover is available under ABTA and ATOL.
- A Residential Trip (which encompasses UK residential trips, overseas trips and any adventurous trips), generally requires longer time for planning, preparation and approval. All new Residential Trips require the permission of the Head and Senior Leadership Team.
- Staff wishing to organise Residential Trips should, submit their application normally at least 12 to 18 months before the Residential Trip is to take place to the Head. This should include:
 - Purpose/aim/objective of the residential trip
 - Destination(s);
 - Accommodation;
 - Details of the venue – a copy of their current public liability insurance must be provided at the time of the proposal for UK accommodation venues (excluding hotels);
 - Details of any agent to be used, e.g. NST and, for any overseas Trips whether they are ATOL/ABTA bonded;
 - Dates and proposed times of departure and return;
 - Mode/details of travel;
 - Costs, including cost per pupil;
 - Likely size of party;
 - Names of Leader and other accompanying members of staff (including staff on standby in the event of illness of any travelling member of staff);
 - Any special insurance arrangements;
 - Any special medical arrangements;
 - Any special hazards or risks which will require assessment;
 - Whether any adults who are non-members of staff will be accompanying the trip and if so, who they are. These adults must not be used when calculating the necessary ratios;
 - The Foreign and Commonwealth Office should be consulted regarding their advice on travel to the country concerned - www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country. A copy of their current advice should be attached to the proposal form.
- The proposer should submit their proposal to the Deputy Head using the 'Proposal Form (Appendix A)'. The first letter to parents introducing the Residential Trip should be attached to the Request Form for approval. Parents should be made aware that once they have paid their deposit there will be financial implications for them if they decide to cancel which may involve paying the full balance.

- **Residential Trip Pack (Appendix C)**

Once the Residential Trip has been approved in principle in consultation with the Bursar, the Leader should continue planning and preparation using the **Residential Trip Pack (Appendix C)** which must be returned to the Deputy Head for approval well in advance of the Trip and at least half a term before the departure date.

- **Preparation**

- The Leader should be known; he/she should have a clearly designated deputy;
- All staff supervising a party should meet to discuss the details of organisation and there should be a clear and detailed written programme with appropriate alternatives where weather is an influencing factor;
- Responsibility assigned to staff by the Leader should be clearly known to all and documented;
- Financial details and financial responsibilities must be clearly stated in advance with close consultation with the Bursar. Residential trips, tours and expeditions shall be planned on the basis that they are self-funding and this must include the cost of staff participation. All financial arrangements should comply with the School's normal financial procedures, overseen by the Bursar. No monies are to be held in private accounts;
- First Aid: at least one named member of staff should have a first aid at work qualification. If the Residential Trip is to an approved venue which will be responsible for the supervision of the pupils and the provision of First Aid, written confirmation from them that their staff have the appropriate medical training and up to date First Aid Certificates will be sufficient for the purposes of ensuring there is First Aid cover for the activities at the venue;
- An emergency medical pack (pre-booked from the First Aid Coordinator) should be obtained and carried at all times. The Leader must also be aware of the telephone number(s) and location(s) of nearby hospitals and emergency services. The Leader must carry a mobile phone and the School must be aware of the telephone number. The Leader must also explain how to be contacted/make contact if there is no mobile telephone reception available.

The Deputy Head may require more detail for the risk assessments and will notify the Leader if this is the case at the beginning of the planning process.

The travel company/adventure provider/venue will have to provide (to be attached to the Residential Trips Checklist) written confirmation of the following:

- They have up to date risk assessments for the activities, including any travel they are responsible for;
- That all their staff who will come into contact with the pupils have been properly vetted in line with DfE guidance and have at least undergone Enhanced DBS checks the results of which are clear, or have undergone checks in accordance with the requirements of the country in which they are based;
- Their Public Liability Insurance Certificate which must be for at least £2m is up to date;
- In the case of travel companies, confirmation of their ABTA and ATOL registration and their travel insurance if the School's travel insurance is not being used. A copy of the travel insurance will need to be provided to the Bursar;
- If they are providing first aid facilities, that they have amongst their members of staff, First Aid trained staff with up to date First Aid Certificates and that they will be available on the Trip;
- If they will be providing instruction to the pupils, that the staff involved have the appropriate, up to date, relevant qualifications;
- Whether they are licensed by the Adventure Activities Licensing Authority (UK only), and if so, what their registration number is – this should then be checked with the AALA.

The booking conditions and cancellation and refund details must be communicated to parents in writing, having agreed the wording with the Bursar, to ensure they are fully aware of the implications of any illness, cancellation, change of flight times, etc.

- **Risk Assessments**

The Leader is responsible for providing all risk assessments for each Residential Trip and must have undertaken a preliminary visit as part of the Risk Assessment. The nature of the risks will vary considerably according to the details of the Residential Trips, some of which require special precautions. The Leader of all Residential Trips must identify as many hazards as is reasonably practicable for the entire Residential Trip. The Leader of all Residential Trips should consider all risk assessments to be dynamic and subject to change in the light of circumstances.

Risk assessments must then be conducted and submitted to the Deputy Head for approval with the Trips Pack at least half a term before departure. Risk Assessments from the travel company/adventure provider/venue (other than hotels, B&Bs, hostels) must be provided at the same time, or earlier if available. Up to date Public Liability Insurance Certificates and written confirmation of the vetting of staff must also be provided from these companies at the same time.

- **Leadership and Staff Ratios**

For all Residential Trips there should normally be a minimum of three members of staff. If the Leader wishes to take a non-member of staff, this must be discussed well in advance with the Deputy Head. No approach should be made to this adult in advance of this discussion.

Before they can accompany the trip, details of any non-staff helpers must be provided to HR to carry out the mandatory checks through the DBS and the taking up of references. These adults should be informed by the Leader that they will be required to undertake an Enhanced Level DBS check and provide details of at least two referees. Their details must be passed to the HR & Compliance Officer at least eight weeks in advance of the Residential Trip.

The Leader should plan the ratios such that the requirement for these adults to accompany the Trip is not essential as the checks do take some time to complete and may not be ready in time.

- **Information to Parents and Parent Consent and Indemnity Form**

Clear, written information must be given to the parents and must first be approved by the Head. Parents need to be fully informed of the details before they book places on the Trip. They then need to be given full details of the Trip, once they are available, which will include, costs, cancellation details, etc. If any changes occur during the process, parents must be informed immediately in writing and any issues resolved prior to the Trip.

Parents' written consent and indemnity must be obtained. The Parental Consent and Indemnity Form must be held by the group Leader until after the Trip has occurred. The forms must be retained for 6 years (they should be filed on the pupil's file).

The information to parents should set out the following:

- nature of activity and accommodation;
- where and when the residential visit is to occur;
- equipment, kit required;
- type and details of travel;
- cost (including whether or not any deposit will be returnable);
- Details of the insurance and medical cover for the trip (if abroad) – see detailed section on insurance below regarding the exclusions to the insurance cover. Send a copy if appropriate. They should be informed they must arrange their own insurance if the policy is insufficient for their needs. If they arrange their own policy, a copy **MUST** be provided to the Leader before the Trip;
- the Parental Consent and Indemnity Form must be attached;
- A reminder that if the pupil's participation on the Residential Trip is cancelled or curtailed for any reason which is not insured, the parent will be responsible for payment of the Residential Trip costs in full;

- a copy of the terms and conditions of travel from the travel company detailing the cancellation provisions;
- Details of whether the Residential Trip is covered by ABTA/ATOL and the implications if it is not
- The need for passports to have at least six months remaining (many countries require this before they will allow entry);
- Any visa, passport and EHIC requirements.

- **Insurance**

For all foreign trips it is imperative that party Leaders ensure that there is adequate insurance cover and medical cover appropriate to their expedition. Assistance and advice can be sought from the Bursar.

When thefts occur, whether at home or abroad, a report must be made to the local police and confirmation obtained that this has been done by means of a Crime Number. Where medical expenses are incurred, all accounts must be retained. Any potential claims, including medical expenses, **MUST** be reported to the Bursar immediately. Failure to do so may invalidate the insurance claim. The Leader will be required to assist the Bursar in the process of lodging and completing the insurance claim. Worldwide travel insurance is paid for by the School. A copy of the annual policy is available from the Bursar. There are exclusions.

The School's insurance covers existing medical conditions (of pupils and staff) but only if the person is not travelling against medical advice. In the event that person needed to claim on the insurance for a pre-existing medical problem whilst abroad, the insurers would require proof that the person had not been travelling against medical advice. Where the school is aware that the person travelling has a pre-existing condition we may require the intended traveller to provide confirmation from their GP/ Consultant that they are fit to travel and that this is not against medical advice. Without such confirmation the person travelling may be required to pay for their own medical treatment and repatriation, the costs of family travelling to be with them and the costs of additional staff required to deal with the emergency, which could run into tens of thousands of pounds. This needs to be made clear to parents, and staff also need to be aware that the School will not reimburse them such costs.

The School's insurance does not cover the cost of continuing any medication or treatment already in progress. Pupils and staff undergoing medication or treatment at the time of departure must ensure they have sufficient supplies with them, which includes additional days' supplies as a precaution in the event of a delay. The First Aid trained staff **MUST** be made aware of any medical conditions and medication of pupils or staff.

If a different insurance is being used these matters must be thoroughly investigated by the Leader and appropriate action taken as above. A copy of any different insurance must be given to the Bursar at least four weeks before the Trip. The school travel insurance does not cover the failure of a low-cost airline. If air travel is proposed, this must be discussed with the Deputy Head prior to any booking being made. All trips involving flights must be booked via a travel agent who is ABTA and ATOL bonded to ensure cover in the event of the business failure of an airline.

- **Two weeks before departure**

Valid Passports for all pupils should be collected and stored securely and all VISA applications (where necessary) completed.

A photocopy of the page bearing the holder's photograph and ID details **MUST** be taken from each passport of those travelling in the party. Two sets of copies should be taken and submitted with the File so that one copy will be in the File during the Trip and the other can remain in School in the event of the loss of a passport and the need to organise the issue of a temporary passport.

The Foreign and Commonwealth Office should be consulted regarding their advice on travel to the country concerned - www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country. Any problems should be reported to the Head.

The First Aid bag(s) should be ordered from the First Aid coordinator.

- **One week before departure**

- Travel arrangements should be confirmed.
- Copies of relevant sections of the Trips File should be distributed to:
 - The Head;
 - The Bursar;
 - The Deputy Head;
 - The front office.

- **Adventurous Activities/Mountain/Hill walking**

If the Residential Visit includes any adventurous activities/mountain or hill walking, this should be discussed in advance with the Deputy Head who will seek advice from the Bursar.

- **Emergency Procedures**

- Many emergencies will require 'on the spot' response by the Leader and staff should take the action required and then inform the parents as soon as possible. It is advisable to appoint an 'anchor' person at School who will act in emergency with the local transmission of messages and who will be available throughout the period of the expedition for this purpose;
- A grave emergency may require further consultation for which the Leader should know the School and home telephone numbers of the Head, Deputy Head. If the Health and Safety Executive (HSE) are required to be informed this will be done by the Head in conjunction with the School's Health and Safety Adviser;
- In situations of grave emergency, the Leader should not allow any member of the party to have access to a telephone until advised by the Head or Deputy Head that it is in order to do so;
- The Leader of any party should, in situations of grave emergency, make no comment to the media until authorised to do so by one of those mentioned above;
- The Leader must ensure that all serious accidents are reported to the (HSE) in accordance with the RIDDOR regulations. This is done by the School's Health and Safety Adviser and an Accident Report Form must be completed in full by the Leader and any other staff involved as soon as practicable after the incident and faxed to the School;
- No-one must admit legal liability to an accident or other occurrence, as this might invalidate the insurance cover. The Head/Deputy Head will contact the insurers where this is required;
- Where practicable a log should be kept to record the sequence of events;
- Witness statements should be taken and evidence kept safe.

Appendices

Appendix A

[Trip Request Form](#)

Appendix B

[Day Trip Pack](#)

Appendix C

[Residential Trip Pack](#)