



KINGSTON GRAMMAR SCHOOL

FOUNDED 1561

EDUCATIONAL VISITS POLICY

Introduction

The school places a high value on fieldwork, excursions, visits and organised tours. Such trips are of enormous benefit and safely managed educational visits/trips with a clear purpose are an essential part of a broad and balanced curriculum.

Student's safety is of paramount concern. The school accepts that trips, visits and outdoor activities cannot be completely without risk, however, it requires that those staff in charge take all reasonable precautions to protect the health, safety and welfare of students and staff and minimise the risk of untoward or dangerous situations.

The information in this policy has been written with reference to the following guidelines:

- Department for Education and Employment *advice for schools* Feb 2014
- Health and Safety Executive *School Trips and Outdoor Learning Activities* 2011
- Health and Safety at Work, etc. Act 1974
- Department for Education *Health & Safety: advice on legal duties & powers* 2014

Every effort will be made to ensure that school trips and activities are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender or religion.



Director of Educational Visits & Student Leadership Development (DEVSLD)

The Director of Educational Visits & Student Leadership Development will:

- Support the Head Master in ensuring that all educational visits/trips follow regulations and guidelines, together with the school's relevant policies and procedures and that appropriate safety measures are in place
- Approve educational visits, checking for any potential calendar clashes with the Assistant Heads
- Ensure visits have appropriate support ratios and adequate cover for health and safety, First Aid, medication and behavioural management to safeguard all party members
- Organise emergency arrangements, particularly for visits outside term time, i.e. holidays, and ensure that there are two emergency contacts for each visit, preferably one member of the Executive and one member of SLG
- Make sure party leaders, of trips taking place outside term time, complete a trip evaluation form which they pass to DEVSLD. This form should include reports of accidents and 'near' accidents and whether they would recommend the school running a similar trip again
- Keep staff up to date on training opportunities that could apply to them to help lead or be part of a future trip, e.g. RLSS, advance leadership awards, water safety courses, etc.

General

1. All situations where students are out of school, both during the day or outside of school time shall have a delegated party leader. The organiser should be the party leader; however, there may be an occasion where this is not possible.
2. All trips must be approved by the Director of Educational Visits & Student Leadership Development (DEVSLD), who is the school's designated Educational Visits' Coordinator. All applications for a day trip must be made by the party leader using an *Out of School Visits* form.
3. Out of school visits shall be planned well in advance. In the case of a residential or overseas visit, or an adventure training trip into unfamiliar territory, an exploratory visit should, if practicable, be made in advance of the visit.



4. Planning for a trip/visit

The procedure is:

- a. Staff complete a *Preliminary Trip Form*.
- b. If the party leader has limited relevant experience or if the proposal is for a new trip, he/she should first meet with the DEVSLD to discuss the trip and how to compile any risk assessment(s). Any non-KGS staff, volunteers or parents should be identified on this form.
- c. **Outline approval must be obtained before any bookings are made or letters sent to parents.**
- d. The proposal is assessed by the DEVSLD as well as the Bursar for more expensive residential trips.
- e. At **least 20 days** prior to departure, a completed *Final Trip Form* must be returned to the DEVSLD with all final trip details.
- f. A post-trip form should be completed and passed to the DEVSLD. These forms can be obtained from DEVSLD. Any concerns from the trip need to be highlighted, and if applicable the DEVSLD will need to pass these onto the Health & Safety Executive.

Some basic principles:

- Trips that impact on the school day:

Forms First to Third:	Two trips per term per year group.
Forms Fourth & Fifth:	One day per subject over two years (not exceeding two trips per term).
Fifth Year Only:	No trips from the end of October half term leading up to GCSEs without express permission.
Sixth Form:	One day per subject per year and <u>no</u> trips from the end of February until after public examinations for the Upper Sixth.
- It should be noted that trips that impact on a particular year group should be taken on different days so that the same subjects are not impacted by student absence.
- All fieldwork trips (eg at GCSE level/A level in Geography or Biology) should be organised to minimise disruption to the lessons of other students.



- Overseas trips (eg Modern Language exchanges) should coincide with holiday periods as far as possible.
- Departments are free to organise trips to special events outside of school hours as and when they arise (eg theatre trips, art exhibitions). Such visits/trips should be planned whenever possible in advance of the calendar deadline for the forthcoming term.

5. Communication with Parents

It is important that parents are given full written details relating to the organisation of all visits outside the School site. For all such visits, including residential ones, a letter specific to that trip will be sent to the parents of participating students. For overseas trips, it is recommended that the party leader hosts an information evening for parents at least **4 weeks** before departure. This allows for final details to be presented and for parents to ask any questions or raise any concerns.

6. The ratio of staff to students and the balance of male and female staff with mixed parties

a. Trips in the UK

Non-hazardous cultural & day trips	1:15 and plus 1
Fieldwork	1:12 and plus 1
Hazardous conditions (e.g. outward bounds)	1:10 and plus 1
Overnight trip	1:10 and plus 1

b. Trips abroad

Non-hazardous cultural	1:10 and plus 1
Hazardous conditions (e.g. outward bounds)	1:8 and plus 1

In general, the preferred supervision ratio for Kingston Grammar School trips/visits will always add an extra member of staff, the 'plus 1' (i.e. with a 1:10 ratio a trip with 10 students will have 2 staff; a trip with 20 students will have 3 staff) to provide cover in case of any emergency. Advice may be sought from the DEVSLD or relevant Senior Leader who will advise on the appropriate final staff:student ratio for the trip. Please note that for a trip including both genders of students the staffing should consist of at least one member of staff of each gender and the overall staff gender balance should reflect the student gender balance. If organising the appropriate staffing for a co-educational trip is proving difficult, then the party leader must consult with the DEVSLD in the first instance. However, trip organisers should note that if the staffing of a trip is an issue the trip will not be able to go.

For trips/visits involving coach travel, there should be **at least two members of staff per coach**. A list of students and staff on all coaches should be left with the Trips Secretary, so that should there be any emergencies or a trip is running late, parents can



be informed. Obviously, the same students and staff will be on all coaches for the outward and inward journeys. All staff should have each others' mobile phone numbers so that they can keep in touch during the coach journeys should there be an incident when the coaches get separated, for example.

7. Role of the parent volunteer

If a parent or volunteer is permitted to be included on a day trip (e.g. First Year trip to Bodiam Castle) to help with supervision, then it is not necessary for a DBS check to be made. The parent or volunteer must remain with a member of staff throughout the trip.

If a parent or volunteer is permitted to be included on an overnight trip and they may have unsupervised access to students (e.g. Christian Union trips), then they must be DBS checked and a detailed risk assessment evaluation carried out.

8. Registering Students

If a trip is departing from school a full register of students should be taken before leaving and passed to the relevant attendance secretary. If the trip is out all day an afternoon register should also be taken and the results phoned through to the relevant attendance secretary.

If a trip is arranged so that students meet staff at the trip venue, the meet time should be clearly communicated to students. A register should be completed and phoned through to the relevant attendance secretary no later than ten minutes after the meet time. If students are missing the Deputy Heads, DEVSLD and the relevant Head of Year should be advised by the relevant attendance secretary. For a full day trip the results of an afternoon registration should also be phoned through to the attendance secretaries.

9. The correct level of supervision whilst on a trip

Students shall be in groups if not supervised (recommendation is students should be in groups of 3). In the daytime, on outings and visits, at least two members of staff should accompany students. Where supervision is provided by an outside agency or by any adults who are not members of the school staff (e.g. Christian Union), party leaders are responsible for ensuring that such supervisors are suitable to work with children and young people. In the case of commercial providers (e.g. Ski Trip, Sailing), party leaders should contact the provider organisation and check that all staff have been cleared under DBS procedures. Where supervision is provided by other volunteers, it is the responsibility of the party leader to draw this matter to the attention of the DEVSLD (via email) and they will decide whether or not to instigate a DBS check.



10. Water Based activities

These activities have intrinsic hazards over and above normal day-to-day risks and therefore require particular supervision. Staff should refer to the *Swimming Policy* and ensure the policy is followed. Seek advice from the DEVSLD if there is any uncertainty.

11. Transport Arrangements

All school vehicles used for out of school visits shall be signed out by the person in charge of the party. Further details on transport arrangements can be found by reading the school's *Transport Policy*.

12. Insurance Arrangements

The majority of school trips are covered by the school's insurance scheme; however, in the scenario where this is not the case Party leaders should consider whether policies cover:

- Employer's liability
- Public liability
- Personal accident cover
- Costs of medical treatment
- Specialised risk activities
- Damage to or loss of hired equipment
- Transport and accommodation in the event of an emergency
- Compensation in the event of cancellation or delay or for loss of luggage or personal effects
- Legal assistance in the recovery of claims
- Failure or bankruptcy of the travel company or centre
- The party leader should also ensure that any hired transport is appropriately insured.

It is best practice to go through any policy with the Bursar before departure.

In addition to the above, as travel insurance has increased significantly over the last 12 months to cover natural disaster etc, when party leaders are planning an overseas trip that will rely on the school's travel policy, then the following allowances need to be included in budget planning:



NO OF DAYS IN TRIP	ALLOWANCE PER STUDENT	EXAMPLE OF TRIP
1	£2	Ypres
2-8	£15	Wageningen Easter Rowing Camp Spanish/French Exchange
8-16	£30	European Work Experience
Over 16 and higher risk	£40	True Adventure Long Haul Sports Tour Ski Trip

13. Emergency Arrangements

These should be established before the trip/visit departs and disseminated to all adults accompanying the trip. For a residential trip, two members of the Senior Leadership Group or one member plus the relevant Head of Department should be identified as emergency contacts for the trip. All staff have been given *Trip Emergency Contacts Cards* to which they can refer in case of emergency. Factors to consider when drawing up emergency procedures include the need:

- to ensure that all students in the party are safe
- to establish the names of any casualties and to get immediate medical assistance
- to notify the police (or the British Embassy/Consulate if appropriate) where necessary
- to notify the school contact of the time, nature and location of the incident and the names and injuries of any casualties
- to keep written records - including accident report forms - of all emergencies

Staff should never become involved in discussions about liability or insurance in the event of an accident, but should refer such issues to the Bursar.

Staff should also refer any press enquiries to their SLG contact (having first notified the contact of the basic nature of the incident) who will pass this information on to the Critical Incident Management Team (Head Master, Deputy Heads, Bursar, Assistant Heads). The names of casualties should not be given to the media.



The party leader should ensure that he/she has easy access to medical and consent forms at all times. These give contact information for parents, details of the student's doctor and permission to carry out emergency medical treatment.

The School also holds a Critical Incident File, held by the Executive, which covers the management of a major incident, disaster or emergency.



To assist any third party in the case of an emergency, students can hold a contact ID card (sample below):

<p>My name is</p> <p>..... and I am a student of Kingston Grammar School, London, England on an Educational Visit to</p> <p>.....</p> <p>from:/.../....</p> <p>to:/.../....</p>	<p>Emergency Contact Numbers:</p> <p>1. My teacher is whose number is</p> <p>2. I am staying at, the number is</p> <p>3. My home number is</p> <p>I have the following medical conditions:</p>
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14. All applications for trips must be accompanied by a risk assessment. Copies of this assessment should be given to all adults on the visit. Such assessments should consider:

- the type of visit and any particular risks inherent in it
- location of visit, routes and methods of transport
- competence, experience and qualifications of staff
- ratios of adults to students
- age and competence of students on visit
- any special medical or educational needs amongst students
- seasonal conditions, weather and timing
- emergency procedures
- how to cope if a student is unable or unwilling to continue

If, during the course of the visit, the risk to the students' health and safety appears unacceptable, the party leader must stop the visit and put contingency measures into effect.

15. Sufficient briefing shall be given to all those involved on any school trip. This will include briefing parents and students regarding expectation of conduct and arrangements for sending students home early should their behaviour merit this.

16. Parents must give written permission on a *Trip Consent* form for their children's participation in a visit. **One consent form is sufficient to cover all day trips that the student will participate in over the academic year.** This consent form does not cover residential trips or trips that have a higher risk associated with them eg RAF flying;



shooting. In these cases a separate consent form needs to be completed by parents for each residential/high risk trip their child participates in.

One copy of the completed form should be carried by the party leader at all times; a second should be lodged with the Trips Secretary and a third left with the SLG contact. During the school holiday periods the Bursary should also have a copy. Parents should also be informed of:

- The dates, objectives and costs of the visit
 - Times and locations of departure and arrival
 - Details of accommodation
 - Names of staff accompanying the visit
 - Details of planned activities
 - Details of the behaviour expected of students
 - Details of clothing and equipment to be taken by students
 - Details of what students may not take/bring back from the visit
 - Money to be taken
17. If a student has not provided a consent form signed by their parents the day before the trip departs, then the student will not be allowed to participate in the trip. They will attend school as normal. If the trip is a whole year trip and there are no formal lessons, any student not providing a signed consent form will not be allowed to participate in the trip but following registration will work in the Library.
18. Students should understand the objective of the visit, basic foreign words (where appropriate), how to avoid specific dangers and any special safety precautions in place, the standard of behaviour expected of all students, what to do if approached by anyone from outside the group, rendezvous and emergency procedures.

It is accepted that on residential trips students cannot be supervised throughout the full 24 hours of any day, but staff must use their professional judgment when assessing how much freedom students are given when unsupervised. Much will depend on the age and maturity of the students concerned and on the potential hazards of the location.



If students are to be unsupervised, they must be given clear instructions to stay in groups of a **minimum of three**, to confine themselves within a certain area, to obey instructions about what is and what is not permissible and to rendezvous at a predetermined point within a specific space of time. Students should carry the address and telephone numbers of the accommodation in case they become separated from the main party as well as the party leader's emergency contact details.

On any trip, whether at home or abroad, there should be a regular headcount. All students must abide by the *Code of Conduct for School Trips*.

19. Teachers and other adult helpers should be aware of what the visit involves and should be given clearly assigned tasks. Details of risk assessments and of any special medical or educational needs amongst students should be shared amongst all adults.
20. Where a visit involves commercial providers such as tour operators, party leaders must obtain written or documentary evidence that the providers have themselves assessed the risks associated with the visit and have taken appropriate measures to control them.

Where commercial organisations are providing Adventure Training activities, the party leader must ensure that - where necessary - the provider holds the appropriate licence. Examples of activities which require a licence include (but are not limited to):

- Caving, climbing and abseiling
- Trekking (on foot or pony or cycle) on moors or land over 600m above sea level and 30 minutes from an accessible road or refuge
- Sailing, canoeing, rafting and windsurfing.

When activities are provided by commercial agencies, the party leader and teachers retain ultimate responsibility for the students at all times.

21. A nominal roll together with the planned destination(s), expected return time and where possible a contact number shall be lodged in Reception, or in the Bursary during holiday periods. Emergency contact numbers shall be carried by the party leader.
22. Staff on visits are continuously responsible for those students in their care and should behave with professional demeanour at all times. When direct contact with students is not possible (e.g. during exchange visits) students must always be able to contact a member of staff.

Further detailed information for leaders of overseas and residential visits is on the form *Information to Leaders of Residential & Overseas Trips*.



23. After any residential visit, party leaders must complete a post visit report form (available in the Resources Room) and hand it to the DEVSLD. This should identify any problems and provide advice for leaders of future trips where appropriate.
24. The DEVSLD has the right to cancel/postpone a trip if he deems the trip to be too risky eg extreme weather conditions or inadequate staff availability.