

PENNTHORPE EDUCATIONAL TRIPS POLICY

THIS POLICY INCLUDES THE EARLY YEARS FOUNDATION STAGE



ISI Code:	Educational Trips Policy
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This policy is intended to be read in conjunction with Pennthorpe's Health and Safety Policy.

INTRODUCTION:

At Pennthorpe, we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team working. Others will extend their knowledge of the world. The common factor is that they all make an essential contribution to pupils' development and education in the broadest sense of the word.

OUR TRIPS AND VISITS:

The **Early Years Visits Policy** details the special provisions with regard to educational visits involving pupils in the Early Years setting.

Pupils regularly attend day trips to: historic sites, museums, galleries, natural features, farms, places of worship and other schools to support the curriculum in History, Art, Geography, Science, R.E., English and Music. There are regular theatre trips for pupils of all ages.

We also run a residential trip in every year from Year 3 to Year 8. Pupils in Years 5 – 8 are given the opportunity to take part in the bi-annual ski trip which is usually in December.

INFORMATION ON PLANNED TRIPS AND ACTIVITIES:

The school calendar lists the trips and visits that are due to take place over the coming term, together with a list of planned home and away sports fixtures. Parents will always be notified in advance:

- If a child has been selected for a sports team. We very much welcome family and friends at all our matches, both home and away.
- If a child is going to be out of school during the school day in order to visit a local museum, theatre, nature reserve or historic site.
- We send details of planned trips and activities in advance to all parents of pupils of the relevant year group or cohort.

PARENTAL CONSENT:

Most activities take place during normal school hours and are a normal part of the pupils' education at school, for the majority of which, written consent is not required. Parents will be required to sign an annual

consent form at the beginning of each academic year with the exception of pupil's in Early Years who will be required to provide consent for every educational visit.

We will however require specific, individual consent if we are to take pupils on any trip or visit that extends beyond the normal school day. A trip may involve an overnight stay, collection from a different venue or be an overseas visit. In such circumstances, we are unable to take pupils without a completed consent form. We take all of the contact details and medical/dietary information held by the school with us for all pupils participating in a visit. If any of the information needs to be updated the consent form allows for this to be done. We must have accurate details of where parents or guardians may be contacted in an emergency. This form will be sent well in advance and must be returned to the school at least 2 working days before the start of the trip.

SAFETY:

Safety is Pennthorpe's top priority. We expect parents to support the school in ensuring that pupils follow the instructions given either by a member of staff, or by a qualified instructor, and use the proper equipment. We reserve the right to send any pupil home early, at their parents' expense, if they decline to follow reasonable instructions given for their own safety or do not follow the school's behavior code.

GUIDANCE FOR STAFF INVOLVED WITH SCHOOL VISITS:

INTRODUCTION:

We have a large number of trips, out of school activities and visits at Pennthorpe which are an important part of our educational ethos. We expect that every member of our staff endorses the educational value of activities outside the classroom. We encourage everyone possible to participate in them, and to help with the arrangements. We always welcome suggestions from staff for new trips.

ROLE OF EDUCATION VISITS CO-ORDINATOR:

The Deputy Head is our Education Visits Coordinator (EVC). They support the Head and Senior Management Team in the process of approving visits, ensuring that they are spread throughout the different age groups, and the school year. They provide support for staff organising trips and visits and checks:

- Event forms
- Letters to parents
- Risk assessments
- Parental consent forms (General form signed by parents at start of year. Residential trips will require a separate consent form.)

They keep records of all previous visits. They also keep reports of any accidents or near misses. All staff will receive support on planning school visits for their first trip.

ROLE OF THE GROUP LEADER:

Every trip or visit, no matter how short, must be planned in advance by the member of staff who is in charge of organising and running it. He or she will always have had experience of accompanying school visits before taking on the role of Group Leader. They should speak to the Bursar about the Emergency procedures, the School's Insurance and budgeting for visits. We expect all Group Leaders either to hold a valid First Aid certificate themselves or ensure that one of the other teachers accompanying the visit holds one. A Deputy Leader is nominated for all trips. He or she may not hold the qualifications of the Group Leader but will nevertheless be capable of taking over that role if necessary.

No one should drive the school minibus unless s/he holds the appropriate licence and has been assessed as a minibus driver. For any minibus journey that lasts for longer than 2 hours there should be a second member of staff who is also an approved minibus driver. The school will arrange and fund the appropriate First Aid courses, as well as courses in driving minibuses for all staff who are involved in visits. At Pennthorpe, the Maintenance Team carry out detailed vehicle inspections on each bus every week.

PERSONAL LIABILITY AND INSURANCE:

The law places the Group Leader 'in loco parentis'. The DfE Guidance "Health and Safety: Advice on legal duties and powers" explains that "Employers, school staff and others have a duty under common law to take care of pupils in the same way that a prudent parent would do so." Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Pennthorpe School, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's guidelines.

Pennthorpe has £20m of Employers' Liability Insurance and £20m of public liability insurance. Overseas and residential visits are insured as required and the Group Leader should check requirements with the Bursar. Cover usually includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. Any member of staff organising an adventurous or hazardous activity is required to ensure all activities are covered by the policy. The Group Leader should ensure that s/he takes a copy of the travel insurance with him/her on all residential visits. They must also check that external activity providers have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the LOtC Quality Badge to organisations which meet nationally recognised standards. Where the organisation does not hold the badge, they must check they are an appropriate organisation to use. This will include checking:

- their insurance
- they meet legal requirements
- their health and safety and emergency policies
- their risk assessments and control measures
- their use of vehicles
- staff competence
- safeguarding
- accommodation
- any sub-contracting arrangements they have
- that they have a licence where needed.
- check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

Pennthorpe's policy is to discourage staff from transporting pupils in their private cars, and never to allow them to be transported in cars belonging to parent helpers (unless the parents make a private arrangement that does not involve the school). Where a member of staff transports a pupil in his/her car, insurance cover is automatically provided through the school's "occasional business use" motor policy. That ensures that motor insurance claims arising whilst a member of staff is using their own car for school business purposes can be settled without involving their own motor insurer.

PREPARATORY ARRANGEMENTS:

The amount of advance preparatory work needed will vary considerably with the type of activity. Very little preparation may be needed for walking with a group of pupils to a local site, spending an hour there and then walking back in time for school lunch. By contrast, a visit lasting a week to another country requires considerable research and preparation. Repeat visits and shorter visits will need less planning, and can be

arranged at shorter notice, though it is always desirable to give parents as much notice as possible when planning visits, some or all of which may take place during school holidays and half-terms. Group Leaders may draw upon the EVC's stock of existing background material when planning regular repeat visits to familiar destinations.

For ALL off-site visits:

- An Events Form should be completed at the time of booking and sent to the Deputy Head for approval.
- A letter must be sent to all parents at least two weeks prior to the visit informing them of all necessary details and of any extra safety measures required. These letters must always be cleared, in advance, by the Head.
- If required, a Consent Form must be sent out with the letter which must be completed, signed and returned before the trip takes place.
- A risk assessment, including an emergency plan and communications plan must be carried out.
- One copy of all of the above documents must be given to the EVC, prior to the visit
- A list of 'Contact and Medical Information' for all pupils involved in the visit must be taken on the outing, along with all of the Consent Forms.
- Staff to be aware of, and follow the procedures set out in the Missing Child Policy.

Planning that a Group Leader needs to undertake:

The list that follows is designed to be as comprehensive as possible for a longer type of visit. The timescale is approximate and may be shortened. Some actions may not be required for trips within the school day, theatre and museum visits or for day visits using school transport.

- Obtain advice from the EVC, on suitable dates, precedents etc
- Discuss preliminary plan, including purpose, location, transport, hotels, activities, itinerary, number and age of participants with EVC.
- Calculate the staff to pupil ratio (see below)
- Prepare a draft itinerary
- Decide mode of transport for all legs of the journey
- Submit an Events Form and send to the Deputy Head for approval.
- Prepare fully inclusive costs for the visit, including an appropriate contingency for delays and emergencies, in conjunction with the Bursar (The costs of the accompanying staff must be included).
- Check that the provider of adventurous activities is appropriately licensed and the individual instructors possess a recognized qualification from a national body, such as the Adventure Activities Licensing Authority.
- Obtain clear statement from the Centre about their responsibility for the safety of the pupils before making any commitment. Ask for copies of their risk assessments.
- Prepare or review the risk assessment(s)
- Check the school's insurance cover with the Bursar, if the visit involves hazardous activities (see above)
- Find other members of staff who are willing to participate in the trip, bearing in mind the need to have both male and female teaching staff when both sexes participate in a visit. It is desirable to have at least one member of staff who speaks the language of the country to be visited. We hope that Sports Coaches and Music Staff will participate in sports and music tours. They are also welcome to help with other visits. Parents may be invited to accompany day visits and we welcome them at all sports fixtures.
- Arrange for any volunteers participating in the trip who may have unsupervised responsibility for children to obtain an enhanced DBS disclosure. (The Bursar's office will make the necessary arrangements).
- Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider.

- Carry out a reconnaissance visit if the location is not one that the school has visited before. (If this is not possible, references from at least two other schools that have visited the site may suffice).
- Establish the minimum and maximum numbers for the visit to be viable (bearing in mind that the costs of the accompanying staff will be divided amongst the participants).
- Ascertain the medical and visa requirements
- Establish when the deposits are required by tour operators/airlines/activity center etc, and ensure that the size of the deposit requested from parents is sufficient to cover these costs (including the costs of deposits for accompanying staff)

STAFF/PUPIL RATIOS:

The DfE recommended staff to pupil ratios for visits and off-site activities is:

Recommended Ratio	Pupil's Year Group
1:3	Beehive
1:5	Reception
1:6	Years 1 –3
1:10	Years 4 - 6
1:15/20	Year 7 upwards
1:10	All visits abroad

THE RISK ASSESSMENT:

Whilst a written risk assessment is not required for every activity, teachers should assume that they should prepare or review risk assessments in all circumstances. Where a risk assessment is carried out, the employer must record the significant findings of the assessment.

FOR RESIDENTIAL TRIPS

a) AT LEAST TWO MONTHS in advance after permission is granted:

- Write a preliminary letter to send to parents and guardians of the target age group, outlining the purpose of the trip, the programme and the expected maximum cost. Ask for acceptance together with a deposit (if required) by a specific date. Mention that parents will be given more details nearer the date of departure. Explain any restrictions on numbers. At Pennthorpe, these letters must always be cleared, in advance, by the Head.
- Brief the pupils about the visit, its dates and purpose.
- Check names of all pupils wishing to participate. Discuss with EVC concerns about special arrangements that may be required for handling any specific medical or SEN issues.
- Collect deposits and arrange with the Bursary to set up a unique cost center in the school accounts for the trip.
- Arrange for the Bursary to pay costs, as required
- Finalise the costs with the travel company etc.

- Insist that all coaches are fitted with seat belts.
- Work out the cost for parents (including contingency to cover delays etc)
- Inform parents of the medical and visa requirements, if any
- Arrange for the Bursary to bill parents for the balance of the cost of the trip.
- Arrange for the Bursary to pay the balance of costs, as required
- Brief and prepare the pupils in advance (ensure that they are given plenty of notice if they need special equipment).

b) Six Weeks in Advance

- Give the Bursary details of requirements for foreign currency/travellers' cheques/pre-paid foreign currency card. (Group Leaders will be responsible for this/these).
- Arrange meeting with parents (or send a letter) to brief them on all aspects of the trip, including:
 - The itinerary, including the meeting and collection points.
 - Contact details for use in an emergency.
 - The money, kit and equipment that the pupils need.
 - The expected standards of behaviour, and the potential risks of irresponsible behaviour
 - Remind parents those pupils who ignore or flout the behaviour code risk being sent home at their parents' expense. Pupils remain subject to school rules throughout the visit.
 - Arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances.
 - Arrangements for communicating with parents in the event that the return is delayed.
 - The need to notify the school in the event of contact with an infectious disease within four weeks of traveling.
 - The reasons why a completed consent form is essential.
 - The need for a copy of each pupil's passport (if necessary)
- Send all parents a copy of the consent form with specified return date
- Brief pupils on expectations of behaviour. Pupils in Years 7&8 will be talked through the Code of Conduct: this will be sent home for parents to sign and must be returned prior to the Residential.

c) Two weeks in Advance

- Complete the second part of the Events Form with final details and hand it in to the Deputy Head for final discussion at SMT.
- Chase parents who have not returned their consent forms (or Code of Conduct for Y7&8). Remind them that their child cannot participate unless the form is received within 2 working days of departure.
- Obtain photocopies of each pupil's passport, if necessary.
- Check all tickets for accuracy. Store them in the school safe until collection.
- Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the Group Leader, and other accompanying staff, and emergency procedures.
- Prepare packs for the School Office and for each member of staff, that contain the following information:

- The itinerary (including address, phone number etc of all locations where the party is staying)
- The Group Leader's mobile number
- Mobile numbers of all participating staff
- A list of pupils, which includes details of their parental contact numbers and details of their medical conditions and doctors' contact details.
- Emergency contact numbers for the member of the SMT designated to be on-call
- A copy of the risk assessment and emergency plan

d) The Day Prior to Departure/The Day of Departure

- Collect tickets and any money or cheques from the Bursary
- Give trip information packs to designated school recipients and to other staff participants
- Remind pupils about the rendezvous, dress code, standards of behaviour etc.
- Remind children to bring passports, if necessary. Ask to see each passport.
- Collect packed lunches (booked via the Events Form)
- Collect (and check contents of) first aid kit(s) (booked via the Events Form)

e) During the Visit or Activity

Primary responsibility for the safe conduct of the visit rests with the Group Leader. He or she has sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. He or she may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out a head count on getting on and off any form of transport, entering or leaving a museum, restaurant, activity center, hotel etc.
- Checking that all pupils wear their seat belts.
- Checking the fire exits and escape routes
- Ensuring that sleeping accommodation is suitable and located together
- Setting times for pupils to be in their rooms/beds at night.
- Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
- Enforcing expected standards of behaviour.
- Looking after – or reminding pupils to look after – passports and valuables.
- Storing cash, cheques and tickets.
- Keeping an account of all expenditure
- Recording all accidents and near misses.

ILLNESS OR MINOR ACCIDENTS:

If a pupil has a minor accident or becomes ill, the Group Leader, or another member of staff will take him/her to the local hospital or clinic. If the trip is outside the UK, s/he will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for

settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK.

At Pennthorpe we expect the Group Leader to phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises. The On Call SMT member should be informed first, prior to contacting parents.

EMERGENCY PROCEDURES

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the following should happen in priority order:

- Group Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured.
- One of the accompanying members of staff should accompany the injured pupil(s) to hospital.
- Ensuring that the rest of the group were safe and looked after, and informing the Head or on-call member of the SMT of what had happened would be the Group Leader, who would need to give as full, calm and factual account as the circumstances permitted.
- Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Head are maintained.
- He or she would also need to arrange (perhaps using the Deputy Leader or another member of staff) for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas.
- A full record should be kept of the incident, the injuries and of the actions taken.

At Pennthorpe, depending on the nature of the incident, we will implement our own communications plan for informing as swiftly as possible both the families of the injured, and the families of those who are unhurt. We recognize that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use mass communication methods SMS, email, messages on our portal or website or local radio for communicating with those whose children are not affected.

Where possible, communication with the media should be left to the Head. The Group Leader should refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

DELAYED RETURN:

If a visit is delayed, the Group Leader should phone the school office, or the on-call member of the SMT (out of school hours), who will in turn contact all the parents to alert them to the delay and the revised time of arrival.

ON RETURN:

Each Group Leader is asked to provide the EVC with a practical report on the visit, reports of any accidents and near misses on his/her return. Personal observations and lessons learned are always valuable for subsequent visits. The Group Leader should return all school property, together with a report of any lost or damaged property. He or she should also instruct all pupils/parents to delete their records of any staff mobile numbers.

EXPENDITURE:

The Group Leader is responsible for returning any unused cash or cheques to the Bursary. The pre-paid foreign currency card should be returned, together with all related transaction vouchers. The Group Leader is also responsible for producing a schedule of all expenditure on the trip. Unused balances will be returned to the parents by way of credits shown on the next school bill.

REPORT FOR HEAD & GOVERNORS:

The EVC will invite the Group Leader to draft a short report, which will be copied to the Head for inclusion in their termly report to the Governors and/or any marketing materials.

EARLY YEARS EDUCATIONAL VISITS:

INTRODUCTION:

Pennthorpe School places great value on educational visits for all of its pupils, including the very youngest, recognising that they provide a unique opportunity to enhance the curriculum and to extend and support class based work. They provide opportunities which cannot be provided on site and can extend the knowledge and understanding of our youngest pupils.

OUR VISITS

a) Supervision:

Generous staffing levels, close supervision and proper protective clothing are essential for even the shortest of excursions. For all walks within the enclosed school grounds, the children are supervised by Staff who hold a minimum of Level 3 statutory qualification (as defined by the Children's Workforce Development Council). They also take a walkie talkie with them. The children are always briefed in advance about the visit and of the standards of behaviour expected.

b) Staff Ratios and Responsibility:

We operate a staffing ratio of 1:5 for all Reception Class off-site visits and 1:3 for all Beehive offsite visits. Normal year group sizes do not exceed 36, so the Lead Teacher will be accompanied by sufficient number of adults.

Parents are frequently invited to volunteer to help with off site visits. Volunteers are not allowed to supervise children alone and are thoroughly briefed about their roles beforehand.

c) The Honey Pot and Beehive:

Honey Pot children are never taken off site during the year as there are plenty of opportunities for daily outdoor play. Both the Honey Pot and Beehive have well equipped, secure outdoor play areas.

In both the Honey Pot and Beehive, the children are taken on occasional walks inside the school grounds to extend their outdoor and observational learning opportunities in line with the Early Years Foundations Stage principles.

During the summer term, the Beehive children together with their Teachers, Assistants and approved Volunteers participate in two off site visits.

The Beehive children also enjoy occasional theatre trips to enhance their literacy and language learning. For all off site trips, the children travel by coach, fitted with front facing seats and seat belts, from one of our regular coach companies, who comply with our conditions for using hired transport.

d) Reception:

By the time that the children move to the Reception class, they are ready for more excursions off-site and for a wider range of new experiences in addition to occasional walks within the grounds.

During the spring term, the children visit Paradise Park, where they learn and discover more about dinosaurs.

During the summer term, the Reception children visit Bocketts Farm, where they are hands on with the farm animals.

Reception children also attend a weekly swimming session off site, which is led by qualified Swimming Teachers at a ratio of 1:12 and supported by Class Teachers and Assistants.

For all off site trips, the children travel by coach or school minibus, fitted with front facing seats and seat belts, from one of our regular coach companies, who comply with our conditions for using hired transport.

KEEPING PARENTS INFORMED:

The portal and the termly calendar lists all visits due to take place during the term. In addition to this, letters are sent well in advance of any visit, detailing all arrangements, costs and any potential extension to a normal school day.

CONSENT:

Staff will inform parents by letter if they are taking children out of school on a trip and a consent form will be sent home for completion. Parents will be asked to notify the class teacher if there has been any change to their child's medical history.

INFORMATION FOR STAFF:

a) Risk Assessments:

Safety is top priority. Even the shortest visit needs to be thoroughly planned, and requires its own risk assessment, which must be reviewed thoroughly before a repeat visit is made.

b) Head Counts:

The Teacher in Charge conducts, or arranges for another Teacher or Teaching Assistant to conduct a head count of the children (recording the fact that we have done so):

- Before leaving school
- On sitting down in the coach (if applicable)
- On arrival at the destination
- On leaving the destination
- On arrival back at school

Children should always walk in pairs, with one adult at the front, one in the middle and one at the back. Children are reminded about road safety and of the expected standards of behaviour. When travelling by coach or minibus, a member of staff will check that all pupils are sitting properly and wearing their seat belts.

Missing Child Policy:

Procedures are structured to ensure this does not happen; but in the event that a child is missing – either from school or on a visit, staff must follow the procedures set out in the Missing Child Policy.

First Aid and INCIDENTS:

The Teacher in Charge takes first aid kit, asthma inhalers and epipens, a list of emergency contact numbers and a mobile phone with him/her on every outing. Bottled water should be carried on all longer visits. If a pupil has a minor accident or becomes ill, the Teacher in Charge, or another member of staff will phone his/her parent's emergency contact number and arrange for the child to be collected. If contact cannot be made, the Teacher in Charge, or another member of staff, will take him/her to the local hospital, or if the illness is more minor, contact the Pupil Welfare Officer. A member of staff will remain with the child until a parent or carer arrives.

ROLE OF THE TEACHER IN CHARGE OF AN EARLY YEARS VISIT

Every visit, however local or short, must be planned in advance by the member of staff who is in charge of it. S/he will have had previous experience of accompanying Early Years visits before organising one him/herself. S/he will also have received guidance from the School's Education Visits Coordinator. The Teacher in charge must either hold a valid Paediatric First Aid Certificate or ensure that another member of staff accompanying the visit holds one.