

## Whole School Outings & Trips Policy and Procedures (includes EYFS and out of school provision)

**All outings require the prior permission of The Head of School and a reconnoitre visit by staff is highly recommended before the actual visit takes place.**

### Planning

- As a general principle, each Form should have one residential trip each session (cost variable) and the day outings fees per term should not be excessive.
- The Head of School must be notified, and authorise, any outings and residential visits before they can be included in the calendar.
- Check with the Head of School that the planned group is not booked in for any other expensive outings that term, and that the pupils are not likely to miss too much teaching time, repeatedly missing the same subject or school day.
- A risk assessment of the trip must also be undertaken and discussed with the Head of School. Copies must be kept by the relevant Head of School. Forms are available on the T:/ drive.
- Outings Forms are available on the T:/ drive. These must be completed at least four weeks before the event and as concisely as possible. Once completed they should be handed to the Office who will distribute them. If a mini bus or large coach needs to be hired the Office can do this, via the electronic diary, as long as enough notice has been given. If a driver is required for one of the School's minibuses, check with the Bursar for cost and availability.
- Any volunteers on overnight stays must have a CRB check. All other staff should have CRB clearance.

**Costing** – check totals with the Bursar. In general, money should be collected in advance of the visit. There is an outings form available on the T:/ drive.

Include:

- a. Transport - remember parking fees - see the Bursar for minibus charges
- b. Entrance fees
- c. Additional costs, eg hire of specialist equipment/instructor
- d. Supply teacher (if necessary)

**Confirm** transport booking. Make sure you receive confirmation in writing with correct departure and arrival home times. **Insist on a coach with seat belts** and write this into the booking confirmation.

**Send letter** to parents including reason for visit, timing, cost, method of payment (cheque or addition to account), packed lunch requirement and clothing. When a reply is needed via the website for permission etc, ensure instructions are included in the letter. Sometimes an initial letter to gauge interest is required. Packed lunches are supplied by school and should be booked a minimum of two weeks in advance with the Catering Manager.

### **Medical Forms.**

Extra preparation should be taken over pupils with special or medical needs and an extra risk assessment should be completed if appropriate (eg for a pupil in a wheelchair).

Day trips require the general Medical Form held by the School Matron to be taken by all accompanying staff, a copy left with the School Office and with the Home Contact (if appropriate). The medical forms contain parental permission for emergency medical treatment.

Residential trips, even those overnighting in a school, require an additional Health Form to be completed. Blank Health Forms are available on the T:/ drive. Completed Health Forms should be duplicated. A copy should be carried by the leader of the trip and **all accompanying staff should also have a set**. Another copy should be left with the Home Contact (a colleague who is prepared to be on stand-by for you, at home, to receive any urgent messages during the trip) and with the School Office. Please remember to phone the Home Contact on return from your trip to let him/her know he/she is off duty.

**Staff /Pupil ratios** for outings should be as follows:-

Senior School	1 : 10
Junior School	1 : 10 (although 2 staff will always be required with 10 children for all outings other than transportation to and from sports fixtures)
Lower School (Forms 1/2)	1 : 6
Lower School (under 5)	1 : 4

For all scheduled school outings, it is preferable to take teaching staff, teaching assistants or support staff on school trips. It is NOT School Policy to include parents since their loyalties could be divided if an incident occurred.

For short distances, e. matches, parents **may** accompany school groups if:

- they are fully briefed as to their responsibility of supervision and their expected duties whilst in charge of a group (eg they must see the risk assessment for that trip).
- their child is not in their allocated group.
- they are not left alone at any time with an individual child (e.g. they should not be given responsibility for a sick/injured child who may have to be kept separate), unless they are CRB checked.

**Trips in the Minibus.** The minibuses must be driven only by staff who have been authorised to drive by the Bursar. Any member of staff wishing to take the minibus test should notify the Bursar. Staff who are able to drive the minibus, but do not do so regularly, must have a 'refresher' with the chief driver, before their planned trip. Please note that two of the minibuses are required to transport pupils home at 4.00pm and must be on the premises in good time for them to depart.

A member of staff may drive the minibus and exceed the ratio (see above) of 1:10 providing:

- that the distance travelled is under 30 miles or the journey is under one hour each way.
- that the member of staff will not be the only responsible adult at the destination, e.g. to a designated sports centre where experts will be on hand.
- pupils are briefed as to what to do in the event of the teacher being ill or involved in an accident. It is **always** advisable to have another member of staff who can accompany the driver. If the only adult is the driver, the pupils should know who and how to call. A mobile should be to hand.

Staff should ensure before departure that they have a fully charged mobile with them and that they leave the number with the School Office and/or the Home Contact.

**Parents in cars.** Parents may drive pupils in their car to a match providing consent has been given by the other parents. (If there is room, a parent may go in the minibus). The minibus and any parent driving a car should always travel in convoy so that assistance can be given in the event of an emergency.

Teachers may drive pupils in their car providing that parental consent has been given. (The School insures all staff for 'occasional business use').

Guidelines for driving the school Minibus are to be found in the relevant Whole School Policy.

A code of practice for driving a minibus can be found at:

[http://www.rospa.com/roadsafety/advice/minibus/info/Minibus\\_Code\\_2008.pdf](http://www.rospa.com/roadsafety/advice/minibus/info/Minibus_Code_2008.pdf)

**The timing of the day** should be planned - arrivals, departures, toilet and lunch stops, etc. A wet-day lunch venue should be researched.

**Prepare materials** - worksheets, clipboards, specialist equipment, etc.

### **Insurance**

Cranford House has 'Travelcover for Schools' provided by Marsh Travel Cover.

### **Day of Trip**

- Check Medical Forms with the Matron
- Collect First Aid Kit from the Matron and Accident/Injury Forms.
- Collect food from dining room
- Make sure office has list of all pupils on trip – NB this includes matches.
- Take either your own mobile phone or the school one. If taking your own, ensure the School Office and Home Contact have your number; if taking the school phone, make sure you know how to use it!
- Remind pupils of the Code of Conduct and expected behaviour.
- Take Crisis Management Policy with you.

If an accident or injury occurs to a pupil whilst on a trip, the appropriate form kept in the First Aid Kit should be completed; when the pupil is collected by the parent or guardian, the form should be signed by both the parent and the teacher.

### **Bad weather**

If bad weather threatens to cancel the trip, the responsibility for the decision lies with the Deputy Head or, in their absence, the Headmistress.

**After Trip** – update the Bursar with the final costs.

### **Foreign Visits and Exchanges**

Planning, costing, confirmation of travel details, staff:pupil ratios and medical forms are all the same as for the Outings and Trips Procedures.

It is usual to send an initial letter to parents to gauge the response and to give them an approximate idea of the cost and details of payment (eg staged payments). Once numbers are ascertained, details of the visit can be confirmed.

If using a company, insist on seeing all their risk assessments and insurance and travel policies. If booking a Youth Hostel, or hotel independently, a prior inspection visit is strongly recommended. In addition, confirmation needs to be obtained from the venue that key pads and security systems (including fire procedures) are in place.

If a school exchange is being organised, assurance needs to be sought from the Head of the establishment that all measures have been taken to ensure the safety of the pupils whilst in the homes of their exchange partners. The Head should agree to undertake to report any incident relating to Child Protection issues and the exchange families concerned to his/her counterpart in the UK. Strict guidelines should be given to all the pupils and a guarantee of certain standards and expectations (eg privacy for dressing etc) should be made very clear.

### **Safety whilst abroad**

The completed risk assessments should emphasise the following:

- Safety whilst travelling (use of seat belts on coach, ferry, plane)
- Guidance for unsupervised groups at airports/on ferry
- Minimum numbers in a group for unsupervised activities (eg shopping). A member of staff should always be on duty at a pre-arranged meeting point, so that pupils can easily get help.
- Clarity about who has a mobile telephone in the group and confirmation of the teacher on duty's number.
- Behaviour in the accommodation or expected conduct in the foreign family's home.
- Traffic safety (crossing the road).
- The Group Leader should ensure regular contact with the Home Contact. Any anxieties or irregularities should also be immediately reported to the Headmistress.

### **Guidelines for Parents of Pupils taking part in an Exchange Visit**

We hope that the young person in your care will have a wonderful time with your family and go back to their country with many happy memories.

To ensure their comfort and safety, please take note of the following points:

- A young person should only be sharing a room with a person of the same sex; ideally there should not be a great age difference between the young people sharing the bedroom
- A young person must have his/her own bed
- Access to night time bathroom facilities should not be via an adult's bedroom

- Access to a bedroom, or other room used by adults or people of the opposite sex, should not be via the young person's bedroom
- Privacy for washing, dressing and undressing must be provided
- The young person should know the exit route from the house in case of emergencies

As the person in 'loco parentis', you should know where the exchange partner is at all times.

It is essential that young people and hosts set and agree ground rules at the beginning of the stay. By making expectations clear, problems or embarrassment will be avoided.

(A copy of these guidelines should be sent to the exchange families).

### **Guidelines for young people staying in host families**

- If you have a problem or are worried about something, always tell someone you trust about it, like the teacher, organiser or host parents – do not suffer in silence!
- Learn the telephone number of the emergency services in the country you are visiting before you leave and make sure you keep the number handy.
- Every home has its rules and some of your host family's rules may be different from those in your own house. Make sure you know the rules.
- When staying with the host family, remember that you are a guest in their home.
- Check with your hosts what time meals will be.
- You should eat with your host family unless something else has been agreed in advance.
- Try to keep your room tidy and make your own bed.
- Do not use things without asking permission first.
- When you go out always tell your hosts where you are going and what time you will be home.
- Learn as much as you can about your host family's way of life – don't stay in your room all the time.
- Use your time well and practise your language skills with the family as much as possible.

### **Keeping safe when out and about**

- Don't speak to adults you don't know – just walk away if someone speaks to you.
- Don't go up to a car for any reason, even to give directions. Keep your distance so you can run easily.
- If something happens which you don't like, tell the Group Leader or another adult, even if you have broken a rule we will sort it out.
- Shout and run if someone follows you. Go towards places where there are people or knock on a door and ask for help.
- When you are not at school or at your partner's home(hotel or hostel) you will be with your Group Leader. In some places, you may be free to go off in groups of not less than four. You must always return to the pre-arranged meeting point on time (make sure one of the group has a watch!).
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**REMEMBER – keeping safe is the important thing.  
You can break normal rules in order to stay safe**

### **Reminder**

- Listen to your teachers' instructions or to those of the parents of your exchange partner

- Know when to be back at the meeting point and **where** it is
- Carry your **partner's phone number** and address on you at all times in case you get lost
- Take your mobile with you, with the teachers' numbers in it
- **Do not** get involved in smoking or drinking alcohol (even if your exchange partner does)
- Be very careful when crossing the road – look right first and remember, **Europeans do not stop for you at zebra crossings**
- **Look after** your money and any valuables

### **Permission Slips**

Generally all trips, except for very local outings within an 8 mile radius, require Parental Permission. The back of the pupil medical form contains a blanket permission form to be signed for local trips. If you are going on a local visit, check that these forms are signed for the whole Form.

C Hamilton

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