

Guidelines for the Organisation of Main School Residential Trips



	Booking	Tick
1	First discuss in outline your proposals with the Headmaster, Deputy Head or Educational Visit Coordinator (TJC)	
2	Proposed staffing and staff: pupil ratios should be discussed with EVC/Deputy Head and accompanying staff should be deemed competent and at least one first aider must attend. When the trip has been approved in principle, colleagues involved should be approached and consulted as soon as possible. Clearly as much advance notice as possible is essential for colleagues who have family and other commitments. A meeting must be held with all staff on trip to discuss risk management. When you consider your staff you should include someone with a formal first aid qualification.	
3	Costing for the trip needs to be carried out with meticulous care and include provision for emergency expenses. Final costings need to be discussed with the EVC (TJC) , before holding deposits are paid out.	
4	If coaches are required, quotes can be obtained and bookings made by the school secretary. Seatbelts must be worn by all children on coaches. Minibuses must be booked.	
5	Make sure details of the confirmed trip go into the following term's calendar via the Deputy Headmaster	
6	Any proposed swimming or water activities must be discussed and agreed with the EVC before the trip – a consent form must be signed by parents.	
	Letters to parents	
8	<p>Parents should always be informed by letter about the confirmed trip. It is essential that they receive accurate information concerning the aims and objectives of the trip as well as:</p> <ul style="list-style-type: none"> • activities that will take place • the final cost & a schedule of payments due • date and time of the trip • Details of clothing to be packed and spending money to be brought. • Consent forms for activities involving risk particularly swimming • Current medical information • Correct contact information • Passport information if necessary • If and when clarions will be sent to parents 	

	All letters to parents regarding trips must be seen by the EVC (TJC) & Deputy Headmaster.	
9	Contact addresses and numbers should always be given in writing to parents. It is your decision as to whether you pass on your personal mobile number to parents or not.	
	Before departure	
10	Meetings to brief both children and staff on the forthcoming trip should be held beforehand outlining expected behaviour and risks. It is recommended that any formal meeting involving staff participating in any residential trip is minuted.	
11	The school kitchen must also be informed if children are out for any meal times.	
12	A Danes Hill School Risk Assessment form must be completed <u>before the trip</u> . This document must be passed by the EVC and a copy submitted to the Headmaster's Secretary at least 7 days before departure. This copy will be kept for 6 months. All staff on the trip must be given a copy of the Risk Assessment and this is a legal document. It should be updated during the trip.	
13	Site manager must be notified of departure and return time of coaches etc to ensure school is open.	
14	A list of children going on the trip must be given to the accounts department, EVC, reception and school nurse. Any medical conditions must be highlighted to staff.	
15	Special dietary requirements need to be passed onto the kitchen in your accommodation preferably before you arrive.	
	Commencement of trip	
16	On arrival at your accommodation, all fire exits must be checked and an emergency fire drill scheduled before bedtime.	
17	Ensure you always have a contact number for the Headmaster or a member of the SMT who will be your 24/7 contact that can be used in the event of an emergency.	
18	Please only return passports to children once the coach is on the school drive and not before.	
19	In the interest of public relations, it is often worth considering sending a (positive!) report of the trip to parents on your return. This could for example be achieved via the weekly Newsletter or the school website.	
20	Critical incident card with contact details must be carried by all staff at all times.	
21	An evaluation must be completed by trip leader and one other member of staff and filed with EVC.	

TJC Date of Policy: April 2015

Date of Policy: 31 January 2018

Date of Policy Renewal: Feb 2019