



TRIPS AND EDUCATIONAL VISITS POLICY

Procedures for offsite excursions

This policy refers to Wellington Senior School

Headmaster	Eugene du Toit
Author	Alastair Anderson - Deputy Head (Co-Curricular)
Date Reviewed	September 2020
Date of Next Review	August 2021
Website	Yes

1. Scope

This guidance is applicable to all those involved in the organisation of educational visits for Senior School pupils and follows the advice from the DfE as set out in its document "Health and Safety on Educational Visits."

The school's organisation of trips hinges on three definitions:

- Class A Trip = visits costing parents £100 or more
- Class B Trip = all other visits that have a cost and/or are out of school time
- Outing = visits that are free to parents, low risk, and take place within normal school time

2. Objectives

- 2.1 To ensure that visits are well planned and significant risks are identified and managed;
- 2.2 To ensure that there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable;
- 2.3 To ensure that those in charge of visits have the necessary competence to manage situations appropriately.

3. Guidance

- 3.1 The Deputy Head Co-Curricular will be responsible for the implementation of this policy, working closely with the Educational Visits Coordinator (EVC).
- 3.2 Learning outside the classroom environment (LOTC) is an essential part of our curriculum. Trips and visits include the following (non-exhaustive list):
 - day trips to historic sites, museums, galleries, natural features, farms, drama productions;
 - language exchanges abroad;
 - field trips, e.g. geography, history, art history;
 - adventure activities, e.g. canoeing, climbing, trekking, horse riding, sailing;
 - choir concert tours;
 - sports tours and ski trips;
 - Duke of Edinburgh Award programme;
 - Combined Cadet Force ("CCF") activities, including weekend exercises, military camps.

Weekend trips for boarders are organised independently of the LOTC environment.

- 3.3 The school calendar will list the trips and visits that are due to take place over the coming academic year, together with planned home and away sports fixtures.

3.4 All new staff will receive advice from the EVC on planning school visits.

3.5 Parents will be notified in advance of:

- sports team fixtures organised independently by the sports' department;
- a child attending a day out on a trip / visit, including details of any extra costs and details of visit duration;
- planned trips and visits for year groups. Parents of pupils opting for residential trips may be invited to attend the School for a full briefing.

3.6 Every planned trip or visit will have a nominated Trip Leader (TL) who is responsible for risk assessing, planning, organising and running the event.

3.7 The Deputy Head Co-Curricular will:

- support the Headmaster in the process of approving visits;
- ensure, as far as possible, they are spread through different age groups and the school year;
- help staff involved with organising tours;
- help Trip Leaders manage trip administration;
- keep records of previous visits;
- ensure information on accidents and/or incidents are passed to the Headmaster.

3.8 The Planning Process

The procedure is laid out on Firefly as follows:

Class A: <https://wellington.fireflycloud.net/trips/training/reference-section/class-a-trips>

Class B: <https://wellington.fireflycloud.net/trips/training/reference-section/class-b-trips>

Trip Leaders (TLs) should follow the procedure below. For terminology, a Trip Assistant (member of staff, parent or volunteer) is described below as TA.

The Trips area of Firefly (<https://wellington.fireflycloud.net/trips>) contains full guidance on planning trips. It is also the avenue for submitting information and documents. Examples of the documentation and feedback from selected previous trips can be found at <https://wellington.fireflycloud.net/trips/archive> to aid planning.

3.8.1 On first thinking of a visit:

- Discuss it with the relevant Deputy Head (Academic or Co-curricular) to obtain approval.
- If they are favourable, complete an Initial Trip Proposal at <https://wellington.fireflycloud.net/trips/forms/initial-trip-proposal>. This is your chance to sell the trip to the EVC.

3.8.2 On receiving Approval in Principle:

- Enter the trip into the SOCS calendar.
- Complete a Detailed Plan at <https://wellington.fireflycloud.net/trips/forms/detailed-plan-submission>.

3.8.3 On receiving Full Approval:

- If it is a Class A trip, discuss billing with the Finance department.
- Finalise costs with the travel company (if applicable).
- Confirm the cost for parents (including contingency provision).
- If necessary, arrange for a school credit card to be issued for the duration of the trip.
- Discuss with the Medical Centre any travel inoculations/medicines that may be advised for the trip.
- Write a preliminary letter to send to parents and guardians of the target participants outlining:
 - purpose of the trip;
 - programme;
 - expected maximum cost;
 - process for expressions of interest and date by when any deposit must be paid;
 - any restrictions on numbers;
 - any medical and visa requirements (non-British passport-holder's parents should be advised that it is their responsibility to ascertain any visa requirements for their child).
- Templates can be found at <https://wellington.fireflycloud.net/trips/training/trip-leader-course/writing-a-letter-to-parents> and there are examples in the archive at <https://wellington.fireflycloud.net/trips/archive>.
- This letter should be submitted to the EVC at <https://wellington.fireflycloud.net/trips/forms/parental-letter-submission>.
- The EVC will create the online consent form and add a link to the letter. It will then be reviewed by a representative of the Management Team before sending to parents, guardians and boarding house staff.

3.8.4 Once the consent forms have been returned:

- Submit a list of pupils, with full name, date of birth, health notes, and contact notes to the School Medical Centre, Designated Safeguarding Lead, Finance department and EVC, along with information specific to the trip. This is best done by uploading the list to the Firefly Form at <https://wellington.fireflycloud.net/trips/forms/pupil-list-submission>.
- Arrange with the Finance department to pay any deposits on accommodation, travel, activity centre etc.
- On exchange trips, assign pupils to host families in conjunction with the host establishment.
- Arrange via the Director of Finance for the loan of a school mobile phone, with pre-paid SIM for the country to be visited from an agreed date. If mobile communications are difficult, use the school satellite phone, particularly if the trip is far from civilisation.

- Arrange for any catering requirements with the catering department by filling in the form at <https://wellington.fireflycloud.net/staff-forms/catering-request>.
- If necessary, book cover for themselves and remind TAs to do so, too.
- If necessary, give the Director of Finance details of any foreign currency / travellers' cheques etc and agree collection requirements (typically the TL will need to sign and produce relevant documentation at a bank or airport terminal).
- If necessary, ensure pupils and staff/parents going on a trip have all the travel inoculations / medicines that are required for the countries they will be travelling in.
- If necessary, obtain copies of each pupil's passport.
- If necessary, check all travel tickets and store in the school safe.
- If collecting currency / travellers' cheques etc, arrange for storage with the Director of Finance in the school safe and make a note of any serial numbers etc.
- If necessary, sign for school credit card.
- Meet with TAs to discuss all practical arrangements for the trip and roles and responsibilities.

3.8.5 At least 5 working days before a low risk trip leaves:

- Submit a Trip Pack at <https://wellington.fireflycloud.net/trips/forms/trip-pack-submission>. A template and instructions can be found at <https://wellington.fireflycloud.net/trips/training/trip-leader-course/the-trip-pack>.

Higher risk trips should provide a much longer notice period of a fortnight at least.

- The Trip Pack serves two purposes:
 - to ensure that the TL and TAs have with them the required information to run the trip, even if the TL is unavailable;
 - to provide the Management Team with on-site details of every trip going out.
- Once the Trip Pack has been signed by the EVC and a representative of the Management Team, the TL will receive a Green Light email. If that is not received (or communicated in an alternative manner) the trip cannot go ahead.
- It is the responsibility of the TL to ensure that all TAs have a copy of the Trip Pack. All members of staff on the trip should be able to easily access a Trip Pack should the need arise. At least one hard copy should be taken, though the majority can be electronic.
- A paper copy of the Trip Pack will be lodged in school Reception so the IRT can access it if needed.

3.8.6 Day prior to departure / day of departure:

- If necessary, collect tickets, foreign currency, travellers' cheques etc from the safe.
- Remind pupils about expected standards of behaviour (including any cultural differences) and sanctions if not followed.
- If necessary, remind pupils to bring passports and ask to see a copy.
- Collect travelling first aid kit (check contents).
- Collect school mobile phone and charger.
- Collect any catering provisions.

3.9 During the visit or activity

Primary responsibility for the safe conduct of the visit rests with the TL. They have primary responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions, though this does not preclude other staff making appropriate decisions if required. They will liaise with the partner school in the event of difficulties between a pupil and their host family. They 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 each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc;
- checking that all pupils wear their seat belts;
- checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel;
- ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor);
- setting times for pupils to be in their rooms at night. Conducting checks (using the other staff);
- ask all pupils to write their mobile numbers on a sheet of paper. Give all pupils the number of the school's mobile if they are going to be allowed out in small, unsupervised groups;
- 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, travellers' cheques and tickets in the hotel safe;
- keeping an account of all expenditure;
- recording all accidents and near misses.
- running specific activities commensurate with their experience and, where appropriate, qualification.

3.10 Incident Standard Operational Procedures (SOPs)

A Visit "Aide Memoire" is available to cover key issues that may arise. It is available here.

<https://wellington.fireflycloud.net/trips/training/reference-section/visit-aide-memoire>

3.10.1 Illness or Minor Accidents (not life-altering)

- If a pupil has a minor accident or becomes ill, the TL, or a TA, will take him/her to the local hospital or clinic after any first aid.
- If the trip is outside the UK, he/she 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.
- The TL will 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.

3.10.2 Serious Illness or Major Accidents

- In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the TL's first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital.
- After ensuring that the rest of the group are safe and looked after, the TL will:
 - inform the on-call member of the Management Team of what has happened;
 - where the full facts have not yet emerged, they should say so and ensure that follow-up communications are maintained;
 - arrange 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.
- Where appropriate, the Trips Incident Management Plan will be implemented (see Appendix 1. To this end, it is essential that the Trip Pack contains all pertinent information on the trip.
- Communication with the media must be managed by the Headmaster. The TL will refer the media to the School. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

3.11 Delayed return

If the return from a visit is delayed, the TL will 'phone the school office, or the Headmaster (out of school hours), who will in turn 'phone all the parents and boarding house staff to alert them to the delay and the revised time of arrival.

3.12 After the trip:

- Securely recycle all Trip Packs as they contain sensitive pupil and staff data. If notes have been made on them that need keeping, ensure these are transferred first.
- Return all school property (together with a report of any lost or damaged property).
- Instruct all pupils to delete their records of the school mobile and of any staff mobiles.
- Remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit.
- Return any unused cash or travellers' cheques to the Finance Office. The pre-paid foreign currency card and the school credit card should be returned together with all related transaction vouchers.
- Produce 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.
- Complete a Post Trip Report at <https://wellington.fireflycloud.net/trips/forms/post-trip-report>. The EVC will monitor this, and information if necessary will be disseminated to the relevant Deputy Head who approved the trip initially. He/she will then ensure that any learning points coming out of the trip are acted upon, including liaising with the school medical centre and SSA.

3.13 Drivers

Where a school minibus is used, the driver must have been checked for competence by the Clerk to the Estates Manager. Other than for short journeys (assessed by the Educational Visits Coordinator) a second competent driver should be present.

3.14 Personal Liability

- The TL acts "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do".
- The School as employer of the TL will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines.

3.15 Insurance

- The Deputy Head Co-Curricular and / or TL must consult with the Headmaster when planning trips relating to hazardous / adventurous activities for the applicability of school insurance and arrange for an extension where required.
- Travel involving staff using their own cars is discouraged. Where this is permitted, however, cover is provided through the schools "occasional business use" motor policy.

3.16 Qualifications Register

The Deputy Head Co-Curricular will liaise with the Director of Human Resources to ensure that an up to date register of all staff outdoor activity qualifications is kept up to date.

3.17 Staff conduct on trips

Whilst it is understood that many trips are during the school holidays and there will be some relaxation time for staff, staff will be expected to follow the highest standards of professional conduct; their primary concern must always be the welfare of pupils. The consumption of alcohol on trips is permitted in moderation but at least one member of staff must not drink any alcohol in case of emergency. Drivers must not consume alcohol under any circumstances, and while driving must adhere to the Highway Code and the guidance contained within it on Road and Driving Safety. <https://www.gov.uk/browse/driving/highway-code-road-safety> Failure to do so will result in a school investigation.

3.18 Safeguarding Assessment of Host Families

For trips involving accommodation with host families abroad, or indeed arrangements involving Wellington School parents as hosts, please see Appendix 2.

Appendix 1

WELLINGTON SCHOOL SCHOOL TRIPS - INCIDENT MANAGEMENT PLAN

What follows is a summary of the school's procedures in the event of a serious incident on a trip or visit. Group leaders should be aware of the process, and be able to feed into it as required.

1. Introduction

An Incident is defined as:

- a. an event leading to a fatality, serious injury, or circumstances in which an expedition member might be at serious physical or emotional risk;
- b. serious life-threatening illness, or an illness threatening serious physical or mental consequences;
- c. any relevant situation where negative press coverage or a legal case may result.

These processes and systems are to be documented as the **Incident Management Plan (IMP)**.

2. Preparation:

An "**Immediate Response Team (IRT)**" is to implement the IMP;

The IRT is to consist of one or more of the following members over the duration of the expedition;

Headmaster

Deputy Head Pastoral

Deputy Head Academic

Deputy Head Co-Curricular

3. Role of the Immediate Response Team (IRT)

- a. Liaison with senior members of the School - Chair of Governors and Headmaster.
- b. To be the official line of communication between an expedition and the home base in the event of an incident; Trip Leaders to develop policy strongly discouraging any other direct contacts with home (including the use of mobiles, e-mail, satellite phones, etc.); all other members of the expedition to be aware that all communication with expeditions and/or the media is to be solely through the IRT or jointly with the School in the event of any major incident arising.
- c. The IRT will support the Expedition Leader's field decisions and offer advice and support.
- d. The IRT will handle the UK end of an incident, including
 - i. Communication with expedition.
 - ii. Liaison with parents and next of kin of all expedition members and leaders.
 - iii. Liaison with Chair, etc. (as (b) above).
 - iv. Liaison with Treasurer for any financial aspects outside IMP provisions.
 - v. Repatriation arrangements (including reception of returnees, with any necessary counseling).
 - vi. Informing stakeholders as to the decision of continuance or otherwise of the Expedition.

- vii. Communications with Foreign Office / Embassy / High Commission, travel agent, police, legal advisors, insurers and Health & Safety Executive.
- viii. Communications with media.
- ix. Maintaining a scrupulous incident log, including expedition actions.
- x. Post-incident actions (including ongoing contact with affected parents / next of kin).
- xi. Preparing a Post-Incident Report [PIR], and arranging for an inquiry.
- xii. Management of resources for all of the above tasks.

4. Emergency Information

- a. The School Reception will have a copy of the Trip Pack;
- b. The Expedition Leader will hold a copy of this information.
- c. There must be additional copies with the expedition to cover any group separate from the main group.
- d. All copies will contain the information listed below;
 - i. Personal details of all participating in expedition.
 - ii. Key contacts.
 - iii. Local emergency services and hospitals.
 - iv. Local transport providers.
 - v. Insurers.

5. Contact with Next of Kin through the IRT

This contact with the next of kin must be done by a senior figure (Chair of Governors Headmaster, or a Deputy Head), ideally in person. In the case of a fatality the local police must be involved. This is a stressful interaction and it is recommended that two people from the IRT should attend.

- a) Contact with parents or next of kin should be gained as soon as possible, irrespective of the time of day.
- b) Express deep sorrow of self and other members.
- c) Provide detail of 100% confirmed facts at that time, while avoiding making any judgment, supposition or attributing blame.
- d) Inform them that they will be kept up to date as new facts and details emerge.
- e) Provide IRT contact details; (it is advised that next of kin should have one point of contact only).
- f) Assess need to visit next of kin and / or for next of kin to visit incident area.

The IRT must be prepared to be contacted by the next of kin of all the other members of the expedition, and be in a position to assure such callers that their own sons/daughters (or in the case of leaders, spouses / partners) are safe and being properly cared for, giving assurances that next of kin will be updated with any developments; it would be useful to have a written brief to ensure that all relevant information and facts are communicated.

If the incident becomes public knowledge, then the IRT must attempt to contact all expedition next of kin with assurances as above, and not necessarily await contact from next of kin.

The IRT must be prepared to provide a full briefing to the relevant authority in the school / academic organisation of those expedition members directly involved in the major incident, and to seek support in the counseling of next of kin.

6. Contact with the media

- a) Release regular accurate information to an agreed media list.
- b) Only release written statements approved by a member of the Management Team.
- c) Be prepared to provide a trained spokesperson for media contact.
- d) Ensure that the website and portal is updated daily, or even hourly if necessary.

Appendix 2

The school supports the use of host families on trips as part of a valuable educational experience. This includes welcoming groups from abroad.

For groups coming to Wellington the procedure for planning host accommodation is as follows:

- Each Wellington host family should identify a single adult with overall responsibility for looking after incoming children for the duration of their stay.
- The school will then undertake DBS checks of this single responsible adult.
- The member of staff responsible for organising the visit should ensure clear information is provided for the adult in charge within each family, including contact details and procedures in case of emergency.

For groups of Wellington pupils going abroad, or to locations within the UK, the group leader should:

- Ensure pupils and hosts are matched in advance.
- Arrange for DBS equivalent checks to be carried out on host families abroad. This can take the form of police checks (easy to arrange in Spain, for example) or another local equivalent.
- Encourage parents to contact the host family in advance.
- Ensure school expectations are made clear to each host family.
- Ensure procedures in emergency, including contact details, are clear.
- Ensure each pupil is contacted daily while on the trip.
- Ensure each pupil has access to a telephone in their host accommodation, ideally their own mobile with a viable signal and working phone charger.

Please note that if DBS equivalent checks cannot be carried out in advance on host families abroad then alternative accommodation will have to be planned. Pupils cannot be placed with families who have not been checked.