THE KING'S SCHOOL IN MACCLESFIELD

EDUCATIONAL VISITS AND SCHOOL TRIPS POLICY (FOUNDATION)

King's recognises the benefit of learning away from the school in developing and enriching the educational experience of the pupils and in contributing to their personal development, and we are proud of our tradition of offering an impressive range of such trips and expeditions.

The Head of Foundation and the governors have overall responsibility for ensuring trips are properly planned, organised and led and the trip leader is "in loco parentis" and has a duty of care to all members of the party. We seek to make our trips available to all pupils, making every reasonable effort to include disabled pupils and pupils with special educational or medical needs, whilst also maintaining the safety of everyone in the group. Special needs of any kind will be taken into consideration when planning in advance of the visit, and appropriate measures will be implemented. Any such adjustments will be included in the risk assessment for the trip, this includes reference to the latest health related Government guidance for schools.

This policy should be read with reference to the EYFS regulations.

Trip approval and staff considerations

The Deputy Head (Operations) or the Principal of the Infant & Junior Division will give advice on matters relating to the permission for a trip to take place and approve any trip in principle. The Educational Visits Coordinator will give advice on matters relating to the planning, required procedures and paperwork for residential or day trips. In the Infant & Junior Division, the role of EVC is held by the Principal of the Division. The Director of Finance will give advice on travel insurance, payment for trips and issuing foreign currency.

The safety and security of its pupils is the School's highest priority. King's uses as its basis for trips the relevant documentation from the DfES (**Health and Safety of Pupils on Educational Visits),** guidance given in the **HSE** document **School Trips and Outdoor Learning Activities** and guidance provided by the Outdoor Education Advisers' Panel. **Trip leaders must read this document ahead of any trips.** If there are any further concerns relating to a planned trip then the School's Educational Visits Coordinator (EVC) should also be consulted.

It is important that members of staff comply with the various requirements for paperwork, which is designed to be as straightforward and brief as is compatible with the safe running of a trip, for the benefit of themselves and the pupils. In the event of an accident, the school will always support a colleague if the trip has been planned with due care following the school's policy and procedures.

Educational visits are seen as an extension of the school and therefore the school rules will always apply. Where necessary appropriate sanctions should be enforced on the return to school.

The School's child protection policy and procedures will apply during School trips and visits. Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the trip or visit must be reported to the Deputy Head (Operations) immediately (or to the Head of Foundation if the disclosure involves a member of staff).

Special needs of any kind will be taken into consideration in the risk assessments and planning undertaken in advance of the visit and appropriate measures will be implemented.

Curriculum trips which are compulsory and which take place during the school day in Years 7-9 should be funded in full by the department running the trip or activity. Compulsory curriculum visits in Year 10-13 can be paid for by parents on the condition that they have been made aware that this is a requirement of the course in advance and it is a part of the department's curriculum documentation.

Trips and time out of lessons

The King's School has a stated commitment to academic excellence, as well as to providing a wide range of opportunities in order to fulfil the school's aims. It is clear that, whilst both are very important to the pupils' overall development, academic work should take precedence in a school of this nature. This section of the educational visits and school trips policy aims to convert these stated ideals into a workable framework for day to day decisions.

The following principles will guide the decision-making process once a trip has been requested:

- Time out of class will be seen as the exception rather than the norm.
- Time out of class for curriculum purposes will usually be permitted. However, it is less likely to be permitted around key pressure points for the year group involved.
- Time out of class for curriculum purposes is more likely to be permitted for activities embedded within schemes of work rather than for additional or ad hoc activities.
- Departments within the Senior and Sixth Form Divisions will normally be permitted one trip per year in each year group. The only exception to this would be where external syllabuses demand it, e.g. field- trips.

In requesting time out of lessons for a trip, the following factors should also be considered:

- Where possible, trips should be arranged to have a minimum impact on pupils' time out of lessons, e.g. theatre trips could take place in the evening and residential trips could run across a weekend.
- Where a trip is for curriculum enrichment only, the educational value of the trip should be balanced against the amount of time lost in the classroom.
- Attendance at Study Days and Lectures will usually be permitted only if they provide expertise that is not available within school or cannot readily be brought into school.

Attendance at lectures given by speakers brought into school will normally be allowed where they bring significant expertise or interest of obvious value to the pupils and where the appropriate audience could not reasonably be assembled at lunchtime or after school.

- Attendance at competitions will normally be allowed, not least as an integral part of our enrichment provision.

- Time out of class for non-curriculum purposes will be rare.

- Time out of class for sporting fixtures will only be permitted where those fixtures cannot reasonably take place out of class time. Examples would be external sporting tournaments and cup competitions.

- Pupils whose recent record does not meet with the academic expectations of the school may, following a proper process, be prevented from participating in activities involving time out of class. In all cases the explicit expectation will be that the pupil proactively catches up on missed work.

- Pupils whose recent record does not meet with the behavioural expectations of the school may be prevented from participating in a trip. Consideration of the nature of the trip will be made, such as frequency and amount of time pupils may spend in unsupervised settings, proximity to school and ability of staff to draw upon the resources of school, whether the trip is overseas, and whether trust and confidence in the pupil to behave is sufficient to not negatively impact the planned nature of the trip. In all cases the explicit expectation will be that the pupil behaves according to the school rules and behaviour policy.

- Time out of class for individual students to pursue their excellence in a particular field (drama, music, sport) will normally be discussed directly with the pupil and their parents. Such leave from the curriculum will be understood to compromise the educational process but may be considered appropriate for the individual.

Risk assessment and Ratios

The school's child protection policy and procedures will apply during school trips and visits and a comprehensive risk assessment is carried out by the trip leader before the proposed visit. It assesses the risks that might be encountered on the visit, including possible health risks, and will indicate measures to prevent or reduce them. The risk assessment is based on the following considerations:

- What are the hazards?

- Who might be affected by them?

- What safety measures are needed to reduce risks to an acceptable level?

- Can the group leader put the safety measures in place?

- What steps will be taken in an emergency?

Staff members planning an off-site activity should, where possible, make a preliminary visit to the venue in order to carry out an on-site risk assessment. It is important to consider the probable weather conditions at the time of year proposed for the trip, and the trip leader should take careful account of the facilities available, with due regard to the proposed size of the group. S/he should also assess the site's suitability with regard to the age and

particular needs of the children, also considering the venue's own approach to security, general health and safety, and health/hygiene measures in place at the destination.

Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve.

An activity should always have sufficient adults taking part to provide the following minimum ratios:

- Pre-School – 1:3
- Reception – 1:4
- Year 1&2 – 1:6
- Years 3, 4, 5, 6 – 1:10

The guidelines for Years 7 and above are:

Abroad: 1:10 (with a minimum of two adult leaders) Other residential: 1:15 (with a minimum of two adult leaders)
Other day visits: 1:15-20 (where the element of risk is normal to that in everyday life and staffing allows.)

Mixed parties will be accompanied by at least one male and one female teacher whenever possible.

If there are helpers on the trip who are not members of King's teaching staff, permission should be requested from the Deputy Head (Operations) at the early planning stage. Any such helpers will be DBS checked. Any helper who is not employed by King's will be used in a supporting role, not a leading role. The role of staff whose children are in the party should be considered and agreed with the Deputy Head (Operations) All parties should be made aware of the arrangements and their responsibilities.

Transport

The risk assessment for any trip must also cover transport to and from the venue. In normal times, using public transport for a visit has many educational, environmental and social benefits.
Known coach companies will be used so that they are in line with all the health and safety measures the school would expect, including:

- the provision and required use of seat belts;
- proper vetting of the driver by the police;
- proper insurance for the driver;
- details of first aid and emergency equipment;
- cleanliness of vehicles;
- breakdown procedures.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

In the Infant and Junior Division, private cars are not used for transporting pupils as the school has minibuses and a people carrier available for use upon request. These vehicles are insured and maintained by the school, and they are fitted with seat belts that have appropriate child restraints built in, meaning that booster seats are not required for younger pupils.

Communication with parents

The parents of children taking part in an off-site activity are provided with all appropriate information about the intended visit. Parents give their permission by completing individualised consent/medical forms for each external trip. General consent for visits around the local area is given during the admissions process but staff will always inform parents before such visits take place.

Further health and safety considerations

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures that will apply. Each adult will be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day, the mobile number of a designated emergency contact will be provided (usually a member of the school's senior management team). During outings/trips, staff and group leaders may carry their own mobile telephones on their person, however, they should only be used in emergencies and for school purposes.

In the EYFS and Key Stage 1, at least one person who has a current paediatric first aid certificate must accompany children on outings.

Before a party leaves school, the school office will be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activities. A first aid kit and list of medical needs must be taken to all off-site activities and visits, and these are to be collected from the medical rooms on the day before the trip. All minibuses must have a well-stocked first aid bag.

The safety of the party, and especially the children, is of paramount importance. During the activity, the party leader must take whatever steps are necessary to ensure safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that children are both safe and well looked after at all times.

Author: Deputy Head (Operations), Principal of the Infant & Juniors, and EVC
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