Slough and Eton Church of England Business and Enterprise College

A Member of Slough and East Berkshire C of E

Multi Academy Trust

Procedures Document

Trips and visits

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TRIPS AND VISITS POLICY

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Introduction

Jesus said, I have come in order that you should have life, life in all its fullness, and so we value educational trips and visits as they are widely recognized as a stimulant to students' interest, fostering social and personal development and presenting opportunities for the demonstration of qualities of initiative, self-reliance and co-operation with others. Taking students out of school is, however, an onerous responsibility for teachers and meticulous planning and preparation are necessary to ensure that trips and visits are conducted legally and safely. To put this into context, it is estimated that there are between 7-10 million educational visits undertaken by UK schools each year. These result, on average, in a handful of deaths per year. Educational visits are, therefore, safer than any other activity including those in school, and statistics can be used to support this. It must also be remembered that many educational visits are carried out voluntarily and rely solely upon the goodwill of staff. There is no harm in pointing this out to parents and students.

The aim of this policy is to draw attention to certain facts and procedures relating to the successful planning and execution of educational visits. The term "Educational" or "Off-site" visit applies to any activity outside the school grounds.

This document should be read in conjunction with the Department for Education Advice on Legal Duties and Powers for Local Authorities, Headteachers, Staff and Governing Bodies and advice found in http://www.hse.gov.uk/services/education/school-trips.pdf

Responsibilities and Key Personnel

For a school trip or visit to run smoothly and safely all stakeholders must be aware of their responsibilities and roles. These are as follows.

Trip Leader

Each off-site trip should have a nominated trip leader. The Trip Leader is usually a teaching member of staff, and the trip leader will normally, although not exclusively, be going on the off-site rip. Leaders have the responsibility to oversee the preparation and execution of the visit and to ensure that safety is the prime concern. The Leader in charge of any visit is the responsible adult who needs to plan and prepare for the activity, and to prepare any emergency and contingency plans which, as official records, should be left with the school. The leader is also responsible for briefing all accompanying staff, supervisors, parents/carers and helpers.

The Trip Leader must have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The Trip Leader should be approved by the Headteacher/EVC and/or the governing body.

In the light of recent court cases, in terms of Health and Safety and legal responsibility the role of the Trip Leader and his/her decisions are sacrosanct. However, although the Trip Leader carries out delegated tasks on behalf of the school, the employer retains ultimate responsibility.

The Trip Leader should normally be a teacher and if not a competent member of staff with trip experience. He/she has overall responsibility for the supervision and conduct of the visit including direct responsibility for the students' health, safety and welfare. The Trip Leader is the person exercising an enhanced duty of care throughout the venture. In other words, the Trip Leader is ***always in charge*** and, where the Trip Leader's knowledge of the group is superior to that of an activity leader, the Trip Leader must be willing to challenge or intervene to prompt a change of plan, including stopping an activity, if the safety of the group is compromised.

In the event of serious misbehaviour before a school visit, the Headteacher will make the decision as to whether or not a student will be allowed to participate in consultation with the Trip Leader. During a school visit, the decisions of the Trip Leader as to whether or not a student participates shall be final.

In the event of serious misbehaviour during the visit it may become necessary for the student to return home prematurely. Should this be so, the Headteacher and EVC should be informed without delay, and the parents of the student concerned contacted and requested to collect their son/daughter from the visit venue at their own expense. Should a student be excluded from all or part of a school visit, all monies paid in respect of the visit will be forfeited. If a student is excluded before the visit takes place and another student can fill the vacancy, monies will be refunded wherever possible except for the non- returnable deposits.

With this in mind the "Off-Site Medical Consent and Code of Conduct" form (appendix 5), for both visits in the UK and abroad, contains an appropriate clause about the authority of the Trip Leader and sanctions in the event of serious misbehaviour.

Every educational visit should also have a named Deputy Leader for trips with more than one member of staff attending. The Deputy Leader must work alongside the Trip Leader throughout the planning stages and be conversant with all arrangements made in order that he/she can deputize in the event of the Trip Leader becoming ill or unable to lead the visit for other reasons.

The Trip Leader should:

- obtain the Headteacher's prior agreement before any off-site visit takes place;
- follow LA and/or governing body regulations, guidelines and policies;
- appoint a deputy – (in situations where more than one member of staff is attending
- wherever possible at least one formal briefing meeting should be arranged for the whole adult team prior to the visit whereby the leader should ensure that everyone is familiar with and supports the visit's objectives;
- where possible, conduct an exploratory visit in order to undertake a proper risk assessment;
- clearly define each group supervisor's role and ensure all tasks have been assigned. Ensure that everyone is aware of and accepts the nature of the particular responsibilities and roles they will assume and that they are advised of their position with regard to personal responsibility;
- be able to control and lead students of the relevant age range;
- be suitably competent to instruct students in an activity and be familiar with the location/centre where the activity will take place;
- ensure that adequate first-aid provision will be available;
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
- undertake and complete a comprehensive risk assessment for aspects of the trip for which they have responsibility. Ensure all accompanying adults have copies of relevant risk assessments;
- review regularly undertaken visits/activities and advise Headteacher/EVC where adjustments may be necessary;
- ensure that teachers and other supervisors are fully aware of what the proposed visit involves;
- have enough information on the students proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- ensure the ratio of supervisors to students is appropriate for the needs of the group;
- consider stopping the visit if the risk to the health or safety of the students is unacceptable and have in place procedures for such an eventuality;
- ensure that group supervisors have details of the home-based contact;
- ensure that group supervisors and the home-based contact have a copy of the emergency procedures;
- complete EVOLVE in a timely manner
- allow students grace of payment over a month end.

- ensure that the group's staff and other supervisors have the details of childrens' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- wherever possible on a visit or activity, agree rendezvous arrangements with an appropriate place and time should the party become separated. These would be best made on arrival at particular locations where possible so that suitable locations can be identified;
- ensure that every member of the group knows in advance the course of action to follow if they get lost. Depending on the nature of the journey or activity the course of action may be to stay still, make their way back home or to a base, seek appropriate help or directions, or return to a particular rendezvous spot, identified previously;
- brief all the students about their tasks, arrangements, organisation and the behaviour that is expected of them during the time of the visit;
- ensure that all accompanying adults are familiar with the Education Authority's Safeguarding procedures;
- chair a brief daily staff meeting at the start of the day;
- secure at all times the safety and welfare of the children in their charge;
- have a "plan B" fully risk assessed and organised as a contingency if leading activities;
- have established regulations and procedures for safe practice of the visit;
- communicate information to all interested parties both on, during and after the visit.
- ensure that other assistants and adults carry out their duties and responsibilities safely and responsibly.

Whenever a party is to be subdivided, or the Trip Leader is to be absent for any reason, the Trip Leader should make a clear delegation of responsibility to another adult. If a Trip Leader delegates responsibility for the supervision of some, or all of the children, at various times to other members of the staff team, they must satisfy themselves that this individual to whom they are delegating responsibility:

- is competent to take charge of the group of children undertaking the particular activity in this locality;
- has been fully and properly briefed as to their role and responsibilities;
- is aware of the next meeting place and time and is fully conversant with the procedure to adopt in the event of an accident, or emergency arising within the party.

The Trip Leader must ensure that at all times during the visit or activity, each member of staff knows exactly for which students they have a responsibility and where those students are at all times and that each student knows who the leader of their particular group is.

Accompanying Staff

Accompanying staff have a Common Law Duty of Care. This means that the accompanying staff have a duty of care for young people under their supervision. A higher duty is expected of teachers as a result of their specialized knowledge. The age of the young person and the nature and location of the activity help to determine the degree of supervision required and staff should maintain the supervision necessary for this.

Educational Visits Co-ordinator (EVC)

The school has an appointed Educational Visits Co-ordinator (EVC) nominated by the Headteacher. The EVC will act on behalf of the Headteacher and is therefore responsible to the LA for overseeing all off-site visits. The EVC appointed for this school is the Member of SLT (currently Assistant Headteacher) responsible for Trips and Visits.

Headteacher

Responsibility within a school for the approval of trips and visits remains with the Headteacher and Governors

but, with the approval of the governing body, the Headteacher may delegate these tasks to the EVC. The Headteacher should be aware of the school trips and visits that are happening. The Headteacher should also be aware of, although not directly involved with, the procedures in place for maintaining safety and a high level of supervision on school trips and visits.

The Headteacher can stop any school trip or visit, or instruct a trip to return to school at any time.

The Headteacher and EVC have responsibilities to ensure that:

- visits comply with regulations and guidelines provided by the LA, governing body and the establishment's own health and safety policy;
- the Trip Leader is competent to monitor the risks throughout the visit;
- adequate safeguarding procedures are in place;
- all necessary actions have been completed before the visit begins;
- a risk assessment has been completed and approved and appropriate safety measures are in place;
- training needs have been assessed by a competent person and the needs of the staff and students have been considered;
- the Trip Leader has experience in supervising the age groups going on the visit and will organize the group effectively;
- the Trip Leader or another supervisor are suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place (see School-led Adventure Activities);
- Trip Leaders are allowed sufficient time to organise properly;
- volunteer staff on the visit are appropriate people to supervise children;
- the ratio of young people to supervisors is appropriate;
- the LA has approved the visit where appropriate (see table on Page 7);
- parents have signed consent forms;
- arrangements have been made for the medical and Special Educational Needs of the young people;
- adequate first-aid provision will be available;
- the mode of travel is appropriate;
- travel times out and back are known, including pick-up and drop-off points;
- there is adequate and relevant insurance cover;
- the EVC has the addresses and phone number of the visit's venue(s) and have contact names;
- a school-based contact has been nominated and the Trip Leader has their details;
- the Trip Leader, group supervisors and school based contact have copies of agreed emergency procedures;
- the Trip Leader, group supervisors and school based contact have the names of all adults and young people travelling in the group, and the contact details of parents and the teachers' and other supervisors' next of kin;
- there is a contingency plan for any delays, including a late return home.

In addition the Headteacher should:

- agree the procedure for the approval of a visit at school level and for submitting it to the LA for approval if so required;
- ensure that arrangements are in place for the governing body to be made aware of visits so questions can be asked as necessary;
- ensure that arrangements are in place for the educational objectives of a visit to be inclusive, to be stated in the pre-visit documentation, and to be made known to all relevant parties;
- be aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships;
- ensure that issues identified by exploratory visits have been satisfactorily resolved within the risk assessment;
- ensure that the accreditation or verification of providers has been checked;
- ensure that visits are evaluated to inform both the operation of future visits and to inform training needs (further staff training should be made available where a need is identified);
- ensure that there is a contingency plan (plan B), covering for example the implications of staff illness and the need to change routes or activities during the visit (see below);
- arrange for the recording of accidents and the reporting of death or disabling injuries as required. Accident and incident records should be reviewed regularly, and this information used to inform future visits. Also ensure that details are forwarded to the LA;
- help to ensure that serious incidents, accidents and near-accidents are investigated;
- ensure teachers are made aware of and understand LA guidance on emergency planning and procedures. Training and briefing sessions must be provided for staff;
- ensure that the establishment has emergency procedures in place in case of a major incident on ventures. These should be discussed and reviewed by staff. Ensure that children, parents, group supervisors and others are given written details of these procedures;
- ensure that the school-based contact has the authority to make significant decisions. He or she should be contactable and available for the full duration of the visit 24 hours a day. He or she should be able to respond immediately at the establishment base to the demands of an emergency and should have a back-up person or number;
- establish a procedure to ensure that parents are informed quickly about incident details through the home-based contact, rather than through the media or students;
- recognise that support must be provided by the LA's public relations unit when dealing with media enquiries;
- check that contractors have adequate emergency support procedures, and that these will link to establishment and LA emergency procedures;
- be aware of the responsibility to the SEN and Disability Act namely that there is a legal requirement not to discriminate on the grounds of disability and there is a duty of planning for all school activities which includes off site visits.

Where an EVC is identified or appointed, the Headteacher should also:

- delegate tasks to the EVC, having regard to the duties of the EVC suggested earlier in this part of this document;
- ensure that the EVC keeps them informed of the progress of any visit and that this information is relayed to Governors (and to parents as necessary). For less routine visits, the Headteacher will need to ensure that the EVC can obtain advice from an appropriate technical adviser as necessary;
- make time available for the EVC to arrange for the induction and training of staff and volunteers and ensure that staff receive the induction and training that they need before the visit;
- ensure that the EVC briefs the leader and supervisors about the emergency procedures as part of the risk assessment briefing and that the leader and supervisors have ready access to them during the visit;
- ensure that the EVC impresses upon parents the importance of providing their own contact numbers, more than one, which will enable the parents to be contacted in case of emergency.

Governors

A member(s) of the governing body should be nominated as having responsibility for school trips and visits. The governor representative should be aware of, although not directly involved with, the procedures in place for maintaining safety and a high level of supervision on school trips and visits. The governing body has delegated approval of off-site visits to the Headteacher but will be required to give permission for trips or a particularly dangerous or risky nature and should be aware of safety requirements and recommendations for trips of this type. They should take the advice of the Headteacher and the EVC before making any decision.

It is for the governing body, in conjunction with the Headteacher, to arrange for the most appropriate method of the communication for this. It is the responsibility of the Governors to ensure that:

- the off-site activity or visit is appropriate and relevant;
- the establishment can be run efficiently in the absence of staff engaged in the activity or visit;
- the arrangements are in line with the advice and recommendations provided by Slough Borough Council in this, and other, Codes of Practice.

In addition, it is good practice for all governing bodies to:

- ensure that the visit has a specific and stated objective;
- ensure that the Headteacher/EVC/Trip Leader shows how their plans comply with regulations and guidelines, including both the school's and LA's health and safety policy documents. Also that the Headteacher or Trip Leader reports back after the visit;
- ensure that they are informed of less routine visits well in advance;
- assess proposals for certain types of visit, which should include visits involving overnight stay, foreign travel or hazardous activities and submit these proposals to the LA (see table on Page 7);
- ensure that guidance is available (e.g. from the DFE and/or LA as appropriate) to inform the establishment's policy, practices and procedures relating to the health and safety of young people on educational visits. These should include measures to obtain parental consent on a basis of full information, to investigate parental complaints, and to discuss and review procedures including incident and emergency management systems. As necessary Governors may seek specialist advice, though Governors should not normally be expected to approve visits;
- ensure that the Headteacher and the EVC are supported in matters relating to educational visits and that they have the appropriate time and expertise to fulfill their responsibilities;
- ascertain what Governor training is available and relevant;
- be informed of trips and visits being undertaken;
- ask questions about a visit's educational objectives and how they will be met. Are the objectives appropriate to the age and abilities of the young people? A Governor(s) should challenge the nature of the venture when the educational objectives are not clear or where the means to meet them do not appear to be realistic. It is not expected that a Governor(s) should become directly involved in risk assessment and related matters unless they have an appropriate competence. A Governor(s) offering professional advice to establishments, should be aware that their professional indemnity insurance is unlikely to cover them for unpaid advice;
- ensure that the LA approves visits as necessary before bookings are confirmed;
- ensure that bookings are not completed until external providers have met all the necessary assurances. Also, ensure that specific items in the risk management - for example, overnight security, room and floor plans - are checked prior to departure;
- ensure that the Headteacher and the EVC have taken all reasonable and practicable

measures to include young people with special educational needs or medical needs on a visit.

The Governing Body must ensure that Slough and Eton Church of England Business and Enterprise College policies, procedures and training are effective and comply with the law at all times. Where inconsistencies or shortcomings are identified, remedial action will be taken.

Local Authority

The LA has overall responsibility for the health and safety on all off-site visits. This is a responsibility that it cannot devolve but elements can be delegated to individual establishments. LA responsibilities can be summarised as:

- the health, safety and welfare of staff;
- the health and safety of young people both in establishments and on off-site visits;
- the health and safety of visitors to establishments, and volunteers involved in any off-site activity;
- being responsible for the appointment or identification of an Outdoor Education Adviser;
- providing written guidelines for Governors, Headteachers and staff including advice on risk assessment;
- assessing proposals for certain types of visit and authorize certain types of venture;
- providing emergency telephone contact for the duration of the visit where necessary;
- ensuring training needs have been addressed;
- providing relevant training to those engaged in running ventures;
- providing access to named staff for advice;
- maintaining appropriate insurance cover;
- having in place procedures to monitor and review safety during off-site visits and activities.

Different Categories of Trips

It is important to categorise each trip as this will indicate the level of risk that the participations will undergo and consequently the amount of supervision, guidance and risk planning the organisers will need to make and be aware of. Approval for a visit is dependent on the type of visit as summarised in the table below.

Type of Visit	**Authorised by**	
	School	**LA and Governors**
Sports Fixtures	Yes	No
Visit to Local Amenity	Yes	No
Visit to Theatre	Yes	No
Day trip to Theme Park	Yes	No
Visit to places where full supervision is in place e.g. bowling etc.	Yes	No
Day trip to France	Yes	Yes
Field trip not involving adventurous activities	Yes	No
Field trip involving adventurous activities, e.g. hill walking, abseiling etc	Yes	Yes
Ski trip	Yes	Yes
Residential Experience	Yes	Yes

How to Organise a Trip or Visit

Each trip and visit should have clear aims and objectives. Before you start to organise a trip permission must be sought from the EVC and this can be carried out using the "Educational Trip Proposal" form (appendix 2) available on the staff shared drive. This should be accompanied with the "Viability Assessment of a Trip" form (appendix 3) also available on the staff shared drive to ensure that the trip meets health and safety guidelines. Once permission has been given a draft trip should be started on Evolve (www.edufocus.evolve). If you have not been allocated one already, you will need a log in and password, this can be obtained from the EVC. Complete all sections of the Evolve form. You will not be able to submit a form until all sections have been completed.

The sections are:

- Name of Trip

Give the trip a suitable name, usually the destination possibly with the year group.

- Visit Type

The options are: Overseas, Residential, Adventurous Activity led by external provider or Slough Centre, Adventurous Activity led by member of staff or none of the above. Select the option that most suits your visit. None of the above can be authorised by the Headteacher or EVC, all other options are authorised by the LA.

- Purpose of Visit

Write a statement about the purpose of the visit including any curriculum links.

- Visit Dates

Add the first and last date of the trip. If it is a day or part day trip then only one date is needed.

- Destination

Add all destinations that you will be visiting on the trip. Most will already be available to select although some will need to be added by the Trip Leader.

- Travel Arrangements

Include all travel arrangements you will be using on the trip.

- Visit Leader and Accompanying Staff

Identify the Trip Leader and the intended accompanying staff (if known at this stage).

- Student Information

Give details of the student's age range and the number of boys and girl. Compile a register as soon as possible although it is understood this will have to be amended up to the moment of departure.

- Other Documentation

Upload any other documentation you feel is necessary. This must include the"Risk Assessment of a Trip" form (appendix 4). Other documentation may include the parent letter, programme of events, pdf brochures of places that will be visited etc.

- Submission

When all sections have been completed you may submit the form to the EVC. If any part is missing or incomplete you will not be able to submit the form. If the EVC is unhappy with any aspect of the form they are able to make annotations and return it to the submitter. If this is the case, amendments should be made as quickly as possible and be resubmitted.

Insurance
All participants on an educational visit must be fully and correctly insured.
Examples of cover needed may include:

- public liability;
- third party liability, (i.e. cover for adults supervising students);
- claims for negligence;
- personal accident cover for all adults and students;
- costs of medical treatment;
- specialized or high risk activities;
- damage to or loss of hired equipment;
- programmed and non-programmed activities;
- expenses in emergencies;
- cancellation and delay;
- transport and passenger liability;
- loss of baggage and personal property;
- failure or bankruptcy of provider;
- legal assistance/fees in the recovery of claims.

Check with the Business Manager that you have the required insurance before your departure.

Financial Considerations
When staff are preparing an offsite activity they will need to include insurance charges as well as any staff cover costs where applicable. The nominated Trip Leader will be responsible for liaison with the Finance Office for the trip monies. He/she should also keep records and liaise with the EVC about how much to budget for where there is any uncertainly.

It is not acceptable for any offsite activity to make a profit that provides funds for other activities not related to the specific trip. When calculating the final cost of an activity trip, leaders must not charge parents more than necessary so that free or reduced places can be provided for disadvantaged students. However, budgeting exactly for offsite activities can be very difficult and any trip that does not cover its costs will be offset by the department that ran the activity. Staff are therefore advised to allocate small additional funds within their costing to ensure the activity covers all its costs.

When a trip is submitted for approval at SLT, the cost of the trip is reviewed and the Senior Leadership Team make a decision regarding whether the trip will be subsidised and by how much. The amount to be subsidised depends on the nature of the trip and the initial cost.

Students who come from impoverished backgrounds may also apply for additional assistance via the trip organizer.
FSM children will receive a subsidy of roughly 48% of the cost of a trip. If a trip is part of a curriculum requirement, the department will carry the cost of the trip.

Health and Safety Introduction
The health and safety of the students and adults on any school trip has to be the first and overriding

priority of any decision made. Before a trip takes place a viability assessment should be carried out using the "Viability Assessment of a Trip" Form (appendix 3) which is available on staff shared drive

Risk Assessment

Risk assessment and risk management are legal requirements. The aim is to make sure that no one gets hurt or becomes ill. The risk can be minimized via:

- Supervision (the level and method of).
- Protection (the implemented measures).
- Training (informing adult supervisors and students).

The School is only responsible for risk assessing those parts of the visit that it is organizing. If services are being "bought in", then the provider is legally responsible for risk assessing these parts of the visit. However, the School risk assessment should make note of this. A risk assessment is no more than a careful examination of what could cause harm to people during activities. In this way you can weigh up whether you have taken enough precautions to prevent harm or if you need to do more. The aim is to take all reasonable steps to make sure that no one gets hurt or becomes ill.

A written risk assessment ***must*** always be carried out before setting off on a visit or activity, whether residential, day or part day. This is normally undertaken by the Trip Leader, who should use the form "Risk Assessment of a Trip" (appendix 4). For "severity" and "likelihood" the categories to be used are "low", "medium" and "high".

The risk assessment should include the following:

- What are the hazards, and what level of risk do they offer?
- Who is affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the Trip Leader guarantee that these safety measures will be provided?
- What steps will be taken in an emergency?

The risk assessment should also explicitly cover how Special Educational Needs and medical needs are to be addressed. Recent changes in the Disability Discrimination Acts place new duties on the LA and School not to discriminate against students for reasons relating to disabilities. Therefore, refusal to take a disabled student on an off-site visit must be justified otherwise it would be unlawful. The cost of making additional provision for the inclusion of a disabled student can be included in the overall cost of any visit. In certain circumstances, charity funding may be available for students with physical disabilities. For details please see the EVC.

When carrying a risk assessment, ask yourself this question – "Is what I am about to do such that I would do it if it was my own child?" If in any doubt the Trip Leader must contact the EVC as soon as possible.

A copy of the completed risk assessment ***must*** be given to via Evolve and approved by the EVC before the visit or activity commences. ***The completed risk assessment must be read and understood by all staff accompanying the off-site visit and each member of staff should have a copy of the agreed risk assessment***.

The programme of a visit, as set out in the risk assessment, should not be deviated from. However, any risk assessment should be ongoing such that it can take account of, for example, illness of staff

or students, changes in weather, or availability of activities. This also includes emergency situations. The Trip Leader and at least one other member of staff, subject to activity, should reassess risks whilst the visit takes place. Ongoing risk assessments normally consist of judgements and decisions as the need arises. They must take account of local expertise on, e.g. tides, potential for flooding, volume of traffic, local hazards etc. Ongoing risk assessments are not usually recorded until after the visit but ***must*** be recorded as soon as possible when a copy should be given to the Educational Visits Co-ordinator. This is often referred to as "Plan B".

The risk assessment should be made up of three levels:

- ***Generic*** – those elements likely to apply to the activity whatever and wherever it takes place, e.g. transport arrangements, illness, becoming lost.
- ***Visit/Site Specific*** – those elements which will differ from place to place and group to group, e.g. at a museum, sports fixture, theme park.
- ***Ongoing*** – to take account of, for example, changes in the weather, illness of a party member, availability of an activity.

Staff should use the "Risk Assessment of a Trip" form (appendix 4) which is available on the shared drive.

Staffing Ratios

When considering staffing of an activity or visit, it is essential to recognise that the following guidance represents the ***minimum*** level of staffing only and in reality will be determined by the risk assessment. Adequate consideration must be given for the maintenance and welfare of the whole party in the event of one or more adults having to leave the group for any length of time. The following points need to be taken into account:

- the leader of any off-site visit or activity should usually be a teacher;
- there should always be a minimum of ***two*** adults with any party engaged in an off-site visit or activity unless the students are in the Sixth Form or attending a well starred venue e.g. a loal school or business/work place;
- the gender balance of the students;
- the needs of individual students within the group including those with Special Educational Needs or medical needs;
- adventurous activities will usually require a higher staff to student ratio;
- all residential visits should be accompanied by at least ***two*** adults. Where the group population is of mixed sex then ***both male and female*** adults should be present. This also applies to home-stay visits.
- For visits abroad, all groups of young people below Sixth Form age should be accompanied by at least ***two*** members of staff.

The following ratios, for students in Year 7 or above, should be followed for off-site visits:

Type of Visit	**Leader: Young Person Ratio**
Day or Part Day	1 : no more than 15
Residential (UK or abroad)	1 : no more than 10

Prior to Departure

Prior to departure the Trip Leader should make sure that all documentation is in place and that each student has returned a completed "Off-Site Medical, Consent and Code of Conduct" Form. These should be taken on the trip. A paper register of all students and staff should be compiled. A copy

of the "Off-Site Records-Minor Incidents Report" form (appendix 9) should be printed out and a copy of the "Emergency Guidance Procedures" (appendix 8) be obtained. These can be found on the shared drive in the document "Trip Documentation to Take".
Before leaving a register should be taken of the students and staff and a copy left at reception to be passed onto the EVC. Registers should be taken at key times throughout the day. A final reminder to all students of the Code of Conduct is good practice at this point.

Free Schools Meals
Students who have applied for and awarded a free school meal are entitled to a meal when on a school trip. Arrangements should be made with the school restaurant to make packed lunches to be collected on the morning of the trip.

Considerations as the Trip or Visit is Happening
Students should be on their best behaviour when on a trip or visit as they, along with the members of staff, are ambassadors for the School. The behaviour of students and what is expected of them is outlined in the trips and visits Code of Conduct. Other considerations that should be considered when on a trip are:

First Aid Provision
First aid provision must be made for all off-site activities including day, residential and home stay visits, in accordance with the Health and Safety (First Aid) Regulations 1981. It is strongly recommended that one competent adult is delegated the responsibility for first aid and this fact should be known to all students and other supervisors. ***On residential visits and foreign visits at least one adult must hold a valid first aid certificate***. On any kind of visit the nominated person should have a good working knowledge of first aid appropriate for the level of activity to be undertaken. In the absence of a parent, a teacher ***must*** accompany any student requiring medical treatment.

Administration of Medicines
All staff are acting voluntarily in administering medicines.
Those employees who volunteer to assist with any form of medical procedure are acting within the scope of their employment. As such they are indemnified by the School insurance against any legal action over an allegation of negligence provided they act responsibly and to the best of their ability within the confines of specified training.

Students who carry their own medication ***must not*** distribute the medication to any other student.

Emergency Guidance when an Incident Happens on a School Visit
Even with the best planning and risk assessment accidents and incidents happen. It is good practice to know what to do in the unlikely event of something happening so familiarization with these emergency procedures should be carried out before the trip departs
If an overnight stay is involved, the fire safety and evacuation plan for the building should be checked. Consider carrying out a fire drill shortly after arrival.

Checklist in the event of an accident
The immediate action checklist for group leaders during a visit should cover:

- establishing the nature and extent of emergency promptly;
- ensuring that everyone in the group is safe;
- establishing the names of casualties and arranging immediate medical attention;
- ensuring a teacher accompanies casualties to hospital, providing doctors with any relevant

medical information;

- notifying the police if necessary;
- informing the school contact and provider/tour operator (someone at the school should be available on the telephone at all times during the trip);
- contacting the school with the following information: the nature, date and time of the incident; where it happened; names of casualties and information about their injuries; what has been done so far and action yet to be taken;
- notifying the British Embassy or Consulate if an incident occurs abroad;
- ensuring that the school notify parents and, normally, insurers;
- writing down what happened promptly, noting witnesses and preserving vital evidence, ascertaining phone numbers for future calls;
- keeping an account of events, times and contacts after any incident;
- completing an accident report as soon as possible (serious accidents or incidents involving violence may need to be reported to the Health and Safety Executive);
- referring any media enquiries to a named contact in the LA or at the school;
- avoid discussions about legal liability;
- keep receipts of costs incurred in the emergency (for the insurers).

Reporting of Accidents and Incidents

All cases of first aid treatment, to both staff and students, must be recorded. A sheet "Off-site Visits - Incident Record" (appendix 8) should be taken on all trips and is included in the document "Trip Documentation to Take" available on the shared drive. Upon return to school any completed Minor Incident Record sheet must be passed to the EVC for appropriate filing and any necessary further action.

Use of Mobile Phones

All staff should have with them a mobile phone wherever possible. Each member of staff should have other staff's mobile phone numbers but as a minimum all staff should have, and be given, the Trip Leader's mobile phone number. If a Trip Leader is uncomfortable giving their private number to other staff, the school mobile number should be used. It is also good practice that the Trip Leader compiles a list of student mobile phone numbers if students have them however, all electronic items including mobile phones are the responsibility of the owner (students and staff) and the school does not take responsibility for them.

Involvement of Parents

Letters to parents should be sent as soon as the trip has been given permission to run. The letter should contain clear information regarding the date and nature of the trip, times of departure and return to school, the cost, details pertinent to the trip regarding clothing, eating arrangements and a school contact person for further information. Attached to the letter should be the "Off-Site Medical, Consent and Code of Conduct" form (appendix 5).

Parents' Information Evenings

It is recommended that a Parents' Information Evening be held for any residential visit. This allows parents to meet the Trip Leader and all other accompanying staff, including volunteer helpers. It also provides the ideal opportunity to impart detailed information to parents and allow them the opportunity to ask questions. A record should be kept of any questions asked and answers provided at such a meeting with parents. The EVC is willing to attend such meetings by request.

Information collected on students before trip

Before students are taken on a trip certain information must be collected on them in case of medical

need or emergency. The information needed is:
Student name, form, address, emergency contact name, emergency contact address, emergency contact telephone number (2 if possible), student medical conditions, student's current medication, doctor's name, doctors address, doctors telephone number. This information should be recorded on the "Off-Site Medical, Consent and Code of Conduct" form (appendix 5). This form is photocopied onto pink paper for ease of recognition.

Trips and Visits Code of Conduct
Students should behave well at all times when on a trip or visit. To make sure this message is particularly clear, parents are asked to sign a student trips and visits code of conduct form. This is part of the "Off-Site Medical, Consent and Code of Conduct" form (appendix 5). This form is photocopied onto pink paper for ease of recognition.

- Students will be on their best behaviour at all times maintaining high standards of appearance;
- Students will follow all instructions given to them by members of staff;
- Students must do nothing to endanger their own or anyone else's safety;
- Students are to report to a member of staff any accidents or breaches of safety they notice;
- Students are to be aware of all arrangements particularly meeting time and places;
- Students must represent the school in a positive manner at all times;
- The Trip Leader's decisions are final.

Use of Evolve and other documentation
All documentation submitted should be through the Evolve system. The system will not allow an incomplete document to be submitted to ensure all aspects of a school trip have been considered. Information is entered into Evolve in the following way.

- **Name of Trip**

Typed in box –
click add.

- **Visit Type**

Select a category – click continue.

- **Purpose of Visit**

Written and click box system – click continue.

- **Visit Dates**

Click add/amend. A calendar appears; highlight the dates of the trip. Re-clicking on a date deselects it – click update.

- **Destination**

Choose your destination from the drop down list. If it is not there select +Venue and complete the destination details – click continue.

- **Travel Arrangements**

Select using the boxes all methods of travel you will be using – click continue.

- **Visit Leader and Accompanying Staff**

Select the Trip Leader from the drop down menu. If the trip leader is not there select new.
Select the members of accompanying staff from the click box list – click continue.

- **Student Information**

Using the drop down menu insert information about the student's age range. Complete the boxes

regarding numbers of males and females. The total appears in the grey box – click continue

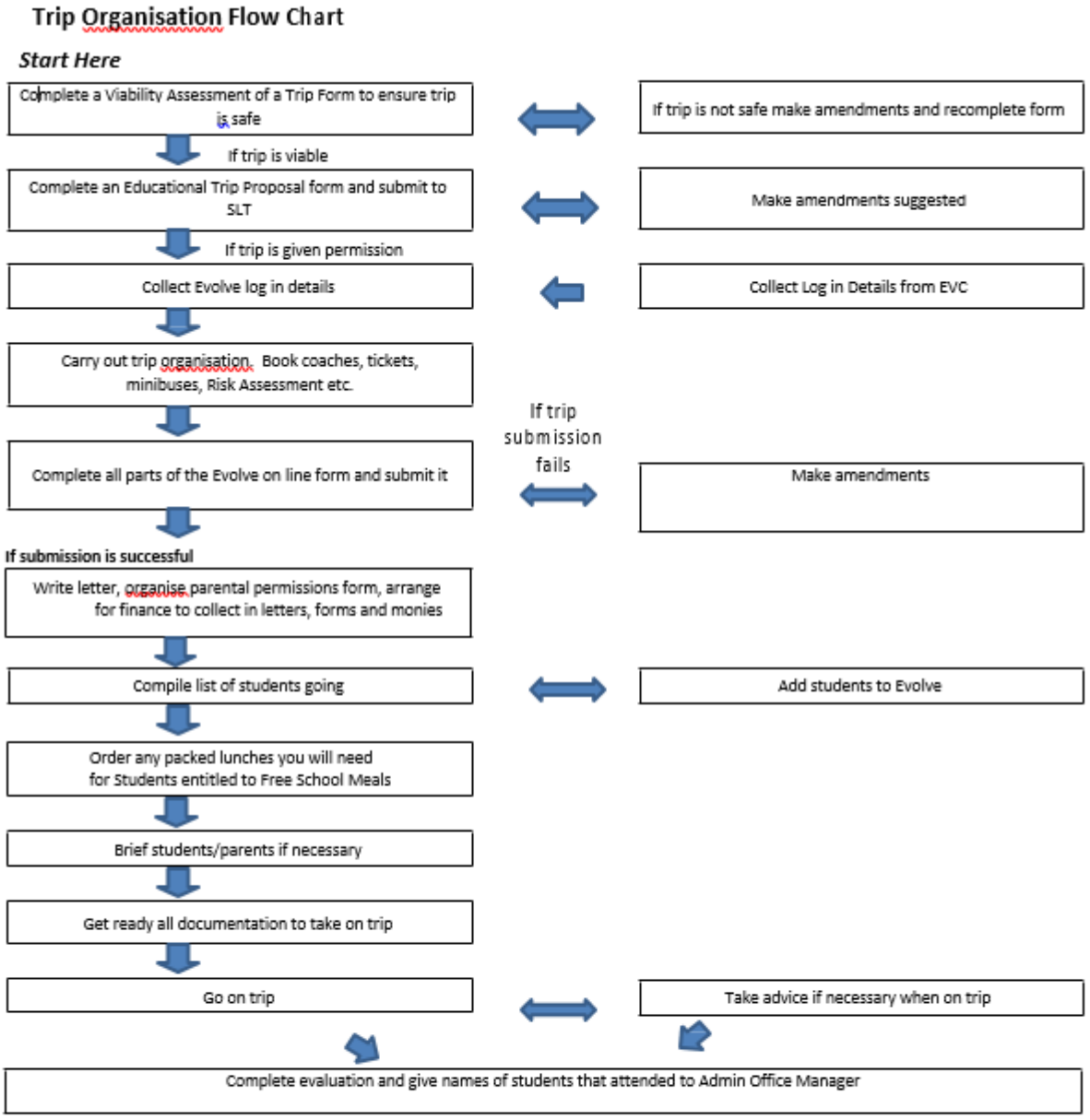
- **Other Documentation**

Upload any other documentation you feel is necessary by selecting upload and using the browse function – click continue.

- **Submission**

When all sections have been completed, the submit box will appear. Select it to submit the documentation to the EVC.

Appendix 1 Trip Organisation Flow Chart



Please prepare a short write-up of the day with photographs for the Slough and Eton Review.

Appendix 2

Guidance for the Viability Assessment of a Trip

All parts of the form shaded in this background colour should be completed.

1. For each of the six trip areas:

Activity	Environment
Participants	Access to First Aid
Party Leader	External Factors

give a grade from 1 to 5 to match the best fitting description.

2. The total score will appear in the Assessment Score box below.

3. The box will change colour depending of the level of risk the trip presents.

4. Trips should only go ahead if the risk is low or medium. Refer to the table below

6 to 10 Low Risk	11 to 19 Medium Risk	20 to 25 High Risk	25 to 30 Unacceptable Risk
The possibility and nature of an accident occurring is not substantially different to those faced in everyday life.	The risks encountered are outside the groups experience but by adopting principles of good practice this should bring them down to an acceptable	The risks are beyond the experience of the group. Specific control measures need to be introduced to reduce them to an acceptable level.	The risks encountered are far beyond the experience of the group and the party leader so the visit should not go ahead.

Click on the tab below

Trip Reference Name:		Date of Trip	

The following matrix is aimed at assisting party leaders in risk assessing the factors that will have to be considered for a trip or activity. Then by a simple calculation ascertain if it is a viable option.

	Degree of Risk					
	1	**2**	**3**	**4**	**5**	Score
The Activity	Within the everyday experience of the individual/group.	Outside the everyday experience of the individual but some tasks have familiar aspects.	Tasks unfamiliar but a level of competency has been achieved by training.	Tasks unfamiliar but training will be given.	Tasks unfamiliar. No training.	
The Participants	Very experienced at an appropriate level.	Regular exposure to the activity. An adequate level of competency.	Experience at a recreational level. Some competency.	Some experience at an introductory level. Some competency.	Novice. No experience.	
Party Leader	Experienced and qualified at the appropriate level.	Low qualifications but regular participant.	Low qualifications. Some participation.	Some experience as a leader. Limited or recreational participant only.	No experience as a leader. Some experience as a participant.	
Environment	Urban or rural with only everyday hazards i.e. crossing road.	Urban or rural with hazards that change quickly.	Industrial. Involves overnight stays.	Close proximity to water, cliffs or other hazardous features. Travel abroad in urban areas.	Travel abroad in demanding terrain.	
Access to First Aid	First aid and emergency support readily available. Staff qualified at appropriate level.	First aid and emergency support readily available. Staff have low qualifications.	First aid and emergency support readily available. Staff unqualified.	No first aid/ emergency support readily available. Staff holds a relevant First Aid certificate.	No support readily available. Staff has no qualifications in First Aid.	
External Factors	Weather appropriate to the activity, any changes will have no effect.	Weather appropriate to the activity. Change will have minimal effect but will not affect safety.	Weather changes could lead to problems if group is not adequately prepared and equipped.	Weather changes could lead to serious problems if the group no competent/ poorly equipped.	Weather changes could have serious consequences for the group.	
					Assessment Score	0

6 to 10 Low Risk	**11 to 19 Medium Risk**	**20 to 25 High Risk**	**25 to 30 Unacceptable Risk**
The possibility and nature of an accident occurring is not substantially different to those faced in everyday life.	The risks encountered are outside the groups experience but by adopting principles of good practice this should bring them down to an acceptable	The risks are beyond the experience of the group. Specific control measures need to be introduced to reduce them to an acceptable level.	The risks encountered are far beyond the experience of the group and the party leader so the visit should not go ahead.

Viability assessment carried out by:		**Date:**	

Other comments on viability:

Appendix 3 Trip Risk Assessment

Trip reference Name:		**Date of Trip:**	
Risk assessment carried out by:		**Date:**	

Activity	Hazard	Persons in Danger	Severity	Likelihood	Rate	Measures/Comments	Result
Coach Travel	Accident	All	3	3	3	Use of a reputable coach company	
Walking	Accident	All	2	1	2	Care taken at all times	
Crossing Roads	Accident	All	2	1	2	Care taken at all times	
All activities	Abduction	Students	3	1	3	Students monitored carefully with regular head counts	
					0		
					0		
					0		

Severity		Likelihood		Severity x Likelihood = Risk	
3	Serious	3	Very likely	1 or 2	Low Risk – Normal
2	Injury	2	Likely	3 or 4	Medium Risk – Activity should be carefully managed
1	Minor	1	Unlikely	6 or 9	High Risk – Activity should be avoided

Appendix 4 Off Site Medical Consent and Code of Conduct Form

This form must be completed and signed by a parent/carer if the participant is under 18 years of age, or with learning difficulties.

Slough and Eton Church of England Business and Enterprise College

Business & Enterprise

SCHOOL TRIP PERMISSION SLIP

This form must be completed by a Parent/Carer if the participant is under 18 years of age or has learning difficulties

Trip:	***Cost:***	***Date of trip:***
STUDENT INFORMATION		
Pupil Name:	***Year/Tutor Group:***	
Pupil Address:	***Date of Birth:***	
EMERGENCY CONTACT INFORMATION		
Name of Emergency Contact:	***Relationship to Pupil:***	
Address (if different from above):		
Telephone 1:	***Telephone 2:***	
MEDICAL DETAILS		
Conditions: *(Give details of any pupil conditions i.e., diabetes epilepsy, allergies etc)*		
Current Medication: *(Give details of any medication the pupil is currently undertaking)*		
Name of family doctor: ***Telephone no:***	***Address of family doctor:***	

TRIPS AND VISITS CODE OF CONDUCT

Pupils must be on their best behaviour at all times and maintain high standards of appearance.
Pupils must follow all instructions given to them by members of staff.
Pupils must do nothing to endanger their own or anyone else's safety.
Pupils must report to staff any accidents or breaches of safety they notice.
Pupils must be aware of all arrangements, particularly meeting times and places.
Pupils must represent the school in a positive manner at all times.
The trip leader's decisions are final.

DECLARATION

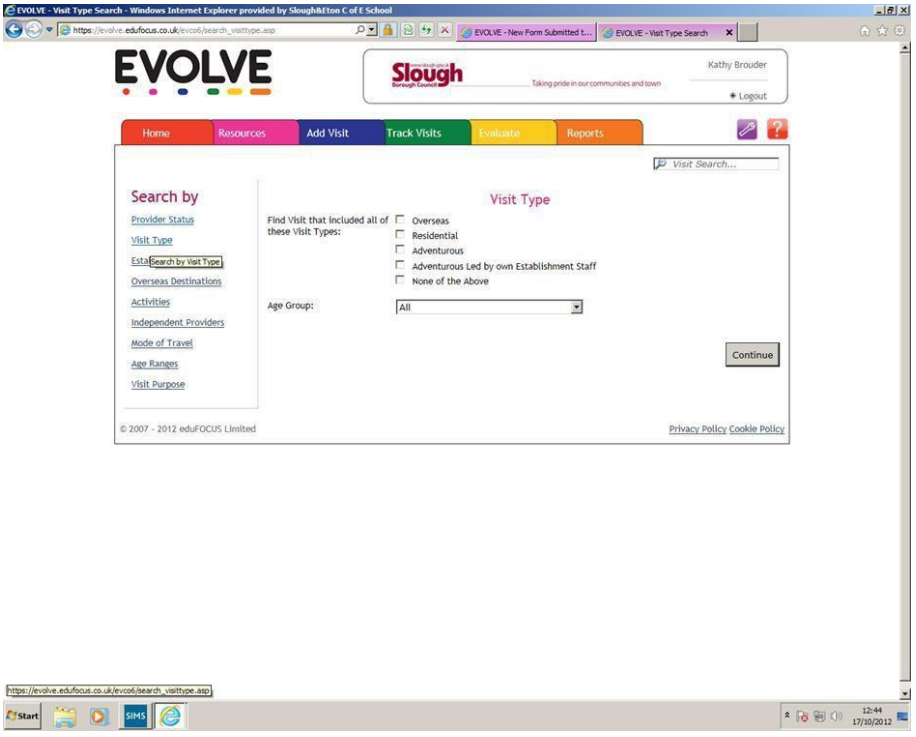
I give permission for my son/daughter to go on this trip.
I declare the information I have given on this form is correct and I will support the school to maintain the standards outlined in the Trips and Visits Code of Conduct.
I understand that pupils not complying with the code of conduct will be sanctioned by the school and may be banned from future trips.

Name of Parent/Carer:	
Signature of Parent/Carer:	***Date:*** .....

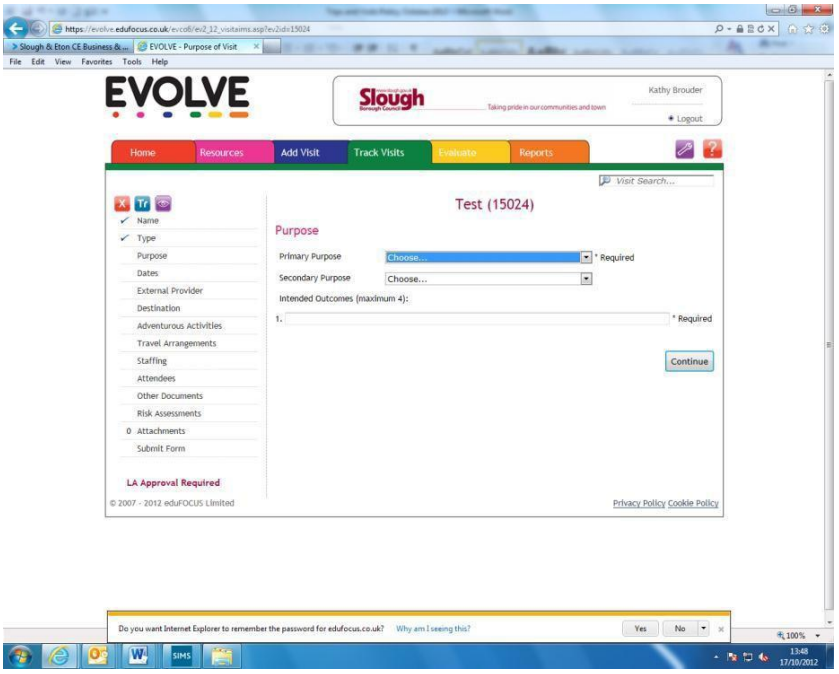
Appendix 5 Images from Evolve



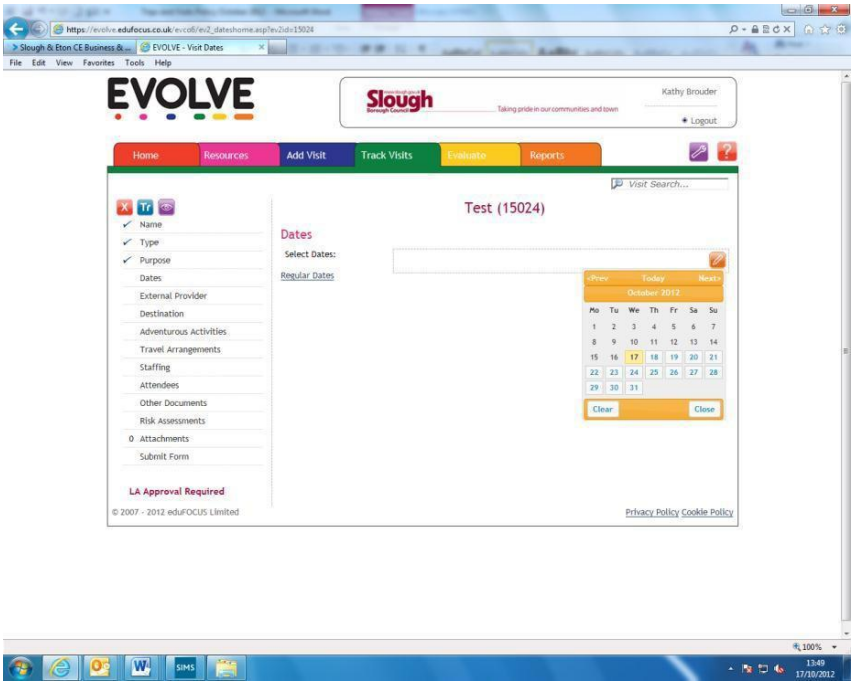
Opening page



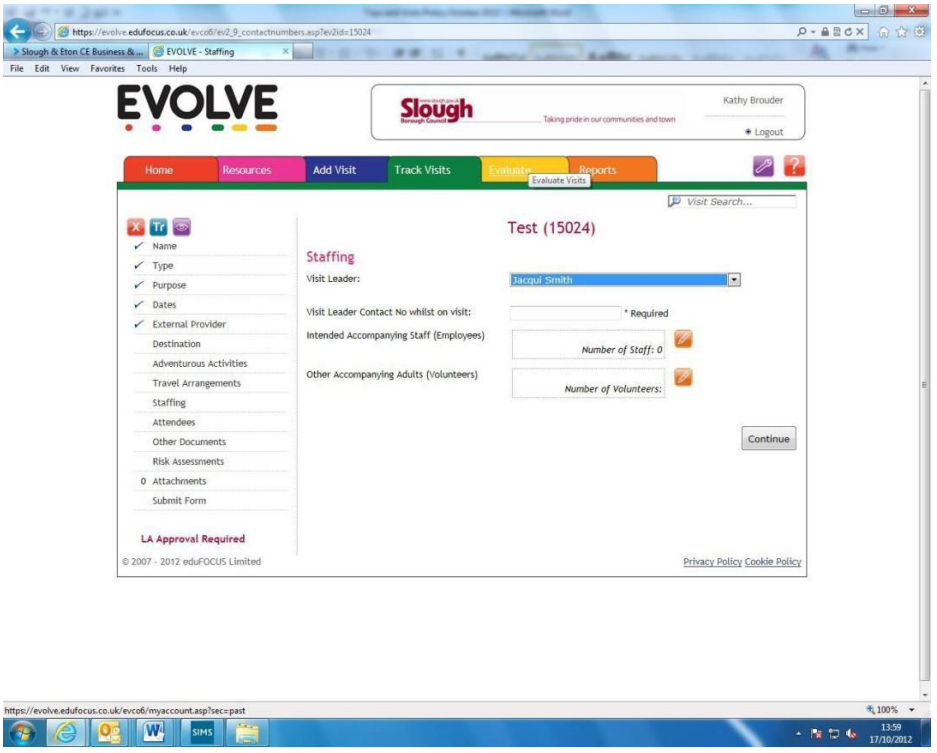
Selection of Visit Type



Purpose of Visit



Visit Dates


EVOLVE
Slough
Kathy Brouder
Logout
Home
Resources
Add Visit
Track Visits
Evaluate
Reports
Evaluate Visits
Visit Search...
Test (15024)
Staffing
Name
Type
Purpose
Dates
External Provider
Destination
Adventurous Activities
Travel Arrangements
Staffing
Attendees
Other Documents
Risk Assessments
0 Attachments
Submit Form
LA Approval Required
Visit Leader:
Jacqui Smith
Visit Leader Contact No whilst on visit:
* Required
Intended Accompanying Staff (Employees)
Number of Staff: 0
Other Accompanying Adults (Volunteers)
Number of Volunteers:
Continue
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Appendix 6 Emergency Guidance Procedures

Emergency Guidance on Off-Site Trips

Familiarisation with these emergency procedures should be carried out before the trip departs. If

an overnight stay is involved, the fire safety and evacuation plan for the building should be checked. Consider carrying out a fire drill shortly after arrival.

Checklist in the event of an accident

The immediate action checklist for group leaders during a visit should cover:

- Establishing the nature and extent of emergency promptly
- Ensuring that everyone in the group is safe
- Establishing the names of casualties and arranging immediate medical attention
- Ensuring a teacher accompanies casualties to hospital, providing doctors with any relevant medical information
- Notifying the police if necessary
- Informing the school or college contact and provider/tour operator (someone at the school or college should be available on the telephone at all times during the trip)
- Contacting the school or college with the following information: the nature, date and time of the incident, where it happened, names of casualties and information about their injuries
- Notifying the British Embassy or Consulate if an incident occurs abroad
- Ensuring that the school/college notify parents and, normally, insurers
- Writing down what happened promptly, noting witnesses and preserving vital evidence, ascertaining phone numbers for future calls
- Keeping an account of events, times and contacts after any incident
- Completing an accident report as soon as possible (serious accidents or incidents involving violence may need to be reported to the Health and Safety Executive)
- Referring any media enquiries to a named contact in the LA or at the school/college
- Avoid discussions about legal liability
- Keep receipts of costs incurred in the emergency (for the insurers).

Important Telephone Numbers

Slough and Eton School	01753 520824
Educational Visits Coordinator	01753 520824
Slough Borough Council	01753 475111
School Mobile	07736 074159

Appendix 7 Off-Site Records – Incident Report

Trip Name:		**Date:**	
Trip Leader:		**Time of Incident:**	
Location of Incident:			
Staff Involved:			
Students Involved:			
Others Involved:			
Relevant Information:	Include weather conditions, light conditions etc.		
Incident Details:			
Details for legal purposes:	Police number etc.		
Outcomes:	Police number etc.		

Signed:		**Date:**	
Print Name:			

Witness signature if necessary:		**Witness signature if necessary:**	
Print Name:		**Print Name:**	
Contact No:		**Contact No:**	

Appendix 8

Duke of Edinburgh at Slough & Eton

Approval system for Expedition and Assessors

In order for the Duke of Edinburgh's (DofE) Award to run successfully at Slough and Eton Church of England Business and Enterprise College at the present time, there needs to be liaison with external agencies. As a result, the school will select an *external* assessor for the DofE Bronze and Silver Award through an AAP (approved activity provider) as recommended by the DofE Award staff and listed on the DofE website, to ensure that they are affiliated with the organisation. Members of any subsequent company used will also be enhanced DBS checked. Where possible, at least one member of Slough & Eton teaching staff will be a trained assessor at all times with the intention for this number to increase in future years.

School Trip Ratio and Risk Assessments

EVOLVE, the LA based online risk assessment program, will be completed by the DofE Manager and authorised by the EVC, Headteacher and the LA. This will include all the required risk assessment details needed to meet the school and Slough Borough Council's criteria for overnight adventure based trips/activities.

In light of the activities undertaken by the students and students taking part in the DofE, the ratio for excursions will be 1:8. However, three members of staff would be required to support the delivery of the 'Expedition' section of the award for a group of 15 students.

A copy of all risk assessment information will be placed in the DofE in the shared area for review at any time by the verifier or members of the Senior Leadership Team.

All expeditions will be reviewed and risk assessed by those attending the expedition prior to delivery. The report from this will be made available and is part of the documentation sent off to the LA via EVOLVE.

Staff Experience: INTERNAL

Slough & Eton has many staff that have taken part in the DofE Award in a voluntary capacity, both in this school and in other schools. Many of these staff will have experience in recreational walking and have a good understanding of the locations being attended during the expeditions. All staff involved will have a good grasp of what the DofE Award entails and will attend regular planning sessions.

Expected qualifications:

It is expected that the staff involved have experience of the DofE Award or have attended either the 'Introduction to Expedition' or 'Supervisors Course'. The school has one trained assessor in-house and will look to expand this number in the near future. All members of staff involved in the DofE Award Scheme have the professionalism required to take part in the DofE process and have DBS Enhanced clearance, making them suitable to work with young people. It will be the school's policy that staff with experience at walking, running trips in the countryside, or used.

to taking part in hazardous activities will be considered qualified to supervise the DofE expedition. However, attendance at training and development courses will be encouraged and desired. All members of staff present on any expedition are expected to have basic first aid training, and staff who does not have this will be offered the chance to attend the next available course. Any member of staff who leads, supports or undertakes any element of the DofE Award at Slough and Eton will need to be suitably qualified in order for them to be considered appropriate. The school will also be looking into giving the staff further qualification.

Staff Experience: EXTERNAL

Whilst Slough & Eton is independently running the DofE expeditions we use Skill Force, a local DofE approved AAP, to support the delivery of the Bronze and Silver Award expeditions to further ensure that our students are kept as safe as possible. Cloud 9 Pursuits are an accredited organisation with members of staff who can ensure that the planning of our expeditions meet the requirements of the award. These members of staff will be present at the location of each qualifying expedition and be ready to intervene if necessary and offer advice where needed. They are First Aid at Work and Basic Mountain Leader Award trained and have extensive experience of delivering DofE Awards. However, contact with the students will be limited as the Cloud 9 Pursuits member of staff is purely present to ensure the award is being delivered accurately and that students are developing their skills safely. A member of Cloud 9 Pursuits staff will assess all groups completion of the award that they are undertaking and will continue to do so in the future.

October 2018