

TRIPS AND VISITS POLICY
Last Reviewed/Updated: 15.10.2016
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1. Introduction

This policy applies to all members of staff at Regent Independent School College, hereafter referred to as Regent, who take students off-site. It is applicable to the students participating in the activity and to their parents or carers.

At Regent all staff are fully aware of their responsibilities regarding safeguarding and promoting the welfare of children/ staff. This policy has been written taking all aspects of safeguarding into consideration.

2. Purpose of educational visits and trips

Educational visits and residential trips within the UK and to other parts of the world are an important aspect of the curriculum and exposure to a variety of experiences outside the classroom is part of a holistic education:

- A. Trips can raise achievement by boosting self-esteem and motivation and developing key life and work skills.
- B. The curriculum content of some subjects requires visits/field studies/recreational activities which take place off site.
- C. For any trip involving students, safety is paramount and for this and other reasons, meticulous planning and organisation are essential.

This policy sets out the responsibilities, requirements and guidelines for planning, organising and managing school trips to ensure that students and staff may experience the best possible benefits from these activities whilst at the same time minimising risks to their health, safety and well-being

3. Visits and Trips planning rationale

The planning rationale is designed to ensure that the following are adhered to:

- A. Responsibilities regarding safeguarding and promoting the welfare of students/staff;
- B. Trips are of a suitably educational nature
- C. Visits and trips should be monitored and every effort made to minimise disruption to lessons;
- D. The safety of both staff and students is paramount;
- E. Visits and trips are financially sound and accessible to all students irrespective of their family circumstances
- F. In general, only trips and visits which are related to examination requirements will be permitted for Year 10 to Year 13 students during the spring and summer term;
- G. All students should have equal opportunities to access visits and trips;
- H. Whenever possible, trips should be added to the school calendar.
- I. Only the Co-Principals/Vice Principal may give permission for all trips and visits.
- J. No trips will take place without all pre planning requirements being completed on time and approved.

To ensure that the above standards are complied with, all staff wishing to undertake any visit or trip should follow the following stages of planning:

Step 1

Discuss the initial idea with the Co-Principals/Vice Principal. The following questions should be considered:

- A. What is the purpose of the trip? Does it improve/ reinforce the understanding of a particular subject area?
- B. Is the trip essential? Could students access the experience in another way eg video, web sites etc.
- C. Can the trip be organised in the subject lesson time?
- D. Does the trip broaden the cultural or spiritual experience of students?
- E. Does the trip enable students to develop personal, learning and thinking skills such as working as part of a team or to be an independent learner?
- F. Is the trip work related and linked to future employment opportunities?
- G. Can the trip be taken outside the school day?
- H. Does the trip affect examination classes?
- I. Does the trip affect staffing levels that may affect other lessons or the efficient running of the school.
- J. Can we allocate a specific member of staff should be responsible for first aid for the visit or trip?

Step 2

- A. An educational visit or trip approval form needs to be completed by the trip leader and signed by the Co-Principal and/or the Proprietor
- B. If possible the trip leader should make a pre-trip visit to familiarise themselves.
- C. Identify any special needs / issues with students.
- D. Identify costing for coaches, entrance fees, accommodation, insurance etc and any additional costs that may occur.
- E. Letter to parents/carers should be given to Co-Principal/Vice Principal for approval and then sent. The letter must provide full details of the visit or trip with a reply permission slip. Also, it must note that the parent/carers are responsible for the behaviour of their child on a school trip and if a student behaves inappropriately the group leader has the right to ask parents/carers to organise the return of their child to college. The parent/carer must also return the Medical Form for their son/daughter along with the permission slip as these will be taken with them on the visit.
- F. If required by advice from the Co-Principal/Vice Principal, parents' information evenings should be arranged.

Step 3

- A. A risk assessment is completed by the trip leader and submitted to the Co-Principal/Vice Principal. The trip leader should also be aware of emergency procedures and these need to be referred to in the risk assessment.
- B. The trip leader should ensure that they have a copy of Regent's key contacts' details and emergency contact details, a mobile phone, the out of hours contact details of the Co-Principal/Vice Principal and/or the proprietor in the event of an emergency and details of all external providers e.g. coach company. They must also have the attending students' Medical Forms.

C. Ensure the first aid box to be taken on the trip is fit for purpose

Step 4

1. A full H&S and safeguarding evaluation must be written as soon as possible once the visit or trip had ended and all students safely returned to home of college

4. Staffing levels

Staffing level must take into account the following factors:

- A. Sex, age, ability and competence of the group;
- B. Students with medical needs or SEN;
- C. The type of activity and hazards associated with it;
- D. The length and type of journey;
- E. The competence of staff, both generally and in specific activities;
- F. Requirements of the venues to be visited. There must always be a minimum of two adults for senior school students
- G. Minimum staffing requirements are as follows:
- H. One to 20 for most day trip and educational visits
- I. For visits involving an overnight stay the minimum staff/student ratio is one to fifteen
- J. For visits abroad, the minimum staff ratio is one to ten students.
- K. For single gender parties one staff member must be of the same gender as the students, for mixed groups, a staff member of each sex must be included.

5. Standards

It is expected that all normal school codes of dress and behaviour will be imposed on any trip. Specific arrangements regarding each trip should be discussed with the Co-Principal/Vice Principal. It is the responsibility of the trip leader and accompanying members of staff to ensure such standards are complied with.

The students and staff should be aware that they are representing Regent at all times and are therefore responsible for ensuring that they do not bring the school into disrepute. Regent does not wish to stifle the enjoyment of trips but just wishes to ensure good behaviour and safety of everyone participating in them. Students should be aware that inappropriate behaviour on a trip could risk their chances of taking part in further trips or other sanctions on their return. Names of any students who have breached the student code of conduct should be given to the H on return to Regent. The group leader has the right to refuse to take any individual student. However, they must demonstrate that they have:

- A. Completed a risk assessment for the student which has identified situations which could put a threat to the H & S of the students and others in the group.
- B. Considered alternatives such as day visits or one to one supervision etc.

6. Summary

Educational visits and trips should be enjoyable learning experiences for all those involved. It is the policy of Regent to support such trips, to ensure their success and to support the members of staff organising such trips.

The prime importance of this policy is to ensure the safety of staff and students at all times. Remember it's not what you write which drives safety, it's what you do.

Appendix 1:

Risk Assessments

All staff must carry out suitable and sufficient risk assessments to cover any proposed trip, visit or other activity which takes place off site and involves students

The person in charge of the trip or visit must ensure that the risk assessments are carried out, documented and that any control measures are put in place.

Risk assessments are legal requirements, they identify and control risks and they should include assessment of competence, skills and where necessary qualifications required by leaders and helpers.

It is not about completing lots of paperwork, the assessment has to be suitable and sufficient and identify how foreseeable risks to pupils and staff would be responded to.

Completed risk assessments should be submitted to the Co-Principal/Vice Principal and/or Proprietor and should include the following information:

An assessment of risks following the Regent protocol and/or a risk assessment provided by an external provider. Any generic risk assessments used must include any site specific circumstances and be updated accordingly;

1. List of staff and students highlighting students with special or medical needs;
2. A full itinerary / programme;
3. Details of any preliminary visit(s);
4. A copy of the letter to parents
5. A copy of emergency contact details;
6. Details of external providers e.g. travel companies, accommodation details;
7. Clothing and equipment requirements;
8. Copy of the summary details of student information.
9. Parental consent form for school trips and visits and accompanying Medical Form. No student will be allowed to attend a trip without a signed parental reply slip consenting to the visit and the code of conduct and the Medical Form.