



The Skinnners' School

School Trips and Visits Policy

Policy Area:	Curriculum, Teaching and Learning
Reviewed:	May 2015
Adopted:	May 2015
Next Review:	May 2016
Governing Committee:	Education Committee
LG Responsibility:	Edward Wesson



The Skinners' School

Regulations concerning School visits and their management

1. Introduction

- 1.1 The School has every wish to encourage extra-curricular activity and visits by pupils to places of interest. It also recognises the value of the many trips which members of staff arrange and which have, by tradition, been heavily supported by both pupils and parents. The School is also aware of the considerable responsibilities taken on by staff in organising trips. When things go wrong, the position of the School can become difficult. For this reason, the procedures set out here need to be followed by all staff.
- 1.2 Visits and journeys taking place during term time must be of definite educational value and normally linked with the work of the School. Visits which are predominantly of a holiday nature must be confined to School holiday periods, though they may be permitted in special circumstances to extend not more than two days into term time.
- 1.3 These regulations apply to all school organised visits and trips.
- 1.4 A checklist for staff organising visits is included at the end of these Regulations, and the Excel spreadsheet that must be used for every visit. It is available on <School on Homer><Trips and Visits><Trips and Activities Form.xls>.

2. Permission to organise a visit

- 2.1 No visit may be advertised to pupils or parents until it has been approved. If the visit is to take place during lesson time, the Deputy Headmaster will consider and agree the date(s) involved. A School Trips and Activities form must be used in all circumstances: it is available on <School on Homer><Trips and Visits><Trips and Activities Form.xls >.

3. Finance

- 3.1 The Education Reform Act (1988) which sets out the rules relating to charging, divides visits into two categories.
- 3.2 For visits defined as 'during School hours' parents may be charged only for lodging and accommodation. It is School policy that they are requested to make a contribution towards travelling expenses and the cost of covering teachers who are absent from school due to the trip, but no pupil may be excluded because of his parents' unwillingness to do so.
- 3.3 Parents may ask for assistance with the cost of a trip, in the case of hardship, and this must be made clear in the initial letter.
- 3.4 For visits defined as 'outside School hours' the full cost of each pupil's involvement may be recovered from parents unless the education provided fulfils a requirement specified in the syllabus of a prescribed public examination or statutory duties relating to the National Curriculum.
- 3.5 Visits not related to public examinations or the National Curriculum and taking place outside School hours, eg. a theatre visit, are regarded as optional extras. Here charges may not exceed the cost of providing the activity divided equally by the number of pupils taking part. The costs can include elements for travel, board, materials, entrance fees, insurance and staffing.
- 3.6 An account must be opened through the Finance Officer, acting for the Bursar. Into this all money received must be paid, and from it payments required will be made. Receipts will be issued on request for payments received.
- 3.7 No trip may run at a deficit. Some trips will inevitably retain a small surplus. Where trip savings amount to £30 or more per participant, the amount will be refunded, but below that figure the surplus will be retained in the Voluntary Fund.

4. Adult Supervision

- 4.1 Suitable arrangements must be made for pupils to be supervised by adults (ie. persons aged 18 or over), at least half of whom must belong to the School's teaching staff. The figures given in this section are to be regarded as the minimum requirement; the special circumstances of a particular visit may make a greater number desirable. An adult whose own child is in the party cannot be counted as part of the staffing ratio when their child is part of the group they are supervising.
- 4.2 For visits lasting longer than one day, two adults will be required for a party not exceeding twenty pupils and, for a larger party, two adults for the first twenty pupils plus one additional adult for each additional fifteen pupils or fewer. Normally at least one teacher (or adult), of the two or more, should be male; if the party includes girls from another school, then one of the adults should be a female.
- 4.3 For visits of one day or less, two adults will be required for a party not exceeding thirty pupils and, for a larger party, two adults for the first twenty pupils plus one additional adult for each additional twenty pupils or fewer. Where students are accompanied by more than one member of staff on an extended day, it is preferred that at least one accompanying teacher (or adult) is male, and if the party includes girls from another school, then it is preferred that one of the adults be a female.
- 4.4 If it is felt that any variation in the minimum figures given above might be acceptable (eg. for sports fixtures), then the agreement of the Headmaster must be sought. This might, in the case of sixth formers, include dispensing with all adult supervision. If this were to happen the written agreement of parents must be obtained, and a full Risk Assessment undertaken (students concerned must be briefed on the content of the RA).
- 4.5 Where required by the Risk Assessment one of the supervising adults should be nominated in the Risk Assessment as responsible for the first aid kit and for summoning medical assistance, where necessary.
- 4.6 **RISK ASSESSMENT:** A risk assessment is required when the risk of the trip/activity is considered to be exceptional, the trip is in the UK with an overnight stay or the trip is abroad.
Exceptional risk is defined as an activity not usually undertaken during the normal school day and considered to be of higher risk than the norm, eg. swimming, skiing, dry slope skiing, rock climbing, coastal walks etc. Any games or competitive sports usually undertaken in school do not require a risk assessment.
Activities defined as being of exceptional risk also require an additional parental consent form. The form should detail the activity to be undertaken and the level of supervision that will be in place, and must be signed by the parent and returned to the trip organiser before the staff and students depart from the school for the event.

5. Insurance and Transport

- 5.1 The School has all necessary insurance to protect itself, its employees and any other adults acting in a supervisory capacity from any liability arising from an approved School visit.
- 5.2 If a special 'risk' can be identified (eg adventurous activities), this must be discussed with the Bursar at the planning stage to ensure that it falls within our umbrella cover or that if necessary other provisions are made.
- 5.3 Where a booking is made through an agency, it is necessary to check their public liability insurance and cover for the funds paid. Only agencies/services backed by associations such as ABTA, AITO, ATOL and AALA should be used. Also check that the agency has vetted any accommodation booked through it.
- 5.4 For all overseas visits details of the insurance cover provided must be sent to the parents of all participating pupils.
- 5.5 If a privately-owned vehicle is to be used by School staff in connection with a School visit, each driver is personally responsible for ensuring that he/she is adequately insured to use the vehicle for that purpose. Permission is required from parents for pupils to travel as passengers in private cars.
- 5.6 **Students driving cars:** The School will not accept responsibility for students travelling in their own cars or the cars of other students. A pupil will never be asked by School staff to drive themselves or other students to and from trips or sports fixtures. The School will permit students to drive to some events for their own convenience, but only with written permission from parents. Equally students may only give lifts to other students to school events with the express written permission of both sets of parents.
- 5.7 If a hired 'self-drive' vehicle is to be used, the company insuring the vehicle must be asked to provide a written guarantee that appropriate insurance cover exists for the purpose for which the vehicle is to be used.
- 5.8 Minibuses with a gross vehicle weight of more than 3.5 tonnes must be driven by persons holding a D1 licence (driving test passed before January 1st 1997). The School's own minibuses both weigh less than 3.5 tonnes. If a hired minibus is used weighing 3.5 tonnes or less, persons with a B driving licence may drive it as long as they have had their driving licence for 2 years. The Bursar must be advised immediately of any penalty points added to driver's licences.
- 5.9 If transport is booked for a trip it is necessary to check that the provider has adequate insurance cover, licences, and emergency arrangements.
- 5.10 Where transport is provided by an agency (eg. as part of an overseas trip) the trip organiser must check that the agency has made the same checks.

6. Communication with Parents

- 6.1 When approval has been given for a visit to take place, a letter should be sent to parents. It should include as much detail as possible about the visit. The letter should also indicate whether any deposit payable is returnable and when any further payments will have to be made. The letter must be cleared with the Headmaster. See Section 2 of the Checklist.
- 6.2 Insurance details should be given to parents at an early stage in the planning of the visit. Parents should be aware of what is not covered, perhaps for example students' personal possessions. Check this with any external businesses being used and with the Bursar.
- 6.3 In the case of an extended visit, shortly before the date of departure parents should be issued with an information sheet. Details provided should include the address and telephone number at which the party may be contacted and, in the case of an overseas visit, the address and telephone number of the organising agency (if there is one). The times of departure and return should also be given.
- 6.4 Where pupils are to leave a coach either on the way to or at School, it should be established with parents where this will be and it should be made clear that staff responsibility will cease when the pupil leaves the coach at the agreed time and place.
- 6.5 A briefing meeting for parents is recommended in the case of extended visits.
- 6.6 Authority should be obtained from parents to approve such medical treatment as is deemed necessary in an emergency or on the advice of a qualified medical practitioner. Details of any existing medical condition and the treatment required should also be obtained.
- 6.7 For any extended visit a telephone number at which parents may be contacted at any time during the visit is required. A list of these numbers should be given to the School Office.
- 6.8 There are school mobile telephones that can be taken on trips by staff. The numbers can be given to pupils and parents to aid communication. Parents should normally make contact through the school where possible.

7. During the Visit

- 7.1 If there is an obvious hazard (eg. skiing, moving about on rocks near dangerous currents, advanced trekking) staff must be with pupils at all times, or in certain cases qualified instructors.
- 7.2 In the absence of such a hazard, pupils may be allowed to go about unsupervised provided:
- i) That they are in groups of not fewer than four;
 - ii) That each pupil has the mobile phone or other contact details of the group leader. This can include an identity card bearing contact details of the group leader and/or the school. It is up to group leaders to assess the amount of information that pupils need, according to their age and the local environment. That, where appropriate (eg. in a city), each pupil has a map of the location, or a plan of the area in which he can move about;
 - iii) That in the initial letter of information about the visit, parents have been made aware about arrangements for unsupervised time and have signed an agreement to this effect;
 - iv) That such unsupervised activity will not last for more than three hours at any one time, the time depending on factors such as the year group, location and activity.
- 7.3 **Bathing parties require special supervision** and parents' permission for bathing must be obtained prior to the departure of a trip. It is not acceptable for any pupils to bathe without supervision by an appropriately qualified adult, or in the case of sixth formers, by teachers who are also able swimmers. Swimming involves a special 'risk', because water so often plays a part in serious incidents: any arrangements for swimming must be very clearly explained to parents in advance.
- 7.4 Unless the steps described in 7.2 (i)-(iv) have been taken, the pupils must be supervised at all times.
- 7.5 Teachers in charge of parties must emphasise the need for good behaviour at all times, and the need to observe the Risk Assessment precautions. Smoking and drinking by pupils of all ages is banned. During travel there should be a 'counting of heads' at all appropriate times, eg. after a boat trip and before the coach leaves. For day visits in school time, or partly in school time, full uniform must be worn. The only exception is a field course, or something similar, when it is necessary to wear suitable clothing.
- 7.6 Staff may be asked to look after pocket money. In this event boys should be advised that no responsibility can be taken. Where individual passports are used, staff could well insist on the boys using travellers' cheques which can, of course, be looked after by staff.

7.7 **In the event of a 'serious incident'**, the teacher in charge is to ensure that emergency procedures are in place, and:

- a. take whatever immediate action is necessary;
- b. ensure any casualties are accompanied to hospital by a teacher(s) as necessary;
- c. ensure that the remaining pupils are kept together and supervised by teacher(s) at all times, or if necessary by alternative responsible adult(s);
- d. notify the Head, or the agreed alternative senior teacher, at the School or at home as speedily as possible (all trips should depart with emergency contact details for the School);
- e. prevent the pupils contacting home or anyone else until Staff at School have had the opportunity to make the first contact call.

If in doubt as to whether an incident is 'major', the teacher in charge should consult the Head or alternative senior teacher.

7.8 On completion of any residential trip the organising teacher must complete a Residential Trip Report form (found in Homer in the trips and visits file).

8. Checklist for staff organising visits

8.1 This list includes some points not included in the above Regulations. Unless they are clearly advisory (e.g. para. 4.4), they are to be regarded as part of the Regulations governing School visits.

Policy last checked and approved by Governors May 2015

The Trips and Visits Folder on the 'School on Homer S:' drive includes the file <School Trips and Activities Form INC COSTINGS.xls> , and alternative Risk Assessment templates.

The costing form is to be used for all trips, and completed Risk Assessments should be forwarded to the Finance Officer, Kathryn Lallu.

May 2015



THE SKINNERS' SCHOOL - CHECKLIST FOR STAFF ORGANISING VISITS

To be used in conjunction with the Trips Policy and the School Trips and Activities Form.

* Always necessary	# Necessary when applicable	§ Recommended good practice	TICK as
1. PLANNING			appropriate
* 1.1	Permission from Headteacher for trip (as early as possible)		*
* 1.2	Agreement of Deputy Head to dates, pupils and staffing (as early as possible)		*
§ 1.3	Pre-visit carried out		§
* 1.4	Agree costings and charge to pupils with Bursar		*
* 1.5	Inform Finance Officer in a timely fashion so that a payment schedule may be set up where necessary, an account agreed for monies paid in and a sQuid payment facility arranged		*
*1.6	Agree wording of Trip letter to parents with Headmaster and pass copy to Finance Officer		*
*1.7	Sign off/finance sheet with all signatures in place to be lodged with Finance Officer		*
# 1.8	Transport arranged – check insurance cover		#
# 1.9	Other bookings made (at least provisionally) – check insurance cover and ABTA, ATOL, AALA membership as appropriate		#
* 1.10	Risk assessment e-mailed to Finance Officer at least one month before departure. Finance Officer will seek Governor approval and advise of changes to be made		*
* 1.11	Information to be lodged with School Office prior to departure must include itinerary, contact details for staff, pupils and venues and copy of contact details for parents when the trip is taking place		*
# 1.12	Emergency cash arranged; foreign currency should be arranged with Finance Officer at least a fortnight ahead of the trip		#
* 1.13	All staff should be familiar with the Regulations regarding trips and visits, and in particular with the Risk assessment for the specific trip		*
*1.14	On completion of all residential trips the Residential Trip report form must be completed and returned to the Finance Officer		*
*1.15	Member of staff responsible for trip to sign end of trip report produced by Finance Officer		*
2. COMMUNICATIONS WITH PARENTS AND GUARDIANS			*
* All communications with pupils' homes should be cleared with the Headmaster.			
# 2.1	Any introductory letter inviting participation should include details of the trip – such as information about dates, timing, purpose, cost, and any information evening		#
* 2.2	Parents must be sent a letter giving details of the trip including details of dates, timing, purpose (with specific reference to any industrial premises), cost (consistent with the Education Reform Act), insurance cover, travel and staffing arrangements and containing a		*

	permission slip for the pupil to take part under the outlined plans (see 4.6 of the regulations) and to receive any emergency treatment as necessary, and requesting relevant medical information	
§.2.3	An information evening is particularly relevant for residential trips. It may be necessary to have both an introductory evening and a meeting before departure	§
# 2.4	Parents must have contact details and any other information finalised after the initial letter.	#
3. COMMUNICATIONS WITHIN SCHOOL - in addition to Section 1 above		
# 3.1	The school kitchen must be given three weeks' notice of the number of boys who will miss school lunches that they would normally have	#
# 3.2	Teaching staff should be given one week's notice of the names of boys who will miss any lessons – list to be posted in the staffroom and to Attendance Officer	#
*.3.3	Meeting of staff involved to agree on the rules for the trip and the allocation of duties, including First Aid, and review application of the Risk Assessment	*
# 3.4	Staff involved should have an information sheet, including the itinerary, contact details, all names and identification of the group for which they are responsible	#
# 3.5	Pupils involved should have an information sheet, including the itinerary, contact details, identification of the group of which they are part, and rules of the trip including risk assessment precautions, and a map of the area to be visited if appropriate	#
# 3.6	If privately owned or hired transport is to be used, consult 5.5, 5.6, 5.7, 5.8 of the regulations	#
# 3.7	On residential trips pupils should have the mobile phone or other contact details of the group leader. If identity cards are issued (see 7.2 (ii)) these should include the pupil's name, overseas address and telephone number, and school mobile if taken	#
# 3.8	For visits to EC countries, a European Health Insurance Card (EHIC) is required by each party member. This may be obtained from a main Post Office or online at: www.gov.uk/european-health-insurance-card	#
# 3.9	If a group passport is not being used, check passports are valid for at least six months.	#
4. COMMUNICATIONS WITH OUTSIDE BODIES - in addition to Section 1 above		
#4.0	Confirm transport has necessary licences, insurance, etc 1.8 above, 5.8, 5.9,5.10 of regs	#
# 4.1	Confirm bookings and transport arrangements of booking made under 1.8 Transport;	#
# 4.2	Confirm bookings made under 1.9 Other bookings;	#
§ 4.3	Check the availability of group discounts;	§
4.4	Consider a group passport.	