

OUT OF SCHOOL ACTIVITIES, RESIDENTIALS & TRIPS POLICY

Guidance Information
&
Application / Approval Pack

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NB All Appendices can be found in the pigeon holes outside the staff room or
[M:\POLICIES\TRIP POLICY](#)

PROCEDURES AND GUIDANCE FOR STAFF

Section 1 – Acquiring Permission

These guidance notes have been drawn together to assist staff when organising an Educational Trip/Visit, pulling together elements from the LA guidance. This document is not intended to be used without reference to the LA guidelines.

1. It is the responsibility of the organising staff to acquaint themselves fully with the advice and requirements of the LA with regard to the conduct and organisation of education visits and trips.

Operational Policy & Guidance Management of Outdoor Learning, Off-site Visits and Adventurous Activities

Copies of the above documents are available from the Main Office and Business Manager / SLT responsible for Trips/activities Week.

Checklists

[APPENDIX 1 Day Trip Planning Checklist blue.docx](#)

[APPENDIX 1b Residential Trip Planning Checklist blue.docx](#)

[APPENDIX 2 Items to take with you - pink.docx](#)

[CREDIT CARD.pub](#)

2. Approval (verbal) in principle for all trips must be given first by the Headteacher and approval for trips abroad must be given by the School Governing Body.

Formal approval will be granted on submission and acceptance of completed [Application for Approval of Day Trips](#).

Using the Application for approval form check the viability of the trip with the Headteacher and Business Manager with regard to staffing, costing and risk assessment.

3. **Residential Permission** – A Notification of School / College Residential Visits [APPENDIX 4 A1 Form white.docx](#) must be completed by the trip organisers, countersigned by Headteacher and sent to the LEA 6 weeks prior to the date of departure.
4. Following approval send a letter home to parents explaining details of the trip. This letter must include the following information:-
 - a. the nature and purpose of the trip (learning outcomes)
 - b. itinerary
 - c. costs involved
 - d. arrangements for staffing
 - e. dates/times, including departure, arrival, contact telephones and other arrangements. (e.g. drop offs in villages)
 - f. insurance
 - g. details of financial Support available
 - h. arrangements for payment

NB: if your trip/activity is within the school day, you do not need parental permissions, but you must inform parents.

The [APPENDIX 6 Example Letter to Parents.docx](#), although lengthy, is a useful format to follow. Ensure that parental consent forms have been received prior to departure. A follow up letter confirming placement/details (and up to date medical/dietary/allergy information – residential only) should be sent to parents. For residential trips and all Activities Week trips the [APPENDIX 6b MEDICAL FORM GENERIC.pub](#) must be sent out, completed and returned before departure.

NB All letters should be checked and authorised by the Headteacher.

Section 2 – Risk Assessments and Safeguarding

Risk Assessments

The leader in charge of any visit or activity is the responsible adult who needs to plan and prepare for it, and to prepare any emergency and contingency plans. Risk Assessments should always be carried out and recorded before commencing any visit/activity and they will form part of the submission for approval. (A blank risk assessment form can be found within [APPENDIX 7 - Risk Assessment.docx](#).)

You must be familiar with and take with you the [APPENDIX 7b Managing Abduction Risk Assessment.docx](#).

NB You must make reasonable adjustment for *all* students under the SEN Discrimination Act and following the Academy's Equality Policy.

Things to consider:

- Activity (Hazards/equipment/supervision/qualifications)
- Planning of free time
- Group needs e.g. medical needs/SEN/size/briefing needed/staffing experience
- Environment (weather/safety/contingency plan)
- Communication (with parents/school/teams/school mobile etc.)

Preliminary visits

Where possible, activity leaders should make appropriate efforts to become familiar with the area they will be visiting. **The Code of Practice 'strongly recommends' a pre-visit but acknowledges that this is not always possible.** Please refer to [APPENDIX 8 Use of Commercial Centre.docx](#) for handy checklists on Using commercial centres; Fire Safety; Pool Safety, Activity guidance and briefing checklists for both before and during a visit/activity.

Where the visit includes overnight accommodation, it is advisable that the following is checked during your preliminary visit:-

- Facilities
- Safety & Security (is the accommodation locked at night/access to internet, Television)
- Operational Procedures
- Local Hazards
- Group Leaders (correct qualifications, CRB Checks etc)

Section 3 - Staffing

Although not a legal obligation, it is advisable that a minimum of 2 staff should accompany all trips. This may not be possible for example with some sports teams. Residential trips should ideally be staffed by both male & female staff; if this is not possible parents must be informed.

Note: The member of staff concerned with organising the trip will still be responsible for supporting families in obtaining passports, foreign currency, EHIC cards and overall organisation of trips.

(Recommended ratio requirements are 1:15 or 1:10 for residential/adventurous activity.)

Although not a legal obligation it is recommended that at least one member of staff is first aid trained, essential for a residential trip,

Use of Voluntary helpers

Many activities, particularly in Activities Week involve bringing people in for particular instruction. If you require anyone to come in please ensure that they complete & return a [APPENDIX 11 Volunteer Application Form.docx](#) and have **DBS clearance and receive safeguarding induction and authorised, by a member of SLT, before the trip occurs.**

Leader to ensure volunteers have a clear understanding of their role (importance of frequent head counts etc). Volunteers should never supervise a party of more than 10; be in sole charge of pupils for more than half a day or be unable to make contact with other teachers in the party. Volunteers are afforded the same insurance cover for negligence as teachers accompanying the party, provided they act at all times under the direction of the party leader.

Staff cover requires approval from SLT. You will need to include the cost of cover into the cost of the trip.

Section 4 - Transport

Minibus Travel –

Any staff volunteering to drive a minibus on an educational visit/trip must have successfully completed the LA/Department of Transport Competency Test.

Many groups use their own minibus for short, frequent journeys, and sometimes for longer trips. Minibuses have a maximum capacity of 16 seated passengers plus the driver. They must comply with the various regulations about construction and fittings. (see checklist for minibus drives [APPENDIX 9 Mini bus and private vehicle use.docx](#))

Coach hire

Hiring Coaches & Buses - The Group Leader is responsible for ensuring the coaches and buses are hired from a reputable company. While seat belts must be fitted on coaches, they are not legally required on buses. HOWEVER NEWBRIDGE POLICY STATES ALL BUSES SHOULD BE FITTED WITH SEATBEATS.

Private Vehicles

If any group member uses a wheelchair, the Group Leader should ensure that the transport used has appropriate access.

Staff transporting students in their own vehicle should refer to [APPENDIX 9 Mini bus and private vehicle use.docx](#) 'Private Cars' for requirements.

Booking of transport for activities and trips should be made through the Main Office, using the transport booking form [APPENDIX 10 Transport Hire Form.docx](#).

Section 5

Insurance

The school is covered by a blanket insurance arranged by the LA, through Zurich Municipal Insurance.

However, it is important that you check the policy conditions carefully before departure, to ensure that all eventualities are covered. Some high risk activities, i.e. rock climbing and caving may not be covered by this policy.

Most Travel Operators offer insurance as part of a residential package, this is always worth considering as an addition, and is well worth the money should you need it. If you require extra insurance for high risk activities use the insurance negotiated by the LA with Zurich Insurance. They are cheap and easy to use; information can be obtained from the Business Manager.

Payment of Money by Pupils for Trips, Activities and Fund Raising

The system of payment of such money is as follows: Main Office, Admin & Finance Officer and Business Manager are responsible for receiving and controlling all monies relating to:

- a) Organised Trips
 - b) Activities Week
 - c) Non-uniform day
 - d) Sponsored Events and Raffles
1. All letters to parents regarding educational visit/trips must include information about the availability of the financial support scheme (included on example letter). A copy of the Charging Policy is available from the main office and the staffroom.
 2. You cannot charge for visits during the school day, only ask for a voluntary contribution.
 2. All monies for the above should be handed to the Main Office between 8.30am and 9.00am and not to staff organising the activity or trip. Pupils should pay in money before they register.
 3. Money should be brought in a sealed envelope with details written on the outside: Name, Tutor Group, Activity and the amount of cash inside or paid via Parent Pay.

4. Money received for Organised Trips into main office will be entered on the pupil's Payment Card which will be issued for Activities Week or register for organised trips with multiple payments. A record will be kept in the Office of how much each pupil has paid for all activities.

It is absolutely vital that Admin & Finance Officer and Main Office are given full details of the activity, trip or sponsored event, well in advance of the first payment:

- Nature of Activity or Event
- Dates and Times, including departure, arrival, contact telephones and other arrangements
- Cost and Deposits required
- Names of all pupils involved
- Name of Travel Agent (if applicable)
- Dates of deposit and final payments to Travel Agents
- Details and dates of payment to be made
- Copies of any correspondence sent to pupils

Section 6 – Immediately (one week) prior to the trip

Make sure that you provide the Main Office with full details of the trip, including an [APPENDIX 13 - Form to be left at Office - yellow.docx](#) list of participants, with Emergency Contact Numbers and medical details/photo permissions [APPENDIX 14 EXAMPLE Student list with medical details +contact no.xlsx](#)

Ensure parents have been informed of trip details including return times and emergency contact details.

The Headteacher (or member of SLT) must sign the Approval Form before departure ([APPENDIX 3](#)).

Section 7 – Record Keeping

Incident reports to be kept for **three years** following a visit, as this is the legal limit on information being required in the event of any future claim arising from any incident which may occur on the visit. (An incident report form can be found on the Local Authority website www.leics.gov.uk)

Remember your Risk Assessment is on-going, if in doubt – don't do it!

Don't forget to complete your evaluation of the Trip [APPENDIX 15 - Evaluation.docx](#) on your return, for future reference.

And Finally 'Have Fun!

APPENDICES

1. [APPENDIX 1 Day Trip Planning Checklist blue.docx](#)
2. [APPENDIX 1b Residential Trip Planning Checklist blue.docx](#)
3. [APPENDIX 2 Items to take with you - pink.docx](#)
4. [CREDIT CARD.pub](#)
5. [APPENDIX 3 APPLICATION FOR APPROVAL of DAY TRIPS - white.docx](#)
6. [APPENDIX 4 A1 Form white.docx](#)
7. [APPENDIX 5 Approval for Residential - white.docx](#)
8. [APPENDIX 6 Example Letter to Parents.docx](#)
9. [APPENDIX 6b MEDICAL FORM GENERIC.pub](#)
10. [APPENDIX 7 - Risk Assessment.docx](#)
11. [APPENDIX 7b Managing Abduction Risk Assessment.docx](#)
12. [APPENDIX 8 Use of Commercial Centre.docx](#)
13. [APPENDIX 9 Mini bus and private vehicle use.docx](#)
14. [APPENDIX 10 Transport Hire Form.docx](#)
15. [APPENDIX 11 Volunteer Application Form.docx](#)
16. [APPENDIX 14 EXAMPLE Student list with medical details +contact no.xlsx](#)
17. [APPENDIX 15 - Evaluation.docx](#)
18. [APPENDIX 13 - Form to be left at Office - yellow.docx](#)