



Educational trips and trips policy

Introduction

The aims of the School are

- to provide an education of the highest quality in which each individual can reach his or her academic potential;
- to provide a 'whole person' education in which the academic, creative, physical, social and spiritual development of each pupils is promoted in a genuinely co-educational environment;
- to foster an atmosphere of self-respect and care for others in which pupils are confident, fulfilled and happy;
- to prepare pupils to identify and fulfil their role in society and to provide an education for life;
- to work in partnership with parents, governors, staff and former pupils to achieve the School's aims.

The trips and trips programme forms a vital part in fulfilling these aims and therefore staff should seek opportunities to organise such outings which enrich the curriculum.

Staff should be prepared to follow the procedures for organising and running trips in order to minimise the risks to pupils and themselves. A member of staff needs to act as a "prudent parent"¹ at all times when preparing and participating in a school trip. Much of what is written about school trips is advisory rather than statutory but following a rigorous procedure helps to minimise the problems.

The advice from DfE¹ is as follows;

- Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.
- It is important that children learn to understand and manage the risks that are a normal part of life.

- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.
- Staff should be given the guidance they need so they can keep themselves and children safe and manage risks effectively.

Policy

1. Educational trips are central to the life of the School. Some trips are of direct relevance to the curriculum and form part of the teaching and learning in some subject areas. Other trips serve to enrich the school experience. They may relate to extra curricular activities, leadership training, physical recreation, self-development and other non-subject specific objectives.
2. It is the policy of the School to encourage educational trips and to ensure that they are properly organised and run in accordance with best practice and having full regard to health and safety and the School's duty of care to pupils. The School's Senior Management Team will maintain an overview of all educational trips and will monitor them closely to ensure that they are planned with due regard to all questions of health and safety.
3. The School retains ultimate responsibility for pupils at all times during school trips, even when activities are undertaken under instruction from outside providers. Teachers on school trips must do their best to ensure the health and safety of everyone in the group and act as a prudent parent would do in the same circumstances.

Attention is drawn to two documents that staff should read when planning a trip;

Health and Safety: Department for Education advice on legal duties and powers for local authorities, head teachers, staff and governing bodies

School trips and outdoor learning activities; tackling the health and safety myths.

Both of these are available in the Guidance-Trips section of the Staff Handbook.

4. The Board of Governors should be notified in advance of all trips involving adventurous activities and all trips which involve pupils in leaving the country, including day trips abroad.

The Law

The main legislation covering this area is the Health and Safety at Work etc Act 1974 and regulations made under that Act ;

- The employer (the local authority, governing body or proprietor) is responsible for health and safety, though tasks may be delegated to staff;
- Employees also have a duty to look after their own and others' health and safety;
- It is very rare for school staff to be prosecuted under criminal law with regard to accidents involving children.

- Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.
- Most claims for negligence are brought against the employer (who has public liability insurance) and not individual members of staff.

References

1. *Department for Education advice on legal duties and powers for local authorities, head teachers, staff and governing bodies (February 2012)*
2. *Health and Safety Executive – School trips and Outdoor learning Activities; tackling the health and safety myths (June 2011)*

Procedures for Educational Trips

Preparation, Application, Communication and Detailed Planning

Preparation

1. In planning any trip consideration should be given to the benefit to pupils. A trip to a place they could readily be taken to by parents is not really suitable – trips should offer unique experiences which might be difficult for the general public to access e.g. specialist talks by staff at zoos or companies, specific projects for which the stimulus material may be found in an Art Gallery or museum and the work is guided by staff.
2. The Deputy Head is the Educational Visits Coordinator for the School and scrutinises the arrangements for any trip leaving the school. Each trip must have a designated Trip Leader who communicates with parents, tour companies, the bursary, the Deputy Head and takes the lead on the trip itself. A Deputy Leader should also be appointed who is appropriately acquainted with the details of the trip to take over in the case of the Trip Leader being unavailable.
3. Staff must plan any trip at least a term in advance so that it can be included in the Calendar. As far as possible, trips should be scheduled to avoid clashes and competition between trips. Major trips, such as ski trips, sporting tours, music tours, adventure holidays, must be planned prior to the Annual Planner meeting which occurs early in the Summer Term. The proposal must have a clearly definable and educational purpose. Staffing must be carefully considered to avoid significant losses of contact time.
4. Whenever possible a preliminary visit should be made by the trip leader. If this is not possible, every effort should be made to acquire details from other sources. The costs of any preliminary trip must be included in the overall budget for the trip.
5. Some trips may be organised using external providers. Trip leaders must ensure that the provider holds a licence¹ as required by the Adventure Activities Licensing Regulations (2004). See www.legislation.gov.uk/ukxi/2004/1309/contents/made for further details
6. No trips may be publicised to pupils or financial commitments entered into until the trip has been discussed with the Deputy Head. In some cases interest in a trip has to be gauged before approval can be finalised.
7. A preliminary briefing meeting for parents must be held before pupils are asked to sign up for any trip which involves hazardous activities, remote locations or any other unusual factors. This meeting should provide parents with full information about the trip and an opportunity to ask questions. There should be booklets or brochures for the parents and pupils to take away. For more exotic locations, alternative plans must be made and publicised.
8. Staff should give consideration to the year group involved and the proximity of public examinations. Upper 5 and Upper 6 pupils should not go on trips in the Spring Term and careful consideration should be given to the advisability of taking Lower 6 pupils out during this term.

9. It has not been practice at CLFS for pupils to attend revision seminars or workshops and these should remain optional for students to undertake if they wish.
10. Departments should limit themselves to one outing per year group per term if curriculum time is going to be lost. Evenings events such as lectures and performances are not limited and the factors that need consideration are the lateness of the return and the age of the pupils.
11. Under no circumstances should non-CLFS children accompany CLFS trips.
12. It is not normally appropriate for staff to be accompanied by members of their family on trips and the written agreement of the Head is required before any exception can be made to this rule. If a member of staff is on a trip which also includes their own child they must make sure they consider the safety and well-being of the entire group.

Application

13. Permission must be obtained from the Deputy Head. A form 'Approval for an Educational Trip' should be filled out. The completed forms should be sent to the Deputy Head for signature.
14. A risk assessment should be completed. There are many examples of this available and staff should not feel that this task is onerous. A risk assessment is simply good sense and the requirement is that it would be the response of a "prudent parent". Where an outside service provider is being engaged, for example a tour company or activity centre, that provider must supply a full risk assessment. Completed risk assessments should be given out to all adults accompanying the party and need to be read ahead of the trip.
15. A "Plan B" must be formulated in case the intended programme cannot be followed, – e.g. what to do in inclement weather.

Communication

16. Communications with parents should include the fullest possible information about the purpose, destination, costs, insurance, requirements for spending money, the date after which deposits cannot be refunded and cancellation arrangements.
17. Parents should be aware of the level of insurance cover which is provided. If additional or special insurance is being obtained through a tour operator, provider of services for the trip (e.g. Ski insurance) or the City of London Corporation, details of this cover must also be given. Letters should also contain a statement to the effect that parents may wish to consider the adequacy of their family 'all-risks' insurance provision. Parents must be fully informed of all details relating to cancellation and withdrawal of their children from a trip, including information about possible loss of deposits.
18. Parents must be encouraged to be honest about pupil medical conditions which will compromise insurance cover. If necessary, separate insurance might be necessary for pupils suffering long term and medicated conditions such as depression. The expense of such a policy would need to be met by the parents.

19. The Deputy Head may require potential participants in a trip to undergo a medical examination to determine whether they are fit to take part. This examination should be carried out by the pupil's GP and a letter confirming fitness sent to the trip leader.
20. A briefing meeting for parents must be held for all overseas trips and all with overnight stays.
21. The Deputy Head reserves the right to exclude any pupil from a trip on medical grounds or if there are concerns about his/her behaviour.

Detailed Planning

22. All coaches booked for school trips must have seat belts. When booking a coach abroad, organisers must get written confirmation that seat belts will be provided. If seatbelts cannot be guaranteed by coach companies abroad in countries where they are not compulsory, the member of staff organising the trip must consult the Deputy Head at the earliest possible stage of organisation.
23. Drivers of a School minibus must have a current MIDAS certificate or equivalent. School minibuses may not be used for trips outside mainland UK.
24. Normal school expectations of pupil behaviour apply on all school trips. Pupils and their parents may be required to sign a copy of a Code of Conduct for Educational Trips before they are accepted on a trip. It is important all adults accompanying a trip are aware of the policy on alcohol consumption by both staff and pupils and that this is implemented without exception.
25. No pupil will be permitted to take part in a trip unless the Annual Parental Consent Form, Medical Information Form and any other documentation required for the trip has been filled in and signed. As a last resort, emailed consent will be accepted for a day trip but not for a residential trip. For residential trips and any trip involving hazardous activities such as rock climbing, mountaineering and winter walking, mountaineering and summer walking, sailing, windsurfing, skiing, canoeing or farm trips, an additional Parental Consent form must be completed

Staffing of Trips

1. Ratios: factors to be considered:

It is important to have a high enough ratio of adult supervisors to pupils for any trip. The factors to take into consideration include:

- a. Sex, age and ability of group;
- b. Pupils with special educational or medical needs;
- c. Nature of activities
- d. Experience of adults in off-site supervision;
- e. Duration and nature of journey;
- f. Type of any accommodation;
- g. Competence of staff, both general and on specific activities;
- h. Requirements of the organisation/location to be visited;
- i. Competence and behaviour of pupils;
- j. First aid cover.

2. Ratios of staff to pupils are:

Years 4 - 13	1 adult for every 10 - 15 pupils for trips in the UK 1 adult to every 10 pupils for trips outside the UK
Year 3	1 adult to every 6 pupils for all trips.

There should be 2 teachers with a trip. Exceptions to this would be small groups of 6th Formers. The ratios stated are guidelines and lower ratios (e.g. 1 to 15) would be permissible for low-risk trips whereas higher risk activities to be undertaken may require a higher ratio e.g. 1 to 10. Gap students, support staff and parents count as adults but should not be totally responsible for groups of pupils.

3. In a mixed party, the supervisors, including residential staff, should include at least one man and one woman if the pupils are under 16. Over 16 this is not a requirement but is desirable if possible.
4. For trips abroad, at least 3 adults must accompany the party unless the number of pupils is less than 10, in which case there should be 2 teachers. Mixed parties must be accompanied by at least one adult of each sex.
5. Supervision arrangements for trips involving home-to-home exchanges will need to be considered individually. At least one teacher should have a basic knowledge of the area to be visited e.g. local medical services, bye-laws. It is advisable to have a 'basic knowledge' of the language of the country to be visited.
6. All CLFS staff have enhanced CRB checks. Any other adults must be CRB checked if the trip is residential although this is not essential for day or evening trips. Any volunteer (e.g. a parent) should be CRB checked if they are regularly going to help with trips (i.e. more than 3 times in a term). Non-teachers accompanying trips must be clear as to their responsibilities, be briefed and meet the pupils before the trip/journey and possibly receive training. They should not be left (without a teacher present) in charge of a large group or in a place with a potential hazard.
7. On residential trips, there should be a staff rota to allow each teacher some periods of relaxation without being first on call.
8. On all trips there should be a member of staff who has a First Aid qualification.
9. The staff on the trip must be mindful of the rules about alcohol consumption by staff and pupils and must adhere to them without exception. (Policies P3 and P4)
10. Special arrangements for supervision are made when pupils of the School undertake expeditions and other exercises for the Duke of Edinburgh's Award Scheme. Elements of the Duke of Edinburgh's Award Scheme require participants to take part in unaccompanied activities.

Active Supervision: recommendations

1. Group size: small groups are easier to count and chase than large groups. Head count many times.
2. "Down-time" arrangements are often the most hazardous part of a trip (e.g. motorway service station, free time in a town). Pupils should go round in small

groups (groups of 3 or 4), have clearly defined meeting points and mobile phone numbers to use in emergencies.

3. Check the weather, suitable clothing and provisions. Have emergency procedures in place.
4. Be aware of water
 - i. Activities near water such as a walk along a river bank or seashore, collecting samples from ponds or streams, paddling or walking in gentle shallow water. Tides and the time of high water should be checked for any seashore trip.
 - ii. Swimming in the sea or other natural water should only be allowed as formal and supervised activities, preferably in recognised bathing areas which have qualified lifeguard cover. Pupils should always be in sight of their supervisors.
 - iii. Swimming pools: there must be constant supervision by a sufficient number of qualified lifeguards;
5. Staffing must take into account having to send a pupil home accompanied. This contingency must be included in a Plan B.

Illness/accidents and medical issues

Wherever possible, a pupil's medical conditions should not prevent them from taking a full part in trips organised by the School.

Trip organisers should be fully aware of all the medical issues of pupils on the trip. Details will be supplied in the trip information pack

Where pupils require epipens or other medication the trip organiser must make sure they are confident about the use of medications and have read the written guidance issued from the Medical Centre where appropriate (e.g. the correct use of an epipen)

Should any pupil become seriously unwell or be involved in an accident, the pupil's parents must be informed. If the illness requires medical assistance (doctor/hospital) the duty member of SMT must be informed.

Insurance

1. Appropriate Insurance Cover must be taken out to protect all those taking part in the trip. In the case of journeys abroad, the policy must also cover charges for any form of medical treatment provided for pupils and adults in the party, including necessary incidental expenses.
2. Some journeys are covered by inclusive terms, while others are not. It is important to be sure that the journey is adequately covered either by the inclusive terms offered by the travel association or under the City of London Corporation's insurance. Where cover is provided, other than by the City of London Corporation, details of the Insurance Policy must be passed to the Bursar's Secretary
3. To take advantage of the City of London Corporation's policy, details of the trip will need to be provided by the trip organiser to the Bursar's Secretary who will liaise with the City of London Corporation's Insurance Section.

5. The City of London Corporation's policy covers teachers and pupils for personal accidents leading to some form of permanent disability or death, medical and emergency travel expenses, loss of personal baggage, loss of cash including travellers' cheques, credit cards or travel tickets, cancellation, curtailment and change of itinerary. To provide cover for 'volunteers', the trip organizer is to contact the Bursar's Secretary to arrange cover.
6. The Personal Accident insurance policy (Chartis Europe LTD), covers all pupils and staff at CLFS for compensation for serious injuries leading to some form of permanent disability or death, world wide throughout the year. It does not cover medical expenses, personal effects and money, cancellation and hijack.
7. For trips to European Community countries, pupils and staff must possess and take a European Health Insurance Card. The Trip Leader must have photocopies of these on the trip.
8. Claims for expenses incurred should be made to the insurance company at the earliest possible opportunity.

Passports and Visas

1. For trips abroad remind parents to check that passports must be current (6 months beyond the return date is required by some countries). Pupils with non-EU passports will need to check if a visa is required. Non-EU nationals can travel to EU countries with a visa exemption form (see Junior School Secretary or Senior School Receptionist). Visas may be required for trips beyond Europe.
2. The Trip Leader must arrange for a photocopy of the back pages of the passport and a copy of the visa application (if applicable) for every pupil on a trip.
3. It is often advisable for the trip leader to carry a document listing the names of all in the party printed on official headed paper and signed by the Head.

Being a Host

The NSPCC has published the following guidelines in respect to the hosting of young athletes/games players on tour:

1. Players should be placed with families where there is a player of a similar age and where possible of the same sex. If the players are of different sexes, there must be both sexes in the household.
2. It is preferable for the visiting player to have his/her own bedroom, but acceptable for them to share a bedroom with another person of similar age and of the same sex.
3. Host families should be informed of players' special medical, dietary or cultural needs. Host families must indicate, in writing, that they understand the issues (e.g. a pupil needing an epipen) and are willing and able to provide support as needed.

4. If the visiting group includes people with disabilities, the host families must be made aware of any special requirements and arrangements such as size of room and access to bathroom facilities. These must be appropriate for the player.
5. Hosts must be made aware of the arrangements for collecting and transporting guest players throughout the trip.
6. Guest players should have ready access to the staff on the trip, usually by telephone.
7. Hosts must be aware of the school's position on the consumption of alcohol (policy P3)
8. The School should avoid using companies that place pupils in host families who are being paid to provide accommodation

Financing of Educational Trips

1. All trips must be self- financing.
2. The member of staff organising the trip is responsible for keeping precise and clear records of all income and expenditure relating to the trip. Details of the required records will be issued by the Finance Office.
3. All income received and payments of invoices must be processed through the Finance Office in the Bursar's Department.
4. All income from parents must have been received and cleared before the trip commences.
5. No payments, including deposits, may be made until Approval in Principle has been given by the Deputy Head. A signed copy of this approval form must be forwarded to the Finance Manager with the Preliminary Budget Estimate form before requesting first payments.
6. If the organiser of a trip intends to approach any outside body to sponsor or subsidise the trip they are planning, they must have the written agreement of the Head and the Bursar in advance.
7. The financing of staff places over and above the normal pupil/staff ratio on all school trips must be approved by the Bursar.
8. The Bursar should be consulted about any pupil who might qualify for financial assistance. No parent or pupil must ever be led to believe that they might be eligible for financial assistance without the explicit authority of the Bursar.
9. Cost of mobile phone hire and calls must be included in the Preliminary Budget Estimate.

CLFS Financial Procedures

Arrangements for the collection of money using the School's accounting system will be necessary. The organiser should check that all income and expenditure has been credited/debited to the trip holding account. Any variations should be reconciled initially with the Finance Office. All monies (cash or cheques) collected must be given to the

Finance Officer immediately for safekeeping, including a consolidated list of cheques. All bills must be paid by the School and not directly from monies collected. V.A.T. receipts must be obtained to enable the School to reclaim the tax. **N.B. Money must not be held in a member of staff's personal account.**

CLFS Financial Arrangements

Payments may be made by instalments prior to the trip/journey. Collection of income must be scheduled so that sufficient funds are available to cover the payments. A careful record must be kept of all such payments and a payment receipt voucher is to be issued to the pupil or parent for any instalment received. Payments to centres, tour or coach operators, or other organising agencies must be made via the School's accounting system. Arrangements for drawing cash when abroad are made through the School's accounting system. Cash carried on the trip is to be limited to £1,000 or currency equivalent. Arrangements can be made for currency cards.

Collection of money via School fees: please contact the Finance Office to discuss this option.

Guidance on the Financial Management of Major Trips

There must be regular internal checks and monitoring of all financial transactions and account records for major trips and trips. The aim is to protect the interests of the staff involved, whilst at the same time providing a high level of probity and security for the school trip's funds. All such accounts must be reviewed by an appointed member of the Bursar's staff on a regular monthly basis and may be subject to Internal Audit by the Corporation within four weeks of the completion of a trip. The final account summary together with all supporting accounting records must be submitted to the Bursar within one month of the completion of the trip.

Important Guidelines which cannot be adjusted

1. The Trip Leader is ultimately responsible for the financial management of the accounts, together with the designated deputy.
2. All monies paid into the trip account by the member of staff will be acknowledged by a receipt at the time from the Finance Officer.
3. All cash received at any fund raising event must be counted by two members of staff in attendance at the time and a cash receipt sheet must be signed by both members of staff.
4. All foreign currency must be ordered at least two weeks in advance.
5. All transactions/expenditure and incidental expenses for whatever purpose involving cash must have an appropriate receipt issued at the time for accounting purposes. In those exceptional circumstances where, for example, refreshments for pupils have been purchased from street vendors who do not issue receipts, it will be acceptable for the trip leader to write and sign a note, detailing the cost of such refreshments and countersigned by another member of staff on the trip.
6. All expenditure on invoices must be paid out through the Finance Office with appropriate authorising signatures (i.e. Headmaster, Bursar, Finance Manager).

7. All returned currency/monies must be forwarded immediately at the completion of the trip to the Finance Officer. A full financial statement is to be provided together with supporting accounting records, within one month of the trip's completion.
8. The overall leader and the designated deputy for each trip must both sign off the final account summary form before submission to the Bursar's Office.
9. The Finance Office will maintain a central record of all planned trips to enable the Bursar's staff to ascertain when trips are due to end so that they can pursue any late returns of unused currency and trip documentatio

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