



REIGATE GRAMMAR SCHOOL

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## School Trips Policy

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## Introduction

At RGS, as part of the school's commitment to an enriching and diverse education, we organise a large number of school trips for all students. We believe that trips provide opportunities that will ignite curiosity, grow friendships, develop knowledge, expand cultural awareness and prepare students for adult life. There is a wide range of day trips throughout the year, from theatre and museum visits to team building days and workshops at universities. There is also a busy programme of residential visits, both in the UK and overseas, which includes outdoor education, sports tours and academic visits. Most of these take place over weekends or in school holidays.

A trip is classed as an activity which involves leaving school site, except for regular sporting activities and fixtures, and Electives volunteering projects, which are managed as local area visits. Consent for students to attend these is obtained through the annual data update, and parents are informed of the activities via SOCS Sports and letters.

We have a wide ranging and busy trips programme, ranging from local excursions and day trips to residential trips in the UK and overseas.

This policy contains detailed guidance on planning trips and gives due consideration to the safety and welfare of students, staff and adult supervisors. Guidance for staff includes the responsibilities of the Deputy Head and the Group Leader. Procedures for planning a trip are appended to the policy.

## Responsibilities

The **Headmaster** has overall responsibility for all education away from school premises and his permission is required for all trips and expeditions.

The **Deputy Head** School Effectiveness is the school Educational Visits Coordinator (EVC) and is responsible for ensuring that:

- trips are planned sufficiently in advance and entered into the school calendar, avoiding clashes where possible;
- correct planning procedures are followed;
- in collaboration with the staff with additional training in off-site risk management, appropriate risk assessments are completed and any control measures put in place (see separate guidance);
- in collaboration with the school office, ensuring that parents have granted consent for the trip and that all relevant information is collected and shared with the group leader (e.g. medical, dietary, emergency contact);
- the Group Leader is competent to lead the planned trip and has completed all necessary paperwork;
- supervision levels are appropriate to the planned activities;
- Safeguarding measures are in place.

**Group Leaders** are required to ensure that:

- their planning follows the proper procedure;
- parents receive all relevant information;
- appropriate risk assessments are completed and any control measures put in place, including additional risk assessment, where appropriate, to support those with specific needs;
- all aspects of the trip (transportation, accommodation and activities) are with companies that have been checked, either via national standards or an independent review of their risk assessments and health and safety procedures. If the school is undertaking a direct booking with a venue, it will need to check fire safety arrangements, fire doors and exits. In many foreign countries, their legal requirements are not likely to be the same as the UK. When booking accommodation directly, the school will also have to assess other safety factors such as the proximity of entrances to traffic and whether there are balconies to rooms. Staff required to drive minibuses have the relevant qualifications, DVLA check and correct license for the type of vehicle in conjunction with the estates team;

- to ensure that external providers have the appropriate safety standards and liability insurance in place, checking for this via the Council for Learning Outside the Classroom (LOtC) Quality Badge, or by completing the school's safety audit;
- that sufficient staff on the trip have the relevant first aid qualification to manage any accidents or injuries and to ensure that pupils with particular medical conditions (for example asthma, epilepsy, allergies) are accommodated, for example by ensuring they have EpiPens and inhalers. The first aider may administer First Aid and prescribed drugs when appropriate. Such prescribed drugs should be in their original container or packaging, along with written instructions for administration from a parent/guardian, doctor or pharmacist. Aspirin, or preparations containing aspirin, may not be given (except that a qualified first aider may give aspirin to chew in the event of a heart attack). Paracetamol may only be given with written consent. Teachers who accept First Aid responsibilities should be careful to avoid administering medical treatment beyond their training, skill and knowledge.
- students' special needs and medical requirements are cascaded down to other teachers and adult supervisors via staff briefings;
- any adults accompanying residential trips have been DBS checked;
- he/she carries a mobile telephone throughout their time on the school trip and the number is known to the school and other designated staff (including those on the trip);
- risks are reassessed during the trip in the light of events or situations on the ground, including stopping the visit or the activity if they think the risk to the health or safety of the students in their charge is unacceptable;
- for more hazardous activities in the UK (e.g. caving, climbing, skiing, water sports), the provider holds a licence by the Adventure Activities Licencing Regulations 2004;
- students are supervised throughout the trip in accordance with agreed itinerary;
- school rules (and/or an agreed Code of Conduct) are followed. Those students who fail to live up to the required standards of conduct can expect appropriate sanctions, which may involve exclusion from future trips. Such behaviour should be reported to appropriate Heads of Year and SLT.
- attention is drawn to the school rules on alcohol and tobacco. Pupils should not drink, smoke or vape when on school trips;
- they are clear on the emergency plan, published by the Deputy Head and given to trip leaders in their trip packs, in case of emergency;
- at the end of the trip, they evaluate the trip to inform future trips, recording any accidents, incidents and near misses with the school office, who in turn will record in the Accident Book.

**Teachers and other adult supervisors** are required to:

- follow the instructions of the Group Leader and help with managing behaviour and wellbeing;;
- do their best to ensure the health and safety of everyone in the group;
- notify the Group Leader if concerned about the health or safety of students at any time during the visit;
- in the absence of the Group Leader, consider stopping the visit or the activity if they think the risk to the health or safety of the students in their charge is unacceptable.
- ensure that the care of pupils is paramount to their activities on the trip, ensuring that staff are ready to respond to any situation that might arise. On day trips, all staff are prohibited from drinking alcohol. On residential trips, under the guidance of the group leader, it is acceptable for a minority of staff (up to 25%) to have an alcoholic drink with food providing the remaining majority of staff are fully able to support the needs of the pupils in their care.

**Parents** are expected to:

- provide to Group Leaders all relevant information (including up to date medical information) which may be needed to protect the welfare of their child(ren);
- provide accurate contact details to Group Leaders, in case of emergency;
- ensure that their child is provided with all necessary clothing, documentation (e.g. passports or visas) and medication that may be needed for the trip.

**Students** are expected to:

- follow the instructions of the Group Leader and other teachers or adult supervisors;
- comply with school rules and the published Code of Conduct throughout the trip;
- do their best to ensure the health and safety of everyone in the group.

## Residential trips

Accommodation on residential trips may be either in group accommodation (e.g. hotels, youth hostels) or staying with host families.

- A. Hotels, hostels etc.** These will be as recommended and checked by approved Tour Operators or will be checked in advance by staff.
- B. Host families.** In accordance with Keeping Children Safe in Education UK host families will nominate a primary care giver who must undergo a DBS check before hosting any exchange students. For RGS students visiting host families abroad, assurances are sought from the exchange school about the suitability of families to act *in loco parentis*. Staff will hold pre-trip briefings and will ensure that students know who to contact and how to contact them should they be worried at any point. Group leaders will be authorised to move students into hotels or other accommodation if they are concerned about their welfare, health or safety.

## Other points for parents

- The school will provide all relevant information to parents in a letter and, for overseas or other major trips, by holding a meeting for parents.
- The cost of trips is advised to parents when launching the trip.

## Associated Policies

- Child Protection and Safeguarding Policy
- Health and Safety Policy and Appendices
- Behaviour and Sanctions Policy
- First Aid and Medical Provision Policy
- Staff Code of Conduct

## Planning trips: Procedure

The detailed trips process planning documents are available to staff in the Staff Admin SharePoint site. They are broken into two parts:

### 1. Trips Initial Planning Process

All visits off site require the approval of the Headmaster, the Deputy Head School Effectiveness, the Finance Manager and the staff member responsible for off-site risk management. This initial planning process involves the following steps which the Trip Leader must complete:

- i. Check the availability of dates** with the school calendar. Once approved the dates are entered into SOCS
- ii. Write parental communications** using letter templates to help. This includes all relevant information for the trip including accommodation, transport, activities, any potential risks and costs. Letters should be shared with the Deputy Head School Effectiveness for approval
- iii. Complete the risk assessment** in conjunction with the Health and Safety lead. This is an initial risk assessment to ensure the trip is able to proceed and any mitigations (e.g. increased staffing levels) are accommodated. The risk assessment should outline all aspects of the trip, including additional risk assessments or licences from the tour provider.
- iv. Once both the parental letter and risk assessment are approved**, please complete Evolve, entering central information including staffing, pupils invited on the trip, the cost, transport and accommodation arrangements as well as uploading the letter and risk assessment(s). These will

- then be approved by the Headmaster, Deputy Head School Effectiveness, staff member responsible for off-site risk management and Finance.
- v. Once approval has been given, the school office will send the trip to parents for consent. As a part of this consent there will be questions for parents including:
    - a. Understanding the Residential Trip Code of Conduct for pupils
    - b. Understanding the finance plan
    - c. Any requirements on kit, travel arrangements or what to bring,
    - d. For overseas travel, questions on passport validity, visas and GHIC validity
  - vi. No tickets or contracts should be signed with tour operators, nor letters and monies taken from parents, until trip approval has been granted.

## 2. Trips Confirmed Planning Process

This is the process that takes place after pupils have signed up for the trip and seeks to give all parties the relevant information for the trip as well as sharing pastoral information to ensure staff are fully briefed on the pupils in their care. This planning process is initiated by the school office to support the Trip Leader:

- i. Pastoral, Medical and Safeguarding check – from Head of Year, Pastoral Support team, School Nurse and the DSL;
- ii. Booking mobile phones, first aid kits and any medical supplies required for individual pupils for the trip;
- iii. Understanding the emergency procedures;
- iv. Arranging a staff briefing for staff going on the trip to share the itinerary and relevant pupil information;
- v. For residential trips, arranging a Parent Pre-Tour Meeting to share the itinerary, check all relevant paperwork (including passport validity and medical information) and answer any questions parents might have.

## Staffing

Advice on supervision ratios should be sought from the Deputy Head with responsibility of trips. In general, guidance would be:

- Day trips to establishments such as lectures, theatres and art galleries and travelling by coach/minibus: **at least one adult per 20 pupils.**
- Other day-long visits including outdoor activities such as field study courses, or if travelling on public transport with pupils aged 15 or over: **at least one adult per 15 pupils.**
- Day trips which involve travelling on public transport with pupils aged 14 or under, or which include adventurous activities (as defined by AALS): **at least one adult per 10 pupils.**
- Visits involving an overnight stay or a trip outside of the UK: **at least one adult per 10 pupils, with a minimum of two adults.**
- For trips involving girls, at least one member of staff must be female.
- For visits comprising exclusively pupils aged over 17, the above numbers of adults may be reduced in appropriate circumstances, with the Headmaster's permission.
- For hazardous expeditions, higher levels of staffing, appropriate to the activity, may be required e.g. expeditions into mountain environments must be accompanied by an adult with a Mountain Leader qualification. This is an insurance requirement.
- Certain activities, for example, Duke of Edinburgh Award expeditions, may require different supervision arrangements; these need to be agreed in advance with the Headmaster.

The school will reimburse all reasonable expenses incurred e.g. lunches where not provided as part of the trip (although this will not usually include alcoholic drinks). No overtime or other additional pay will normally be made.

Staff who bring their own child(ren) on school trips have a potential conflict of interest. In an emergency, they might naturally seek to look after their own child(ren) and might not be able to fulfil their supervision of other children as well. This is likely to be particularly true with younger children or those who are not RGS pupils.

The general rule is therefore that **staff who bring their own children on school trips, or whose child(ren) are on a school trip, will not normally be counted as adult supervisors, nor can they receive free places** except in certain circumstances indicated in the additional rules below:

1. Free places may only be awarded to staff/adults who are supervising RGS pupils. All others (adults or children) must pay the full cost as charged to other members of the tour party. The number of free places should be in the ratio required and may be varied only with the Headmaster's permission where a clear case can be made for their inclusion (e.g. requiring a female teacher, a minibuss driver, or a first aider).
2. Where a member of staff's own child(ren) is on a trip, he or she will not normally also count as a supervising adult. A risk assessment must be carried out, taking into account the nature of the activities and the amount of other supervision (e.g. centre managers) available, and the Headmaster must be consulted.
3. For any trip, specific permission must be sought from the Headmaster in advance to take family members (partners, spouses, children) who are not members of staff or pupils at RGS. All such family members must be identified in a specific risk assessment.

### Safeguarding

If a member of staff has any concerns about safeguarding during a trip, they should make contact with one of the DSLs as a matter of urgency, or if they cannot be contacted, staff should get in touch with the **Surrey Single Point of Access: C-SPA on 0300 470 9100**.

The effectiveness of this policy will be monitored by SLT.

## Appendix I: RGS Residential Trips – Pupil Code of Conduct

Dear Parents

We are delighted that your child will be participating in this exciting residential trip. It is usual for RGS students to behave in an extremely responsible and co-operative manner during school trips and visits. As a result, the wide variety of day visits and residential trips offered at RGS, both locally and further afield, are extremely successful and enjoyable experiences.

However, to avoid any misunderstanding, we think it is vital for both parents and students to be aware of the behaviour we expect on residential trips. This document has been prepared in such a way as to cover all types of activity held outside of school and therefore by its very nature, not all sections below may apply to all visits. Please read this code of conduct carefully with your child, completing the online consent agreeing to the terms outlined.

**Miss Michelle Pope**

**Deputy Head**

### Reigate Grammar School (RGS) – Residential Trips Student Code of Conduct

1. Students remain under the jurisdiction of the school during a visit and must always follow the instructions of all adults during the visit without delay or debate.
2. Punctuality and politeness from students are vital for the success of all trips. Unnecessary lateness causes a delay and anxiety for others and consideration of, and respect for, both the local community and other visitors is expected at all times.
3. When not in school uniform, students should always dress in a manner appropriate to the character of the visit. Staff will inform students of the most suitable type of clothing and any specific clothing requirements. T-shirts and other clothing with logos should not cause offence to either staff or members of the public.
4. Coaches and minibuses are at all times to be kept tidy, free of litter and substances that may cause damage. The instructions and requirements of the coach company and its driver(s) are to be respected.
5. Students must at all times know where and how staff can be contacted. This will apply most specifically during unsupervised time and during the night.
6. Students should never deliberately or recklessly put themselves or others at risk. They should also know what to do in the event of an emergency and are encouraged to ask a member of staff if unsure.
7. Students must remain responsible for their belongings and valuables whilst on visits. On trips abroad staff may make arrangements for the safekeeping of passports and help students safeguard other valuables. The property of others must also be respected at all times. It is advised that, wherever possible, students should not take valuable items on a school trip.
8. Mobile phones and electronic devices must be used responsibly and in line with staff instruction throughout all visits. Failure to abide by this rule may result in temporary confiscation.
9. Possession and consumption of tobacco, vapes, alcohol or of any kind of illegal substance is not permitted and is a very serious offense that will be severely dealt with.
10. Students may not purchase or have in their possession fireworks (bangers), flick-knives, laser pens, bb guns, lighters\*, matches\*, inappropriate literature or any other such item. (\*Permitted for DofE under staff instruction).
11. At all residential venues students must always be considerate of other guests. Students are expected to maintain their accommodation in a good state and to leave it in an acceptable condition.
12. During residential visits, a clearly stated time to be in the student's own bedroom will be given. Lights out and silence will also be insisted on at a given time. Students are never allowed into rooms of the opposite sex or belonging to other guests (and vice versa).

13. No student will be allowed out of a residential venue on his/her own. If free time is allowed during the day, students must always be in pairs or small groups, as specified by the staff, to ensure their safety.
14. Any damage incurred by students owing to deliberate or reckless behaviour will be the financial responsibility of parents. If this results in a student being sent home, parents will be required to bear the extra expense and to arrange an escort, if necessary. If a student is extremely homesick and parents request return, extra financial liability will also arise.
15. If a student develops illness during the trip, staff will look to care for the student using first aid and/or seek further medical advice as required. If a medical practitioner recommends the student to be repatriated home, or the student needs to quarantine owing to illness, this will be at parental expense in the unlikely event that insurance does not cover these expenses.
16. Staff may need to make reasonable decisions that a parent or student does not agree with, for example, to protect the safety of the student or other participants, or for some other good reason. Parents and students should only sign up for a trip if they will accept those decisions.

## **Sanctions**

Any student who is found or considered to have broken any of these rules or who has behaved in any other way that threatens the successful running of a visit will be subject to school sanctions to support good and appropriate behaviour. Students who consistently break this code of conduct may be asked to immediately return home at parental expense.

## **Declarations**

### **Students**

I have read and understood the **Student Code of Conduct** for residential school visits. I acknowledge the need for sensible behaviour on school visits and agree to abide by these rules. This should be discussed with parents, who will sign on your behalf when granting consent through Evolve.

### **Parents**

I have read and understood the **Student Code of Conduct** for residential school visits and understand my role in promoting and supporting the expectations included in the code. This should be signed by giving online consent through Evolve.

**NB: Further rules of conduct may apply on specific trips. Where this is the case, this will be communicated clearly to students and parents at the pre-trip information evening.**