



REIGATE GRAMMAR SCHOOL

School Trips Policy

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Introduction

Off-site visits complement classroom learning and are an essential part of the school curriculum. As part of the school's commitment to an all-round education, a large number of visits are organised each year for all students. These range from short, one-day trips to local sites of interest, or evenings out to plays or concerts, to language exchanges, overseas visits and sports tours which take place during holiday time.

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 Assistant 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 **Assistant Head** 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 Health and Safety co-ordinator, appropriate risk assessments are completed and any control measures put in place (see separate guidance);
- the Group Leader is competent to lead the planned trip and has completed all necessary paperwork;
- supervision levels are appropriate to the planned activities;
- child protection measures are in place.

Group Leaders are required to ensure that:

- their planning follows the proper procedure;
- annual parental consent has been submitted to the office, including disclosure of medical requirements;
- 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;
- students' special needs and medical requirements are cascaded down to other teachers and adult supervisors;
- 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 (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 to be disciplined, 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. It is permissible for the Group Leader to relax the alcohol rule for students over the legal age (which varies from country to country), but only with parental consent.

Teachers and other adult supervisors are required to:

- follow the instructions of the Group Leader and help with control and discipline;
- 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.

Parents are expected to:

- provide to Group Leaders all relevant information (including 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/or a 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.

- Hotels, hostels** etc. These will be as recommended and checked by approved Tour Operators, or will be checked in advance by staff.
- 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 many one-day trips which form a part of the normal curriculum is included in the school fee; for other trips, parents will be required to cover all other costs.

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

Approval

All group outings and expeditions require the approval of the Headmaster (via Form 1) prior to any decision or commitment that they will take place.

Members of staff organising an outing or expedition should:

- Check the availability of dates** in advance with the Assistant Head who oversees the calendar. Once the date is confirmed, enter onto SOCS. Complete the outline trip information on Evolve to obtain Outline Approval from the Accountant, Assistant Head and Headmaster.
- Once Outline Approval has been granted, fill in the remaining trip details on Evolve and complete **Risk Assessment**. In many cases, this will be covered by the Generic Risk Assessment for School

- Trips, which all staff taking trips are required to complete. A copy of the operating organisation's safety management system should also be obtained, if appropriate. For more hazardous activities involving caving, climbing, skiing or water sports, check that the provider holds a licence by the Adventure Activities Licencing Regulations 2004. Specific risk assessments must be approved by the Assistant Head. The information on Evolve will include a complete list of participants (pupils and staff), the venue of the visit, a contact telephone number, and details of travel arrangements.
- iii. Once all information has been entered onto Evolve, the **Risk Assessment will be checked** and approved by the Educational Visits Coordinator (EVC). The Assistant Head will check the final details and will then grant **Final Approval**. The trip will now show in green in Evolve.
 - iv. Send a covering letter to the School Office, which will be checked by the Deputy Head.
 - v. The **School Office** will send out the covering letter and consent form via Evolve. Consent will be collected online via Evolve.
 - vi. Send a **complete list of participants** to the relevant Heads of Year/ Heads of Section and to the DSL team who will consider any pastoral, welfare or safeguarding concerns and determine whether any student requires a specific individual risk assessment. . If there is a charge for the trip, Accounts will view the consent indicated on Evolve, they will enable parents to pay via the Parents' Online Payment (POP) system. Double check that the amount to be charged to parents is correct on Evolve, Accounts use this amount to know what amount to put on POP.
 - vii. The office will provide details of **medical needs of participants** (this can also be obtained via Evolve) and will support staff in creating individual risk assessments for those that require it.
 - viii. For trips during the week in term time a **complete list of participants** should be published in the appropriate weekly staff bulletin. Trip organisers should send this list to the Assistant Head in charge of the Staff Bulletin at least a week in advance of the trip.
 - ix. For trips abroad, a **meeting should be held for parents and students** to explain procedures and rules and to answer questions.

No contracts may be signed with tour organisers, letters written to (or money taken from) parents, before the Headmaster has authorised the trip via Evolve.

Letter to Parents

A letter to parents is required for all trips, outings and expeditions, except for away matches, or local trips taking place during normal school hours and not involving transport.

Letters requesting permission for trips should indicate:

- Date and timing of departure and return.
- Destination, purpose of trip.
- Method of travel.
- Cost and method of payment.

Always ensure that the letter concludes with a tear-off slip with a space for a parental signature indicating approval of the trip. This also provides evidence that parents have received your letter. Keep the slips/forms safely until after your return, if you have not sent them to Accounts to arrange payment.

Specific permission must be sought if you intend to allow a pupil to travel to the destination unaccompanied or to leave the party before returning to RGS.

Well before departure, parents should also be sent detailed notes of guidance which should include the following:

- full itinerary.
- checklist of items the pupils should take with them.
- dates and times of departure and return.
- destinations, with full address and telephone numbers.
- the fact that school rules will apply.
- means of contacting the party in an emergency, and other emergency arrangements.

- method of travel, name of travel company.
- cost and what it covers; method of payment.
- date after which deposit cannot be returned if cancelling.
- pocket money.
- inoculations needed.

Staffing

Advice on supervision ratios should be sought from the Assistant 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 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: **at least one adult per 10 pupils.**
- Visits involving an overnight stay: **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 Leadership Certificate. 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 children on school trips have a potential conflict of interest. In an emergency, they might naturally seek to look after their own children, 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 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 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 minibus driver, or a first aider).
2. Where a member of staff is bringing their own children 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 as such on both Form 1 and Form 2.

Risk Assessment

All staff taking any trip must have signed the Generic Risk Assessment Form (for away matches, this may be signed once at the start of term).

Trips not covered by the Generic Risk Assessment will require a specific risk assessment. This involves a list of all potential hazards, along with the action supervisors will take to reduce the level of risk to an acceptable minimum. Examples of good practice are available on the in the Trips section on SharePoint.

The school's insurers may require additional information in order to provide adequate insurance cover. Details of the insurance policy are available on the in the Trips section on SharePoint.

The following eight questions should be asked when undertaking risk assessments:

1. What are the risks?
2. Are there members of the party more at risk than others?
3. Who is affected by the risks?
4. What is already in place to mitigate the risks?
5. What extra measures need to be put in place that will further reduce the possible risks?
6. Can the party leader ensure that these safety measures can be provided?
7. Who will be monitoring the risks during the visit and how?
8. What emergency arrangements will be in place?

As many potential risks as possible should be identified at the planning stage, but risk assessments should continue throughout the visit, to meet changing circumstances. The nature and availability of first aid should be identified at this point.

Please note that some pupils may require specific individual risk assessments linked to their physical, mental or emotional health, or to take account of their SEND needs.

Transport

If a coach is used, the reputability of the coach company should be ascertained. Think about the rules to be enforced during travel, and be clear about any movement allowed inside the coach. Make sure that there are procedures in place for dealing with minor ailments during the journey. Where the party is split up when alighting from the coach during a stop for refreshments etc., each group must be briefed in the procedures for checking the party back onto the coach.

If minibuses are to be used, check that correct procedures are being followed with regard to road-worthiness of vehicles and correct licensing for drivers.

Accommodation

If the visit has been arranged through a reputable travel company, the company itself should have done a comprehensive safety audit. If the school is undertaking the arrangements, 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. 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.

If the visit is to a UK commercial adventure activities centre, it will have to have a licence. Check to ensure that the accommodation and facilities are what are required.

Activities

Whether the activities include visiting museums, walking in the hills or canoeing down rivers, each phase should be carefully scrutinised for potential risks.

Involvement of Students

Students who are well prepared and involved will make decisions that are more informed and be at less risk. Developing risk management in students requires them to communicate well and get on with others to improve their own learning. PSHEE can be enhanced by teaching hazard assessment and hazard control.

Communication

A mobile telephone should be taken on all school trips. School mobile phones are available for trips, booked via the Bursar's secretary, Sally Wadey. Use of personal mobiles on school business can be charged to the school.

All trip organisers must ensure that lines of communication are clear. It is essential that parents can always contact someone in the UK who is fully informed of the group's movements; it is also essential that the group leader can contact individual parents if necessary. Group leaders must ensure that all group members have a number to contact the group leader. Group leaders are advised to carry with them all travel documents (and photocopies of all passports when abroad).

One member of the SLT is always on call. In an emergency, you should call **01737 222231** during school hours and the emergency mobile number **07377 370014** to get hold of an SLT member at other times.

Medical Arrangements

On any outing, trip or expedition, one member of staff should be responsible for welfare matters, including First Aid, administration of pills or medication, etc. He/she 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.

Details of medical conditions, allergies and other matters for each pupil should be taken on all trips abroad or involving an overnight stay, and staff must check these before administering any medication or agreeing to any treatment.

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.