



## Beths Grammar School

### School Trips Policy

1. This policy provides procedures and guidelines for Trustees and staff to follow to ensure the safety of students and staff on school journeys and school visits.

#### Definitions:

2. Terms used in this policy are defined as follows:

- **School Journeys:** A school journey is any organised school activity that involves the absence of students from home overnight or daily attendance on a recognised course away from school on two or more consecutive days. (See pages 2, 3 & 4.)
- **School Visits:** A school visit is any organised outing from school for individual students or groups of students for a day or part of a day, both during and out of school hours. The majority of school visits fall into one of two categories:
  - a. **Short visits:** Visits that take place within the time-tabled curriculum *e.g.* geography traffic survey in Bexley during lesson time.
  - b. **Visits:** Visits of an occasional nature, supporting and enhancing curriculum work *e.g.* a one day geography field trip to Canterbury. (See page 4).
- **Activities of an Adventurous nature:** An adventurous activity can be defined as any physical activity which is outside the scope of the normal activity of the school, its staff, or its students; in particular those involving a high risk *e.g.* rock-climbing, caving, trekking or water sports.
  - **Deputy Headteacher responsible for School Trips** : a member of SLT whose has responsibility for a School Trip.
  - **Trips Lead** : a member of Admin Team who processes the detail of the School Trip.
  - **Group Leader** : the member of staff in charge of the School Trip.

#### Trustee Board Responsibilities

3. The Board of Trustees oversees the approval of any school journey and school visits and regulates their conduct. The Trustees have delegated the duties and responsibilities for approval of School Visits to the Headteacher, as long as these are not of an adventurous nature. Any form of School Journey must be presented to the Students Committee for approval, as should any School Visit of an adventurous nature. Plans for all journeys need to be made by September of the previous academic year so that all trips can be advertised at the same time at the start of the new academic year and be recorded on the School Calendar.

4. Current legislation permits the school to ask only for a voluntary contribution towards the cost of a visit. No student will be discriminated against on the grounds of inability to pay. However, if insufficient funds are raised through contributions, then unfortunately the visit will have to be cancelled.

5. Plans for new school visits/journeys must be submitted to the School Office using the timeline below:

### School Trip Type 1

<b>Procedures: Day Visit or Residential/Overnight in the UK</b>	<b>No of weeks before visit</b>
Make preliminary enquiry with Trips Lead (who will consult JAM, VSG and KPS) to see if date is viable.	
Complete School Day Visit Information Sheet and pass to Trips Lead.	12
Trips Lead will ensure paperwork is complete, book coaches if necessary, have costs checked and liaise with trip leader/visit organiser to finalise details, letter and risk assessment.	11
Visit Information Sheet and accompanying paperwork passed to SLT for consideration and approval at next weekly meeting.	10
If visit approved, letter sent to parents/carers, allowing time for payment to be made (allow for 2/3 weeks).	8
Risk Assessment is submitted to the Deputy Headteacher responsible for School Trips for consideration and approval.	8
Payment deadline – needs to be sufficient time in advance of visit for venue and coach bookings to be confirmed, or cancelled if insufficient funds.	4
Meeting with Deputy Headteacher responsible for School Trips, Trips Lead and the Group Leader to confirm details of staffing, the trip itinerary and risk assessment.	4
Meeting with SLT Contacts, Deputy Headteacher responsible for School Trips, Trips Lead, Group Leader and Tour Party to go over itinerary and approve the changes to the risk assessment (if any). Group Leader will also need to confirm that all members of staff have been fully briefed on risk assessment, medical needs of students and protocols for incidents on school trips.	2

### School Trip Type 2

<b>Procedures: Day Visit or Residential/Overnight Abroad</b>	<b>No of weeks before visit</b>
Make preliminary enquiry with Trips Lead (who will consult with Deputy Headteacher responsible for School Trips and KXH) to see if date is viable.	
Complete School Day Visit Information Sheet and pass to Trips Lead.	52
Trips Lead will ensure paperwork is complete, book coaches if necessary, have costs checked and liaise with trip leader/ visit organiser to finalise details, letter and risk assessment.	51
Visit Information Sheet and accompanying paperwork passed to SLT for consideration and approval at next weekly meeting	50
Trip paper work presented the Trustees Student Committee for consideration and approval at next calendared termly meeting	48
If visit approved, letter sent to parents/carers, allowing time for payment to be made.	46
Payment deadline – needs to be sufficient time in advance of visit for venue and coach bookings to be confirmed, or cancelled if insufficient funds	12
Risk Assessment is submitted to the Deputy Headteacher responsible for School Trips for consideration and approval.	9
School trip signed off by Chair of Students Committee	6
Meeting with the Deputy Headteacher responsible for School Trips, Trips Lead and the Group Leader to confirm details of staffing, the trip itinerary and risk assessment.	4
Meeting with SLT Contacts, the Deputy Headteacher responsible for School Trips, Trips Lead, Group Leader and Tour Party to go over itinerary and approve the changes to the risk assessment (if any). Group Leader will also need to confirm that all members of staff have been fully briefed on risk assessment, medical needs of students and protocols for incidents on school trips.	2

6. **Further additional guidance regarding residential trips in the UK or abroad**

**AVOID RESIDENTIAL TRIPS:**

1. During term times.
  2. During examination periods for all year groups (with a window of 3 /4 weeks leading to trial or end of year examinations)
  3. Between January and June for Year 11 and 13
  4. Between May to July for Year 12 due to UCAS preparation and Work Experience.
- If term times cannot be avoided, then there will need to be a clear rationale for this which may be directly linked to a coursework element/requirement of the specification, e.g Field Trip in Geography at a particular time of the year. However, bullet points 2,3 and 4 will still apply.
  - Trip Leaders must liaise with other colleagues in school to agree on how students who are not in school while on a trip/visit (of all types- not just residential) will catch up with the work, e.g with some advanced notice, work can be sent to students prior to the visit to minimise impact on teaching and learning.
7. Information about the trips should be provided on the appropriate form, Appendix A. Guidance regarding writing a risk assessment by the trip leader is provided in Appendix B. The Trips Lead and the Group Leader must complete the 'Feedback Form' following a school trip (please see Appendix F). Feedback from trips will be requested by the Students Committee on selected journeys and visits so that the procedures can be monitored. This will either be:
- i) as part of an annual presentation to Trustees; or
  - ii) from time to time on request from the Students Committee
8. The Board of Trustees needs to satisfy itself that advice from the DfE and other authorities has been properly considered and adhered to. (*Reference to: <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>) which also contains links to other useful sites including the HSE. Bexley Council's 'Code of Practice for Educational Visits and Outdoor Education' – Details also available on Shared Area on School network – School Journeys*)
9. The Board of Trustees is also responsible for setting up procedures to ensure that:
- (a) adequate planning and preparation for school journeys and where appropriate for school visits is undertaken.
  - (b) preliminary visits are undertaken by the party leader where appropriate. This should be standard practice for a visit or journey to a potentially hazardous location or to a 'new' site.
  - (c) a thorough risk assessment is carried out and reported to Trustees for their consideration in respect of the arrangements for the trip (Appendix B), for example, spotting specific potential risks unique to the planned activities, the likelihood of civil unrest and acts of terrorism in the locality of the journey/visit. Also see the guidance to trip leaders regarding the approach to completing a risk assessment.
  - (d) a separate risk assessment of the itinerary to identify possible risks and responsibilities of staff is made by the Group Leader.
  - (e) The Group Leader will agree the selection criteria for individuals on the trip. Consideration will

include a good record of behaviour in school, a positive work ethos and the return of the reply slip by the specified date. Students identified by the Group Leader as posing a risk will have their request to take part in the activity scrutinised by SLT. A final decision based upon all objective evidence provided will be made by the Headteacher.

- (f) all parents/carers and students will be required to agree and sign a behaviour contract before attending a journey. For trips that include watersports activities, parents will need to sign an agreement that their son/daughter is a confident swimmer.
- (g) details of supervision by staff throughout the school journey or visit including remote supervision (there may be some visits that are not thought to require supervision e.g. 6<sup>th</sup> formers travelling to other schools) is clearly detailed in the risk assessment.
- (h) appropriate insurance is obtained in advance of the journey or visit.
- (i) For non-paying trips, parents/carers will be asked to email the Trip Lead if they do not wish their child to take part.
- (j) all journeys and visits are arranged in accordance with directives adopted by the Board of Trustees and that all staff are aware that all journeys and visits must be approved in advance.
- (k) school journeys do not unduly disrupt the curriculum, routine organisation and management of the school.
- (l) consideration is given to assisting financially those students whose families suffer financial hardship. Where any charges are to be made, these must be in accordance with the school's charging policy.
- (m) the Policy should be reviewed regularly to ensure that it covers any new forms of journeys or visits or recommendations made to improve current practice.

#### 10. **Over-subscription rule**

In the event of over-subscription, students who have a good record of behaviour at school, a positive work ethos and the return of the consent form by the deadline for a particular visit/trip will be placed in a ballot, whereby names will be placed into a hat and picked out until we reach the maximum number that we can accommodate. Should a ballot be necessary, this will be conducted in the morning following the deadline.

#### 11. **Waiting list rule**

- Students will be placed in a chronological order on the waiting list based on the dates of expression of interest received in writing.
- The school also monitor participation in the wider school provision to ensure that the provision is inclusive for all students.
- If it happens that students appear on a waiting list at least twice for activities of similar nature, e.g residential trip abroad, day trips, and so on, the school will then consider participation in other activities before making a decision to allocate them a place. If there are more students in this category than total number of places available, then dates of expression of interest will be taken into account to rank students and places allocated. In all cases, consideration will be given to those who have expressed an interest within the deadline of application for a place.

## School Journeys:

12. The Board of Trustees must be asked to approve all School Journeys and will require evidence to demonstrate that all appropriate arrangements have been made for all aspects of the journey.
13. When seeking approval information should be given to the Trustees on:
  - the type of activity and the level at which it is being undertaken\*
  - the level of supervision provided for each activity
  - the cost and financial arrangements
  - the location
  - the competence, experience and qualifications of supervisory staff\*
  - the group members' age, competence, fitness and temperament\*
  - the ratio of competent, experience and qualified staff to students\*
  - the quality and suitability of the available equipment\*
  - seasonal conditions, weather and timing\*
  - the draft letter to parents/carers

(\*relevant detailed information required for activities of an adventurous nature)
14. For all forms of School Journey, supervision (including remote) must be provided at all times, normally by members of the School's teaching staff. In addition:
  - the Group Leader must be approved by the Headteacher
  - the Group Leader must have experience and qualifications appropriate to the activity
  - at least one of the Group must hold an in-date, current first-aid certification
  - at least one of the accompanying staff should be the same sex as the students
  - for all journeys abroad no fewer than three teachers should accompany the party, but exceptions may be approved by the Students Committee
  - for all journeys abroad there should be no fewer than 25 in the Group, but exceptions may be approved by the Students Committee
  - where there is specific supervision provided, school staff and Group Leader must assess if it is adequate and if there are any safety issues. If there is, the Group Leader will need to make an informed decision to whether the activity can go ahead and continue and where necessary carry out a dynamic risk assessment
  - CRB\* checks are carried out on all accompanying non-teacher adults on any overnight stay
15. For trips that are overnight and abroad, the escorting teachers should be adequate in number and experience to deal with the educational needs and supervision of the students. There should ideally be a minimum supervising ratio of one adult to ten students, with at least half of the minimum adult requirement being teachers for school journeys. Final decisions on staffing levels by the Headteacher should be made in consultation with the Students Committee, taking into account age of students, journey and activity.

17. Group Leaders must exercise proper supervision over all accompanying teachers and other adult supervisors and ensure that they are fully briefed on the scope of their duties and responsibilities including thorough briefing regarding the risk assessment and medical needs of students. The leader's authority must be accepted by all the accompanying teachers and adults. An identified chain of command must be established prior to departure in the event of the Group Leader being unable to lead.
18. Before approving a School Journey the Board of Trustees will wish to see evidence that:
  - a. full and accurate information is provided in writing to parents/carers including cost and the activities involved. A full break down of cost can be made available to parents/carers if requested (copy to Trustees with journey form)
  - b. medical information relating to their child is conveyed to the Group Leader
  - c. a meeting is arranged, when appropriate, at which parent's/carer's queries can be answered and that the Group Leader attends
  - d. parents/carers have a direct contact with the party, where possible, and can relay essential information as required in both directions, during the period of the journey
  - e. in the case of an emergency, the first point of call is the School Office during working hours but SLT contacts for the trip still need to be informed. Out of hours, the nominated SLT contacts will liaise between the Group Leader, the School and the affected parties.
19. In addition the Board of Trustees will need to be satisfied that:
  - a. the outside organiser of the school journey complies with, and is aware of the School's requirements, and that the arrangements comply with them both
  - b. the outside organiser places any payments in a separate account until the contract has been completed
  - c. within the school organisation of journeys and payments will be kept separately in the school fund and an account will be produced to ensure that each journey is self-financing.

### **Insurance**

20. The insurance policy for school journeys must cover cancellation and other expenses, medical and associated expenses, personal accident, personal effects and money, and legal liability. Cover must be similar to that of School Journeys and cover the two types of School Visit and any adventurous activities.

### **Social Media**

21. In order to record successful activities as well as keeping parents informed, staff are encouraged to send relevant information/pictures to the Heads PA and the Trips Lead for them to publish through the School Blog/Twitter account.

### **School Visits**

22. All School Visits must be approved by the Headteacher on behalf of the Students Committee, unless of an adventurous nature. In this case the trip will need to be approved by the Trustees as well as the Headteacher. All visits will be recorded by the teacher organising the visit on an appropriate form, giving details of the purpose, activity involved, venue, timings, names, and numbers of students (See Appendix A) and must follow the appropriate process set out previously in the Policy. Where there is specific supervision provided, school staff must assess whether there is a safety issue. If there is, the Group Leader will need to make a decision to whether the activity can go ahead and continue.

23. For non-adventurous **Short Visits** a general letter of consent will be obtained from parents/carers of students, to cover their time at the school. Each year parents/carers will be sent details of likely Short Visits for the coming year via the School Calendar.
24. The level of supervision must be appropriate to the activity, the venue and to the age of the students. There should be a minimum of one adult to fifteen students. For a day trip travelling abroad there should be a minimum of three adults, accompanying the party of no fewer than 25 students in size with the staffing ratio and make-up as on a school journey. The school office should be provided with a full list of all students who are out of school on a visit at any time.
25. For any **adventurous type activity**, a risk assessment should be completed for Trustees (Appendix B) and a copy forwarded to the Students Committee.
26. Any payments for School Visits will be kept separately in the School Fund and an account will be produced to show that each visit is self-financing.

### **Financial Assistance to Students**

27. School Journeys and Visits: Financial assistance may be given according to the School's Charging Policy.
28. Financial assistance to accompanying adults: The Board of Trustees is responsible for approving any reimbursement of expenses of staff.

### **Guidelines for Staff**

29. Guidelines for initiating a school visit/journey can be found in the Staff Handbook and must be followed closely.
30. A 'needs to do' checklist is available from the school office to help staff plan and prepare for a School Visit/Journey (Appendix C/D/E)
31. **Before any other action is taken** staff must discuss any proposed School Journeys and Visits with the *School Leadership Team (SLT)*
32. The Group Leader must ensure that all members of staff joining a trip/visit have read and signed the final copy of the risk assessment at least one day prior to the trip.
33. For any trips/visits abroad, the Trips Lead will liaise with the GroupLeader to arrange a briefing session with all members of staff joining the trip. Members of SLT overseeing the particular trips/visits will also be invited to attend. This meeting should take place at least one week before the trip departs.

## **Duke of Edinburgh (DofE) Award Scheme training, practice and expeditions**

- a. This scheme will conform with the arrangements in place as per the School Trips Policy.
- b. The DofE Leader will provide the Trip Lead and DHT/overseeing trips/visits with a list of activities throughout the year with the appropriate dates. The list must be produced early in the year and if possible at the end of the previous academic year.
- c. The DofE leader will complete the usual trip/visit form in a similar way to other trips and visits across other curriculum areas. This will apply for training, practice and expeditions.
- d. The arrangements will also include the necessary appropriate risk assessments to be completed to commensurate with the type and nature of activities planned.
- e. DofE has a generic risk assessment for a range of activities and this could be cross-referenced with the identified activities for training, practice and expeditions purposes.
- f. It is also expected that Group Leaders will carry out dynamic risk assessment when and where required.
- g. All members of staff joining a party must be familiar with the risk assessment and sign the appropriate documents to confirm that they have a complete understanding of all the potential risks and how to manage them to safeguard all students.
- h. Students must be fully briefed on the potential risks and how to manage them.
- i. Any Covid/pandemic measures must be factored in any risk assessment.

*Reviewed Autumn 2023*  
*Next Scheduled Review date: Autumn 2026*



**SCHOOL VISITS & JOURNEYS INFORMATION SHEET**

**Appendix A**

Trip to:			
Day visit UK <input type="checkbox"/> Overnight UK <input type="checkbox"/> Day visit abroad <input type="checkbox"/> Overnight abroad <input type="checkbox"/>			
Has a preliminary booking been made? YES/NO Please attach booking confirmation or information used to research visit including cost			
Address of venue (or Tour Operator details if an overnight visit):			
Contact Name and Telephone Number:			
Email address and website:			
Brief rationale for the proposed visit, including expected Curriculum impact:			
Date of Departure:		Date of Return (if overnight):	
Approx Time of Departure:		Approx Time of Return:	
Date of Preliminary Visit if required:			
Itinerary attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Draft letter attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Names of Staff & Adults participating in this trip attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Year Group of students attending:			
Total Party Size:			
Number of boys:		Number of girls:	
Ratio of staff to students:	Adult:	Students:	
Is school uniform to be worn?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Method of Travel	Coach <input type="checkbox"/> Minibus <input type="checkbox"/> Rail/Tube <input type="checkbox"/> Other – please state		
If travelling by rail, do you require the Trips Administrator to make a free rail travel booking (must be travelling after 9.30am)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes please state complete details (all train/tube connections and times for both outward and return journey			

Please state accommodation details, if known at time of booking:		
If booked through a travel company, please tick the package travel regulations this company complies with:	ABTA <input type="checkbox"/>	AITO <input type="checkbox"/>
Proposed cost/voluntary contribution completed (see overleaf):	Yes <input type="checkbox"/>	

- **The trip/visit request is within the timeframe set by the school on page 2 of the School Trips Policy**
- **I have discussed this with my SLT Line Manager and have read the Guidance Notes for School Journeys and Visits and the arrangements for this trip are made in accordance with these.**
- **I am also aware that I must complete the Beths Trip feedback form within 5 working days of return.**

Signed ..... (Group Leader) Date .....

I am satisfied that the arrangements for this trip have been made in accordance with the guidelines and the School's Trips Policy.

Signed ..... (School Trips Lead) Date .....

Signed ..... (SLT overseeing Trips/Visits) Date .....

Signed ..... (Headteacher) Date .....

**For Overnight Visits Only**

The Students Committee, in their delegated role, have agreed to the proposed school trip detailed in this application, subject to any conditions stated.

Signed ..... (Chair Students' Committee) Date .....

**DETAILED BREAKDOWN OF COSTS**

Staff entrance fees, travel or additional costs must be included in this breakdown. **Any expenses not listed will not be reimbursed.** Please attach provisional booking confirmation or evidence of tour operator/ticket costs.

	Cost per person	Total Cost for the trip
<b>Tour operator cost</b>		
Students		
Staff		
<b>Entrance Fees/Ticket costs</b>		
Students		
Staff		
<b>Sundries/Extra Activities/Additional Entrance Fees (Please list)</b>		
<b>Travel costs</b>		
Coach		
Staff travel (eg rail tickets)		
<b>Sub total above:</b>		
<b>To be completed by Office:</b>		
<b>Insurance</b>		
<b>ParentPay 1.29%</b>		
<b>Total cost of trip</b>		
<b>Charge per student</b>		

Checked and agreed ..... (Finance Manager) Date .....

Any staff expenses not listed above will not be reimbursed

**Members of Staff Participating in the Visit**

Name & Mobile Number	Staff signature (this will be used as confirmation NOK details can be held)	Line Manager's Signature	Experience/Qualifications/Status on trip (especially regarding hazardous activities). Please also indicate First Aiders
Group Leader			

Approved .....(SLT overseeing Trips/Visits) Date .....

Recorded Operations Manager (Staff Absence) .....

**ITINERARY FOR OVERNIGHT VISITS**

Please include dates and places of overnight stays if not main base, details of anticipated activities and outings in which students will be allowed to participate and whether included in the cost/voluntary contribution of the trip. **Please circle any adventurous (hazardous) activities, as defined in the School Journey's Policy.**

Date	Morning	Afternoon	Evening

## RISK ASSESSMENT

*Risk assessment and risk management are legal requirements. For educational visits they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill. Activities cannot be entirely risk free, but young people must not be placed in a situation, which expose them to unacceptable levels of physical and psychological risk.*

*(Bexley Council – Code of Practice for Educational Visits and Outdoor Education – September 2006)*

### What is a risk assessment?

- A risk assessment is a comprehensive document which has been devised according to certain standards and must be adhered to at all times.
- It will usually be conducted by the Group Leader and overseen by the Headteacher.
- If a substantial threat to anyone's health is present then the trip should not take place unless the threat can be lifted.
- It should factor in any other risks and control measures, e.g Covid pandemic

### Points that should be considered are:

1. What are the risks?
2. Who do they potentially affect and how?
3. How will the medical needs of students addressed?
4. What is the likelihood of a terrorist attack on the party?
5. What safety measures can be put in place in order to eliminate or reduce any risks of harm/injury?
6. Is the Group Leader capable of implementing and conducting these safety measures?
7. What potential safeguarding risks could arise for example, that might be seen on a particular beach?
8. Is swimming involved? If so, please liaise with the Trip Lead regarding additional procedures to follow.
9. Have all participants and supervisors been made aware of potential risks and how to manage them?  
All teachers and supervisors on the visit should be supplied with a copy of the risk assessment. The Group Leader will need to confirm that all supervisors have been fully briefed about the risk assessment and the medical needs of students.
10. Risks are to be consistently monitored throughout the visit and attended to when required.
11. Also include all control measures, e.g Covid/pandemic to minimise risks and any revised guidance from the DfE
12. If using a tour operator, the Group Leader should ensure they have carried out all appropriate risk assessments for the particular visit beforehand.
13. Transport should be fully compliant with current safety regulations
14. If visiting an unknown territory either in the UK or abroad, where possible the Group Leader should conduct an exploratory visit before hand- using a good tour operator will not only reduce the work load but can also substantially reduce liabilities.
15. What steps will be taken in the event of an emergency?

### Further details to consider are:

- The type of visit or activity and the physical demands it will put on the student.
- Where you are going, the route of how to get there and the modes of transport to be used.

- The abilities and qualifications of supervisory staff.
- Supervisor to student ratio.
- Age range of students, their physical limitations (if any), temperament and general suitability to the task at hand.
- If free times are included in the itinerary, e.g shopping, then remember that students will need to stay in groups of max five, they should all have contact information of their supervisor/Group leader and should be informed where and when to meet.
- Any special needs or medical requirements.
- The suitability and quality of any equipment to be used (this can be anything from climbing ropes through to a kayak).
- Seasonal variations.
- What to do in an emergency.
- How to help students who lose the will to see an exercise through to the finish.
- Constantly being aware of risks.

***Having noted the above points please liaise with our Trip Lead to complete a risk assessment***

***Further help and guidance:***

- A generic and exemplar Risk Assessment is available from the School Office for reference
- The School Office will provide Group Leaders & accompanying First Aid-trained staff with essential information relating to student needs including medical information for all visits and journeys.

***Steps to follow when assessing risks:***

1 Place to be visited (e.g. PARIS)

Potential Hazards

E.g.	travelling by coach	travelling by plane
	walking in the streets	unsuitable hotel
	loss of passports	security of party

2 List groups of people who are especially at risk from the significant hazards you have identified:

E.g.	students	non-teaching staff
	teachers	Group Leader

3 List existing controls or note where information may be found:

E.g.	ensure sufficient supervision	know details of Consulate
	clear guidance to students	inspection visit

4 How will you cope with the hazards which are not currently or fully controlled under 3, above:

List the hazards and the measures taken to control them.

5 Continual monitoring of hazards throughout the visit:

Adapt plans and then assess risks as necessary (Contingency Plan).

## SHORT VISITS

For example: Visits that take place within the time-tabled curriculum

You need:

1. Head's approval via the Deputy Headteacher responsible for School Trips. (This could be obtained to cover the whole of the current academic year.)
2. Liaise with Trips Lead to produce letter outlining the trip/visit, asking that parents/carers email the Trips Lead if they do not wish their child to take part.
3. Details of travel/transport arrangements.
4. Details of planned activities.
5. Liaise with Trip Lead to complete a risk assessment specific to the trip to cover all itineraries and activities.
6. Before each trip, a list of names of Students, teaching staff/adults to be given in to School Office. The School Office will provide the Group Leader with names of any students with specific medical needs.
7. Ratio of adults: Students should be a minimum of 1: 15-20 (depending on the nature of the outing and the activities, and the age and maturity of students). Years 12 & 13 may be different depending on the type of visits.
8. Any costs should be covered and paid into a School account if necessary.

## SCHOOL VISITS

For example: A trip involving a whole day, or part of a day which is more than allocated curriculum time.

You need:

Head's approval via the Deputy Headteacher responsible for School Trips.

1. Date on School Calendar, when possible.
  2. Preliminary visit, if 'new' venue, when possible.
  3. Letter to parents/carers with all information and request for voluntary contribution. (All costs must be covered). For non-paying trips, parents/carers asked to email the Trips Lead if they do not wish their child to take part.
  4. Details of travel arrangements.
  5. Details of planned activities.
  6. Liaise with Trip Lead to complete a risk assessment specific to the trip to cover all itineraries and activities.
  7. Insurance cover.
  8. List of names of students, teaching staff and adults intending to go on the trip. The School Office will check the final list of attendees prior to the visit and provide the Leader of the Party with names of the students with specific medical needs.
  9. Ratio of adults: Students must be 1: 15-20 (depending on the nature of the outing and the activities, and the age and maturity of students). Years 12 & 13 may be different depending on the type of visits.
  10. The Trips Lead and Finance Assistant will oversee the collection of monies through 'Parent Pay' in a timely manner.
  11. Fill in Visits form, Appendix A. Pass to the Trips Lead who will check it is complete and pass it to the Deputy Headteacher responsible for School Trips for approval. Once approved, the Trip Lead will: email parents/carers; advise the canteen; add to the school bulletin; record student absence in advance on SIMs attendance module.
- NB. If Trustee approval is necessary for an adventurous activity then the Journey/Visit form will need to be forwarded to the Headteacher and Trustees' Students Committee via the Deputy Headteacher responsible for School Trips



## SCHOOL JOURNEYS

For example: A trip involving absence from home overnight  
or two or more consecutive days away from school.

You need:

1. Head's and Trustees' approval via the Deputy Headteacher responsible for School Trips . (Allow up to three term's notice for this.)
2. Dates on School Calendar.
3. Preliminary visit where possible/appropriate.
4. Letter to parents/carers with as much information as possible and to include cost, method of payment and reply slip for consent/interest. (All costs must be covered.)
5. Details of travel arrangements (Travel Agents membership with ABTA, ATOL or other.)
6. Details of planned activities.
7. Liaise with Trips Lead to complete a risk assessment specific to the trip to cover all itineraries and activities.
8. Insurance cover for all activities planned.
9. List of names of Students, teaching staff and adults intending to go.
10. CRB [DBS] checks carried out on all non-teaching adults attending the Journey.
11. Ratio of adults: Students must be 1:10 minimum with at least three teachers/adults if trip is abroad, and a minimum group size of 25, and at least one adult of the same sex as the students. At least half the minimum adult requirement should be teaching staff.
12. Fill in form, Appendix A. Pass to the Trips Lead who will check it is complete and pass it to the Deputy Headteacher responsible for School Trips , Head and Trustees' Students Committee for approval.
13. Where appropriate, arrange Parents'/Carers' meeting to discuss detail and answer any questions. (To be attended by the Group Leader.)
14. The school office will check medical information and home contact information from parents/carers and advise the Party Leader.
15. The Trips Lead and Finance Assistant will oversee the collection of monies received via the 'online payment' direct to the school, in a timely manner.
16. The school office will check the final list if attendees prior to the visit; advise the canteen; add to the school bulletin; record student absence on SIMs attendance module.
17. All Journeys should be self-financing.

## Protocols for Incidents on School Trips

Any incident will impact on the risk assessment that was carried out prior to the trip. The action that is taken to ensure students' safety following the incident should be such that it will reduce the impact. It must be clear to the student that the consequence of the misdemeanour is to ensure their safety and that of others in the party. A copy of these procedures must be incorporated into the Teacher's Pack for the trip so that all accompanying adults have a copy.

Following an incident immediate action should be taken to ensure the safety of all members of the party:

- Take steps to safeguard against further incidents by isolating students from the scene.
- Send for immediate help.
- Administer first aid and/or take immediate action to prevent further injury or trauma, if relevant.
- Account for all students and staff by checking groups.
- Make appropriate arrangements for students not immediately affected.
- Ensure all accompanying adults are informed of the incident and of the action that has been taken.
- In the event of an accident, the student should be treated and escorted by the member of staff for an appropriate amount of time.
- Staff should inform all other members of the trip about the injury and make a written note of the incident and action taken.
- Staff to discuss the seriousness of the injury and make a decision if parents should be informed.
- If it is necessary to inform the parents immediately, wherever practical, the student should telephone the parents to alleviate any undue stress for the parents before a member of staff speaks to them.
- A clear rationale of actions and recommendations should be relayed to parents who will have the final decision on the course of action.
- If parents are informed, the SLT emergency contact (if after school hours – mobile numbers will be on trip paperwork)/Reception/Trips Lead (during school hours – 01322 556538 ext100 or 180) should be notified of the incident
- If the injury is not deemed serious enough to warrant alerting the parents immediately, the student's injury should be reassessed at regular intervals and the course of action should be re-evaluated as necessary.
- If it becomes apparent that the injury is more serious than originally thought, the parents should be contacted for their agreement before any action is taken.
- If the student is deemed fit to travel home by themselves, a follow up call should be made to ensure that they have arrived safely.
- A follow-up call should be made by the trip leader upon the return of the trip or the next day, if late night or at the weekend, to enquire about the wellbeing of the student.
- As far as possible access to telephones by students should be restricted initially until parents of students involved and/or SLT contacts have been informed, if necessary – see the table below for specific guidance depending on the severity of the incident. The tour leader should assess before a trip if mobile phones are to be allowed. If they are, they should be declared at the beginning of the trip and in the event of an incident, the phones will be taken away.
- In all cases a detailed written statement should be prepared as soon after the incident as possible by the member of staff who dealt with the incident stating the sequence of events; including timings, the involvement of other members of staff and the names of students who

were witnesses. Care should be taken in the preparation of the statement as legal action might follow an incident.

On return the Designated Safeguarding Officer (DSL) should be provided with all the information regarding the incident and will advise on completion of accident report forms and on contacts with the LA and Health & Safety Executive.

Severity of the incident	Action on the trip	Action in school
<p><b>Relatively minor</b> eg failure to follow instructions that <b>could</b> have impacted on Health &amp; Safety</p>	<p>Student to be escorted by a member of staff for an appropriate amount of time, along with his/her assigned group.</p>	<p>Parents should be informed on return.</p>
<p><b>Potentially serious</b> eg one that did have an impact on Safeguarding and/or Health &amp; Safety (but not of a nature that could cause serious injury or could have resulted in prosecution).</p>	<ul style="list-style-type: none"> <li>• Student to provide written statement of the incident. Parents to be contacted immediately by the member of staff leading the trip and informed of incident and the consequential action. Students should be allowed to phone their parents <b>after</b> the member of staff has informed them.</li> <li>• Group Leader to inform SLT contacts and Chair of Trustees' Students Committee.</li> <li>• Student to be escorted by a member of staff for the remainder of the trip, along with their assigned group. If there is more than one student involved in the incident they should be separated as much as possible, they should be put into different groups so that one member of staff is not overburdened with their care.</li> <li>• Students should still take part in all activities unless the risk factor is raised to a level that would make this inappropriate.</li> <li>• Any contraband goods should be confiscated by the member of staff leading the trip and dealt with appropriately. (Alcohol and tobacco should be handed to the parents on return unless it is a foreign trip since this could result in the member of staff exceeding their allowance, hence it should be destroyed. Any live contraband eg. a penguin should be returned to the point of origin).</li> </ul>	<ul style="list-style-type: none"> <li>• Parents should have an interview the DSL to discuss any issues and consequential action (student involved will not be allowed to take part in any future residential visits)</li> <li>• Group Leader and Trips Lead should adjust the Risk Assessment ready for future trips.</li> </ul>
<p><b>Serious incident</b> eg one that results in</p>	<ul style="list-style-type: none"> <li>• Parents to be contacted immediately by the member of</li> </ul>	<ul style="list-style-type: none"> <li>• Parents should have an interview with the DSL</li> </ul>

<p>injury that needs hospitalisation or that would have resulted in prosecution</p>	<p>staff leading the trip and informed of incident and the consequential action.</p> <ul style="list-style-type: none"> <li>• If injury was caused by another student failing to follow Health &amp; Safety instructions, the action for Potentially Serious incidents should be followed.</li> <li>• The Headteacher and Chair of Trustees' Students Committee to be informed of the incident.</li> <li>• The rest of the party should be kept informed.</li> <li>• A written report of the incident and the consequential action should be written by staff.</li> <li>• The parents should be requested to collect the student, or a responsible adult representative should be sent to collect them. If this is not possible, they will be informed that the student is to be returned home unaccompanied with details of the travel arrangements. The age of the students will be taken into account before any action is taken regarding returning the student home unaccompanied. If it is not possible to send them home, the student is to be escorted by a member of staff for the remainder of the trip.</li> </ul>	<p>to discuss any issues and consequential action (if the injury was a result of failure to follow Health and Safety instruction the student will not be allowed to take part in any future residential visits).</p> <ul style="list-style-type: none"> <li>• Group Leader and Trips Lead should adjust the Risk Assessment ready for future trips.</li> </ul>
<p><b>Major Incident</b> An incident that results in prosecution.</p>	<ul style="list-style-type: none"> <li>• The Headteacher to be informed immediately; Chair of Trustees to be informed by the Headteacher. (if either are unavailable, their deputies should be informed).</li> <li>• The Headteacher to inform the parents.</li> <li>• Staff on the trip to inform the rest of the party and keep them updated to prevent speculation. Students should not be allowed to ring home until parents of the student have been informed.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff in school should be informed as soon as possible.</li> <li>• A press statement should be prepared by the Headteacher and the Chair of Trustees in case the incident results in press interest.</li> <li>• The school should be informed, if appropriate.</li> <li>• Staff and students should be prepared for press outside school and instructed not to give an interview, as a press statement will be provided.</li> </ul>
<p><b>A Fatality</b></p>	<ul style="list-style-type: none"> <li>• The Headteacher to be informed immediately; Chair of Trustees to be informed by the Headteacher.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff in school should be informed as soon as possible.</li> </ul>

	<p>(if either are unavailable, their deputies should be informed).</p> <ul style="list-style-type: none"> <li>• The Headteacher to inform next of kin of the deceased following advice from the police.</li> <li>• Parents of students on the trip to be informed following advice from the police.</li> <li>• A written report of the incident and consequential action should be written up by staff.</li> <li>• Staff on the trip to inform the rest of the party and keep them updated to prevent speculation. Students should not be allowed to ring home until parents of the student have been informed.</li> <li>• Staff on the trip will need to be prepared to provide support for the students at the time as dealing with their own distress.</li> <li>• Early return home should be arranged, if possible.</li> </ul>	<ul style="list-style-type: none"> <li>• A press statement should be prepared by the Headteacher and the Chair of Trustees in case the incident results in press interest.</li> <li>• The school should be informed. It may be more appropriate to inform in form or year groups since in a large group there is a greater risk of mass hysteria.</li> <li>• If appropriate, the police will be asked to provide a police presence outside the school gates.</li> <li>• Staff and students should be prepared for press outside school and instructed not to give an interview, as a press statement will be provided.</li> <li>• A written statement should be prepared for students to take home.</li> <li>• The School Critical Incident Policy should be used to enable support to be provided in school on return of the party.</li> <li>• If it is necessary to close the school, advice from the police and LA should be used to help the SLT and Trustee Board decide when to re-open.</li> </ul>
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Beths Grammar School

**REPORT OF ACCIDENT TO PUPIL ON SCHOOL VISITS/TRIPS**

**Particulars regarding accident:**

Surname:	Forename:
DOB:	Age:
Address:	
Date and time of accident:	
Where did the accident take place? Please specify location.	
To whom was the accident first reported?:	
Nature of injuries:	
How did the accident occur?:	
Was the accident due to any defect in the premises or to any oversight or lack of care in the supervision?	
What actions were taken after the accident?	
a. What First Aid/Medical attention was given?:	
b. Were parents informed?	YES/NO                      Time:
c. Was an ambulance called and if so by whom?	Time:
Headteacher/SLT member advised at (time/date) :	
d. Did the accident require further diagnostics/treatment at a nearby hospital? Please give as much detail as possible and include the Hospital name/location:	
e. If incident requires action which members of staff have been informed?:	
Did the member of staff/student manage to carry on with the activities following the accident? YES/NO <i>If yes, please include any dynamic risk assessment carried out to facilitate this.</i>	
Name and address of two witnesses:	
1.	
2.	

Name of person completing the form: .....

Signed: ..... Date: .....

Please Turn Over FOR FOLLOW UP ACTION (if needed)

## Follow up action:

Injury confirmed as:

Treatment:

Date of return to school:

Riddor report completed? YES/NO

Date





## Beths Grammar School Trips Feedback form

***This form must be completed and emailed to the Trips Lead within 5 working days of return***

<b>Trip date(s)</b>	
<b>Activity</b>	
<b>Group Leader</b>	
<b>Behaviour of students</b>	<i>Please comment</i>
<b>Suitability of trip</b>	<i>Please comment</i>
<b>Outstanding features</b>	<i>Please comment</i>
<b>How effectively did the trip meet the learning outcomes identified?</b>	<i>Please comment</i>
<b>Transport/accommodation</b>	<i>Please comment</i>
<b>Recommendations for future similar trips, including should we use the same tour operator in the future if applicable?</b>	<i>Please comment</i>

***\* To feedback any significant concerns regarding the trip please arrange for a face to face feedback meeting with the Trips Lead and the Deputy Headteacher responsible for School trips.***

Day Visit Checklist

Date of Visit	/ /
Visit Name	
Department	
Year Group(s) (circle as appropriate)	7 8 9 10 11 12 13
Lead Teacher	
Other Staff	1. 2. 3. 4. 5. 6.
Paperwork Received <ul style="list-style-type: none"> <li>❖ Visit Form (completed &amp; signed)</li> <li>❖ Draft letter</li> <li>❖ Risk Assessment</li> <li>❖ List of students invited (IEN /Medical info obtained)</li> </ul>	
Pupil Premium list checked and TPS emailed	/ / Outcome:
Provisional Booking made with venue (include reference number)	/ / REF NUMBER:
Staffing confirmed by KXH	/ /
Informed canteen/ Operations Manager if more than 50 students will be attending the trip.	/ /
Coach Quotes (if applicable)	Company 1: Company 2: Company 3:
Paperwork approved by Finance	/ /
Paperwork approved by Deputy Headteacher responsible for School Trips	/ /
Letter given to the Headteacher for signing	/ /
Letter received back from the Headteacher	/ /
Paperwork given to Finance Assistant for ParentPay (if applicable)	/ /
Letter sent to parents	/ / Payment/Reply Slip Deadline - / /
Reminder emails sent regarding payment/reply slip	1. 2. 3. 4.
Trip added to Trips Diary	/ /
Travel Booked (if applicable)	

❖ External Coach	/	/	REF NUMBER:
❖ School Coach	/	/	REF NUMBER:
❖ Free TFL Train Tickets	/	/	REF NUMBER:
Students recorded on SIMS	/	/	
Email Staff/Attendance	/	/	
Photograph/Video Consents checked	/	/	
Reminder email sent to parents (meeting point/time, trip phone number, uniform/own clothes, lunch/drink, COVID rules for venue etc)	/	/	
Double check medical information before trip pack goes out to check all is up to date	/	/	
Get Staff pack prepared	SLT Pack prepared (if applicable)		
❖ Data Sheets	❖ Data Sheets		
❖ Mobile Phone/Phone Labels	❖ Staff NOK Details (staff to email the Operations Manager with permission)		
❖ Risk Assessment	❖ Risk Assessment		
❖ Tickets (Travel/Venue)	❖ School Phone Details		
❖ First Aid Kit			
❖ Student Medications			
❖ Photograph consent			
Trip pack given to staff/Signed for	/	/	Staff Member:
Trip pack returned	/	/	Staff Member:
Trip feedback form received	/	/	
Notes			

