



EDUCATIONAL VISITS POLICY (this includes school trips and holiday club outings)

At Deepdene we believe that educational trips and visits have enormous potential for enriching the school curriculum. Such enterprises, though demanding, can be enjoyable experiences for both students and staff. It is very important that all trips and visits are properly planned and organised and that all staff involved with school trips, visits and holiday club outings take all reasonable steps to ensure that risks are minimised.

It is emphasised that a culture of safety must prevail and there is need for careful planning and adherence to statutory procedures.

As a school, on such a small site we regularly take pupils off site on a weekly basis. Parents give consent at the start of each academic year to confirm that they are happy for their child to be taken off site for any regular curriculum based activity. This includes visits such as weekly swimming lessons, indoor afternoon-sports, library visits, gym, outdoor sports at Wish Park, indoor sports for lower school at Glebe Villas and termly local trips.

For the purpose of this policy, a school trip, visit or holiday club outing is defined as any occasion when a student or group of students are away from the school campus, undertaking a school or holiday club activity and under the supervision of a member of staff. In order to avoid unnecessary repetition, the word 'trip' will largely be used throughout this policy but where this occurs, please understand 'trip and/or visit', as appropriate.

This policy pays attention to the following guidance:

- children should be able to experience a wide range of activities. Health and Safety measures should help them to do this safely, not stop them;
- it is important that children learn to understand and manage the risks that are a normal part of life;
- common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity;

- staff should be given the training they need so they can keep themselves and the children safe and manage risks effectively.

All staff must complete a School Trip Request Form to seek permission to run the proposed visit. The form is to be handed to the Headteacher for approval, once approved the teacher planning the trip will need to follow the following procedures.

Planning and Preparation

The Timing of Trips and Visits

It is essential to the smooth running of the rest of the school that school trips are properly planned and arranged to ensure minimal disruption to all, both those on the trip and those left behind.

Departments are strongly encouraged to plan their pattern of trips and visits for the coming academic year as early as they can. This allows clashes to be kept to a minimum. Trips and visits planned well in advance must be included in the termly school calendar. The earlier a trip is planned, the more likely it is to be approved.

Students must miss lessons as rarely as possible. While it is often easy to justify a trip from the benefit to one's own subject, lessons missed in other subjects need to be considered. Obviously, there will be times when it is impossible to avoid taking students out during lesson time, but full consideration must be made of alternative times before making such a decision.

Staff organising a trip must consult as widely as possible with colleagues who might be affected and think carefully about the possible impact of a trip. For example, as far as possible, trips should not be organised on busy games afternoons, and residential trips for our older students are to be timetabled carefully so as not to affect the progress and learning for students.

Informing Other People

It is essential that all people concerned with the trip are fully informed at appropriate times. Once the planning has been completed and the trip has been approved, the full details of the trip must be prepared.

Communicating with parents

Parents must be informed in writing about all trips. Written consent is not required for students to take part in the majority of off-site activities organised by a school (with the exception of nursery age children), if a parent has signed the consent form at the start of the school year then this School operates a policy where Parental permission is required for residential trips only. We believe that this is acceptable where whole Year groups are being taken out and/or when a trip takes place during normal school hours. However, where

smaller numbers are involved, where a trip leaves very early or returns very late, and for all residential visits, specific signed permission must be obtained from parents. Trip leaders must have an alternative option planned for any student whose parents decline permission to go on a trip.

If a trip involves overnight accommodation, parents must be given full details of the type of accommodation provided and the security arrangements which are in place to ensure the safety of their child. They must be fully informed as to the nature of the trip, with a clear indication if the students may be unaccompanied while away from school. Parents must acknowledge that their child is fit enough to go on the trip, outline any health problems and authorise the leader of the party to act on their behalf in an emergency. They must also provide a contact number for the duration of the trip.

For residential trips, we organise and hold a Parents' Information Evening/ Morning a few weeks before departure. This allows information to be shared, questions to be asked and answered, and reassurance to be given where appropriate.

Information regarding the trip

The school must know all the relevant details for a trip. The School Trip Information Form and risk assessment must be completed in full and given to the Headteacher, well in advance of the departure date. For days trips this should be at least one week before the trip departs. For residential trips, where possible the School Trip Information Form should be handed in at least two months prior to departure so that any concerns or problems that may arise can be sorted out. This form, when properly completed, must contain all the information required about a trip. It will also include a basic risk assessment procedure (see below). Copies of the risk assessment and pupil lists must be shared with all staff (including parent volunteers) prior to the trip taking place.

The trip leader must ensure that he/she is in possession of all parental consent forms and all contact number details throughout the trip. The School Secretary can help with the production of contact numbers if consulted in due time.

The Cost of School Trips

Staff must think carefully about the cost of a school trip. Some parents have financial constraints and it must not be assumed that all parents can simply add extras to their school bill. Costs should be kept to a minimum and parents must be given the chance to decline a trip on financial grounds. In such a case provision must be made for the student who cannot go on a trip.

It is very important that the cost of trips is recovered by the school, via the Business and Finance Manager, as quickly as possible. Indeed, if it is possible to charge for a trip before it has taken place then this should be done. For example, where a cheque is raised by the school to pay for a trip in advance, the trip leader must pass a list of the students on the trip, together with a copy of the letter sent to parents, to the school business manager at the same time as the request for the cheque, so that charges can be added to school bills quickly. Once final numbers are known, any changes must also be passed through to the

school business manager. Delays and/or errors in this process have the potential to create significant problems. **The trip leader must take responsibility for all financial arrangements in connection with the trip.**

It is not good practice for members of staff to handle cheques and cash brought in by students. If money goes missing for any reason then this can lead to unnecessary difficulties. Parents pay £20 term to cover the cost of one trip a term, additional trips will incur a charge. The letter sent to parents must make clear the method of payment, where possible it should be advised to parents that money should be returned to the school secretary. If a cheque is requested as form of payment then they must be made payable to Deepdene schools ltd. The letter sent to parents must be clear on this point.

Any money left over at the end of the trip cannot be carried forward to the next financial year or to future trips. It must either be credited to parents or, if the amount is too small for this to be practical, credited to the relevant academic department budget.

Supervision, including ratios and vetting checks (for example, DBS checks for volunteers on overnight stays)

There are no exact ratios for school trips. The trip leader must ensure that the staffing for a trip is 'reasonable'. This will depend on the age, gender mix, ability and behaviour of the students involved. It will depend on the type of activity undertaken, the nature of the journey and the type of accommodation if the trip is overnight. The competence of the adults supervising a trip must also be considered, together with the need for first aid cover. The School advises the following ratios for general activities such as visits to local historical sites and museums or for local walks, in normal circumstances:

- 1 adult for every 3 pupils in Nursery School/EYS (however, a higher ratio may be required depending on the nature of the visit);
- 1 adult for every 6 pupils in school years 1 to 3
- 1 adult for every 10-15 pupils in school years 4 to 6;
- 1 adult for every 15-20 pupils in school year 7 onwards.

However, it is stressed that these are only examples. Trip leaders must assess the risks and consider an appropriate safe supervision level for their particular trip.

Trips to remote areas or those which involve more hazardous activities will clearly require a higher level of supervision. It is also the case that many institutions which are open for visits by school parties have their own staffing guidelines which need to be adhered to. Staff taking trips must always check with the locations they are visiting about such matters.

When trip leaders are considering the staffing for their trips they must always bear in mind the consequences of staff absences on those left behind. If several people are required to staff a trip suitable cover must be available for them.

If a school trip is taking place which involves several members of staff, each person going on the trip must ensure that the relevant paperwork has been completed. The composition of the staff involved with a trip often changes from the time the initial permission form is submitted. It is very important that all members of the senior leadership team know exactly

who will be out on trips and that sufficient cover arrangements, for lessons and duties, have been put in place. The trip leader must co-ordinate this process, **but all staff who go on trips** must take responsibility for ensuring their lessons and duties are covered appropriately.

If a trip cannot be fully covered by members of staff, there are circumstances where parents can be used to supervise trips. Any parent who attends a school trip must be given a copy the parent volunteers policy. Staff who need further guidance and clarification on this matter should discuss it with the a member of the Senior Leadership Team during the planning stages for a trip.

Equally, any concerns with regard to staffing or staffing ratios on trips should be referred to a member of the Senior Leadership Team who can give further guidance and advice.

Risk Assessments

A risk assessment is a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Both the trip request form and the risk assessment proforma can be found on the shared teachers drive. Please save copy after completion in this folder.

It is not a legal requirement to complete a risk assessment for every activity or trip however at Deepdene a risk assessment must be completed for any trip or holiday club outing that is not a regular occurrence (see list of regular off site visits below). School employers should take a common sense and proportionate approach, remembering that in schools the purpose of risk assessment and management is to help children to undertake activities safely, not to prevent activities from taking place.

Regular off site visits

Brighton and Hove gymnastics club
Hove Library
The King Alfred leisure centre
Southwick leisure centre
Portslade community college
Local school fixtures
Wish Park
Glebe Villas
The local surroundings (1 mile radius)
Dyson Gymnastics Club
Westows

Summary of Trip guidelines and planning

- Liaise with John Gane with costings to make sure the trip is viable.
- Date given to Alison Taylor so she can place in the school diary. Only AT to make entries to the school diary please.

- The kitchen informed.
- Letter typed and approved by LB then forwarded to Alison to send. Risk assessment completed and signed and passed to LB to file. A copy saved on the teacher drive and a copy passed to any members of staff attending the trip.
- Transport arranged, liaise with LB then with JG (if needing to book transport).
- Any staff/ parent volunteers that accompany the trip to be given a copy of the risk assessment along with list of pupils attending the trip.
- Trip write up (written by yourself or pupil) send to LB.
- Photographs saved on DB and a selection displayed.

Procedure to follow on day of visit

- Register pupils and amend class / group lists if any absences.
- Trip leader must have the class lists with them at all times.
- Trip helpers should have a list of their group with them at all times.
- Regular head counts should take place by the trip leader.
- First aid kit should be taken including any medical items for specific pupils i.e. inhalers or epipens.
- Mobile phones should be taken.
- All members of staff on trip should share mobile telephone numbers.
- Trip leader must have some cash with them in case of emergencies (£20).
- The school should be contacted in the case of a late return.

Date of Ratification:	March 2016	Signed: Elizabeth Brown / Nicola Gane / Katherine Croucher (SENIOR LEADERSHIP TEAM)
Review date:	March 2017 (earlier if required)	Signed: Elizabeth Brown / Nicola Gane / Katherine Croucher (SENIOR LEADERSHIP TEAM)
Review date:		Signed: Elizabeth Brown / Nicola Gane / Katherine Croucher (SENIOR LEADERSHIP TEAM)
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