

Class Trip Policy and Procedure

Intention

The School has various legal and moral obligations that include taking all reasonable steps to ensure the health, safety and welfare of all staff, including teaching, support and temporary staff, and pupils. We are bound to comply with:

- the *Health and Safety at Work etc. Act 1974* and associated legislation including the *Management of Health and Safety Regulations 1999*
- *Civil law relating to negligence*. Failure to carry out 'suitable and sufficient' risk assessments will almost always be deemed negligent
- our *Duty of Care* for the safety and welfare of pupils, staff and helpers on the trip *and* other members of the public
- *Children Act 1989* and subsequent government advice for Standards of Care for children (such as the September 2018 *Keeping Children Safe in Education Guidance*). We must do what is reasonable in all the circumstances to safeguard their welfare and act with reasonable care and skill
- the *Activity Centres (Young Persons' Safety) Act 1995*
- *Overseas trips*, covered by BS8848:2014, Specification for the provision of visits, fieldwork, expeditions and adventurous activities outside the United Kingdom.

Class trips have a pedagogical, social and developmental purpose that complements the work done in school.

This policy is to be considered as a basic standard. Should a teacher consider a trip that does not meet this policy, the proposal should be brought to the Health and Safety Team for approval, and may need to be discussed with the school's insurers.

Planning and preparation requirements

- Staff are expected to refer to the following prior to planning a trip: Educational Visits: A Safety Guide for Learning Outside the Classroom. All Wales Guidance 2010.
- Use the Class Trip Planning Form for all trips. (Appendix 1).
- If your Class Trip involves an overnight stay, please use the Overnight Trips planning form in as well. (Appendix 2)
- All new **major** trips should be initially agreed by the appropriate teaching team. Pedagogical reasons for trips must be given with the outline proposal.
- The group leader must satisfy him/herself as to the suitability of the location and of the staff, including Child Protection, Certificates of Competence and Public Liability Insurance.
- Risk assessments must be done for all trips, including day trips, *well in advance*. Organisers should refer to risk assessments for previous trips, and incorporate and record revisions and additional considerations.
- If a regular trip takes place the Risk Assessment should be reviewed and dated ready for the next time the same trip take place. "No change" is a review decision and should be treated as such.
- It is an essential requirement for any trip that the Trip Planning form and related risk assessments for the proposed trip are checked and signed off by the Educational Visits Co-ordinator. The Educational Visits Co-ordinator is Tom Blackwell.

Consent forms

- Consent forms must be completed for all trips, detailing the location and activity/ies that pupils will be engaged in.
- No pupil will be allowed to go on a trip without a parental consent form returned to the office.
- Trip leaders must incorporate any health or social information into their planning and risk assessments. This may involve an individual protocol or procedure for pupils with particular needs or risks.
- Consent forms should be returned at least one week before a trip for day trips and one month ahead for other trips. This is to allow the time needed to deal with information given in the consent forms, especially medical, health or special awareness.
- Remember to get contact details for adult helpers too.

Accompanying paperwork:

- Confirmation from the office that all pupils have had consent granted for the trip and activities.
- Class Trips Procedure.
- Insurance Form available from office if applicable.
- Confirmation of minibus/coach pick-up and drop-off times.
- Contact details for parents, office and contact people for all stages and components of the trip.
- Lost child procedure.
- Contact details of parents/carers, including those of trip leader and helpers.

General considerations for preparation and risk assessments.

Group leader

- There must be one lead teacher.
- The leader must have accompanied previous similar trips or be supported by another adult who has.
- Parent helpers may be used but must be briefed. Discipline will remain the responsibility of the lead teacher and must be clarified with helpers.

Insurance

- The school's insurance policy covers short trips in this country. A supplement to the school's policy must be obtained for trips overseas via the school's insurers. Parents to be advised of this.

Supervision ratios and use of parents

- All supervisors and voluntary helpers must have a current DBS disclosure, as must any helper who has unsupervised access to the children.
- For overnight trips **two adults are needed: one of each sex and at least one must be a teacher.**
- If a parent is used, the effect on discipline must be considered.
- Refer to DfE guidelines:
 - 1 adult per 6 pupils up to class 2
 - 1 adult per 10 – 15 pupils class 3 to 5
 - 1 adult per 15 – 20 pupils class 6 upwardsOvernight: at least one adult of each sex with mixed groups

These are the minimum requirements, however, at Nant-y-Cwm School we prefer at least 2 adults on a class trip, the Class Teacher and a helper which may be a parent with a DBS or another member of staff.

Informing parents

Before residential visits, parents should be encouraged to attend a meeting where full details of the proposals can be explained. Costing considerations and proper notice are important.

Emergency / Contingency plans

Leaders must have contingency plans for reasonably foreseeable emergencies including:

- Loss of pupils at any stage.
- Illness of pupil or supervisors.
- Accidents.
- First Aid.
- Loss of luggage.
- Each supervising adult should carry a list of all pupils and adults in the party together with relevant contact phone numbers of parents / next of kin, contact numbers of other adults on the trip. Copies must be left in school office and with parent contact. There should also be a school and parent contact person.
- The school office needs to be kept informed of arrangements / changes of plan and contact persons.

Medication and first aid

- The trip leader must have had Emergency First Aid training in the last 3 years.
- A fully stocked first aid kit must be taken on the trip, taking into account the number of days if longer than a day. Check any prohibitions for trips abroad.
- Any Health Care Plans in place for pupils must be taken with the prescribed medication.
- A secure container to store any medication.
- A medical administration consent form if applicable.

Activities

- Hazardous activities such as water sports, rock climbing, caving, remote or dangerous trekking should be under the supervision of adequately qualified personnel in line with minimum DfE requirements. Such activity centres should normally be registered under AALA (see DfE guidelines).
- Their public liability, insurance, certificates of competence and reputation must be checked before the trip commences.
- Overseas trip activity providers should be accredited to BS8848.

Transport

- Coaches provided by reputable companies with professional drivers and public transport are to be used as a first alternative wherever possible.
- The driver must never be put in a position where s/he has responsibility for discipline and behaviour.
- For long trips and trips overseas public transport companies probably involve less risk for the pupils, adults and the School. There must be a seatbelt for each child under 16.
- All occupants must use proper lap and diagonal seatbelts when provided.

Use of minibuses

- Use of hired, self-drive minibuses is generally to be discouraged unless safer options are ruled out. For some trips they may be the only practical alternative.
- Use of minibuses to travel abroad is not recommended.
- Minibuses must only be driven by adults who have the current LA minibus license *and* a good driving record.

Trips involving overnight stay accommodation

- UK Youth Hostels are recommended as they have a good minimum standard of security and discipline (DfES minimum standards required).
- Food preparation and hygiene should be considered.
- When camping, helpers with suitable experience should be used and, if at all possible, knowledge of basic food hygiene.
- Accommodation must be secure and preferably above ground level for pupils.
- Child Protection issues must be considered.
- A risk assessment of the accommodation should be completed, including the risk assessment from the accommodation being booked.

Alcohol and illegal drugs or abuse of drugs are forbidden on class trips

Trips overseas

- Passports must be taken for all pupils and leaders. For European trips E111 forms / cards must be secured well in advance of the trip.
- Where activity centres are to be used the trip leader will need to obtain the appropriate risk assessment before the trip checking the level of qualifications of the staff, insurance and reputation.
- An extensive risk assessment and consent form must be done, adopting the format of BS8848.
- Further details and tips are available separately. See past Class Trips file (e.g. 2016 trip to Greece) or H & S Co-ordinator.
- Approval from the SGT must be sought with the supporting relevant risk assessments before the trip.

Child Protection

- All adults on overnight class trips should have an up to date DBS and CP1 training.
- For all trips involving overnight stays there should normally be at least one male and one female supervisor.
- Security of overnight accommodation should be checked including lockable doors and upstairs dormitories wherever possible.
- Staff behaviour, both with pupils and each other, should be consistent with the School behaviour code and be a good example to pupils.
- Emergency evacuation procedure must be checked and communicated to pupils and adults.

Inclusion

In the planning and risk assessment of the trip, the leader should consider the incorporation of pupils with special educational, medical, physical or behavioural needs, as far as is possible within the framework of the objectives of the trip.

Remote supervision

- Where pupils are to be unsupervised for some of the time this must be made clear to parents in the consent form.
- Proper (suitable and sufficient) risk assessments must be carried out with risk minimisation measures documented.
- A “Buddy system” must be implemented, with attention to unhelpful combinations.
- Pupils must be given clear instructions on communicating issues to supervisors, and meeting up at set times and known locations.

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Related Policies & Procedures:

Risk Assessment

DBS

Safeguarding Children

First Aid

Lost child

Medical Administration

Inclusion

Health and Safety

Appendix 1:

Class Day Trip Planning Form

PLEASE RETURN THE COMPLETED FORM TO THE OFFICE TO BE CHECKED BY THE EDUCATIONAL VISITS CO-ORDINATOR.
EVERYTHING MUST BE IN PLACE BEFORE THE TRIP COMMENCES.

Trip Leader			
Class			
Details of trip including date			
Agreed by Team			
	Comments Action By	Action By	Completed
Venue Is the venue/location suitable for a class visit?			
Has the venue got its own risk assessment? If so, have you received a copy and read it?			
Has the venue got public liability insurance?			
Have you visited the venue prior to the trip?			
Are there any particular risks at this venue?			
Do you have access to a phone on the trip? Is there mobile phone reception?			

Are the pupils aware of what to do if they get lost at the venue?			
Activities Are there any hazardous activities planned? (canoeing, abseiling, swimming, caving, campfires).			
Is the activity provider registered with AALA? (Adventure Activities Licensing Authority)			
Can all pupils swim?			
If not what special measures will be taken?			
Transport What transport will you use?			
Is there a cost involved?			
Has the transport been booked?			
Documentation Required Have consent forms been sent to parents, including details of the trip and cost?			
Have all the consent forms been returned?			
Do you have a contact list of all the parents, in case of an emergency?			

Do you have the Lost Child Policy and Procedure?			
Accompanying Adults Who will accompany you on the trip? Is there a male and female adult?			
Are they DBS checked?			
Are they aware of any special needs of any of the pupils?			
Are they aware of their role?			
Have the helper(s) been made aware of the school /class rules?			
Do they know the itinerary?			
Are they aware of the Lost Child Policy?			
Do you and the accompanying adult have each other's mobile phone number?			
Special Needs Awareness Do any of the pupils have any special needs to be considered?			
Medical Conditions/Medication Do any pupils have any allergies or medical conditions?			
Do any of the pupils take regular medication or are on short term medication?			

Is the medication self-administered or do you have to supervise administration?			
First Aid Do you have a fully stocked first aid box to take on the trip?			
Are you trained in emergency first aid?			
Risk Assessments Have you completed a risk assessment for the trip?			

Trip Leader Signature

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Print Name and
Position.....

Date.....

Educational Visits Co-ordinator Signature (If Approved)

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Print Name.....

Date.....

Appendix 2:

Overnight Class Trips Planning Form

PLEASE RETURN THE COMPLETED FORM TO THE OFFICE TO BE CHECKED BY THE EDUCATIONAL VISITS COORDINATOR. EVERYTHING MUST BE IN PLACE BEFORE THE TRIP COMMENCES.

Venue

Have the staff at the venue got child protection awareness training?	
Are you aware of what to do in case of a Fire at the venue? (overnight stays)	

Transport

If hiring a vehicle, have you arranged insurance?	
If hiring a vehicle, has the licence of the driver been checked?	

Documentation

Are passports needed? If so are they in date?	
Do the parents have a contact for the trip leader during the trip? (Overnight stays only)	
Have you done an contingency plan?	
Have you informed everyone on the trip of the contingency plan?	
Have the accompanying adults had child protection training?	

Medical Conditions/Medication

Do you have somewhere to store this on the trip?	
Do you have a copy of the medical administration consent form to take on the trip?	

Insurance

Do you need health and travel insurance?	
Is the health and travel insurance in place?	
Do you have a copy of the insurance policy?	
Do all the pupils and adults have an EMI certificate? (overseas only)	

Trip Leader Signature

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Print Name and Position.....

Date.....

Educational Trips Coordinator Signature (If Approved)

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Print Name.....

Date.....