

STOCKPORT GRAMMAR SCHOOL

SCHOOL TRIPS

(Reviewed by Governors 16.10.18)

The School wishes to encourage the widest range of activities for pupils and seeks the support of the staff in running trips for pupils either in Great Britain or overseas. It recognises, however, that trips away from school do involve additional risks, and that the planning and organisation of such trips requires considerable effort on the part of the Trip Leader in order to ensure the safety of pupils.

This policy statement is, therefore, seen as a way of helping staff to satisfy the above objective.

A school trip is defined as an activity, either educational or otherwise, which takes place off school premises and which is recognised and sanctioned by the school following the completion of an EV1 form. It covers day and overnight trips, in and outside Great Britain, during school term and holiday time. Regular sport, music, outdoor and community service activities that do not count as 'trips' and do not require individual EV1 forms. They are subject to separate risk assessments.

Preamble

- 1) A school trip will only be regarded as official once the Headmaster has sanctioned it by signing the corresponding EV1 form.
- 2) All trips which will cost the participants in excess of £1200 must be approved by the Governors through the Headmaster.
- 3) It is the Trip Leader who is responsible for completing the Trip Authorisation Form (EV1) and for obtaining the approval of the Headmaster before pupils are invited to participate. (Copies of the EV1 and all forms are available in the "School Trips" folder located in the Staff Shared Area).
- 4) All school trips should be self-financing except for compulsory trips in the Senior School as outlined on the approved funded list (see attached Appendix). Fundraising is not normally allowed other than on certain expeditions where fundraising activities are part of the preparation for the trip.
- 5) At the discretion of the Trip Leader and with the permission of the Headmaster, parents of pupils may take part. They will be subject to a request for Disclosure from the Disclosure Barring Service (DBS) and cannot count in the staff to pupil ratio. The arrangements for DofE and other outdoor trips may allow volunteer parents with appropriate DBS checks and training to have a supervisory role.

Prior to the Trip

Staffing - The Education Visits Co-ordinator, Trip Leader and the Headmaster are responsible for ensuring that the trip is staffed by teachers in accordance with the ratio guidelines detailed in the Staff Handbook or, in outdoor and Duke of Edinburgh Award activities, in accordance with guidelines issued by the appropriate professional body. Considerations include the number and age of the participating pupils; the nature of the trip; and any insurance requirements. It should be noted that if staff attend a trip in which their children are participating, they cannot necessarily be included in the staff to pupil ratio.

Appropriate consideration to ratios should be given when external staff and instructors may be involved in the activity.

The Education Visits Co-ordinator should be able to satisfy the Headmaster, in writing, that all participating teachers have the necessary training and technical skills and that they are conversant with the requirements of the ruling body for that sport or activity. (See Discipline and Safety).

Information to Parents - At the stage where parents are invited to send their children on any school trip, the purpose of the trip, the proposed dates and the estimated cost must be known. Parents sign an EV2 (Day) form when pupils join the School. This authorisation remains valid for their time at the School. For overnight trips, parental authorisation is given via the Wisepay system.

Well in advance, the parents should be informed of specific clothing and footwear requirements, the need for passport or visa, particular requirements of the Trip Leader regarding pocket money, timings and whether or not the trip will include periods of remote supervision. This information can be given in a letter or at a special meeting for parents.

Insurance - Insurance must be effected for all school trips. The School can offer a policy which covers medical expenses, loss of money or personal possessions, public liability and cancellation or curtailment cover. The Trip Leader may purchase insurance cover as part of a package from the tour operator, but it must be at least as comprehensive as that afforded by the School's policy. If the School's policy is to be used the Assistant Bursar must be informed of the dates of the trip and the numbers participating, before the departure date.

Costing - The Trip Leader must budget for all known or anticipated costs before inviting pupils to participate. The price should include travel, accommodation, food, access and entry charges, excursions, site fees, insurance, hire or purchase of equipment and contingency reserve. In the event of an unforeseen emergency involving additional costs the School will underwrite the cost. Should a pupil be sent home for disciplinary reasons, any additional costs of this journey home will be charged to the parents. (This policy appears on the EV2 consent form).

It is recognised that the School may on occasions use the services of an external organisation to assist in the planning of a trip. These must always be ATOL/ABTA bonded and approved prior to use by the Headmaster.

Such companies may offer discounted or reduced cost places for accompanying staff; any such benefits must be clearly identified and used to the benefit of all staff participating in the trip.

In the event of a tour company offering discount for staff children, it is the School's policy that any benefits gained must be shared between all participating pupils.

Medical - The Trip Leader must be aware of any special medical or dietary requirements of any of the participants. This information is held on the School database and staff must take details with them, seeking advice from the School Nurse, if necessary, before the trip. If necessary, members of the party should receive appropriate injections and immunisation prior to the trip. Where practical one member of staff should hold a first aid qualification. Appropriate first aid and emergency equipment should be carried on the trip when travelling abroad. For trips to countries in the European Union, all pupils must have a European Health Insurance Card (EHIC) duly completed and validated.

Risk Assessment

All overnight trips require a written RA to be produced. Day and evening trips should, in most cases, use generic RAs.

Risk assessments will identify possible areas of risk and show the ways in which the Trip Organiser has managed the risk. If an incident does occur on a trip, the school will need to provide evidence that risks had been assessed before departure. General RAs for coach travel, air travel and other areas can be found in the School Trips folder in the staff area. These will form part of the overall assessment, but Trip Organisers will need to supplement them with an overall RA which should include such areas as accommodation, down-time, remote supervision and activities.

Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Trip Leader should ask for copies at the planning stage. Provided that he/she is satisfied, it will meet the requirements of the school, for the activity part of the visit. Additional risk assessments will probably be needed to ensure complete coverage of all aspects of the visit. Risk assessments carried out by the School for previous visits can generally be updated and re-used, unless there has been a change of circumstances. The EVC maintains a dossier of generic risk assessments that cover sports fixtures, theatre and museum visits and most of our regular visits. All risk assessments will be viewed as dynamic risk assessments and will take account of changes in hazards both prior to embarking on a trip and as a trip progresses. This will include regular review of all changes in weather and travel conditions and arrangements.

Communication – Trip Leaders should carry emergency contact numbers for pupils on the trip. These can be accessed via the database. For day trips, staff should carry the list of SMT contacts for use in an emergency. For overnight trips the parents of participating pupils must be asked to provide an emergency contact telephone number throughout the period of the trip (on the EV2 data (overnight) form). The EVC will allocate the Trip Leader with two members of SMT to act as Emergency Contacts during the trip. Parents should be given one of these contacts, but the second should remain for the exclusive use of the Trip Leader should an emergency occur.

During the Trip

Responsibility - The Trip Leader is in loco parentis from the moment of departure until the children are collected by their parents or leave the return arrival point. The Headmaster delegates any on-site decisions to the Trip Leader and the attending teaching staff. The Leader has a responsibility to keep the Emergency Contact fully informed of changes in plan or difficulties.

Discipline and Safety - It is for the Trip Leader to ensure that fire and safety regulations and escape routes are known, that pupils conform to school discipline and any other particular requirements, and that they are aware of the rules concerning the use of any residential facilities. Pupils who commit serious breaches of discipline may be sent home at the discretion of the Trip Leader following consultation with the Headmaster, if possible. Pupils are required to conform to the specific guidelines laid down by the ruling body of any sport or activity, and it is for the Trip Leader to be aware of, and to follow, these guidelines.

Alcohol – there is a “No Alcohol” policy in place for pupils on all trips. Consumption of alcohol by pupils may invalidate insurance cover in the event of a claim being made. In addition, at least two members of staff must remain free of alcohol at all times in order to deal with problems should they occur.

Accidents and Illness - Accidents may require the application of first aid, but if there is any doubt, or the illness or injury is obviously serious, proper medical treatment should be obtained. In the event of an accident notes should be kept of the circumstances: witness statement should also be taken. A full report of any serious accident should be given to the Headmaster on return to the School. A report may need to be made by the school to the Health and Safety Executive.

Emergencies - In the event of emergencies or major accidents the following procedures should be followed:-

- 1) Ascertain the nature and extent of the emergency
- 2) Call the emergency services
- 3) Establish who is injured and the nature of the injury
- 4) Render appropriate first aid
- 5) Ensure the safety of uninjured members of the party
- 6) Designate staff to accompany the injured to hospital
- 7) Advise the SMT Emergency Contact
- 8) Make contact with your Emergency Contact at school to advise parents

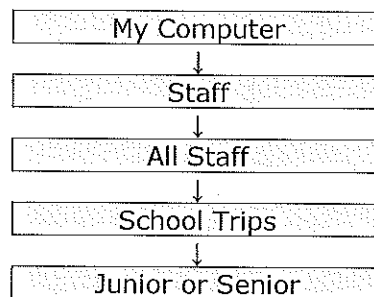
- 9) If practical allow pupils to make contact with parents directly by their own phones but only to advise of their safety.
- 10) Refer media to the School. Be cautious about making any comments whatsoever to third parties.
- 11) Wait for the School contact to inform you that parents have been informed, as necessary
- 12) Liaise with the Emergency Contact and/or Headmaster/Deputy Head/Bursar regarding repatriation of individuals or early return of the whole group.
- 13) Do not admit liability arising out of any incident.

More details will be included in the School's Crisis Response documentation

Minibuses - The School has its own policy relating to the use of the School minibuses. Please refer to the Health & Safety manual.

Other Information

Those involved in organising or attending trips must refer to the SGS Staff Educational Trips Guide which offers additional, detailed information to staff organising trips. A copy of this is available in the "School Trips" folder located in the Staff Shared Area.



Mr Adam Hughes is the Educational Visits Co-ordinator. Trip Organisers are recommended to discuss the planning of their trip with them and they are available as a source of information and advice.

All new staff have a session on planning school visits as part of their induction training.

Authorised by Chairman of Governors	<i>Christopher Dunn</i>
Date	16.10.2018
Circulation	Governors / teaching staff / all staff / parents / website
Status	Regulatory

