Hampton Court House

Trips and Off-Site Visits Policy

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Policy Aims

At Hampton Court House School we recognise the value to students of educational visits to Enhance the academic curriculum and enrich student's experiences culturally and pastorally. Through this policy we aim to;

1. Establish that any visit is carried out in line with the educational aims of the school.
2. To ensure that sufficient planning has been carried out so that visits can be safe and successful.
3. To ensure that parents, pupils and teachers are informed and prepared for their role in a successful visit.

This policy is designed to provide practical information and guidance for visit leaders and all other staff who participate in educational visits and all other school trips. We also recognise and accept that such educational visits may present challenges to the health and welfare of students. Educational visits will therefore be planned and operated in accordance with this policy and guidance so that everyone involved understands his or her responsibility and can participate fully in learning outside of the classroom. This policy is issued in accordance with the Education (Independent School Standards) (England) Regulations 2010 and the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance. Any legislation referred to in this policy is as amended. This policy has been drafted in accordance with the updated Department for Education (DfE), Health and safety: department for education advice on legal duties and powers for local authorities, headteachers, staff and governing bodies (2011) and the DfE Health and Safety on educational visits (2018) and in line with the OEAP National Guidance.

Planning

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside of the normal day. In addition to this Educational Visits Policy Hampton Court House School adopts National Guidance (www.oeapng.info) and uses EVOLVE, a web-based planning, notification, approval, monitoring and communication system for off-site activities. All staff are required to plan and execute visits in line with this school policy and National Guidance. This policy should be read in conjunction with National Guidance.

Types of Visit and Approval

There are three 'types' of visit:

1. Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day. These follow the 'Local Learning Area' Operating Procedure (Appendix 1).
2. Other non-residential visits within the UK that do not involve an adventurous activity. Eg. visits to museums, farms, theme parks, theatres, etc. These are entered on EVOLVE by the visit leader and submitted to the EVC for checking following the HCH Booking Process using EVOLVE (Appendix 2)
3. Visits that are overseas, residential, or involve an adventurous activity. Requests for residential visits should normally be made at least one term before the proposed departure date and for day trips, at least half a term before the day of the visit. The absolute limit is six weeks beforehand. All residentials and trips abroad must also be approved by the Governors.

A trip may not leave unless all the planning has been completed, checked by the EVC, SVP Paul Pearce, and approved by the Principal.

One member of staff should be the designated trip leader and all trips must have a minimum of 2 staff members attending The leader should normally be the organiser of the visit although in exceptional circumstances this will not be the case.

Where a venue or destination is unknown, normally an exploratory visit should be made by the trip leader.

The ratio of staff to pupils. The school guidelines are:

1 adult : 5 pupils – years 1 to 4
1 adult : 10 pupils – years 5 to 8
1 adult : 15 pupils – years 9 to 13

These ratios are in excess of national guidelines for educational visits. The ratios may be altered if the activity involves any particular risk or where any pupil has a learning or medical need. For residential visits, the ratio shall be at least 1 adult to every 10 pupils. At least 2 responsible adults should accompany any visit. For visits abroad, the ratios will be revised to give a greater staff: pupil ratio.

A risk assessment must be carried out before the trip is approved. All adults on the trip should be issued with a copy of the risk assessment and a further copy should be uploaded to the Trip record within EVOLVE with the appropriate planning documents.

The assessments should include consideration of:

- the type of visit and any risks particular to the activity
- location of visit, routes and methods of transport
- competence, experience and qualifications of staff
- list of all the children's names is carried by the trip leader
- children are split into small groups according to the proper staff/pupil ratios for the age of the children
- age and competence of pupils on visit
- any special medical or educational needs amongst pupils
- seasonal conditions, weather and timing
- emergency procedures including what to do if a pupil is unable or unwilling to continue.

In addition, the planning of the visit should include:

- Provision of first aid cover (kit and staffing) for the visit. One adult should be appointed to be in charge of first aid arrangements. As a precaution, the organiser of the trip needs to carry a first aid kit especially if the trip involves outdoor or sporting activities.
- The appropriate dress and equipment required by pupils.
    a. Transport arrangements.
    b. Insurance arrangements. Party leaders should consider whether policies cover:
        i. Employer's liability
        ii. Public liability
        iii. Personal accident cover
        iv. Costs of medical treatment
        v. Specialised risk activities
        vi. Damage to or loss of hired equipment
        vii. Transport and accommodation in the event of an emergency
        viii. Compensation in the event of cancellation or delay or for loss of luggage or personal effects
        ix. Legal assistance in the recovery of claims
        x. Failure or bankruptcy of the travel company or centre

xi. The party leader should also ensure that any hired transport is appropriately insured.

c. Contingency measures in the event of forced change of plan or late return.
d. Emergency arrangements – these should be established before the visit departs and disseminated to all adults accompanying the visit. For a residential visit, two members of the Senior Leadership Team (or one member of the Senior Leadership Team and the school receptionist) should be identified as emergency contacts for the duration of the visit. Factors to consider when drawing up emergency procedures include the need:
    i. to ensure that all pupils in the party are safe
    ii. to establish the names of any casualties and to get immediate medical assistance
e. to notify the police (or the British Embassy/Consulate if appropriate), and SPA where necessary
f. to notify the school contact of the time, nature and location of the incident and the names and injuries of any casualties
g. to keep written records – including accident report forms – of all emergencies
h. Arrangements for sending pupils home early. If, during the course of the visit, the risk to the pupils' health and safety appears unacceptable, the party leader must stop the visit and put contingency measures into effect.

A trip may not leave unless all the planning has been completed, checked by the EVC and appropriate approvals are in place.

Supervision
For visits the ratios outlined on page 3 should normally be adhered to. Some visits may have lower risk factors. The ratios can be amended with the agreement of the EVC as well as being noted in the risk assessment if deemed acceptable. In addition, there should be at least one adult of each gender on a residential visit.

Before any visit all accompanying staff should be briefed by the leader, or organiser when this is not the trip leader. All adults should have clearly defined tasks/responsibilities and need to be made aware of the information stated in the *The Missing Child Policy* in the unlikely event that a child goes missing during the school trip and follow the procedures stated in that policy. All adults should be made aware of any learning, behavioural or medical needs amongst the pupils.

Members of staff on visits are responsible for the pupils in their care and should behave professionally at all times.

Where parent volunteers are used to supplement the supervision ratio, they should be well known to the staff and pupils and, unless DBS checked, should not be left in sole supervision of pupils at any time. In line with the safeguarding children policy, parents with a DBS check (see central register) should be taken wherever possible.

All adults should receive adequate briefing on their roles and responsibilities during a visit and should have the contact details of the group leader in case of separation.

All adults should be made aware of the learning, behavioural or medical needs of pupils. Pupils likely to cause trouble should be identified at the briefing meeting and procedures put in place should there be any problem.

Head counts should be carried out at regular times during a visit and at least before departure, once on transport, on leaving transport, on arrival. This should be repeated for return travel and at regular intervals in between (for example after a lunch break).

Preparing Pupils
In lessons, where the visit is curriculum related, pupils should be made aware of the purpose of the visit, expectations in terms of work and appropriate behaviour, and any expected follow up tasks that may be required.

Pupils should be briefed on appropriate clothing and whether they are expected to dress according to the school dress code.

Pupils should be clear about the expectations in relation to appropriate food and drink (normally water to drink, healthy snacks, no eating/drinking on coaches except water).

Pupils should understand the consequences should behaviour be considered unacceptable at any time during the trip.

Pupils should be briefed on what to do in case of separation from the group and appropriate emergency contacts given. Pupils should also be made aware of the group leader and accompanying adults.

The rules for travel should be established (seat belts, not to push etc.).

Communicating with Parents
Parents must give written permission for any trip by answering a digital form, sent to parents along with the trip letter. The answers are to be recorded in the register within EVOLVE. The staff should all have a copy of the roll and the leader should have copies of emergency contact numbers.

Parents should be informed of the following, where appropriate:

a. The dates, objectives and costs of the visit
b. Times and locations of departure and arrival
c. Details of accommodation
d. Names of staff accompanying the visit
e. Details of planned activities
f. Details of the behaviour expected of pupils
g. Details of clothing and equipment to be taken by pupils
h. Details of what pupils may/may not take/bring back from the visit
i. Money to be taken.

Parents must provide the following:

a. Any appropriate medical or dietary information
b. The name and address of the child's GP and a contact number
c. Emergency contact numbers
d. Details of any information that may affect a child's ability to participate or remain safe including phobias, sleep or toilet issues
e. Consent for emergency medical treatment.

All of this information is stored on iSams.

Parents should be provided with emergency contact details – normally the school reception during school hours or the group leader / agreed senior management school mobile phone contact at other times.

Should there be an emergency or delay in arrival, the group leader should agree how this information will be passed on to parents at the planning stage.

Visits Abroad

No visits abroad may take place without the authorisation of the school link Governor.

Planning and Preparation – Where possible an exploratory visit should be carried out. Where this is not practical, the group leader is responsible for gathering as much information as possible from sources including the tour provider, the Foreign Office, other schools, the LEA, and the internet.

Staffing – The ratios should be in excess of those stipulated in paragraph 10. The make-up of the group will determine the staffing required but there should be at least one male and one female teacher and the ratio should be at least 1:10.

Preparing Pupils – In addition to the preparations in the "Preparing Pupils" section of this policy, pupils should be made aware of basic phrases in the local language, appropriate customs (dress code, gestures etc.), safety (personal, money and possessions), water (in some countries the tap water is not safe to drink), the use of phones and country codes etc. for the use of mobiles and especially, emergency procedures.

Briefing Parents – It is essential that parents are given the opportunity to attend a briefing meeting with the teachers and other adults who will accompany the trip. It is vital that emergency procedures are outlined at this meeting.

Responsibilities of the Group Leader

a. The tour operator has been confirmed as ABTA, ATOL or a member of another DTI approved bonding body
b. Be aware of Directive 90/314/EEC
c. Confirm the luggage restrictions of the carrier and communicate these
d. Confirm appropriate, comprehensive insurance
e. Ensure all students and teachers are covered by a valid Global or European Health Insurance Card (UKGHIC or EHIC) where required.
   Parents must be reminded that they have to apply online from:
   https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/
f. Confirm that all transport is checked by the tour operator or that advice on legislation has been sought from the DTLR
g. All health advice/vaccination requirements are checked and communicated
h. All local legislation e.g. fire is checked and communicated to teachers and pupils
i. Check all passports and visa requirements
j. Retain photocopies of the passports in case a member of the group has to be accompanied home by someone other than the group leader.
k. Make all parents aware of the procedures in case a pupil has to be sent home
l. Make sure there is a contingency fund in case of emergency
m. To make sure that pupils know what to do if they are separated from the group. This should include carrying the details of the party leader, the hotel and, if appropriate, the contact details for the local police.
n. Make sure students keep a personal emergency fund of money (or a phone card/mobile phone) for phone calls. If students are using a mobile phone, make sure they are aware of any restrictions when using their phone abroad.

Documentation

The group leader should have:

i. Travel tickets, passports and any visas. Copies of passport, ticket and visa numbers should be kept with a second adult and a copy left at school with the home contact or agreed member of SLT in case of theft or emergency
ii. A copy of the contract with the travel company/hotel
iii. Medical information, emergency contact information, medical cards, parental consent forms with permission for emergency treatment and emergency contact details, the number of thePrincipal, designated senior management contact, a list of group members with medical details, location of local emergency services, details of insurance, details of accommodation
iv. Copies of the above should be given to a second adult and left with the senior leadership contact at school.

The school should have:

v. The itinerary and contact details for the group (mobile/hotel)
vi. A list of group members and their details
vii. Contacts for all parents/carers/next of kin
viii. Copies of the parental consent forms
ix. Copies of all travel documents
x. A copy of the contract with the hotel/travel company.

This information should be available at all times. It will be lodged with the receptionist during school term times and with an appointed member of the management team at other times.

After the Trip

Emergencies

It is essential that the group leader briefs the other adults on emergency procedures and ensures that the contact details of the embassy/consulate are distributed.
Many issues arise due to lack of food, too little water and overexposure to the sun. It is important that all adults are briefed and aware of such potential hazards and that students are briefed before any excursion/emergency supplies are carried.

Emergency Procedures

Teachers have a duty of care to make sure that pupils are safe and healthy. They also have a common law duty to act as 'a reasonably prudent parent' would. Teachers should, therefore, not hesitate to act and take life-saving action in an emergency situation.

In case of emergency:

a. Assess the situation
b. Safeguard the group
c. Attend to the casualty
d. Inform the emergency services
e. Ensure that the group is adequately supervised while the leader accompanies the casualty to hospital
f. Notify the appropriate official bodies (embassy, police, SPA), school emergency contact, tour provider, insurance company
g. Full statements should be taken from all witnesses and facts, contacts and any additional information should be recorded so that a full accident report can be completed.

Dealing with the Media

AT NO TIME SHOULD ANY MEMBER OF THE GROUP SPEAK TO THE MEDIA.
Names and details should not be given to the media under any circumstances. All enquiries should be referred to the designated school media contact at home.

Appendix 1: The Local Learning Area

General Visits or activities within the “Local Learning Area” that are part of the normal curriculum and take place during the normal school day follow the operating procedure below:
Visits and activities must:

1. Be recorded on EVOLVE via the “Local Area Visit” module, and a “signing out” sheet to be left with Main Reception.
2. Do not require parental consent
3. Do not normally require additional risk assessments / notes (other than following the operating procedure below).

Boundaries
The school's Local Learning Area include, but are not limited to the following frequently used locations:

1. Bushy Park
2. St Mary's University Campus
3. Teddington Lock Sports ground
4. Imber Court Leisure Centre
5. East Molesey Rowing Club
6. Xcel Elmsbridge
7. Weir Archer Center

Operating Procedure for Local Learning Area

The following are potentially significant issues / hazard within our Local Learning Area:

- Road Traffic
- Other people, such as members of the public, park users and animals
- A student becoming separated from the group
- Uneven surfaces and ground conditions, slips, trips and falls
- Weather conditions

These are managed by a combination of the following:

1. The Principal or SVP must be given verbal approval before a group leaves.
2. Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff and a duties register is maintained by the EVC and Main Reception / Office.
3. There will normally be a minimum of one adult to every 15 students depending upon the age of the students. Decisions for students to travel to and from the Local Learning may be taken by senior members of staff based on the area, the age and maturity of the student.
4. Where appropriate, students are fully briefed on what to do if they become separated from the group.
5. Staff are aware of any relevant student medical information and ensure that any required medication and a First Aid Kit is available at all times.
6. Staff will record the activity on EVOLVE (via the Local Area Visit module) and leave a "signing out" sheet with Main Reception.
7. A mobile phone is taken with each group and the office have a note of the number.

Day Trip Summary Checklist

1. Run the idea past the EVC and look for appropriate dates in the school calendar.
2. A full risk assessment should be carried out for every trip and uploaded to EVOLVE. A reconnaissance trip is advisable.
3. Check insurance implications for the trip. Check specific guidance with any relevant organisations, whether it be best practice or statutory.
4. Complete planning and upload onto EVOLVE, the costs at this stage can be estimated. This needs to be approved by the EVC and the Finance Assistant. Generally this should be done before the school calendar for the term is finalised.
5. Complete the staffing on EVOLVE, ensuring that the staff are suitably qualified. In particular someone should have an up-to-date first aid certificate (for Early Years there must be someone with an up-to-date paediatric first aid certificate). This needs to be approved by the SVP.
6. Write a letter to the parents; be sure to include the information listed in the section “Communicating with Parents” in this policy. This letter needs to be approved by the EVC before it is sent out, so if the trip is arranged at short notice please do this at the same time as the plans.
7. The letter should be sent to the parents by email via Reception. A copy of the approved letter should be uploaded to rip record on EVOLVE.
8. Please be proactive in chasing up students/parents who do not hand the forms in on time. All slips and payments should be with the trip leader at least a week before departure.
9. The Kitchen will provide packed lunches for students who normally have school lunches, but please give them plenty of notice and details of the students including dietary needs.
10. Please discuss arrangements with the SVP and appropriate Form Tutor regarding any students who will not be attending the trip.
11. Please make sure you brief the children and remind them of appropriate conduct before departure.
12. Make sure you have everything you need: mobile phone, emergency procedure, first aid kit (where relevant), medical and dietary requirements etc. Take a copy of medical details for each pupil.
13. Ensure Reception is aware of all of the details of the trip, including your mobile phone number.
14. Take a register on iSams before departure. Reception should then check the register to provide a final list of the students going on the trip.
15. Make sure the children remain in your care until your return to school and reach the end of the school day, unless you have written approval from their parents to allow them to return home independently.
16. If your return is delayed please inform Reception as soon as possible.

Residential Trip Summary Checklist

1. Submit the trip proposal via EVOLVE to the Governors for approval and look for appropriate dates in iSams Calendar.
2. The Governors need to give the final approval for any residential trips or trips abroad.
3. A full risk assessment should be carried out for every trip and uploaded to the Trip Folder. A reconnaissance trip is advisable when practical.
4. Check insurance implications for the trip. Check specific guidance with any relevant organisations, whether it be best practice or statutory.
5. Complete planning on EVOLVE, the costs at this stage can be estimated. This needs to be approved by the Principal. This should be done before the school calendar for the term is finalised.
6. Complete the staffing on the register in trip record, ensuring that the staff are suitably qualified. In particular someone should have an up-to-date first aid certificate (for Early Years there must be someone with an up-to-date paediatric first aid certificate). This needs to be approved by the SVP.
7. Write a letter to the parents; be sure to include the information listed in the section “Communicating with Parents” in this policy. This letter needs to be approved by the EVC before it is sent out, so if the trip is arranged at short notice please do this at the same time as the plans.
8. The letter should be sent to the parents by email via Reception. A copy of the approved letter should be uploaded to trip record.
9. Please be proactive in chasing up students/parents who do not hand the forms in on time. All slips and payments should be with the trip leader at least a week before departure.
10. The Kitchen will provide packed lunches for students who normally have school lunches, but please give them plenty of notice and details of the students including dietary needs.
11. Please discuss arrangements with the SVP and appropriate Form Tutor regarding any students who will not be attending the trip.
12. Please make sure you brief the children and remind them of appropriate conduct before departure.
13. Make sure you have everything you need: mobile phone, emergency procedure, first aid kit (where relevant), medical and dietary requirements etc. Take a copy of medical details for each pupil.
14. Ensure Reception is aware of all of the details of the trip, including your mobile phone number.
15. Take a register on iSams before departure. Reception should then check the register to provide a final list of the students going on the trip.
16. Make sure the children remain in your care until your return to school and reach the end of the school day, unless you have written approval from their parents to allow them to return home independently.
17. If your return is delayed please inform Reception as soon as possible.
18. Accounts should be presented to the Finance Team at the end of each residential trip with the information in the Trip Folder updated as and when necessary.
19. A brief evaluation of the trip should be made and sent to the EVC.
20. After any residential visit, party leaders must complete a post visit report and attend a debrief meeting with the EVC. This should identify any problems and provide advice for leaders of future trips where appropriate.