



Old Vicarage School

Trips (Day and Residential) Policy

This policy applies to the whole school, including the EYFS (Early Years Foundation Stage).

This policy should be read in conjunction with the School's policies on Health & Safety, Risk Assessment, Missing Child Policy & Procedures and First Aid & Medical Conditions Management.

At Old Vicarage School, properly organised and safely managed day and residential trips are an indispensable part of a broad and balanced curriculum. They support and extend the learning of all pupils and develop their understanding of themselves and the world around them. Some are directly related to the curriculum, whilst others are designed to promote cultural awareness, or to enhance physical skills, self-reliance and teamwork.

All classes go on trips during the school year. Younger pupils may visit places of local interest, going further afield as they progress through the school. Residential trips provide pupils with opportunities to develop their skills, confidence and initiative in practical ways and to socialise in an informal environment. All pupils from Year 3 upwards are expected to go away for one residential trip each year; exceptions will only be made in very unusual circumstances. Additional optional residential trips may be arranged for the older pupils.

All pupils should be able to participate in School trips. Where a child has a disability, every effort will be made to ensure that she is included.

GENERAL

The information below applies to both day and residential trips. Specific additional information relating to residential trips is provided at the end of this section.

Roles and Responsibilities

The **Trip Leader** is responsible for the planning, organisation, and management of the visit or trip. This includes identifying the purpose and objectives, undertaking a pre-visit (if required), organising staffing, completing all required documentation and risk assessments, planning the trip budget with the Finance Manager and liaising with parents. For residential trips, the Trip Leader is responsible for communicating the trip charges and other information about the trip to parents, obtaining parental consent for pupils to attend the trip.

The **Budget Holder** is responsible for ensuring that each trip is within the set budget limitations for each academic year.

The **Deputy Head** is responsible for approving all day visits and for ensuring that the organisation of each visit and residential trip complies with School guidelines, procedures and policies. The Deputy Head is also responsible for approving the cost of each trip and.

The **Head** will ensure that the Trip Leader is competent (through experience and training) to undertake the activity. The Head is responsible for approving all residential trips.

The **Bursar** is responsible for ensuring that residential trips are recharged back to parents, following

communication to the parents. The Bursar is responsible for ensuring the School has appropriate insurance cover in place and for processing any claims.

The **Finance Manager** is responsible for assisting the Trip Leader to plan the costs of the trip and for ensuring that any trip invoices are paid promptly.

Consent

When parents join the School, they give written consent for their child to participate in all trips organised by the School, which take place during school hours, and are a normal part of the child's education at the School. Parents will be told where their child will be when not on school premises and of any extra safety requirements. This will be done via a specific communication or through the weekly newsletter or termly calendar.

Written consent is requested for activities that take place outside school hours. Specific consent will be sought for all residential trips.

In certain circumstances, parents may exercise their right to refuse to allow their child to participate. In this situation, the pupil not participating would join another class for the duration of the trip.

Finance

The cost of most day trips is included as part of the overall school fee. Additional charges are made for residential trips which the girls undertake in Years 3 – 6. An indication of these charges is given to parents in the annual update from the Chair of Governors and on the School Website. Optional residential trips carry an additional cost which is included in the initial invitation letter to parents.

Insurance

All trips, in the UK and overseas, are covered by the School's travel insurance. A copy of the policy will be made available to parents on request.

Risk Assessments

A major consideration on any trip is the safety of all participants. The Trip Leader is required to produce a written risk assessment which identifies what could cause harm during the visit or trip, those who may be affected, and the reasonable and practicable measures that will be put in place to control them and protect people.

Where possible, the Trip Leader should undertake an exploratory visit to the location, ideally mirroring the transport and route to be taken on the day. Even with a venue that is visited regularly, risks should be routinely reassessed. Trip Leaders may obtain a copy of the venue's own risk assessment to supplement and inform their own.

Venues providing instructor-led activities will usually have their own activity risk assessments. However, the Trip Leader must be satisfied, so far as is reasonably practicable, that the activities are being delivered safely and the instructors are competent. Providers who offer specific adventurous activities must hold a licence as required by the Adventure Activities Licensing Authority Regulations. The activities that fall within the scope of the Licensing Authority are: caving, climbing, trekking and water sports.

Plans may need to change on the day to take account of unexpected events (e.g. preferred activity not being available/weather/transport issues). The Trip Leader is expected to assess these risks and make decisions on an ongoing basis, liaising with the Head/Deputy Head as appropriate. An Emergency Action Plan should be completed if the trip is to a high-profile location in central London, including transport hubs.

Transport

The pupils may travel on foot, by public transport, the School's own minibuses or a reputable coach company. Regular headcounts of pupils will take place throughout the journey, particularly in crowded

public places and getting on or off transport.

Whilst on the coach or minibus, the pupils should remain seated with seat belts worn at all times. Adults will be seated at the front and the back of the coach.

When travelling to a venue on foot, an adult will be at the front and back of the line of pupils. Depending on the size of the party, other adults will be distributed in between. Pupils will be reminded about basic road safety and the expected standards of behaviour.

In an emergency, a member of staff may be required to use their car to transport pupils. The School's insurance provides appropriate cover.

Clothing

Smart, correct uniform must be worn by pupils when going on visits to theatres, concerts, museums, galleries and other formal destinations. Sensible casual clothing can be worn when the occasion dictates that it is reasonable to do so. Detailed instructions will be given to parents in advance.

Supervision requirements

Pupil to adult ratios for trips are not prescribed in law. The Trip Leader should decide the ratios on the basis of risk assessment, taking into account the activity to be undertaken, any specific requirements of the establishment being visited, and the age, needs and maturity of pupils. At Old Vicarage, we require the following minimum ratios for pupil supervision:

- Class Years 4 to 6: 1 adult to 10-15 pupils
- Class Years 1 to 3: 1 adult to 6 – 10 pupils
- Early Years: 1 adult to 4 pupils

In the case of trips involving the Early Years pupils, at least one member of the accompanying staff must have a Paediatric First Aid qualification.

Except in special circumstances and with the agreement of the Head, two adults representing the School will accompany a group of pupils, no matter how small, in case there is an emergency.

Whatever the length and nature of the trip, regular head counting of pupils should take place. All pupils will be given a school wristband which they must wear. Teachers retain responsibility for the group at all times. At the end of the trip, children will not be released to any adult, other than the parent, unless written instructions have been received from the parent themselves.

Volunteers

The success of a trip often relies upon the good services and willingness of volunteers to accompany the group. The Trip Leader will carefully consider the role of volunteers and ensure that each volunteer is aware of their role and responsibilities.

Volunteers are required to carry out their designated role and follow instructions given by the Trip Leader.

Volunteers should be vetted by the School to obtain an Enhanced DBS certificate. Enhanced DBS checks are required for volunteers accompanying residential trips.

The School always makes the final decision as to which volunteers accompany a visit.

First Aid & Medication

On all trips, staff will have with them: a school mobile phone; a list of any pupil medical details such as allergies and chronic conditions; all necessary pupil medication; and a first aid kit.

Staff should only use their personal mobile phone in the event of an emergency and must then use the pre-dial "141" function if contacting anyone other than school staff or the emergency services so that their personal mobile phone number is withheld.

Emergency Situations

In the event of a serious accident, the Trip Leader's first priorities will be to summon the emergency services and arrange for medical attention as necessary. The Trip Leader will ensure that the rest of the group are safe and then follow the 'first responder responsibility' guidelines set out in the School Crisis Response plan (a copy is included in the visit/trip document pack).

A member of the School Senior Management Team will be the designated 'out of hours' contact who, in the event of an emergency, will be the link between the party, the parents and the School.

A copy of an Emergency Action Plan ("EAP") is provided to all adults accompanying trips to high profile Central London locations or when the journey involves travelling through major transport hubs. The Head or Deputy Head may require an EAP for other trips as appropriate – in cases of doubt they should be consulted sufficiently advance to allow a plan to be put in place if deemed necessary consulted.

Missing/Lost Child

Our procedures are structured to ensure that this does not happen, but in the event that a child is missing or becomes detached from the group, we will follow the procedures outlined in the School's Missing Child Policy.

After the event

The Trip Leader must inform the Head and Bursar as soon as possible if any accidents, incidents have occurred so that appropriate follow up action can be taken. The Trip Leader should update the risk assessment to reflect any concerns, incidents or additional risks that were identified.

ADDITIONAL INFORMATION FOR RESIDENTIAL TRIPS

Organisation

The Trip Leader will organise a meeting with parents, well in advance of the trip, to discuss the detailed arrangements, passport/visa requirements (if applicable), approximate costs and to answer any questions. Final costs will be discussed and agreed with the Bursar before being notified to parents at least half a term in advance – in some cases, an advance deposit may be required. Before the trip, parents will be sent a letter giving the detailed arrangements, staffing, packing list, pocket money guidelines, emergency contact numbers, etc.

Staffing

No hard and fast rules apply to the number of staff accompanying children on residential trips, as the venue being visited may have staff of its own. However:

- If the accommodation is based in two separate sites there must be a minimum of two members of staff in each, one of which must be female.
- For visits abroad, at least three teachers must accompany the party unless the number of pupils is fewer than 10 in which case there should be two teachers. One of the teachers should be an experienced member of staff.
- No adult will be included in the pupil to adult supervision ratios if they are accompanied by their own child who is a minor (under 18 years).

Health & Safety

Within practical limits, children will be supervised at all times whilst on residential trips. A pre-trip medical, consent & indemnity form must be completed for each pupil.

Passports and other official documentation

Valid passports are required by all pupils going on overseas trips. Some pupils may also require visas or visa exemptions to enter certain countries and/or re-enter the UK. When applicable pupils should

carry an EHIC or GHIC medical card and if necessary private medical insurance.

Parents will be made aware that if a pupil does not have all the necessary documents, she will not be able to go on the trip and any costs incurred will be charged to the child's parents. All official documents will be kept by the Trip Leader for the duration of the trip.

Contact with parents

The School will keep parents informed about the trip through text and/or email messages as necessary. On residential trips the school may set up a trip 'blog' on the School VLE (Firefly). Parents will be requested not to attempt to contact their children while they are away, as they can find it extremely unsettling. In an emergency, a named senior member of staff at the School will be the first point of contact for the Trip Leader and/or parents and will co-ordinate all communications thereafter.

Approved: Mandy Fawcett
Deputy Head

Last Review: 19th January 2023

Next Review: January 2025