



KINGSTON GRAMMAR SCHOOL

FOUNDED 1561

EDUCATIONAL VISITS, TRIPS AND TOURS POLICY

1. Introduction

- 1.1 The school places a high value on fieldwork, excursions, visits and organised tours. Such trips are of enormous benefit and safely managed educational visits/trips with a clear purpose are an essential part of a broad and balanced curriculum. Students' safety is of paramount concern. The school accepts that trips, visits and outdoor activities cannot be completely without risk, however, it requires that those staff in charge take all reasonable precautions to protect the health, safety and welfare of students and staff and minimise the risk of untoward or dangerous situations. Educational visits, trips and tours may be referred to collectively in this policy as "trips".
- 1.2 The information in this policy has been written with reference to the following guidelines:
 - Health and Safety at Work, etc. Act 1974
 - HSE - Health & Safety on Educational Visits 26 Nov 2018
- 1.3 Once the booking form for a package is signed and the deposit is paid, a formal contract exists between the school and parents. As such the school reserves the right to make a financial charge to any parent who subsequently seeks to withdraw a student from a trip, up to and including 100% of the cost of the trip (where a suitable replacement student cannot be found) and up to the cost of the initially identified holding deposit to cover any administrative costs that we may incur as a school through changing bookings.
- 1.4 Any queries with regard to trips should be directed in the first instance to the Educational Visits Administrator (EVA) or to the Trip Leader - the member of staff organising the trip - and thereafter to the Assistant Head responsible for Educational Visits, Trips and Tours who takes on the role of Educational Visits Coordinator (EVC).



- 1.5 Positive and proactive steps will be taken to prevent discrimination against any student in terms of access to school trips. Every reasonable effort will be made to ensure that trips and activities are inclusive and accessible to all who wish to participate, irrespective of special educational or medical needs or disability (subject to health and safety implications, the constraints of the activities and difficulties of supervision), and in all cases regardless of race, ethnicity, sex, sexual orientation, gender reassignment/gender transition, gender identity, religion or belief.
- 1.6 **The Educational Visits Coordinator (EVC) will:**
- Support the Head in ensuring that all trips follow regulations and guidelines, together with the school's relevant policies and procedures and that appropriate safety measures are in place.
 - Approve trips, checking for any potential calendar clashes against the school ISAMS calendar.
 - Ensure trips have appropriate support ratios and adequate cover for health and safety, First Aid, medication and behavioural management to safeguard all party members.
 - Organise emergency arrangements and ensure that there are two emergency contacts for all residential trips and other trips outside regular school hours.
 - Make sure Trip Leaders complete a trip evaluation form. This form should include their overall evaluations, reports of any accidents, incidents and near misses, behavioural issues, improvements or changes the Trip Leader could or should make, highlights of the trip and whether they would recommend running this trip again.
 - Lead INSET sessions to staff which are relevant to trips.
 - Keep staff up to date on training opportunities that will help them lead or be part of a future trip, e.g. RLSS, advance leadership awards, water safety courses, etc.
 - Ensure they stay up to date with the relevant training from the Royal Geographical Society (RGS) and the Outdoor Education Advisers' Panel (OEAP), as appropriate.
- 1.7 **The Educational Visits Administrator (EVA) will:**
- Work closely with the EVC and the Trip Leaders in order to provide them with support and guidance and to advise them, as appropriate, so as to ensure that trips pass smoothly through the authorisation process and that the correct 'paperwork' is completed and submitted, to include budgetary information, transport and accommodation information and all other relevant logistical / itinerary information and risk assessments.
 - Liaise with parents and the Finance Office regarding sign-up and billing of trips, and with outside agencies (e.g. travel operators etc) with regard to travel and accommodation bookings (as appropriate).



- Issue (and collect back) trip phones to staff as appropriate.
- Support the EVC in ensuring a suitable overall pattern of trips is offered to students and communicated to parents.
- Reviewing and optimising the trips authorisation process on an ongoing basis.
- Support the EVC in leading INSET for staff with regards to trips.
- Support trips, by attendance as a member of staff, as necessary.

2. Organising a trip.

- 2.1 When staff wish to arrange a trip, it is the responsibility of the organiser (the Trip Leader) to follow the correct protocols in order to secure approval for the trip from the EVC and the Head. The EVA and the EVC are available to guide staff through the process and to provide support and advice as necessary.
- 2.2 When planning a trip, staff must complete the necessary steps within the trips system in the Staff SharePoint area. Day trip proposals should be completed a minimum of one month in advance of the trip (ie, 30 calendar days). Residential trip proposals must be completed, as a minimum, 11 months ahead of the planned departure date of the trip.
- 2.3 The approval process has two stages: Preliminary Approval and Final Approval. **Preliminary approval must be obtained from the Head before any bookings can be made by Trip Leaders, or before students or parents are informed about the possibility of the trip.** The proposal will be assessed by the EVC and other Executive staff, as well as the Director of Finance & Operations (DFO) for trips over £1000 per person. Where possible, in the case of a residential trip or an adventure training trip into unfamiliar territory, an exploratory visit may be made in advance of the visit.
- 2.4 Trip Leaders are responsible for ensuring that all staff on the trip are fully aware of what the trip entails, what their tasks and responsibilities are and what the risks involved are. Staff will have access to relevant medical conditions and emergency contacts through a download of relevant medical information from ISAMS (the medical conditions report), as well as associated risk management documents. Where appropriate, Trip Leaders may carry hard copy medical condition reports, for ease of access and for student safety - where this is the case, Trip Leaders will ensure such documents are held securely and that they are destroyed when the trip returns.
- 2.5 The competence to lead a trip comes from experience and personal qualities. The first question a Trip Leader should consider is ‘Do I have the specific competence and experience to lead the proposed trip?’. If the Trip Leader has limited relevant



experience or the proposal is for a new trip, they should first meet with the EVC to discuss the trip before submitting any detailed trip proposals.

- 2.6 Communication with Parents: It is important that parents are given full written details relating to the organisation of trips. A letter explaining all aspects of the trip must be sent to parents of participating students. For residential trips, the Trip Leader must, in addition to sending a letter, hold an information evening for parents at least 2 weeks before departure.

This allows for final details to be presented and for parents to ask any questions or raise any concerns. The Trip Leader must inform parents of the following prior to a residential trip at the parent information evening and/or by letter:

- The objectives, dates and cost of a trip
- Travel details to include departure and arrival times
- Accommodation name and location
- Staff members on the trip
- Itinerary
- Tour Company information
- Packing and equipment list - including banned items
- Emergency contact number
- Inclusions/exclusions
- Suggested additional spending money
- Any passport or visa requirements (note it is the responsibility of parents to ensure that passports and visas are up-to-date and appropriate so as to ensure entry outside of the UK and re-entry to the UK.

For all trips, students should have a trip briefing and receive the following information:

- Itinerary and activities
- Objectives of the visit
- Meeting times and locations
- Packing and equipment list - including banned items (where required)
- Behaviour expectations
- Safety reminders.

3. Student Supervision on trips

- 3.1 Students should understand the following:
- objective of the trip



- basic foreign words (where appropriate)
 - how to avoid specific dangers and any special safety precautions in place
 - the standard of behaviour expected of all students
 - what to do if approached by anyone from outside the group
 - rendezvous and emergency procedures.
- 3.2 If students are unsupervised at any time during a trip, they should always know how to contact a member of staff. It is noted that it is the nature of certain activities e.g. Duke of Edinburgh Award Expeditions, for example, that there may be an element of ‘remote supervision’ of groups of students. Where this is the case, groups will be checked in with periodically throughout the day and will have emergency contact details and the means via which to contact staff, if necessary.
- 3.3 It is accepted that on any trip, students cannot be supervised throughout the full 24 hours of any day, but staff must use their professional judgment when assessing how much freedom students are given when unsupervised. Much will depend on the age and maturity of the students concerned and on the potential hazards of the location.
- 3.4 If students are to be unsupervised, they must be given clear instructions to stay in groups which will normally be a minimum of three at the Trip Leader’s discretion, to confine themselves within a certain area, to obey instructions given about what is and what is not permissible and to rendezvous at a predetermined point within a specific space of time. Whilst on a residential trip, students should carry the address and telephone numbers of the accommodation in case they become separated from the main party as well as the Trip Leader’s emergency contact details.
- 3.5 Where supervision is in part provided by an outside agency or by any adults who are not members of the school staff, Trip Leaders are responsible for ensuring that these individuals are suitably competent and accredited and insured as necessary to undertake such roles. It is anticipated that before this occurs a discussion will have taken place between the Trip Leader and the EVC.
- 3.6 On any trip, whether at home or abroad, there should be a regular headcount. Staff should be familiar with the procedures to be followed immediately in the event of a missing/lost child, as set out in the *Attendance Policy (including the Missing and/or Lost Child Policy)*.
- 3.7 Specific provisions relating to student supervision on different methods of transport are covered in the school’s *Transport Policy*.



- 3.8 For trips outside regular school hours, students in the Fifth Year and up may, with prior written permission from their parents to the Trip Leader, travel to and/or from the destination without staff, and/or join the route and/or leave the return journey at a different place from the remainder of the party. There will also be the opportunity for them to travel with staff throughout should they wish to do so. For students below the Fifth Year, the prior approval from a member of the School Executive, normally the EVC will also be required.
- 3.9 All students must abide by the *Code of Conduct for School Trips* and know the consequences for breaching this. For the duration of the trip, all staff accompanying students are responsible for those students in their care and should behave with professional demeanour at all times.

4 Alcohol, drugs and banned substances

- 4.1 Normal school rules on smoking, alcohol and the misuse of drugs and other substances (as set out in the *Smoking, Alcohol, Drugs and Other Substance Abuse Policy*) will be strongly applied on all school trips. For the avoidance of doubt, this means, amongst other things, that students are not allowed to consume, or to be in possession of alcohol, drugs or other banned substances at any time on any school trip, and failure to comply with this rule may result in disciplinary action.
- 4.2 Any students found to have used alcohol, drugs or any other banned substances should expect to be sent home at the cost of the parent immediately (as per the *Code of Conduct for School Trips*).
- 4.3 Staff are not permitted to consume alcohol on school trips at any time, and whether on or off duty.

5. Consent

- 5.1 Parents must complete an annual consent form for all day trips run by KGS at the start of each Academic Year. **One consent form is sufficient to cover all day trips that the student will participate in over the academic year.** This consent form does not cover residential trips or trips that have a higher risk associated with them e.g. RAF flying or shooting. For these trips, supplementary consent should be given with more specific detail about the risks involved.
- 5.2 All residential trips will have their own separate consent form.



5.3 If a student has not provided a consent form signed by their parents the day before the trip departs the student will not be allowed to participate in the trip.

6. Recommended ratios for trips

6.1 The school may vary the supervision ratios depending on the nature of the trip, the experience of the staff and the age and needs of the students involved.

Recommended ratios for trips are:

Type of Trip	Ratio
Day Trips	1:15+1
Residential Trips	1:10+1
High Risk Trips	1:8+1

6.2 Trip Leaders should seek advice from the EVC on the appropriate staff: student ratio for the trip. Trip organisers should note that if the staffing of a trip is not acceptable, the trip will not take place. Staffing will be approved upon submission of the trip form through SharePoint. Every trip must have one or more qualified First Aiders, the number of which will vary depending on the size of the group and the nature of the trip.

6.3 Staffing for residential trips will be arranged using an open and fair policy whereby all staff members have an equal opportunity of being asked to join the trip. The Trip Leader will work with the EVC to achieve this and will look at amongst other things (i) achieving a gender balance which reflects the students on the trip (ii) the qualifications and experience of the staff involved both individually and as a group.

6.4 For longer journeys involving coach or minibus travel, there should be at least two members of staff per coach, so that at least one of these staff is available for supervision. Students and staff should travel on the same vehicle for all journeys and not swap between vehicles. Doing so helps to minimise the risk of vehicles departing without all individuals onboard. All staff should have the relevant contact phone numbers for the trip e.g. numbers for other staff, emergency contacts for KGS, hotel/tour operator contacts and insurance details. Staff should also have access to parental contact numbers for the students in their charge.



7. Transport Arrangements

- 7.1 All school vehicles used for out of school trips should be booked online and signed out by the Trip Leader. Further details on transport arrangements can be found in the school's *Transport Policy*.

8. Insurance Arrangements

- 8.1 The School's insurance policy provides group cover for all members of the school involved in school trips and costs must be added in. For any specific activities staff should check with the Finance Office, so as to ensure coverage applies (before the trip departs).

9. Emergency Arrangements

- 9.1 These should be established before the trip departs and disseminated to all adults accompanying the trip. For a residential trip, two members of the Senior Leadership Group (normally one member of the Executive and one Head of Year or Head of Department) should be identified as emergency contacts for the trip. Factors to consider when drawing up emergency procedures include the need:

- to ensure that all students in the party are safe.
- to establish the names of any casualties and to get immediate medical assistance.
- to notify the police (or the British Embassy/Consulate if appropriate) where necessary.
- to notify the school contact of the time, nature and location of the incident and the names and injuries of any casualties.
- to keep written records - including accident report forms - of all emergencies - this must all be included in the trip evaluation.

- 9.2 Staff should never become involved in discussions about liability or insurance in the event of an accident but should refer such issues to the DFO.

- 9.3 Staff should also refer any press enquiries to their SLG contact (having first notified the contact of the basic nature of the incident) who will pass this information on to the Critical Incident Management Team (Head, Deputy Heads, DFO, Assistant Heads). The names of casualties should not be given to the media.

- 9.4 The Trip Leader should ensure that they can access medical and emergency contact information at all times. This information is accessible via ISAMS. In addition, the Trip



Leader must ensure they can access a copy of the medical conditions report provided to them by the Medical Centre before departure. Hard copies of this must be held securely and destroyed on return. All staff on a trip, as well as SLG cover for the trip, will have access to student emergency contacts and medical data through ISAMS and the Sharepoint Trip Packet for the trip.

- 9.5 The School holds a Critical Incident File, held by the Executive, which covers the management of a major incident, disaster or emergency.
- 9.6 To assist any third party in the case of an emergency, students can carry a contact ID card or hold an image on their phone of relevant contact details.

10.0 Risk Assessments

- 10.1 A full Risk Assessment is required on each trip. The KGS generic trip risk assessment should be reviewed prior to any trip and supplemented with a visit-specific risk assessment. There must be an on-going risk assessment by the Trip Leader and staff as the visit progresses and as circumstances require. On expeditions and visits involving any hazardous activity, Trip Leaders and staff should always be prepared to make a dynamic risk assessment on site.
- 10.2 In accordance with the School's *Disability Policy*, individual risk assessment and management strategies will be provided for disabled students, and an increased staff: student ratio may be required.
- 10.3 If, during the course of the trip, the risk to the students' health and safety appears unacceptable, the Trip Leader must stop the visit and put contingency measures into effect.
- 10.4 Sufficient briefing shall be given to all those involved on any school trip. This will include briefing parents and students regarding expectation of conduct and arrangements for sending students home early should their behaviour merit this. In addition, there should be a staff briefing prior to a trip to distribute all relevant information.
- 10.5 Where a visit involves commercial providers, such as tour operators, Trip Leaders must obtain trip specific risk assessments from the tour company in advance of the trip.
- 10.6 Where commercial organisations are providing adventurous activities, the Trip Leader must ensure that, where necessary, the provider holds the appropriate licence and



qualifications. Examples of activities which require a licence include (but are not limited to):

- Caving, climbing and abseiling
- Trekking (on foot or pony or cycle) on moors or land over 600m above sea level and 30 minutes from an accessible road or refuge
- Sailing, canoeing, rafting and windsurfing.

10.7 When activities are provided by commercial agencies, the Trip Leader and other members of school staff retain ultimate responsibility for the students at all times.

10.8 *Any activities that require a waiver must be obtained prior to the trip and completed by the parent. No teacher or staff member can complete this on behalf of a parent whilst on a trip.*

11. Water Based activities

11.1 These activities have intrinsic hazards over and above normal day-to-day risks and therefore require particular supervision. Staff should refer to the *Swimming Policy* and ensure the policy is followed. Seek advice from the EVC if there is any uncertainty.

12. Cancellation of trips on the grounds of safety

12.1 The Head and the EVC have the right to cancel/postpone a trip if they deem it to be too risky e.g. extreme weather conditions or inadequate staff availability.

13. Further information

13.1 Further detailed information for leaders of overseas and residential visits can be found in Appendix 1, in the *Further Information to Leaders of Residential & Overseas Trips document*.



Appendix 1

FURTHER INFORMATION FOR LEADERS OF RESIDENTIAL AND OVERSEAS TRIPS

Please refer to the Educational Visits, Trips and Tours Policy above for further information

Residential Visits

Staff organising residential visits should consider:

- The language and culture of the host country and the need to brief students on matters such as food and drink, safety of money and valuables, the use of local telephone systems.
- Whether vaccinations and/or visas and passports are required for the visit. Particular attention should be paid to any student who is not a British Citizen.
- Budget and contingency fund

The Trip Leader should have/know:

- Travel information
- Access to passports/visas via Operoo
- Hotel information
- Trip phone/s
- Travel insurance information
- Location of local hospital and medical facilities
- Contact numbers for the British Embassy/ Consulate

Factors to consider when travelling abroad include:

- the need to be aware of different legislation concerning drivers' hours and record keeping.
- the need for special documentation for minibuses.



- the need to observe tachograph regulations in any vehicle with nine or more passenger seats.
- the need to be aware of the dangers posed by driving on the right - especially when embarking and disembarking from minibuses.

Accommodation on a residential trip

The Trip Leader should:

- complete a safety briefing with students on fire exit routes.
- ensure students behave appropriately whilst at the accommodation.
- monitor the security arrangements.
- run room checks for damage/breakages prior to students use.

Medical

For all trips there will be:

- A custom group established in ISAMS which includes all students on the trip. A medical conditions report will be run from this ISAMS group and a meeting will take place between the Trip Leader and the Medical Centre staff in advance of the trip in order to go through any specific medical needs/ conditions.
- The medical conditions report will be available via ISAMS.
- Emergency contact information will be available via ISAMS.
- A record of non-prescribed medications staff can distribute to students as approved by parents will be shared with Trip Leaders by the Medical Centre staff.

As detailed above, the Trip Leader must meet with the School Nurse prior to departure, and the date and details of this meeting must be documented. During this meeting the nurse will:

- issue a First Aid kit, non-prescribed medications and any emergency medication where required for students on the trip. Instructions will be given on its use and how to record this.
- review the list of students on the trip and discuss any medical issues not already highlighted by parents.

If, during the course of a trip, any student requires treatment in hospital as a result of an accident or illness, the Trip Leader should ensure that the student's parents and the school are



notified as soon as is practically possible. Basic details of the situation should be given and, where possible, the student should be allowed to speak to their parents.

If, for any reason, staff feel unsure about notifying parents directly they should inform their SLG contact.

Staff are reminded of the need to complete an online accident report form in the event of any incident in which First Aid or other medical treatment is required or of any dangerous occurrence where an injury might easily have occurred or where any possible claim against the school may be made, for whatever reason. There is a shortcut link to the forms on the trip phones and the form can be completed on SharePoint. **This must also be reported on the Trip Evaluation Form.**

Water Safety

Refer to the *Swimming Policy* for further details.