KINGSTON GRAMMAR SCHOOL

FOUNDED 1561

EDUCATIONAL VISITS, TRIPS AND TOURS POLICY

1. Introduction

- 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. For some subjects, trips form an essential component of a course for completion of an academic qualification.

- The School also recognises the need to balance the benefits of trips and visits out of school with the impact of taking students and staff out of the classroom including lessons in other subjects. Forward planning is therefore essential to manage this balance appropriately.

- 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 religion or belief. The School will also consider sensitively and on a case-by-case basis any additional needs of a student who is questioning their gender, in accordance with the School's Gender Questioning Children Guidance.

- The School also recognises that some trips which are an integral part of a qualification, eg Lower 6th Geography and Biology Field Trips, should be accessible to students regardless of financial circumstances.

- Sometimes a trip will be oversubscribed, and it may be necessary to run a 'waiting list'. This should be done on a 'first come, first served' basis.

- 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, local area visits, trips and tours may be referred to collectively in this policy as “trips”.
- 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.
- This policy should also be read in conjunction with other relevant school policies including:
    - EDI
    - Disability Policy
    - First Aid
    - Allergy Safety
    - Health and Safety
    - Transport Policy
    - Swimming Policy
    - Risk Management and Assessment
    - Student Code of Conduct
    - Code of Conduct for school trips
    - Smoking, Alcohol, Drugs and other Substance Abuse
    - Safeguarding and Child Protection
    - Gender Questioning Children Guidance.

2. Consent

- Parents must complete an annual consent form for all routine day trips run by KGS normally at the start of each Academic Year. One consent form is sufficient to cover all such day trips that the student will participate in over the academic year.

- All residential trips and all day trips that have a higher risk associated with them e.g. RAF flying or shooting require a separate consent form with more specific detail given about the risks involved.

- The consent form, fully completed and signed by the parents must be received by the School by the return date specified and, in any event, at least two working days before the trip departs, otherwise the student will not be allowed to participate in the trip.

3. Key staff responsibilities

- 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 Trips who takes on the role of Educational Visits Coordinator (EVC).

- 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, working with other members of the Executive in order to check for any potential calendar clashes against the School ISAMS and MSP 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.

- 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).
    - Ensure all necessary parental consents have been received prior to a student participating in a trip.
    - 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.
    - Review and optimise 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.
- The **Trip Leader will:**
    - Be responsible for making the initial trip application and following all required procedures to obtain internal authorisation (outline approval and then final approval) to run the trip.
    - Be responsible for the overall organising and running of the trip – with support from third party providers where relevant - ensuring so far as reasonable all appropriate controls for the safety and wellbeing of both students and staff.
    - Work with the EVA and EVC 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, parental consent forms and all other relevant logistical / itinerary information and risk assessments.

- Be responsible for ensuring that all staff on the trip are fully aware of what the trip entails, their tasks and responsibilities, the risks involved and control measures in place to mitigate these.
- Ensure that accompanying staff are briefed on any relevant student medical needs, including known allergies, associated risk controls, location of medication, and emergency response arrangements.
- Be responsible for the financial control of the trip, ensuring that budgets are adhered to and that receipts and records are kept in order to account for any expenditure made.
- Know who the staff emergency contacts are for the trip and liaise with them as necessary, seeking support where needed and keeping them informed of any significant concerns, issues or incidents.
- Ensure that trip phones, first aid kits, medication etc is collected and, subsequently returned at the end of the trip (to include the return of any school credit cards at the end of the trip where these have been issued by the Finance Office).
- Complete the trip evaluation form after the trip.
- Be responsible for other matters as indicated in this policy.

- **All staff on a school trip** will:
  - Do all that is reasonable to ensure the health, safety and welfare of the students and other staff in the group.
  - Follow the instructions and decisions of the Trip Leader and undertake delegated tasks.
  - Monitor the behaviour of students, taking disciplinary action as appropriate
  - Consider stopping the trip or activity, informing the Trip Leader, or seeking advice from the Trip Leader or other accompanying staff, if they consider that the risk to the health and safety of students or staff is unacceptable.

4. Organising a trip

- This policy sets out the overarching principles that the School follows in relation to trips.
- The organisation of each trip follows set procedures which staff are required to follow from the initial internal application for the trip through to all essential arrangements and documentation required to run a trip and the post trip evaluation. Staff should

refer to the ***Procedures for School Trips*** which are separately available on the Staff Shared Area.

- All trips must secure approval from the EVC and the Head.

- The EVA and the EVC are available to guide staff through the process to apply for and run a trip, and to provide support and advice as necessary.

5. Risk Assessments

- A full Risk Assessment is required for each trip. The KGS generic trip risk assessment should be completed and reviewed prior to any trip and supplemented with a visit-specific risk assessment.

- Trip risk assessments must specifically consider any known allergies within the group, including food, medication, insect venom, animal, latex or environmental allergies, and set out any controls required to reduce the risk of exposure and respond appropriately in an emergency.

- 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. These will form part of the overall school risk assessment.

- Where commercial organisations are providing adventurous activities, the Trip Leader must also 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.

- So far as is reasonable in all the circumstances, 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.

- 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.

- 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.

- Sufficient briefing shall be given to all those involved on any school trip. This will include briefing parents and students regarding expectations 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.

- ***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.***

6. Recommended ratios and staffing for trips

- 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. This may include consideration of students' medical needs, including allergies, where these affect supervision, emergency response or medication arrangements.

- 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

- 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 Evolve trip form. At the Outline Approval stage, Trip Leaders should give a clear indication of the staff who have confirmed that they will attend the trip, and this should remain unchanged without the consent of the EVC.

- Every trip must have one or more qualified First Aiders, the number of which will vary depending on the size of the group, the nature of the trip and the medical needs of the students on the trip.

- The Trip Leader will work with the EVC to achieve appropriate and fair staffing for trips which will look at amongst other things (i) achieving a gender balance which reflects the students on the trip, and (ii) the qualifications and experience of the staff involved both individually and as a group.

- 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. Medical and First Aid

- Parents are required to complete a Medical Information Form for their child before they enter the School and to advise the School immediately if there is any subsequent change in their child's medical condition/information so that the student's medical records can be updated.
- Other than for routine day trips, parents will also be required prior to the trip:

  7..1. To confirm that all information held by the School about their child's health and medical conditions (including dietary information) is accurate and up to date or to advise the School of any additional information of relevance by emailing: changes@kgs.org.uk

  7..2. To re-confirm their consent for administration of basic remedies and (where applicable) for administration of emergency medications/treatments by school staff.

- Prior to the trip, the Designated Medical Lead for the trip will meet with the School Nurse in a timely manner to review the medical needs of students on the trip. The date and details of this meeting must be documented. The Trip Leader (if they are not the Designated Medical Lead) should also be appropriately briefed ahead of departure regarding any students of concern. Where a student has a known allergy, this review must include their Individual Healthcare Plan, Allergy Action Plan and, where relevant, Asthma Action Plan, together with any required medication, emergency arrangements and reasonable adjustments.
- The Trip Leader is responsible for ensuring ahead of departure that First Aid kits and basic remedies have been collected from the School Nurse, along with emergency medications/treatments required for students on the trip, and that they are in the possession of the relevant member(s) of staff on the trip at the point of departure.
- Students prescribed adrenaline devices must have two in-date devices with them on the trip. The Trip Leader is responsible for checking this before departure, in liaison with the Designated Medical Lead and School Nurse. If a student who requires emergency

medication, including adrenaline devices or an inhaler, arrives for a trip without it, the student must not depart unless alternative arrangements have been agreed with the School Nurse or Designated Allergy Lead and the Trip Leader is satisfied that the student can participate safely.

- Where a student joins a trip or fixture directly at the venue, the Trip Leader must check on arrival, before the student participates, that the student has two in-date devices with them. Where possible they should carry out these checks whilst parents are still present. If the required devices are not available at the venue, the Trip Leader must pause the student's participation and seek advice from the School Nurse, Designated Allergy Lead or senior emergency contact before deciding how to proceed, taking into account both the student's medical needs and the safe supervision of the wider group.

- The Trip Leader and other staff on the trip will have access as necessary to relevant medical conditions, information and emergency contacts as well as associated risk management documents. This includes access, where relevant, to allergy-related risk management information, Allergy Action Plans and Individual Healthcare Plans.

- Where appropriate, Trip Leaders may carry hard copy medical information for ease of access and for student safety – where this is the case, Trip Leaders will ensure such documents are held securely at all times and that they are destroyed as soon as practicable when the trip returns.

- Further procedures in relation to consents, administering and handling of student medications on trips are set out in the School's ***Medication Policy*** which staff should ensure they are familiar with.

- Staff are 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. The accident report form should be completed as soon as reasonably practicable, and during the trip if possible. **This must also be reported on the Trip Evaluation Form.** Any allergic reaction, suspected allergic reaction, use of emergency allergy medication, or allergy-related near miss during a trip must be reported in accordance with the School's accident/incident reporting procedures and the Allergy Safety Policy, and recorded on the Trip Evaluation Form.

8. Communication with Parents and Students

- It is important that parents are given full written details relating to the organisation of trips. A Trip Itinerary and Information Sheet explaining all aspects of the trip will be sent to parents along with a Trip Consent Form.

- The Trip Itinerary and Information Sheet should include the following key information:

- The objectives, dates and cost of a trip
- Travel details to include (provisional) departure and arrival times
- (Provisional) Accommodation name and location
- Staff members on the trip
- Itinerary
- Tour Company information
- Inclusions/exclusions
- A reminder that parents must ensure the School holds up-to-date allergy, dietary and medication information for their child before the trip.
- 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)
- Any trip-specific arrangements for mobile phones, smartwatches and other personal electronic devices.

- Where food is provided as part of a trip, the Trip Leader must ensure that allergy information is considered in advance and that appropriate arrangements are made for students with food allergies. This includes catered packed lunches, meals provided by external venues, match teas, snacks, and food purchased or provided during residential or overseas trips.
- For residential trips, the Trip Leader should, in addition to sending the Trip Itinerary and Information Sheet, hold an information evening for parents at least two weeks before departure. This allows for final details to be presented and for parents to ask any questions or raise any concerns.
- For all trips, students should also 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

- Allergy-related reminders, including that students must not share or swap food and must follow any food restrictions or arrangements put in place for the trip
- Reminders about mobile phone use.

9. Student Supervision on trips

- 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.
- 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, 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.
- 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.
- 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.
- 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.

- 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 ***Missing Child Policy***.
- Specific provisions relating to student supervision on different methods of transport are covered in the School's ***Transport Policy***.
- For UK based day and evening 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 difference 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.
- 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.

10. Alcohol, drugs and banned substances

- Normal school rules apply for the duration of the trip. 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.
- 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***).
- Staff are not permitted to consume alcohol on school trips at any time, and whether on or off duty.

11. Transport Arrangements

- All school vehicles used for 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***.

12. Insurance Arrangements

- The School's group travel insurance policy provides group cover for all members of the School involved in school trips and the cost of insurance must be added into the trip

budget sheet, for which there is a template to assist staff with establishing the correct cost.

- For any specific activities (including all adventurous/hazardous activities) staff should check with the Finance Office, so as to ensure coverage applies (this should be done before the final paperwork is submitted).

13. Emergency Arrangements

- 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 respond promptly to any known or suspected allergic reaction in accordance with the student's Allergy Action Plan, Individual Healthcare Plan and the School's Allergy Safety Policy.
    - 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.
- 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.
- 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 Team (Head and other members of the Executive). The names of casualties should not be given to the media.
- The School holds a Critical Incident File, held by the Executive, which covers the management of a major incident, disaster or emergency.

- 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.

14. Water Based activities

- 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.

15. Cancellation of trips on the grounds of safety

- The Head, the DSL (Designated Safeguarding Lead) 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.