



# King's Hall School

TAUNTON

## **Educational, Cultural and Recreational Trips, Tours and Visits Policy**

### **Responsibility**

**Individual:** Educational Visit Co-ordinator [EVC]

### **Review**

**Last review date:** November 2017

**Next review date:** November 2019

**This Policy describes those actions which must be taken by the Lead Member of Staff when considering a trip outside the School which involves pupils.**

### **1. Introduction**

#### **1.1. Philosophy**

At King's Hall we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip, tour or visit is different. Some are directly related to the curriculum, some are designed to promote social awareness or to enhance physical skills, self-reliance and team-working. Others will extend their knowledge of the world. The common factor is that they all make an essential contribution to pupils' development and education in the broadest sense of the word.

As a School we want to encourage visits, trips and tours. It is part of what a King's education is about. Informal feedback from parents highlights the importance of the variety of trips, tours and visits that we offer.

However it is important to establish principles of "best practice" without the bureaucracy of "best practice" acting as a disincentive to staff wanting to organise trips/visits.

#### **1.2. The Standard of Care**

Obviously visits, trips and tours are an extension of school life and basic school rules must apply. Teachers responsible for supervising trips and tours must act in a professional manner, and act towards pupils as a careful parent would act towards their children. The responsibility is not lessened because the duty is undertaken voluntarily.

In all cases where the teacher has accepted the care of the pupils, he/she must take responsible precautions for their safety. It is a professional duty, included in the School Teachers' Pay and Conditions Document, for a teacher to maintain the good order and discipline of pupils and safeguard their health and safety, not only in School, but also when they are taking part in authorised activities elsewhere.

The main legislation covering this area is the Health and Safety at Work Act 1974 and regulations made under that Act, in particular, the Management of Health and Safety at Work Regulations 1999.

The employer (the local authority, governing body or proprietor) is responsible for health and safety, though tasks may be delegated to staff. Employees also have a duty to look after their own and others' health and safety. It is very rare for school staff to be prosecuted under criminal law with regard to accidents involving children. Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so. Most claims for negligence are brought against the employer (who has public liability insurance) and not individual members of staff.

Assessing and minimising potential risks is essential. "Negligence" must be avoided.

### 1.3. Form of Indemnity

Parents sign a general form of indemnity before pupils start at the School. This identifies the hazardous activities to be undertaken, such as canoeing and rock climbing and states that the parent consents to the risks involved.

However, it should be noted that s.2 of the Unfair Contract Terms Act 1977 imposes limitations on how far a person may restrict or exclude his or her liability for negligence so the applicability of a form of indemnity is somewhat limited. It will establish that a parent is aware of the risks involved and may be a helpful defence if a child sprains an ankle whilst climbing, which could be considered to be a "reasonable" risk of such an activity.

It is extremely doubtful whether a form of indemnity would be any defence, if, through a teacher's "negligence", a child was seriously injured.

## 2. Planning a Visit, Trip or Tour

For simplicity visits, trips and tours will be classified as follows

**A VISIT:** This is where pupils are off the School campus but **not away overnight**, such as geography fieldtrips, Year 8 'Town Time', rewards trips, theatre or zoo visits and watching sports matches.

This will also include Saturday morning and weekend boarding activities such as cinema trips, walking (Exmoor Challenge), mountain biking, sailing, waterparks, amusement parks and cookery or sport at King's College.

**A TRIP:** This would involve **one or two nights away** from School such as a pony trekking, Year 8 Okehampton, Year 4 New Barn or Year 5 Kilve Court.

**A TOUR:** This would involve time spent overseas or a longer expedition in the UK such as a ski trips, Year 7 Switzerland Trip or sports tours.

### 2.1. Initial planning

2.1.1. The leader must evaluate whether the visit, trip or tour fits into the academic, sporting or cultural programme of the School. Recreational trips and visits should be appropriate to the age of the pupils.

2.1.2. Unless a **visit** is part of the School's normal curriculum such as Year 8 Town-Time or rewards trips and not in normal lesson time, the **permission must be sought, in advance, from the SMT.**

2.1.3. **Academic visits in lesson time** should try to follow the guidelines of one per subject per year group per year. e.g. one geography fieldtrip allowed in Year 7 during the academic year.

2.1.4. The initial details of **any potential trip or tour must be approved by the SMT** and the proposed itinerary vetted by the EVC and the Director of Sport if a sports tour. It is important that trips and tours do not clash where feasible and that the same pupils, and as a consequence the same parents, are not targeted too frequently.

- 2.1.5. **Initial details** must include a basic itinerary, the anticipated cost, the pupils being targeted and the staff involved
- 2.1.6. Where possible the member of staff planning a visit, trip or tour should **visit the location** before the proposal is made to ensure it is suitable for the group.
- 2.1.7. If **other Schools** have used the location, then they should be contacted for advice.
- 2.1.8. **The costs** of a visit, trip or tour must be considered carefully. If over £30, parental permission must be sought, but it is good practice to let parents know beforehand, if they are to be billed.
- 2.1.9. The **Headmaster must see any letter** about the proposed tour before it is sent to parents.
- 2.1.10. **Parents** must be contacted by email, and give formal permission, before pupils “sign up” to a tour.
- 2.2. **Substantive Planning:**
- 2.2.1. **Visits [not overnight]**
- A **risk assessment** must be carried out for all visits, a risk assessment form filled in and submitted to the EVC.
    - For **regular** School activities such as hobbies (archery, craft, cookery, etc.) this can be generic as the same risks are involved each week.
    - For **one-off** visits a unique risk assessment must be completed for that visit. Most commercial sites will have their own risk assessment, a copy of which must be obtained, and studied.
  - **Details** of the date, time (leaving and return), activity, destination, transport, pupils and staff involved, and staff contact numbers must be published on the common room board and published by email (see form at Appendix 2).
  - **The Costing** of the visit must be done accurately and who bears the cost must be made clear.
    - For compulsory academic visits, the department, in most circumstances, should bear the cost.
    - Where it is optional, the cost may be borne by the parent. If it is over £30 then parental permission must be sought in advance, but it is good practice to let parents know beforehand, if they are to be billed.
  - **Billing:** where a pupil is to be charged, the member of staff should complete the finance office charging sheets (see Beki Gardner). The whole cost of the visit should be reconciled. Any invoices or bills should then be submitted to the finance office.
  - **Staffing:** For local visits a ratio of 1 member of staff to 20 pupils should not be exceeded. If the party includes both boys and girls, then it is preferable for there to be at least one male and one female member of staff.
    - Trips abroad should be at least 1:10 (staff to pupils)
    - EYFS – at least 1:5
    - Years 1 to 3 – at least 1:6
    - Years 4 to 6 – at least 1:10/15 depending on the nature of the trip

- Years 7 and 8 – at least 1:15/20 depending on the nature of the trip
- **Hazardous visits:** for activities like kayaking, climbing, surfing, sailing, cycling and so on staffing levels must be substantially higher (see appendix 1) and staff involved must be suitably qualified and experienced. If in doubt contact the EVC.
- **Medical details:** staff must contact the medical centre in good time with a list of pupils' names to have the medical details of any pupils who have allergies, asthma or other "need to know" conditions. Staff must be aware of the required emergency action. The day before leaving, staff should again consult the medical centre for up-to-date information about pupils involved in the visit.
- **Catering:** The kitchens need to be contacted via e-mail and sent a 'catering order form' to "lcolbourne@kingshalltaunton.co.uk" 7 days in advance if early or late meals are required, or if packed meals are required in lieu of School meals. If the order is in any way complicated, then a personal visit to see the kitchens is recommended. Vegetarians and pupils with allergies must be catered for.
- **Health and safety:** [Advice on legal duties and powers \(February 2014\)](#) is a DfE document for local authorities, school leaders, school staff and governing bodies and should be read by staff planning visits, trips and tours. (A copy is in the staff shared> risk assessments folder)

### 2.2.2. Trips [overnight]

All the above points that apply to a **visit** also apply to a **trip**. Additional points also apply in the planning of a trip.

- The **Venue** must be vetted, and if possible visited before the trip. Most commercial recreational venues will have their own risk assessment.
- **Staffing:** If the party includes both boys and girls, then there must be at least one male and one female member of staff.
- **The programme.** Staff must ensure the activities on a trip are appropriate to the age group and do not involve any unnecessary risks. Free time should be limited, and "boundaries" (physical and social) made clear to the pupils.
- **Rooms.** Ensure staff rooms are strategically located, and that the pupils know where the staff rooms are. Boys and girls rooms should be isolated from each other.
- The **Risk Assessment for overnight Accomodation** must be completed.

### 2.2.3 Tours

Organising a tour is a massive undertaking and the organiser is strongly recommended to use a recognised tour company that is ABTA bonded. School and foreign language exchanges however may

only need to book flights and use local transport. All the issues that apply to a **visit** or a **trip** also apply to a **tour**; in addition the organiser must also consider the following:

- **Financing** a tour is a major issue. The organiser must liaise with the finance department about setting up an account. The organiser must also consider all the extras that may not be included in the tour company's price. The organiser must discuss all details with the Headmaster.
- **Sponsorship.** It is possible that the tour leader may be able to obtain sponsorship from a parent or a local firm.
- **Communication.** Tours must be organised well in advance. Usually a full academic year is needed. Parents, pupils and the Headmaster must be kept well informed about deposits, the itinerary, clothing lists, vaccinations etc.
- **Overseas Pupils.** The tour leader must check immigration requirements, contact parents and check with Admissions whether a visa is needed for travel to the tour destination.
- **Travel Regulations.** The tour leader must check immigration requirements as some countries require documented proof before children under 18 are allowed to travel without parents eg South Africa.
- **Vaccinations.** The tour leader must contact the medical centre to organise any vaccinations that may be required for boarders and advise day parents accordingly.
- **Pupils' details.** The tour leader must build up a data base of all the relevant details of those pupils going on the tour including contact details, "need to know" medical records, mobile numbers, allergies, special dietary requirements.
- **Medical treatment.** When taking children under 16 abroad, it is advisable to obtain written parental consent to any necessary medical treatment. A 16 year old may give consent to medical treatment. Parents should be told that the teacher is in 'loco parentis' and must be free, in the pupil's interest, to take such action as a prudent parent would for their own child. In a sudden emergency there is unlikely to be time to contact the parents. At least one member of staff should have advanced first aid training, and a supply of first aid equipment should be taken.
- **Insurance.** The tour leader must check the details of the School insurance policy with the Finance Manager and have a hard copy of the insurance details (policy number and contact details etc)
- **Liaison.** It is good practice to have a member of staff at School to act as a liaison or link for parents, and that parents have access to the relevant phone number. The tour leader must keep the liaison person fully informed.

### 3. During the Trip, Tour and Visit

#### 3.1. Conduct

On all School trips, tours and visits basic School rules apply. Both parents and pupils must be made aware of this and a meeting should be held with the group before the tour or trip, to establish a **"Code of Conduct"** for the trip or tour. This would include general behaviour (within basic School rules), dress code, roll call times, curfew times and local "by laws" appropriate to the tour or trip.

### 3.2. **Communication**

Pupils must be given details, possibly a crisis card, of the leaders' mobile phone numbers, the address and contact details of where the party is staying and any other relevant details that may be appropriate for the tour or trip. Staff must have the mobile numbers of the pupils on the tour or trip and their own **"crisis card"** with numbers and relevant details. On a visit, the organiser must have a cross section of mobile phone numbers of the pupils involved so that each group of pupils can be contacted.

### 3.3. **Rendezvous**

Identify a rendezvous procedure for lost pupils and a recall system in emergency.

### 3.4. **First Aid**

At least one member of staff on a trip or tour should have a more advanced First Aid qualification eg First Aid at Work. A medical bag must be accessible at all times. If any pupils need to go to hospital or see a doctor, they must be accompanied by a member of staff. If hospitalised a member should stay in the vicinity. For all but the most trivial injury or illness, parents should be contacted. If abroad retain receipts for medical care and contact the insurers.

### 3.5. **First Aid training**

All staff are required to complete a Basic First Aid at Work course, however for trips and tours one member of staff should have a more advanced First Aid qualification. Advice should be taken from the School's Health and Safety advisor.

### 3.6. **Roll Calls**

Roll calls must be taken regularly, especially with a large party. On tours and trips, evening curfews, meal times, meeting times and places must be made clear. In the evening the member(s) of staff on duty must make personal contact with every pupil in the party at curfew time and check they are present.

### 3.7. **Contingency plans**

Be prepared to review the plans in the course of the tour or trip, especially with a view to ongoing risk assessment

### 3.8 **Actions in the event of an emergency**

The course of actions required in the event of an emergency are detailed in appendix 3. The party leaders should be familiar with this document and follow the protocol calmly. Notes should be taken including timings at the earliest opportunity.

## 4. **On Return**

### 4.1. **Reports**

On return from a trip, and especially a tour, report appropriate highlights to the Headmaster. A report must also be sent to the marketing department.

Any disciplinary issues should be addressed to the Deputy Head (pastoral) or the Headmaster if serious.

It is good practice to file in the staff shared area>risk assessments your risk assessment, with a brief tour or trip report for future reference. This may include problems arising from transport, the venue, the itinerary or the tour company. It could also include recommendations for future visits, and any particular benefits from the trip or tour.

#### 4.2. **Finance**

As soon as possible, settle up all financial matters with the Finance Office, and settle any insurance claims

**Appendix 1 Staffing Ratios**

Activity	Details	Minimum staff/pupil ratio
Camping	Low level	1:12
		1:8
Kayaking	Sheltered inland water	1:8
	Moderate water	1:6
	Advanced water	1:4
Cycling	On road	1:10
	Off road	1:8 or less, depending on severity of conditions and experience of riders
Horse riding		1:6
Mountain/ Moorland activities		1:8 (but ideally 2 staff regardless of no. of pupils)
Low level walking		1:12
Orienteering	Numbers dependent on complexity of terrain	1:15
Pony trekking		2:6
Rock climbing	Intro. Sessions	1:8
	Multi-pitch climbs	1:2
Sailing (dinghy)	Reservoir	1:12 (6 boats)
	In the sea	1:8
Surfing	Level 1	1:6
	Levels 2&3	1:8
	Body boards	1:8

- Trips abroad should be at least 1:10 (staff to pupils)
- EYFS – at least 1:5
- Years 1 to 3 – at least 1:6
- Years 4 to 6 – at least 1:10/15 depending on the nature of the trip
- Years 7 and 8 – at least 1:15/20 depending on the nature of the trip

**Appendix 2**

**School Trips & Tours – Planning Check List and Risk Assessments**

- 1 **Introduction:** All school trips/tours must have an assessment of the risks involved especially with regard to the health and safety of the participants during the trip. **Risk assessments need to be left in the EVC's pigeon hole.**

Possible risks to be considered	Please tick that you have added a RA
Risk assessment for travel	
Risk assessment for your activity (ies)	
Risk assessment for medical matters. Do you need vaccinations? (You need a copy of pupil/staff health issues)	
Do you have staff qualified to carry out your activities? (You need evidence of qualifications)	

2 **The Trip:**

Where are you going/venue?	
Do you need passports and visas? (You need copies of these)	
Date(s) of trip/tour?	
Time leave and time return?	
Reason for trip?	
Year group/team participating?	
Where are you staying if overnight? (Attach an itinerary if on tour)	
Have you checked the school insurance policy? (Take a copy with you)	

3 **Staff:**

Staff going on trip	Name	mobile
Staff member i/c		
Staff member 2		
Staff member 3		
Staff member 4		

- 4 **List of Passengers Names:** Insert list of passenger names either below or attach separately. A copy must be left in the school office and on notice board in Common Room

**APPENDIX 3 - ACTIONS IN THE EVENT OF AN EMERGENCY ON A SCHOOL TRIP**

**Guidance on Emergency Procedures**

*(these guidelines must be taken by Party Leader and his/her deputy)*

<b>STAY CALM</b>	<b>Initials</b> when completed. <b>Notes</b> continued in boxes numbered overleaf
<ul style="list-style-type: none"> <li>Establish nature and extent of the emergency</li> </ul>	(1)
<ul style="list-style-type: none"> <li>Make sure that all other members of the party are accounted for and are safe.</li> </ul>	(2)
<ul style="list-style-type: none"> <li>If there are injuries, establish their extent and administer first aid (if you have been trained or feel capable – but be aware of consequences if you were to give incorrect treatment).</li> </ul>	(3)
<ul style="list-style-type: none"> <li>Establish names of the injured and call relevant emergency services.</li> </ul>	(4)
<ul style="list-style-type: none"> <li>Advise other party staff (where relevant) of the incident and that emergency procedures are in operation.</li> </ul>	(5)
<ul style="list-style-type: none"> <li>Ensure that an adult from the party (if one is available) accompanies casualties to hospital. In the event of a very local trip supervised by just one adult, that adult should stay with the rest of the party allowing the emergency services to take casualties to hospital, but School should be alerted at once and arrangements made for a member of staff to proceed immediately to the hospital.</li> </ul>	(6)
<ul style="list-style-type: none"> <li>Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base.</li> </ul>	(7)
<ul style="list-style-type: none"> <li>Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.</li> </ul>	(8)
<ul style="list-style-type: none"> <li>Party leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition.</li> </ul>	(9)
<ul style="list-style-type: none"> <li><u>Control access to telephones</u> until contact is made with School (via <b>SCHOOL RECEPTION</b>), emergency contact or senior member of staff and until he/she has had time to contact those directly involved. Pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far).</li> <li>Further support is available from the school's insurers. If you cannot contact School, or need specific advice quickly call our insurers</li> <li>This is intended for support and advice, not to initiate a claim. <b>MARSH INSURANCE: Mike Bentley</b>, Senior Client Executive – Education Practice, Capital House, 1-5 Perrymount Road, Haywards Heath, West Sussex, RH16 3SY, T: +44 (0) 1444 458144, M: +44 (0) 7554112259</li> <li>Additionally, a telephone number contacts' list is available, to be carried by the party leader or deputy</li> </ul>	(10)
<ul style="list-style-type: none"> <li>Staff should not speak to anyone who might be a member of the media, and under no circumstances should the name of any casualty be divulged to any such person.</li> </ul>	(11)
<ul style="list-style-type: none"> <li>Legal liability should not be discussed with or admitted to anyone.</li> </ul>	(12)
<ul style="list-style-type: none"> <li>School Crisis and Emergency procedures should be activated as soon as possible. Steps taken should include :</li> </ul>	(13)

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<ul style="list-style-type: none"> <li>School to arrange for contact to be made for all parents of those involved. In serious incidents parents of all party members should be informed.</li> </ul>	(14)
<ul style="list-style-type: none"> <li>Inform parents of any delays that will be necessitated.</li> </ul>	(15)

STAY CALM	Notes and Initials
<ul style="list-style-type: none"> <li>Nature and Extent</li> </ul>	(1)
<ul style="list-style-type: none"> <li>Injuries / First Aid</li> </ul>	(3)
<ul style="list-style-type: none"> <li>Names of injured</li> </ul>	(4)
<ul style="list-style-type: none"> <li>Advise all party staff</li> </ul>	(5)
<ul style="list-style-type: none"> <li>Adults to accompany injured</li> </ul>	(6)
<ul style="list-style-type: none"> <li>Main party supervised</li> </ul>	(7)
<ul style="list-style-type: none"> <li>Adult at site to liaise</li> </ul>	(8)
<ul style="list-style-type: none"> <li>All relevant details</li> <li>Witnesses names and addresses</li> </ul>	(9)
<ul style="list-style-type: none"> <li>Access to phones / Insurers</li> </ul>	(10)
<ul style="list-style-type: none"> <li>School Crisis and Emergency procedures activated</li> </ul>	(13)
<ul style="list-style-type: none"> <li>School to arrange contact with parents</li> </ul>	(14)
<ul style="list-style-type: none"> <li>Inform parents of delays</li> </ul>	(15)

**Changes**

Nov 17 AH – update to reflect Crisis and Emergency Plan