



Leehurst Swan School Trips Policy

This policy is published on the school website for parents, and applies to the whole school including EYFS

Last reviewed in October 2016 by the Bursar

RESIDENTIAL TRIPS/OVERSEAS TRIPS

PROCEDURE FOR PLANNING A VISIT

In planning a visit the organiser should:

- Refer to any previous relevant evaluation sheets (Form E held by the head)
- Discuss proposed trip with the head, seeking approval in principle subject to risk assessment
- Contact venue to check suitability and cost, investigate transport options and cost (via reception), make an exploratory visit if possible, choose staff to accompany trip, complete risk assessment
- Seek the approval of the head by completing Form A and risk assessment Form R
 - Discuss dates with deputy head for school calendar and at a staff briefing
 - For EYFS pupils ensure there is at least one member of staff with Paediatric First aid qualification on any EYFS trip outside school
- Collect 'Trips Pack' from assistant bursar
- Draft a letter, if considered necessary, to parents giving information about the trip, including anticipated costs, with a reply slip to collect numbers. **Trip letter to parents to be typed by reception and approved by head.**
- In the light of pupil response, and well in advance, confirm to participants that the trip will/will not take place. If trip to take place outline payment method and request a non-returnable deposit. **Letter to be approved by head.**
- Make initial arrangements, organise transport, book mobile phone(s), etc
- Produce letter to parents giving final arrangements and full details, including a contact number if the return time is after school hours or after the end of term, and obtain their consent by completion of Form C/Residential
- In consultation with any other members of staff involved decide details for supervision of pupils and the expected code of conduct
- Arrange a briefing meeting for parents, pupils and staff going on the trip
Draw up a contact tree
- Ensure that, by the day of departure, the head, reception (in the white "Today's Trip Details" folder, which remains on site) and the nominated out-of-hours contact have up-to-date details of the visit; a list of participating pupils and copies of the indemnity Forms D/Residential.
The nominated contact must be available out of hours until the trip returns. The trip organiser MUST inform the nominated contact of the safe return of the trip (on the day of return). Staff to ensure that safeguarding procedures are adhered to throughout the planning and duration of any trip both non-residential and residential.
- After visit – complete evaluation sheet – Form E

SUPERVISION FOR RESIDENTIAL/OVERSEAS TRIPS

It is the group leader's responsibility to ensure that the appropriate number of staff are available.

- 1 adult to 15 pupils for a residential stay (minimum of 2 adults of opposite sex if a mixed party)
- 1 adult to 8 pupils for skiing parties, a minimum of 2 adults for an overseas visit

This constitutes a rough guide – extra staff may be necessary if potentially hazardous pursuits are planned. Numbers to be discussed and agreed with the head.

Day trips within an exchange are subject to the same conditions as non-residential trips, and in addition pupils will carry an identity card in the appropriate language – the card will only have contact details on it and not the name of the child.

The group leader must not leave the drop-off point until all pupils have been collected. This includes the school if pupils return after the normal end of day for those pupils

NON-RESIDENTIAL/DAY TRIPS

PROCEDURE FOR PLANNING A VISIT

In planning a visit the organiser should:

- Refer to any previous relevant evaluation sheets (Form E held by the head)
- Discuss proposed trip with the head, seeking approval in principle subject to risk assessment
- Contact venue to check suitability and cost, investigate transport options and cost (via reception), make an exploratory visit if possible, choose staff to accompany trip, complete risk assessment
- Seek the approval of the head by completing Form A and risk assessment Form R. Discuss dates at a staff briefing
- Collect ‘Trips Pack’ from assistant bursar
- Draft a letter, if considered necessary, to parents giving information about the trip, including anticipated costs, with a reply slip to collect numbers.
Trip letter to parents to be typed by reception and approved by head, trip consent reply letters can be accepted by email
- In the light of pupil response, and well in advance, confirm to participants that the trip will/will not take place. If trip to take place outline payment method and request a non-returnable deposit. **Letter to be approved by head.**
- Make initial arrangements, organise transport, book mobile phones, etc. In the case of overseas trips any payment (tickets, accommodation etc.) **must** be made via the assistant bursar, not using personal credit / debit cards.
- Produce letter to parents giving final arrangements and full details, including a contact number if the return time is after school hours, and obtain their consent by completion of Form C/Day
- In consultation with any other members of staff involved decide details for supervision of pupils and the expected code of conduct
- Brief pupils
- Ensure that, by the day of departure, the head, reception (in the white “Today’s Trip Details” folder, which remains on site) and the nominated out-of –hours contact have up-to-date details of the visit; a list of participating pupils and copies of the indemnity Forms D/Day.
The nominated contact must be available out of hours until the trip returns. The trip organiser MUST inform the nominated contact of the safe return of the trip (on the day of return)
- After visit – complete evaluation sheet – Form E

SUPERVISION FOR NON-RESIDENTIAL TRIPS

It is important to have a high enough ratio of adult supervisors to pupils for any visit. The factors to take into consideration include:

- Sex, age, ability of group
- Pupils with special educational or medical needs
- Nature of activities
- Experience of adults in off-site supervision
- Duration and nature of the journey
- Requirements of the organisation/location to be visited

In any situation there must be at least 2 adults present

Trips will be staffed with regard to suggested ratios:

Pre-Prep	1 adult to 4 pupils
Years 1-3	1 adult to 6 pupils
Years 4-6	1 adult to 10 – 15 pupils
Years 7, 8 & 9	1 adult to 15 –20 pupils
Years 10 & 11	1 adult to 20 pupils

(DFE: Health and Safety of pupils on educational visits)

Where the risk assessment indicates that a first aider should accompany the trip, then a first aider must be identified to accompany the trip. One teacher must be made group leader and a deputy must be nominated.

Where a high adult/pupil ratio is required it is not always feasible to use school staff alone.

Parents/volunteers may be used to supplement the supervision ratio but a parent/volunteer who has not had a DBS check must **not** be left in sole charge of pupils. Parents will be advised in advance of adults accompanying the trip.

Provision is made so that there is at least one member of staff with paediatric first aid qualification on any EYFS trip outside school.

Supervisors' Responsibilities

Although the group leader retains overall responsibility the groups should be divided into subgroups, each the responsibility of an adult. Consideration should be given to identification of these subgroups. Whatever the length and nature of the visit, frequent headcounting of pupils must take place, and always before leaving any venue. All supervisors should carry a list of all pupils and adults involved in the visit at all times. All pupils should be easily identifiable. All pupils should wear school uniform, unless this is impractical, but name badges must not be used. However, badges giving the school name and telephone number should be carried.

Remote supervision should normally only be used for pupils in Year 10 and above. There are some trips where it is not desirable for pupils to be in visual contact with staff at all times, eg. A modern languages trip. The group leader must discuss the level of supervision with the head when organising a trip and if remote supervision is necessary the parents' permission is required before the pupils are allowed to participate. Pupils may be excluded from trips if parents will not agree to remote supervision. Pupils must be in groups of three or more and are the responsibility of the group leader. A teacher, with a mobile phone, must always remain in a pre-arranged location.

When pupils are on an exchange and carrying identification (ID) cards remote supervision applies to any pupils on the exchange.

Indemnity forms for all day trips should be taken by the group leader and copies left in the school office and with the nominated out-of-hours contact if appropriate. Mobile phones are available for the use of group leaders who must ensure that they have a contact number for use after school hours.

Consideration should be given to the drop-off point. The group leader must not leave the drop off point until all pupils have been collected. This includes the school if pupils return after the normal end of day for those pupils. Where a trip returns out of school hours the nominated out-of-hours contact must be notified by the group leader that they have returned safely to the drop off point and all pupils have been collected.

Notes for Staff planning any School Trip

*Refer to : DfES guidance – A Handbook For Group Leaders
School Travel Forum – Demystifying Risk Assessment*

1. Planning - Consider the following:

- Consult previous relevant evaluation forms (Form E's)
- Purpose of the activity
- Target group of pupils (age and number)
- Number of staff involved
- Destination
- Dates and times of departure/return
- Mode of transport
- Cost, including a margin for contingencies. Remember staff "cover" implications during the day of the trip. If cover required consider changing date of trip to control cost
- Accountability of any outside agency
- Need for preliminary (staff) visit
- Potential clashes with other possible visits being planned

2. Letters to Parents

All letters to parents which advertise expeditions, tours or visits, or refer in any way to the financial arrangements relating to them, whether the project is in term time or not, **must be approved by the head.**

All such letters should be typed and reproduced by **reception or the front office.** After approval by the head a copy should be filed with **copies to the head and assistant bursar**

A reply slip should be attached, clearly stating the deadline for return, and containing a consent agreement for the pupil to take part in the activities mentioned, consent for non-returnable payment for the activity and also consent for the staff involved to authorise medical treatment if needed (Form C)

3. Outside Agencies

Any travel agent used for a party in which pupils of the school are involved must be a member of ABTA. They should also be School Travel Forum assured (STF) – see www.schooltravelforum.com for information.

Any tour operator used must produce a copy of their safety management system.

Any transport provider must be approved by the school or tour operator.

All monies received from parents for any projects in the categories referred to above should be in the form of cheques payable to “Leehurst Swan”, or added as an “extra” item on the termly invoice, to be paid in advance or arrears as appropriate with the fees. Discuss likely needs for cheques drawn on the school account or foreign currency facilities with the bursar/assistant bursar at this stage.

4. Code of Conduct

Appoint a deputy leader who will hold duplicate copies of all arrangements.

Ensure that all helpers always carry lists of the entire party, and also the composition of any sub-groups on a day-by-day basis.

All members of staff on the visit must understand the arrangements and be prepared to play their part in supervising the various activities.

A high standard of behaviour is expected of all members of the party at all times especially in public places.

Smoking and drinking alcohol are not permitted by pupils, except wine with meals with an exchange family.

Dress should be appropriate to the activity of the moment. Smart town dress or school/tour uniform should be worn on all appropriate occasions.

Arrangements for meals and bedtimes should be decided in advance and not become matters of chance, unless the nature of the activity demands otherwise (eg. Outward bound courses)

A full programme of activities must be devised in advance with contingency plans prepared for use if necessary. Free time should be structured so that no pupil becomes isolated.

All members of the party at all times should carry an emergency telephone number in case they become separated from the group.

It is recommended that this information should be published for pupils and their parents, together with any background material, in advance of the visit.

5. Information for Parents and Pupils

Teachers/Leaders have a general common-law duty to act as a reasonable parent would in looking after pupils in their care in the particular circumstances of the visit, taking into account the age, aptitudes and abilities of the pupils. It is also expected that good order and discipline will be maintained and that the appropriate school rule will be observed.

Parents must know that in a case of extreme misconduct their child may be sent home at their expense. In such a situation the parents should be contacted by the leader of the visit and problem discussed. Means of transport and the necessity for supervision of the pupil en-route must be established. Where it is neither possible for the pupil to travel alone nor for the parent to collect her/him, then an adult member of the party might need to escort the miscreant home or the school contacted to arrange for another colleague to travel out as escort.

Give advice on the security of possessions (eg. Zipped pockets for money), and procedures to be followed in the event of loss.

Consider guidelines for food and drink whilst travelling. Advise that aerosols are not to be taken on trips. On overseas visits special care can be needed in “familiar” situations (eg. The exit door of an English coach will be on the road and not on the pavement side).

Invite parents to contact the leader if they have any questions.

Provide parents with a contact address and telephone number of the holiday base.

Consider establishing a “cascade” telephone system with the parents to ease communications e.g. In the event of travel delay on the return home.

Organise a meeting with parents.

If pupils on a school trip are communicating with their parents via mobile phone regarding their expected time of arrival back at school, they should convey important information or timing changes via a voice call and not by text. Texts are frequently delayed and are not a guaranteed form of communication due to ‘signal black spots’ in the countryside.

6. Information for the school

In order that the school can answer any enquiries or handle emergencies whilst the party is away, it is essential that the following information is provided in **ALL** cases:

- full nominal roll (surname and first name) of all members of the party, pupils, adults and any guest members, together with passport numbers and telephone numbers of home or holiday contact
- date, time and place of departure and return with flight numbers, etc, where appropriate
- method of transport (eg, is a school minibus, hired minibus or coach being used)
- itinerary and contact addresses en route
- in cases where a travel agent is involved, name of agent, telephone number, invoice number. A pro-forma is provided for this purpose – see Form D (Residential and Day)

7. Accidents

Make sure all members of the group are accounted for.

In the case of illness/injury obtain medical help. If possible, ensure that pupils requiring hospital treatment are accompanied by an adult they know.

Ensure that the rest of the group are adequately supervised.

Restrict access to telephones until the school or emergency contact person has been informed.

Contact with relatives should be made by the school or the emergency contact person.

Do not discuss the matter with the news media.

Prepare a written report at the earliest opportunity. This should be confined to factual information and not include conjecture. Where appropriate, names and addresses of independent witnesses should be obtained.

Remember, after a serious accident some/all members of the party may suffer shock.

Use of Staff Vehicles

Staff may transport pupils in their own cars as long as parental approval is given and the necessary insurance certificate is carried.



LEE Hurst Swan School
Missing Child Procedure for Pre-Prep School (EYFS) and
After School Care For Children Under age 8
Reviewed October 2016 by Headmaster

Missing child

If a child goes missing from the setting or during a trip

- The person in charge will carry out a thorough search of the building and garden.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Person in charge talks to staff to establish what happened
- If the child is not found the headmaster is contacted, the parent is contacted and the missing child is reported to the police.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.
- The person in charge is informed, if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff take the remaining children back to the setting.
- The person in charge of the setting contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The person in charge contacts the headmaster who comes down to the setting as soon as possible.

The investigation

- The headmaster carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The key person/ staff writes an incident report detailing:
 - the date and time of the report;
 - what staff/ children were in the group/outing;
 - when the child was last seen in the group/outing;
 - what has taken place in the group/outing since then; and

- the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- OFSTED is informed.

Annual Review. This document will be reviewed annually by the H&S Committee.

Document Owner: J A Bromilow

Role: Bursar

Last Review Date: October 2016

Next Review Date: October 2017

For overseas trips only for Non-EU Passport Holders

Name of Child:

Date of Birth:

Passport Number : Date of Issue :

Place of Issue of Passport :

Town and Country of Birth:

Nationality:

Full Contact Address in the UK including Postcode:

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Please notify the Teacher in charge of the overseas trip/assistant bursar as soon as possible if you are aware of any potential visa/passport problems for your child on returning to the UK after a school trip abroad

Signed:

Date: