

## **B8 SCHOOL EXCURSIONS**

The safety and security of its pupils is the School's highest priority and King's uses as its basis for excursions the DfES document *Health and Safety of Pupils on Educational Visits*. This is to ensure the health and safety of all those involved, including the adults, and to maintain the educational quality of visits. It should be consulted if in doubt and if there are any issues relating to a planned trip that are out of the ordinary. The School's Health and Safety Officer is happy to advise where necessary. This document highlights many of the important legal issues involved in organising school trips, such as having a ratio of one adult to three children for excursions of pupils in the Early Years Foundation Stage. It also ensures the protection of colleagues in case of accidents by laying out best practice for excursions. Members of staff comply with the various requirements for paperwork, however time consuming this may prove, in their own interests as well as those of the pupils.

The following step by step guide should be followed:

A Paperwork Completion Information Sheet can be obtained from the Foundation Office to help guide this process

### **1 Outline Permission**

Outline permission is required from the Head of Foundation, Divisional Principal(s) and, if Activities Day is involved, the Activities Day Organiser. **Please use grey A5 form or an individual note several months in advance of the proposed trip.** See D4.2

### **2 Feasibility Study**

Pupils may need to be approached at this point if necessary, to check the feasibility of trip.

### **3 Formal Approval**

- a An Approval Form should be submitted to the Head of Foundation. Please ensure the correct initials are put on the form so that DKK can follow up with correct organiser.
- b A Risk Assessment (individually tailored – examples available on S: HEALTH & SAFETY JN – Risk Assessments – School Trip assessments )
- c A Staff Absence Form (1 form to include all accompanying staff). See D4.1

These forms should be submitted to the Head of Foundation **together**, ideally at least 14 days before the proposed visit.

### **4 Contact with parents**

All letters to parents regarding trips must state: “A pupil with a prescribed Epipen should bring in medication from home, and carry it with them at all times on the school trips”.

Medical Form (for overnight trips only) and Parental Permission should be obtained in writing. These are retained by the party leader. (see B12)

NB

1. Parental permission is not required for day trips included in the school calendar.
2. Copies of letters to parents should be left with the Head of Foundation's **or Principal's Secretary** for approval.
3. The type of Medical Form required depends upon the nature of the trip:

Great Britain/Overseas/Skiing. See Nurse or Office for clarification. (see B12)

4. The medical forms for overseas trips include a declaration that parents understand the extent and limitation of the insurance cover provided. A summary of the cover needs to be sent with the original information to parents. See Bursar's Office. *In the case of an expensive trip abroad, it is wise to ensure that any medical conditions affecting the validity of the insurance are declared by the pupil at the first possible opportunity. If a pupil is ill and is unable to travel, the nature of the illness can affect whether an insurance company will still cover the costs.*

## **5 Foundation Diary**

The event should be entered on the Foundation Diary via School Administrator, PCP, in a prompt manner and any clashes avoided. Please also check revision schedules and exam dates to avoid disruption during revision times.

## **6 Trip List**

A composition of Trip List should be completed and the **ORIGINAL only** given to reprographics for copying and distribution, ideally at least 7 days before the visit. (B11)

Trip list pupils should be confirmed prior to excursion. The name of pupils on the trip should be confirmed with the Foundation Office (leave answer machine message if necessary) at time of departure. Staff in the Foundation Office should amend the list of pupils to ensure it is up to date (in Trip File) in case of emergency.

### **Other Points to Consider:**

- Is a First Aid Kit required? See Nurse.
- Do you require a Minibus and/or Mobile Phone? See Estates.
- Are Sixth Formers driving themselves? See 6<sup>th</sup> Form Office for indemnity form.
- Pupils need to be reminded to excuse themselves from lessons to be missed.
- There should ideally be at least one trained First Aider with each trip, especially for activity related trips.
- If financial assistance is sought, it should be discussed with the Head of Foundation at an early stage.

Required paperwork (use only new form), available on S: Trips KSM paperwork and also available from Infant/Junior/Girls/Foundation Offices, the Foundation Office Staff are pleased to assist if necessary. Copies of the completed paperwork are filed in

the Foundation Office, whose staff need to be informed of any changes to published information.

For trips abroad, it is good practice to take a photocopy of the children's passports or ask the parents to provide this before departure. In case of loss or other emergency, the photocopy can be extremely valuable. As a minimum, colleagues should ask pupils to produce passports before the party leaves school to verify that they are available and valid for the requisite time.

In the event of an emergency occurring during a school trip, colleagues telephone the Foundation Office (01625 260000 or 0441625 260000 if abroad) to report details. If a serious situation occurs outside office hours, the contact number established before departure should be used. The following number can be used outside of school time to contact a member of the senior management team who will be on duty as part of a rota: (07921 291404 or 0447921 291404). This number should only be used in case of genuine emergency and **it is vital that pupils do not discover this number.**

## **ADDITIONAL GUIDELINES**

### **Trips Returning to School Outside Normal School Hours**

Years 12 and 13 pupils may normally be left to make their own way home, although sensible precautions should be taken (eg girls should not walk to the station on their own late at night; telephone calls should be made to check that parents are on their way if that has been arranged etc).

Years 10 and 11 pupils may be left to make their own way home or to await collection by their parents, except that after dark or after 9.00pm (whichever is the earlier) the member of staff must remain with them at School until the parent arrives, or until contact has been made to ensure that someone is due to arrive shortly.

Years 7, 8 and 9 pupils should not be left to make their own way home after 7.00pm or after dark (whichever is the earlier). Arrangements should be made for them to be collected and a member of staff **must** remain with them until the car has arrived.

### **Residential Trips Involving Mixed Parties**

Staff organising such trips should try to ensure that a male and female member of staff accompanies the party. If this is not possible the spouse of a member of Staff who is willing to accompany the party is acceptable, but this should be discussed in advance with the Head of Foundation. If this is not possible then the matter should be discussed in good time with the Head of Foundation before plans are finalised. All adults involved in residential trips require a CRB disclosure before accompanying pupils. This will have been processed on appointment for school staff. Volunteers and other adults will need to have a disclosure application processed in good time before departure. Group leaders must seek permission for adults who are not employed by the school to accompany a trip. This must be sought at least **three months** before the date of departure. Failure to seek such permission is a serious breach of school discipline.

**6<sup>th</sup> Form Trips – Making own way to and from venue**

Staff organising trips for 6<sup>th</sup> Form who make their own way to and/or from a venue must state this fact to parents in writing stating that pupils will not be supervised when they are travelling. Parents need to accept responsibility for the pupils at this time by signing correspondence to that effect.

**Medical Treatment on Trip abroad**

In case of medical treatment required abroad, please contact the Insurers emergency helpline for advice, 44 (0) 20 8763 3155, (Policy ref: RTT 103029). If you have to pay any medical costs whilst on the trip, please settle at the time and the school will reimburse on your return.