

EDUCATIONAL VISITS POLICY

Oxford High School Senior School

It is the policy of the GDST to ensure, as far as is reasonably practicable, the health and safety of all pupils, staff and other people who participate in educational visits organised by Oxford High School. The GDST and OHS are also committed to complying with the requirements contained within the DfES's guidance on the Health and Safety of Pupils on Educational Visits (HASPEV). Oxford High School will appoint a competent Educational Visits Coordinator (EVC) and provide appropriate information, instruction, training and guidance to staff leading and accompanying educational visits and school trips. This will include:

- The procedures for planning and preparing for an educational visit or school trip
- The procedures for assessing the risks associated with an educational visits or school trip
- The procedures for informing parents, gaining their consent and when appropriate involving them in educational visits and school trips
- Defining the roles and responsibilities of group leaders and others supervisors during educational visits and school trips

Mrs Olwen Curry is the Educational Visits Co-ordinator (EVC) for Day and Residential trips. Staff organising trips should liaise with the EVC throughout planning stages. She will also advise staff on any updates to recommendations from the DfES, LEA etc about good practice on trips. All educational visits and other school trips should be planned according to the advice in this staff handbook, GDST NOG Health and Safety, OCC guidelines, and HASPEV (Health and Safety of Pupils on Educational Visits) which is available on line.

<http://www.teachernet.gov.uk/visits> and in the staff room

All 'subject' trips, assuming they are well-planned, efficiently run, hard (but enjoyable work) and followed up afterwards, are likely to have enormous benefits

- ◆ they are education by immersion
- ◆ they are usually good fun as well
- ◆ there is academic benefit to the girl and the subject
- ◆ most trips also result in some social benefits to all.

There are also costs which cannot be ignored

- ◆ lessons covered when staff are absent means those girls are not taught
- ◆ those left behind lose momentum in other subjects too as trippers are missing from lessons
- ◆ 'trippers' lose momentum in other subjects
- ◆ some subjects do not under take trips and may feel they lose out

RATIOS – see NOG now Oracle.

Staff : Pupil Ratios (non hazardous activities) Wherever practicable:

- 1:20 (senior pupils under 18)
- 1:10 (junior pupils in yrs 4-6)
- 1:6 (junior pupils in yrs 1-3)
- A higher ratio may be appropriate for pupils under 5.
- Heads should use their discretion for Years 12-13.

- The ratios for any one particular trip will take into account the event specific risk assessment and will be adjusted according to activity, venue and pupils

Each trip will be accompanied and organised by a **group leader** who takes **responsibility** for ensuring that all aspects of the trip are planned, communicated, organised during the trip and evaluated as outlined in this policy. All trips will be staffed according to the ratios recommended in NOG although some venues eg London Museums require higher staff numbers which will be provided. Only for certain Sixth Form trips and with the express permission of the parents will trips be accompanied by a single member of staff.

FIRST AID

The GDST adopts the minimum level of qualifications and number of first aiders required to accompany school trips as dictated by insurance requirements and the strong recommendations made in HASPEV. Consequently OHS follows the guidance in NOG Health and Safety 4.3 First Aid and all trips will be accompanied by staff satisfying those requirements, which depend on the level of risk of the activity, the venue and the age of the children. This will be part of the risk assessment of the trip. In summary this means that Day trips (low risk) are always accompanied by at least one 1 day trained first aider, medium risk day trips are accompanied by at least one 2 day trained first aiders, sports activities are always accompanied by a 3 day at work first aider or 2 day sports first aider. Low risk residential trips (including low risk abroad) are accompanied by at least one 1 day trained first aider. Staff at approved centres used for residential trips are checked to ensure they have adequate first aid training which is available 24 hour to the members of the trip. High risk trips are accompanied by appropriately trained and qualified OHS staff or specialist staff provided by the tour operator or residential centre. Sufficient First Aid kits will be taken on the trip for smaller groups to be adequately provided for.

BEHAVIOUR OF PUPILS

The same standard of behaviour expected at school is required on school trips. Pupils are fully briefed and the group leader will include this in the risk assessment. Pupils are encouraged to participate in the risk assessment, especially in terms of their responsibilities for the success of the trip. Specific advice about such matters as pedestrian/traffic hazards, behaviour in public places, meeting times and places will be given and this depends on the nature of the trip. On residential trips pupils sign a code of conduct.

RISK ASSESSMENTS

The **group leader** will carry out a full risk assessment for each trip taking into account generic hazards, trip specific hazards associated with venue, transport, activities and participants and on-going hazards (dynamic risk assessment). Any accidents or incidents which arise will be reported back as required by GDST and HSE as part of the trip evaluation and any changes to procedures conveyed to staff by the EVC. Blank forms are available in common and in the grey drawers. The group leader will brief all accompanying staff as to their responsibilities

EMERGENCY PROCEDURES

These procedures are based on those contained in DfES Circular 22/94 and should be used in the event of serious or fatal injury.

Summary of procedures

- All group leaders are supplied with 2 out-of hours **contact numbers** of Senior Staff. Additional contact numbers are supplied in the first aid packs along with Insurance details.
- All staff accompanying the trip also have immediate access to **parents' emergency contact numbers** (from Data Handling Officer for day trips, and on parental consent form for residential trips). Parents have already given consent for emergency medical treatment if necessary on the Annual trips consent form or the specific residential trip consent form. No girl is allowed on a trip without a consent form.
- All emergencies are dealt with according to the control measures written on the generic risk assessment relating to accident on the journey/during the trip. i.e. group leader to call and follow the instructions of the emergency services if necessary, reassuring pupils and other staff, contacting SLT as soon as possible who will help contact parents and deal with press as necessary.
- Top priority is to care for those involved in the emergency and minimise further injury.
- All staff accompanying the group should be familiar with the procedures so that they are able to adapt them to the situation in which they find themselves.

Detailed procedures

The Party Leader (or staff member in charge of small sub-group if out of contact with the Party Leader until Party Leader can be contacted) should:-

- establish the nature and extent of the emergency;
- if there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid;
- establish the name(s) of the injured and call whichever emergency services are required;
- make sure all other members of the party are accounted for and are safe;
- advise other party staff of the incident and that the emergency procedures are in operation;
- ensure that an adult from the party accompanies casualties to hospital;
- ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base;
- arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for;
- control access to telephones until contact is made with the Head, emergency contact point or designated senior member of staff and until s/he has had time to contact those directly involved. Give full details of the incident, i.e.:-
 - Name
 - Nature, date and time of incident
 - Location of incident.
 - Details of injuries
 - Names and telephone numbers of those involved
 - Action taken so far.
 - Telephone numbers for future communication.

For serious incidents where the media may be involved, try to identify alternative telephone numbers at "home" and "off site base" as other lines will quickly become jammed. **It is not**

for the Party Leader or other party members to discuss matters with the media;

procedures for this are given below.

- Under no circumstances should the name of any casualty be divulged to the media:-
- The Head or designated senior staff member should alert the Chairman of Governors and the Chief Executive Officer of the Trust (or in his/her absence, the Legal Adviser or the Education Adviser), giving details as above. They may identify further actions or help required (which might include financial assistance). Alternative and additional telephone lines may need to be identified at an early stage.
- The Head should arrange to contact parents/carers of those involved. For a serious incident, the Head should contact parents of all party members. It is also the Head's responsibility to act as a link between the group involved, the Chairman of Governors, the Chief Executive Officer of the Trust and parents.
- If it is necessary to talk to the media, the Head should agree with the Chief Executive Officer of the Trust who should make the initial statement. A designated person should then act as the ongoing point of contact with the media to whom all involved should direct questions and requests. This person will need to liaise with the emergency services, perhaps on site.
- The Party Leader should write down as soon as practicable all relevant details while they are still fresh in the memory. Other party staff members might also be asked to do so. A record should be kept of names and addresses of any witnesses. Any associated equipment should be kept in its original condition.
- Legal liability should not be discussed or admitted.
- All accident forms should be completed and insurers and the Health and Safety Executive should be contacted.

TRANSPORT

- Use of staff cars is not recommended, but where they are used to transport pupils, staff must have clean driving licenses, current comprehensive and business use insurance, an MOT if vehicle over 3 years old, and parental consent should be obtained. NB See NOG Insurance section of NOG, section 10.2 [School Travel](#) for details of Trust insurance policy when a vehicle is being used for an occasional trip or school business use
- Use of parent's cars is not recommended, but where they are used to transport pupils, parents must have clean driving licenses and current comprehensive insurance, an MOT if vehicle over 3 years old and parental consent should be obtained. NB See NOG Insurance section of NOG, section 10.2 [School Travel](#) for details of Trust insurance policy when a vehicle is being used for an occasional trip or school business use
- Pupil's cars should not be used, however here is no objection to pupils driving from home to an agreed meeting point.
- Minibuses must be used in accordance with NOG Section 12.2.
- Where coach transport is used, the company must be on the school's approved list. If coach companies local to the destination are being used, confirmation of insurance cover from the company's insurers and a copy of the operator's licence should be obtained. It is appreciated that this may be difficult outside the UK and Heads must use their discretion in approving arrangements. All coach bookings (except for Sports Dept) must be made through Mr Simon Whitaker, Finance Manager.

- As from 1st September 2011 all vehicles chartered by OHS for trips with a journey duration exceeding 1 hour will have to have working toilet facilities available on board.
- If the trip is not in school time, it is preferable for parents to be asked to make arrangements for the pupil to be taken to and from the departure point eg theatre trips. This should be made clear in the parental letter.
- Walking and cycling to and from venues, or as part of the trip will be separately risk assessed

INSURANCE

This is covered by the GDST insurance. No separate premium is required and the group leader will obtain a **copy of the policy from the Finance Officer to take on the trip**. In the event of a claim, the forms will be obtained from GDST and completed by the parent or member of staff as appropriate. Any activity not covered by insurance will be clearly explained in the parent briefing meetings and parent letters.

TRAVEL INSURANCE CONTACT DETAILS FOR MEDICAL EMERGENCIES

All trip organisers should carry these details on them, whether on paper or saved in their mobile.

Policy number UKBCHC39228 (valid till 28/11/2011) new number to be advised

Policy holder GDST

ACE phone number for medical assistance & emergencies:

- **+44 (0)20 7173 7798 overseas or**
- **020 7173 7798 UK**

ACE will provide advice and assistance should someone on a trip become ill or sustain injury, they can be called 24 hours a day, 365 days a year and will help you with the most appropriate course of action whether it is just advice, arranging for a local doctor or hospital or even repatriation to the UK.

To ensure this services operates smoothly when it is needed most please make sure all responsible **adults on a trip have access to the above emergency phone number**, they will also need to quote our policy number and give a telephone number where they can be called back.

MEDICAL INFORMATION

A list of girls participating in any trip must be given to the School Nurse at least one week before departure for a day trip and much earlier for a residential trip. The School Nurse will supply background medical information including any health care plan for girls with particular medical needs such as diabetes or epi-pens. **Girls should be reminded and checked** before they depart that they have their necessary medication and equipment or they will not be allowed to go on the trip. The group leader should take the **medical information and contact details** for the girls on the trip and ensure that any member of staff taking sole responsibility for a small group during the trip has the appropriate information with them at all times. If necessary a doctor's letter will be need to confirm that a girl is fit to go on the trip.

SAFEGUARDING

All adults who have contact with the pupils during the trip have been recruited according to the OHS Safeguarding Policy. This includes adult volunteers, coaches,

instructors and guides, drivers and other accompanying adults. For foreign exchanges, all OHS host parents need to complete an volunteer application form (references will be sought) and undergo a CRB check. The requirements for ISA registration will be met when the time comes. This is part of the risk assessment.

CONSENT FORMS DAY TRIPS

OHS operates an **Annual Consent Form for Day Trips** (see copy below). The form is sent out to all parents in May with the Medical Information Form and the request to update **personal and medical details** and **emergency contact details**. The consent will be entered in SIMS with the updated personal data. No further consent needs to be sought unless a water based activity is planned, although parents need to be fully informed of every trip by a specific **letter**, or email and an announcement in INFO. **This template is to be used as the basis for the letter to parents** as it includes a reminder that consent has been given and that parents will update the school about any emergency contact details or medical information for the trip. It is on Common/educational visits/blank documents.

ANNUAL PARENTAL / GUARDIAN CONSENT FORM for educational day visits and trips

From (Time/Date): **1st Sept 2011** to **31st August 2012**

1. General Consent

I agree to my daughter/ward (name) _____ taking part in any **such visit** and agree to her participation in any or all of the activities proposed.

I **will ensure** that my daughter/ward understands that it is most important for her safety and the safety of the group that rules and instructions given by the staff in charge are obeyed.

I accept that, if she does not meet the requirements as to conduct, she may be returned home, accompanied by an adult, before the end of the journey and that I will be required to bear the cost of this and/or also the cost of any loss or damage caused by my daughter/ward which is not attributed to the negligence of the school or the staff accompanying the trip.

2. Activities

*[If **any** trip includes activities involving water, I do /do not* confirm that my daughter/ward is able to swim and consequently can/cannot participate in such activities. Her swimming ability is e.g. distance _____metres in a heated swimming pool]*
Please indicate any other activities in which your daughter/ward may **not** participate:

.....

3. Declaration*

I undertake to inform the Head as soon as possible of any change in the medical details set out in the **OHS Medical Information Form** or emergency contact details as set out in the **Annual Data Collection Sheet** between the date signed and the commencement of any trip. I understand that the Head may decide that it is not in the interest of the group that my daughter/ward participates if her medical condition is likely to affect her safety or the safety of the group.

I understand that if my daughter/ward is receiving medication on the date of the trip I will inform the school by writing to the Party Leader explaining the necessary details and I will give the school the necessary medicines for my daughter to take under supervision while on the trip.

I will supply a doctor's letter if necessary stating that my daughter/ward is fit to travel and take part in the trip.

While I understand that the school will use all reasonable endeavours to contact me, I agree to my daughter/ward receiving medical treatment including anaesthetic as considered necessary by the medical authorities present and that I will be responsible for any costs not covered by insurance.

I do not agree to my daughter/ward receiving the following medical treatment (please specify if any or delete

I understand that I will be informed separately about each trip my daughter may be involved in by email, letter and INFO (the fortnightly school bulletin) which will give full details about travel arrangements, the nature of the trip, the staff involved, the timings of the trip and any costs involved and a reminder to update medical and contact details if necessary.

Signed Name of Parent/Guardian

Name of daughter/wardDate

CONSENT FORMS FOR RESIDENTIAL TRIPS (green)

These are needed for each girl on each trip and are in the metal drawers in the Staff Room and on Common/educational visits/blank documents. Customise a form for a specific trip giving details about destination, dates etc, including the precise points in the pupil's code of conduct. Duplicate enough forms for each girl on the trip. A **letter** outlining the full details, including costs, payment and cancellation terms, of the trip must accompany the consent form. A template of the letter is in Common/Educational Visits/2011- 2012 Residential Educational visits. Additional Consent must be sought for any water based activity and for permission for Sixth Formers to consume alcohol with a specified meals.

These are very long and a real trial but they do ensure that we have all the relevant data should there be an emergency.

DAY TRIPS (WITHIN THE SCHOOL DAY, OR EARLIER OR LATER)

(for day trips outside the UK, please check the requirements and advice for residential trips too) **This does not apply to sports' fixtures (except tournaments) or curriculum sports' activities held off-site. Separate consents and risk assessments are held by the sports dept.**

Advance Planning

HODS are asked by the Deputy Head in the summer to forecast their needs for the following year. The allocation is a **maximum of one trip per subject per year group**, except for Geography where fieldwork is an essential part of the examination specifications and additional day visits may be allowed. Many subjects do not use their allocation. The EVC confirms that the plans are acceptable, or queries arrangements and makes alternative suggestions and puts the trip in the calendar. Trips in school time which are not on the calendar will usually not be permitted. The EVC will ensure that certain weeks are protected for exam feedback & report writing. Trips have a very significant effect on circus courses but it is not possible, given the excellent range of trips on offer, to avoid circus days for trips. In general, trips involving Years 11 – 13 are not permitted after the February half term.

Attractive displays of standard 'trips' giving appropriate details, including cost, should be clearly displayed at Open Evening. Mention should also be made in Prospectuses and Schemes of Work. Alert parents will pick up quite a lot of detail when trips aimed at all parts of the school are advertised in INFO.

NOTE: activities such as Drama rehearsals and performances, Music practices and concerts, games activities and clubs etc, which take place **out of hours on the school site** should be treated as a school visit. Parents need to be fully informed by letter, email and INFO of the times and dates of these activities. Staff need to have access to emergency contact details and medical information of the girls in their care. This is usually available in the staffroom, although the School Nurse needs to be informed of these activities to enable her to provide staff with any specific medical information not routinely put on the medical information forms.

PROCEDURE

The Group Leader should complete the instructions on the **ONE DAY SCHOOL TRIP LOCAL ARRANGEMENTS** Yellow Form (common/educational visits) including completion of a **HEAD'S APPROVAL FOR A ONE DAY SCHOOL VISIT**. These instructions are fully comprehensive, and if followed carefully should result in a trouble free day!

ONE DAY SCHOOL TRIP LOCAL ARRANGEMENTS Yellow Form July 2011

1. Contact EVC for permission in outline and to obtain a date on the calendar. This should be done a **term in advance**
2. If applicable make **initial enquiries about costings** via Finance Officer (admin and first aid costs, tickets, transport etc) using forms in drawers in metal cabinet in staff room. **THIS IS ESSENTIAL**
3. Complete a yellow **Application for Head's Approval** for a one day school visit (common/educational visits/blank documents) and give to EVC with the documents in points 4, 5, 6, 7 and 8 as appropriate.
4. Complete a **Parents' Letter** (in draft form initially if you wish to discuss with EVC) using the template in common/educational visits/blank documents, which will include details of costings, timescales of payments and cancellation arrangements.
5. Attach the wording of an **entry in INFO** to reinforce the information to parents and girls
6. Attach a **cover request form** for all accompanying staff, with suggestions about covering duties
7. Check you have satisfied the **First Aider** requirements (at least one first Aider with a 1 day qualification to accompany most trips. See EVC for clarification)
8. Attach a **blue form** if packed lunches needed or premises team needed for entry into school etc
9. Attach a **Finance Form** showing a breakdown of costs including Admin and First Aid costs
10. If necessary, check with other staff that you may take particular girls out on the trip.

WHEN PERMISSION HAS BEEN GRANTED, the Group Leader will receive permission from the EVC to send out the letter to parents using template in common/educational visits/blank documents and be given a copy of the Head's Approval with school contact numbers as appropriate. If a cost is involved, parents will be informed via email sent by the Office so a list can be generated for charging the parents. The EVC will copy the Head's Approval and give to all staff contacts, the Head, Reception and the Staff Board.

11. **Book** tickets/coach/Theatre tickets/Museum entry etc with help for Finance Officer if necessary. Approved coach operators only will be used.
12. Send out a **Parents' letter** via the girls and email and ensure an entry goes in INFO. The letter must include costs and cancellation arrangements should the trip not go ahead. The Finance Officer needs to be kept fully informed of who is taking part in the trip so parents can be invoiced for the cost of the trip via their daughter's extras invoice account.
13. Send out **additional consent forms** for any **water based activities, (using template in common/educational visits/blank documents)**.
14. Announce the trip in **Staff briefing** as a brief reminder only.
15. **Safeguarding**. Check CRB and qualifications of any adults who will be in contact with the girls while on the trip e.g instructors, workshop supervisors etc. See written assurances from the organisation/venue you are visiting. **GDST DECLARATION FOR COMPLETION BY ACTIVITY PROVIDERS & TOUR OPERATORS. This document should be completed by any outside agency that is providing facilities or services during a trip. It is found in Common/Educational Visits.**

AT LEAST ONE WEEK BEFORE THE TRIP

16. Give a **list of all pupils and staff** attending the trip to the **School Nurse**. She will provide you with **first aid kits** (to be kept with staff at all times on the trip) and a list of any updated and specific **medical conditions** of girls, to be included on the trip **Risk Assessment**. This information, along with the individual **Medical Information Forms** needs to be taken with you on the trip.
17. Give a **list of all pupils and staff** attending the trip to the **Data Manager** who will give you a list of all the **dates of birth** and the **emergency contact numbers** of the girls on the trip. This list needs to be taken on the trip together with any updated numbers parents have given to you specifically for the duration of the trip
18. Put **list of girls** going on trip on board.
19. Order school **mobile phone** if necessary
20. Order school **digital camera** if necessary and decide who is taking photographs
21. Order specialist equipment if necessary
22. Order any petty cash that may be needed on the day.
23. Brief accompanying staff and go through **risk assessment** with them.
24. Brief girls fully about expectations of good behaviour and go through **risk assessment** with them
 - Maintain safe sensible behaviour at all times: involve girls in risk assessment

- Road safety: not crowding pavements, using pedestrian crossings, listening to instructions, no i-pods or equivalent
 - safe sensible behaviour on coaches, remaining seated, no litter, **seat belts MUST be worn**
 - Obeying staff at venue including non-OHS staff
 - Sticking to meeting times
 - School Uniform for all Year 7 to 11 trips unless special dispensation granted (Year 11 Theatre trip, geography field work etc) If girl is inappropriately dressed, she will stay behind.
25. Complete a **Risk Assessment form** considering generic, event/site/group specific and ongoing risks (common/educational visits/blank documents). Give Risk Assessment to EVC who will make suggestions/approve it and return a copy. It is a GDST requirement that appropriate **first aid trained staff** accompany each trip and that safeguarding requirements are met and that these are part of the risk assessment.
 26. Brief parents and other adult helpers **in writing**, including risk assessment.

ON THE DAY

27. Take a register of attendance before leaving school and leave an accurate list with Reception of all girls taking part in the trip. Do not delay departure for missing/late girls. School will contact parents of missing/late girls if necessary.
28. If meeting girls at the venue or en route, contact Reception and confirm all are present or if anyone is missing. School will contact parents to investigate non-arrival.
29. Collect packed lunches from Dining Room.
30. Collect petty cash if appropriate.
31. Take first aid kits, additional medical equipment such as epi-pens, inhalers, medical information forms and confidential medical updates and printed list of emergency contact numbers. Girls who do not have their own epi-pen or inhalers will not be allowed on the trip.
32. Consider sending parents a Schoolcomms email reminding them of return time and venue not end of school at OHS.
33. Do regular head counts of girls and always before leaving a venue. Make times and locations of meeting points very clear.
34. Inform school and/or SLT staff contact of any unforeseen problems/delays/illness/accidents and follow standard procedures for dealing with the situation.
35. Ensure parents collect pupils promptly especially if late at night. Girls can make contact by mobile phone if appropriate

ON RETURN

36. Put back all medical information forms into files in staff room.
37. Return all first aid kits and epi-pens to School Nurse
38. Report any accidents as soon as possible to the School Nurse.
39. Complete a trips evaluation form (common/trips/blank documents)
40. Prepare entry for **school magazine** and **website** on return
41. Check costs with Finance Officer and arrange a refund if applicable.

Emergency Contact details

The group leader must give a list of girls on the trip to the Data Handling Officer Jo Collins at least one week before the trip so she can provide an up to date list of emergency contact details to be taken on the trip or prepare a list of emergency contacts directly from SIMS

Risk Assessment

All Group Leaders must complete a **risk assessment form** prior to departure (common/educational visits), including the qualifications and the number of **first aiders** needed for the trip (see Oracle Health and Safety). This form, signed by the Group Leader, should be submitted to the EVC **at least a week** prior to the visit; this allows time for amendments. When the EVC is happy that the document is acceptable and that all aspects of the trip have been safely considered, including **first aid** and **safeguarding**, she will sign it and return the original to the Group Leader. A copy will be kept by the EVC. The original must be taken on the trip. As all risk assessments should be seen as working documents, the Group Leader has the responsibility of updating the document in order to indicate control measures agreed for issues that arise during the visit.

Medical matters

There are a number of medical protocols that need to be adhered to. The School Nurse will give further advice on this. She will also provide information of any **specific medical issues** that affect members of your party. You must give her at least a **week's notice** of who you are taking to allow her time to check her records. If necessary she will provide a specific Health Care Plan for an individual (eg for a pupil with diabetes). The School Nurse will also provide training for epi-pens as necessary.

The School Nurse will provide you with the necessary **first aid kits** for your trip. These must be carried with you at all times and should never be left on a coach. At times of remote supervision, students should be made aware beforehand of the location of the member of staff with the first aid kit.

Staff should be aware that they should not supplement the first aid kit from their own supplies eg headache pills. No aspirin should be given to any student under 16 years of age. If pain relief is provided from the first aid kit then only one pill should be administered as a control measure. Staff should note the time the student took the pain killer. Keep **written records** of any medical incident that occurs during the trip and the measures that took place to deal with it.

The first aid kits and any epi-pens/inhalers need to be returned to the School Nurse or her assistant immediately after the trip and not left in the staff room.

Staff need to take a copy of the **medical information forms** from the files in the staff room and ensure that each girl's form accompanies a girl during the trip. These forms need to be returned to the files immediately after the trip. **DO NOT TAKE THE ORIGINALS**, but make a fresh copy to take on the trip if the copy is missing. The sports' department have their own copies but must ensure that they are up-to-date by regularly checking with the School Nurse.

On return complete a trip evaluation form and pass to EVC. Report any accident to the School Nurse, who may need you to supply written information so she can complete an on-line accident report (RIVO).

RESIDENTIAL FIELD TRIPS, EXCURSIONS, FOREIGN EXCHANGES INCLUDING ONE TRIPS ABROAD ETC.

Please make sure you are familiar with all the requirements of a day trip first

Timing and duration of trips

1. Trips arranged out of term time incur no cover costs and are therefore likely to be welcomed enthusiastically! - provided Trust guidelines are adhered to (see Oracle)
2. Recreational trips (such as skiing) have always taken place wholly out of term time and should continue to do so.
3. Other trips should be arranged wherever feasible out of term time, but it is appreciated that some of these are long (e.g. foreign exchanges) and some use facilities not available during holidays, and that staff have families themselves, all

requiring t.l.c. during holidays. So where holidays and weekends are 'out', a **two day maximum rule** should be observed, where of course the two days can be tacked on to a weekend or half term or longer holiday.

The week long residential trips for Year 7 and Year 8 are in a different category as they are serving a special function of knitting the forms together by providing an extremely enjoyable shared experience and developing cross curricular skills and a sense of learning outside of the classroom and for the love of learning.

Finance

Fees are rising rapidly and faster than salaries. Costs should be kept to a minimum, in order to retain the goodwill of all - and indeed to retain our pupils. Many parents are now struggling to pay fees. Some reject places because if their daughter comes here the parents would want them to participate in everything and fear that they will not be able to afford the extras. No parents want to say 'no', but current parents, even if to us they appear to pay up willingly, are quite likely to discuss trips in conversation with potential parents in the context of the 'demands' we make, which is how many see it.

The Director of Admissions has the names of students on bursaries and special consideration should be given to these families. For those in financial need application can be made to the Expedition Fund (via the Head).

It is important that parents and pupils should know about possible trips and their approximate cost before embarking on subject courses.

RESIDENTIAL TRIPS: GENERAL

Please do all your preliminary planning **before** talking to the girls: this is essential to keep goodwill on all sides. We all have a responsibility not to arouse expectations which might have to be dashed, causing frustration and alienation.

1. A preliminary sounding of opinion of Head/Deputy Head should be made well in advance, at least **a year prior** to when the trip is desired. This will aid the planning of the overall strategy, highlight clashes of interest and avoid unnecessary disappointment. A 'green light' at this stage need not imply a final favourable decision.
2. Research and planning should then go ahead to the stage when an actual request can be made. At this stage benefits and costs of all kinds (such as cover for lessons and duties as well as money) must be worked out as far as possible (time tables for the coming year may not exist for instance, and firms may not have published final prices), using the **Application for Head's Approval for a Residential Visit**. This needs to be submitted at least **two terms in advance** although final details can be left until later. All such planning must involve a meeting with a Finance Officer who will help you fill in a breakdown of costs form including admin and First Aid costs. Consent will not be given until this costings document has been approved by the EVC. Please consult the Residential Trips – a step by step checklist
3. Girls can then be sounded out and parents sent a letter outlining the proposed trip in detail, so that they have time to budget and plan family holidays etc. Use the template letter in Common/Educational visits. Trips cannot be made 'compulsory'. Deposits can be collected (from the extras invoice account) and the viability of the

trip finalised. If the trip goes ahead then these deposits are non-returnable if the girl subsequently pulls out of the trip and a replacement cannot be found.

4. For **foreign trips** including to the EU **PASSPORTS** must be seen and the relevant pages photocopied and kept by the group leader. Most countries require passports to have at least 6 months to run before renewal and time is needed to allow girls to do this. If there are non-UK or non-EU passports holders on the trip special arrangements are needed with British Council (<http://www.britishcouncil.org/listoftravellers>) see EVC. Girls will be reminded to bring their passports with them on the trip and the group leader will check this before departure from OHS.
 5. Plenty of time must be allowed for **visas** to be obtained for those countries who need them. It is up to the group leader to find out the visa requirements of the places they plan to visit. There may be different requirements for different nationalities and different passport holders.
 6. **European Health Cards** are needed for trips to the EU and the group leader will take photocopies well before the trip departs and check that each girl has brought her with her on the trip before departure.
 7. Complete the forms when full information is available, making all the necessary arrangements.
 8. **SAFEGUARDING** includes getting written assurances that any adult who has contact with the girls during the trip (eg instructors, guides) has been checked by their employer with respect to CRB checks and qualifications including first aid qualifications. With foreign trips this may not always be possible and in this case such people are to be regarded as untrustworthy and the group leader must ensure that the girls are adequately supervised at all times. With foreign trips involving host families suitable checks must be made through the exchange school or agency. In the risk assessment provision will be made for girls to have 24 hour emergency mobile phone contact with the party leader.
1. **GDST DECLARATION FOR COMPLETION BY ACTIVITY PROVIDERS & TOUR OPERATORS.** This document should be completed by any outside agency that is providing facilities or services during a trip. It is found in Common/Educational Visits.

RESIDENTIAL TRIPS - A STEP BY STEP CHECKLIST

1. Obtain Head's approval in principle at least one year in advance
2. Provisionally book dates for visit after discussing and checking with Deputy Head
3. Meeting with the Finance Officer who will advise on finances including cancellation charges and timings, and book transport/tickets as necessary
4. Prepare and submit to Deputy Head: (give her the original, not a photocopy)
 - ◆ completed application form (as fully as possible) for **Head's Approval for a Residential Visit**

- ◆ draft letter to parents (use template)
- ◆ cover slips for lessons that will be missed (if known)
- ◆ full list of all girls accompanying the trip
- ◆ completed financial request form to include:
 - transport
 - board and lodging
 - pocket money to take
 - staff costs and how they are covered
 - emergency funds
 - admin costs
 - first aid costs

These items will come from the Finance Officer. Remember, all your figures must be auditor proof and parents are entitled to see a breakdown of all costs if they so wish.

The Deputy Head will check and pass to the Head/other staff as appropriate and enter it in school calendar, and inform the staff.

Head signs initial permission on Approval form, if approved, and the original goes back to organiser to be completed and resubmitted at least two weeks before the trip with full details including contact numbers of staff accompanying the trip, for final signature and emergency staff contacts to be added. The EVC will copy the form for the Group Leader, all staff contacts, reception and the staff board.

5. Proceed with definite arrangements confirm bookings etc. (get help from Office)
6. Send information to parents
 - ◆ briefing letter which includes cancellation conditions and dates for payments via extras account
 - ◆ insurance details – see the office
 - ◆ residential consent forms and any additional consents for water based activities and consumption of alcohol by Sixth Formers (common/educational visits/blank documents). These must be checked very carefully when returned to you to ensure they have been fully completed.
 - ◆ date of briefing meeting in school for parents and girls (should be on calendar)
7. Organiser (Group Leader) briefs other members of staff accompanying the trip
8. Collects replies (consent forms, **medical updates**), passports and European Health Cards (for photocopying) from parents. Keep Finance Manager fully informed of any changes to the list of participants so appropriate invoicing occurs.
9. **RISK ASSESSEMENT:** All Group Leaders must complete a risk assessment form prior to departure. For residential visits the Group Leader should arrange a meeting with the EVC during which this document will be discussed in full. At the end of this meeting the EVC and the Group Leader will sign the document off and a copy should be given to the EVC. The original must be taken on the trip. As all risk assessments should be seen as working documents, the Group Leader has the responsibility of updating the document in order to indicate control measures agreed for issues that arise during the visit. The risk assessment is a process that includes satisfying the GDST requirements for the qualification and number of **first aiders** (Oracle Health

and Safety) and for **safeguarding** the pupils. **Note that it is a requirement that the Group Leader should have attended an appropriate first aid course.**

Involve the girls in the risk assessment process.

SAFEGUARDING Get written assurances that any adult who has contact with the girls during the trip (eg instructors, guides) has been checked by their employer with respect to CRB checks and qualifications including first aid if appropriate.

GDST DECLARATION FOR COMPLETION BY ACTIVITY PROVIDERS & TOUR OPERATORS. This document should be completed by any outside agency that is providing facilities or services during a trip. It is found in Common/Educational Visits.

10. Re-confirm bookings with travel companies etc.
11. Reminder to staff at briefing 2 weeks or so before the trip; post up list of girls who will be out of school.
12. At least a week before departure, give the **School Nurse** a list of girls accompanying the trip so she can provide you with any **updated medical information** and **first aid kits**.
13. Take copies of the **Medical Information Forms** in the files in the staff room for each girl and ensure the form accompanies each girl during the trip.
14. Group leader (with Deputy Head) sets up **briefing meeting for parents** and students. At this meeting information regarding itineraries should be made available. This can also be used to organise the chain of school contacts to advise of delays etc such as a parent phone tree. The Deputy Head will ensure that all participants are clear about the guidelines for behaviour.
15. Double check that all GDST and local school requirements have been met. See Staff Handbook and NOG Health and Safety Educational Visits)
16. Book the school mobile phone and digital camera from Reception if appropriate and collect before departure.
17. Give **three copies** of each of the following documents to the EVC at least one week before departure so they can be given to the SLT staff contacts and Reception who are the emergency contacts during the trip:
 - Consent forms for each girl with parents' emergency contact details during the trip
 - A list of all staff and students taking part, including **contact numbers for both staff** and girls.
 - Itinerary with flight details, accommodation contact numbers, planned activities, travel company with their emergency contact details, any other relevant information
 - Original letters to parents and any trip specific information you think the Staff emergency contacts need to have.
18. Any **volunteer** accompanying a school visit who is not a member of staff must have been appointed under safer recruitment procedures as required by the OHS safeguarding policy including completing an application form for volunteers,

references sought and an enhanced CRB check and signed an agreement to work within safeguarding guidelines.

19. When you **return** give written feedback to the EVC noting any accidents which need to be reported to GDST or HSE and any incidents which need to be used in future planning
20. Prepare an entry for the school website and magazine and material for an assembly or display as appropriate.
21. Organise a parents feedback meeting if wanted checking with the EVC for a suitable date, time and venue.

OBC Aug 2011

for review Sept 2012