



Ashford School and Ashford Friars Preparatory School Trips and Visits Policy

It is the policy of Ashford School and Ashford Friars Prep School to encourage educational visits of all kinds as part of the wider educational experience that we offer to our pupils.

Some trips will be of direct curriculum relevance and may be a compulsory or desirable part of preparation for public examinations such as the Geography Field course trip, Duke of Edinburgh excursions and trips to the Globe in London. Pupils who hold bursaries may receive some additional support with the cost of such trips; please contact the Head directly to apply for this discretionary support. The Prep School children are not charged for trips and outings other than the Ski Trip.

Others visits will be more generally educational in social, cultural and recreational ways such as the Skiing Trip, PGL trip to Osmington Bay for the Prep School children, Sports Tours to Holland and Barbados, China Cultural Trip and the America Drama Trip. Some are well established and have happened over a number of years, whilst others will be new additions to the school's programme. Many offer our pupils the opportunity to develop new skills, including leadership skills.

All such visits off the school premises, no matter what their length or how close to, or far from, the school they are, require careful planning to ensure both that pupils make the maximum benefit from them, and that all issues relating to Health and Safety, and the safeguarding of children, are borne in mind. Any member of staff planning a trip must ensure they have the emergency contact details for each child and any medical or special needs requirements for every child attending. These can be acquired from the school office, the medical centre and the SEN coordinator respectively or the First Aider at the Prep School.

We recognise and are grateful for the immense amount of effort that staff put into organising and accompanying these educational visits.

School Procedures

For all trips and visits, whether residential or not, permission must be sought from the Deputy Head **Yvonne Howard** at the Senior School and **Richard Yeates** at the Prep School; the School procedures must be followed rigorously. The Senior School uses the online tool Tripsafely and staff are trained in the use of this resource.

A Risk Assessment must be drawn up, in consultation with the Trips and Visits Co-ordinator **Nicola Timms/Jenny Garrard** and submitted to their for approval. Costings must be drawn up and submitted to a member of the Senior Management Team for inspection, to ensure value for money. All relevant recommendations of the DfES and the Department of Health (as set out in the booklets: Health and Safety of Pupils on Educational visits, Handbook for Group Leaders and National Minimum Standards for

Boarding Schools), must be carried out. For residential trips, any non-employees who accompany the group must hold Enhanced CRB Disclosures. Supervision levels, procedures for unsupervised time and emergency procedures are outlined in the attached procedural document.

In the case trips leaving the school site the school minibuses should be used if the number of pupils does not exceed 15. If there are more than 15 pupils then Scotland and Bates coach Hire Company should be used. The school has an insurance policy that covers all non-residential and residential trips.

Procedures for Planning a Trip or Activity

1. The organising member of staff must gain the permission for the trip in principle from the Deputy Head. This should be done by submitting the proposed details on the Tripsafely site for the Senior School.
2. Once permission has been given, a letter with consent slip must be sent to parents/guardians/boarding staff. This letter must contain the trip itinerary, any cost to parents, any activities undertaken on the trip and make parents aware of any potentially hazardous situations that may be experienced on the trip. (e.g. unsupervised time, physical activities that may result in injury). A copy of this letter should be lodged with **Nicola Timms and Reception**.
3. A full risk assessment should be carried out and breakdown of costs supplied.
4. In the case of certain activities e.g. Ski Trips, the organising member of staff is responsible for liaising with the **Estates Manager???** (SMB) to ensure that insurance is arranged.
5. The organising member of staff must ensure that each pupil has submitted a permission slip. No permission slip - no attendance.
6. Requests for cover should be submitted via the cover request form to **Christine Allum/Phil Newton**.
7. The organising member of staff should arrange a pre-visit of the venue if appropriate.
8. The checking of qualifications/CRB status of any outside instructors or guides must take place.
9. The organising member of staff must liaise with the Medical Centre and arrange provision for First Aid emergencies.
10. The organising member of staff must liaise with the Catering Manager if any food or drink needs to be supplied.
11. The organising member of staff must ensure there is a nominated emergency contact based 'at home' for both trips and residential stays.
12. The Party Leader must complete a Visit Evaluation Form after the visit.

The following must be lodged with the EVC – Nicola Timms/Jenny Garrard via Tripsafely before you leave:

- Copies of all letters sent to parents regarding arrangements for the trip.
- A copy of the Educational Visit Form/breakdown of costs
- A full list of all pupils and staff going on the trip
- A risk assessment form

For residential trips you must also leave

- The name of the home based contact
- A list of contact numbers for parents/guardians of pupils
- The phone number and address of your accommodation
- Details of your itinerary

The organising member of staff must be responsible for

- Medical consent forms for all members of the party
- A First Aid Kit
- Contact details for all members of the party's parents/ guardians
- Contact details for the named 'home' contact
- Insurance details – where appropriate for residential / activity trips
- The Emergency Procedures sheet

Considerations when planning a trip or residential stay

Supervision levels

Mixed parties must contain at least one female and one male member of staff. (If all pupils are over 16 there may be times when this rule need not apply on a day trip)

- On a non-hazardous day activity the following ratio would apply – 1 adult for every 15-20 pupils with a minimum of two adults on trips for years 7 – 11
- On trips abroad, the following ratio will apply – 1 adult for every 10 pupils
- On residential trips, the following ratio will apply – 1 adult for every 10 pupils
- On a Prep School trip the ratio is 1-8 for years 1 – 6 and for EYFS 1 adult to 4 pupils

All staff accompanying a trip must have the relevant clearance i.e. List 99 / CRB check

Pupils left unsupervised

Parents must be informed if pupils are to be unsupervised at any time. Standards and expectations of behaviour should be reiterated to pupils before they are allowed to leave supervision.

- Pupils should not be unsupervised in groups consisting of fewer than three
- A meeting time and place should be made clear to pupils
- Staff should make clear to pupils where they will be based in the event of an emergency

Travel

If travel is by school minibus, the driver should have been trained to drive the vehicle concerned. The driver should be confident that the vehicle is in good repair. It is the driver's responsibility to ensure that all pupils are seated with seatbelts on at all times.

- If travel is by coach, the organising member of staff must ensure that the pupils are seated, one to a seat and that they are wearing seatbelts.

- If any member of staff has concerns about the fitness of either the driver or the vehicle, they should make the organising member of staff aware.
- If travel is by public transport, pupils must be aware of the hazards and a contingency must be in place if pupils are separated from the main group.

All pupils should depart and return to the relevant Ashford School site. No pupils should be allowed to leave the party unless it is by prior arrangement with the parents and the organising member of staff is in possession of written consent.

Accommodation

For residential trips, the organising member of staff should ensure a check is made of all allocated rooms to make sure that there is nothing unsafe or broken. Hotel management should be informed at once if problems are found.

- Pupils must be made aware of fire procedures and fire escape routes
- Pupils must be made aware of where staff are accommodated
- Members of staff must ensure that all pupils are in their rooms at the appropriate bed time. Where there are locks, these should be used
- If pupils are sleeping on a ground floor, windows should be secure and staff must be aware of potential risks

Host families: Parents should be aware of the fact that host families will not be known to staff.

Where practicable, host families should be personally checked in advance by staff. The organising member of staff must be aware that the use of host families is potentially a very difficult form of accommodation.

Expectations of Behaviour

For obvious Health and Safety reasons and for the enjoyment of the trip or activity by all pupils and members of staff, the organising member of staff must make clear the following expectations with regard to behaviour:

- All pupils should observe the highest standards of politeness, courtesy and conduct at all times
- Particular care needs to be taken when on public transport or in residential accommodation
- Even out of school time pupils are representing the school and should do everything in a way that reflects positively on them as well as on their school

Behaviour around water

Staff must make pupils aware of the risks associated with swimming pools, lakes, rivers and the sea:

- If in doubt about the safety of a pool or other body of water, pupils should not be allowed to swim
- If pupils are to swim, a member of staff must always remain out of the water
- Swimming unsupervised by pupils should be treated as a serious disciplinary issue

Alcohol

The normal procedure is that pupils should not be allowed to drink alcohol when on school trips. There may however be exceptions to this:

- a) If the pupils are of a legal drinking age in the relevant country
- b) If the Headmaster has been consulted
- c) If parents have signed a consent form which makes it clear under what circumstances the pupils are allowed to drink (e.g. with meals, when a member of staff is present or in other reasonable circumstances)

Smoking

Smoking should not be permitted on school trips.

Illegal Items

Drugs and other illegal items such as weapons or fireworks are clearly prohibited by the law of the land. Pupils should be made aware, where these items may be available that they are not to be purchased and should be made aware of the possible consequences of trying to import such items into Great Britain.

Serious misbehaviour

It should be made clear to parents in advance that in some circumstances, the organising member of staff may take the decision, in consultation with the Headmaster to send a pupil home. In this case, parents will be liable for any costs incurred.

Staff Protocol

Staff behaviour on trips must be consistent with the expectations of UCST as outlined in their letter regarding staff and pupils relationships and the guidance in the staff code of conduct which may be found in the staff handbook.

Staff are reminded that they are expected to maintain their professionalism at all times, smoking and drinking alcohol in front of pupils will inevitably compromise this. Staff must be capable at all times of responding to an emergency situation. Behaviour which compromises their position in front of pupils or brings the school into disrepute may be dealt with as a disciplinary matter.

RISK ASSESSMENT

Visit/Site Specific Risk Assessment

Identifying Significant Hazards – Consider the activity and look for what could potentially pose a risk to participants:

- The nature and location of the journey or venue
- Transport and route issues
- Equipment safety and suitability
- Special educational or medical needs
- Staff ratios, qualifications, experience and competence
- Composition of group e.g. age, sex and ability
- Weather conditions
- Any potentially changing circumstances and how these might affect the risk assessment

Considering who is at risk

- Young people
- Group leaders
- Visitors
- The general public

Implementing control measures

- Can I get rid of the risk altogether?
- How can I control or minimise the risk so that hazards are unlikely or reduced to an acceptable degree given the nature of the activity?

Ongoing Risk Assessments and Reassessments

- The group leader, or other adults with responsibility, should reassess risks while the visit is taking place. Events such as changing weather, tiredness or illness within the group, behaviour, issues with other groups at same venue etc may lead to a reassessment of risks
- Contingency plans should have been discussed with other supervisors
- In the case of a serious incident, emergency, serious risk or incident in which the media might be involved. The Emergency Procedure should be adopted
- All supervising staff have responsibility for the welfare of both pupils, staff and members of the general public who may be affected by any incident. Where a member of staff feels that the decisions of another may place any of the above in the way of danger, they should express their concerns to the party leader or to the Headmaster

Recording Risk Assessments

It is a legal requirement to record and keep risk assessments. You must show that:

- A proper check was made
- Those who might have been affected were considered
- Action was taken to deal with significant hazards
- The precautions were reasonable and the remaining risk was low

EMERGENCY PROCEDURES

A copy of the following guidelines must be taken by all party leaders and their deputies

A serious accident is defined as:

- “An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury.”
- “Circumstances in which a party member might be at serious risk / have a serious illness;
- “Any situation in which the press or media might be involved”

Care of Group in an emergency

- Establish nature and extent of the emergency. Advise other school trip staff of the incident and that emergency procedures are in operation.
- Ensure safety from further danger
- Contact local emergency services immediately and follow their advice
- 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

Communication

Contact the school (Reception during working hours or the Deputy Head, Headmaster, Head of Boarding or the emergency contact number)

Be ready to give the following information:

- Telephone number you are calling from (and an alternative)
- What happened including details of injuries
- To whom
- Where
- When
- What has happened since
- If a fatality is involved, has this been confirmed? By whom?

Next Steps and General Advice

- Parents and relatives will naturally be anxious to establish what is happening but try NOT to let party members (staff or pupils) telephone home until after you have made contact with the school and this has been agreed. The school will arrange to contact the parents of those involved. In serious incidents the parents of all party members should be informed
- Do NOT speak to the press or media. Refer enquiries to the local emergency services handling the incident on the ground and promise that “an official statement will be made through the school as soon as possible”: Under no circumstances should the name of the casualty be divulged to the media
- Do NOT admit liability of any sort to anyone
- Do NOT allow anyone, apart from medical services, to see any party member without an independent witness being present
- Retain any equipment involved in an unaltered condition
- As soon as possible keep a written record of all that happens
- Be as compassionate as possible with anyone involved
- If you change location, remember to let the school / home based contact has the new telephone number at which you can be contacted
- You should follow the instructions from the local police / emergency services and, unless they request otherwise
- The 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
- Keep the party together - if a pupil has to go to hospital, if at all possible, a member of staff should accompany them and stay with them until a relative arrives
- Keep in close contact with the school so that you can decide jointly what the next steps should be

A copy of these guidelines must be taken by all party leaders and their deputies.

Collection of Information before a Trip

- Email **Michaela Apps** in reception (apps@ashfordschool.co.uk) / **Jenny Garrard** (garrardj@ashfordschool.co.uk) with a list of pupils attending. **Michaela/Caroline** will print emergency contact details from Engage and put these in your pigeon hole, or leave for you to collect from reception; Please

specify. We no longer copy the front sheet of joining forms as this information has been out of date in the past.

- Email the Medical centre/First Aider (medicalcentre@ashfordschool.co.uk) with same list- the staff will let you know if any pupils have underlying medical conditions e.g. asthma, diabetes etc. or if they have any allergies or medical requirements. Alternatively, you can find this information on the Chronic Illness List yourself on Sdrive/Senior/Pastoral/Medical Centre – not relevant to the Prep School.
- Consents to emergency treatment MUST now be obtained for each individual, for every trip. It is not good practice to copy the joining forms as proof of consent. When you send the initial details/consent to attend the trip, please attach the disclaimer on page 2.

All these documents should be destroyed on return to school and not reused.

First Aid Kits

The medical centre will also provide you with a first aid kit, suitable for the trip depending on type of exercise and numbers attending. Please specify if there is anything particular you need in your kit. If you chose to do so, we can provide paracetamol, ibuprofen and travel sickness tablets for boarders but it is preferable that day pupils bring their own if they expect to need them. If these are included, we will give you directions for use. **You are not expected to provide these and even those with a first aid certificate are NOT qualified to give medication.** This is purely each individual teacher's choice and no one is expected to take/administer medications for trips. The Prep School Teachers accompanying a trip are permitted to give medication if required.

Would you please allow at least a week between requests for information and the trip date wherever possible.

Supporting Documentation

Educational Visits Procedure

DISCLAIMER FOR TRIPS AND VISITS

Please give details of any allergies or current medical conditions/treatment:

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.....
.....
.....

It is the parents’ responsibility to inform the leader of the visit if the above situation changes **before** the visit departs.

I agree to authorise members of staff during the course of this visit to approve such medical treatment for my son/daughter as is deemed necessary by medical practitioners in an emergency

I have read and accept the above condition

Signature

Date

Relationship to pupil.....

Date Updated	Document	Document Updated by	Location of Saved File
May 2011		EW	