



# Trips and Visits Policy

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## **Intent**

At Flixton Girls School we believe that every young person should experience the world beyond the classroom as an important part of learning and personal development, whatever their age, ability or circumstances. Educational visits, residential trips and other off-site activities make an important contribution to the curriculum and are an essential way in which we enrich our students' social, cultural and academic development. The safety of students and staff during all trips and visits is paramount and for this and other reasons meticulous planning and organisation are essential.

A school trip is defined as an activity, either educational or otherwise, which takes place off school premises and which is recognised and sanctioned by the school following the completion of a 'Trip Approval' on EVOLVE. It covers day and overnight trips, in and outside of the UK, during school term and holiday time. Regular sport, music, outdoor and community service activities that do not count as 'trips' and do not require individual 'Trip Approval' forms. They are subject to separate risk assessments.

## **Roles and Responsibilities**

Headteacher: Dorothy Trussell

- Has final approval of any trips being offered, will take into consideration the impact on in-school teaching and learning and cover implications

Educational Visits Coordinator: Claire Holt

- Liaise with the local authority's Outdoor Education Advisor
- Manage risks associated with educational visits and maintain EVOLVE
- Ensure planning of trips complies with this policy

Trip Leader: Member of FGS staff

- State clear aims and objectives
- Ensure there is significant educational or enrichment value
- Suitable and inclusive for all students regardless of age, abilities or needs

## **Implementation**

### **Prior to the trip. (Appendix 1)**

#### *Ratios*

Student to staff ratios for school trips are not prescribed in law. Those planning trips should decide the ratios on the basis of risk assessment and consultation with the Educational Visits Coordinator, taking into account the activity to be undertaken and the age and maturity of the students.

#### *Risk Assessments (example in Appendix 2)*

The procedures for planning school trips seek to ensure that students and staff experience the most benefits and achieve the best possible outcomes, whilst minimising the risks to their health, safety and welfare. Young people learn to understand and manage the risks that are a normal part of life by experiencing a wide range of activities. Health and Safety measures can help them to do this, but should be proportionate to the risks of the activity. Common sense should be used in assessing and managing the risks of any activity.

Risk assessments specific to the trip and completion of an EVOLVE application must be completed. (Other than in respect of activities forming part of the school day, generic risk assessments must not be used as the trip leader needs to consider specific risks for that trip).

Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Trip Leader should ask for copies at the planning stage.

#### *Operational Procedures (Appendix 3)*

Some aspects of trip planning will be the same for everyone. In that case copies of 'Operational Procedures' agreed to by Trip Leaders are included in the Appendices to be uploaded to EVOLVE by the Trip Leader (Appendix 3)

## *Insurance*

Students and staff participating in domestic visits and activities are covered by the school's insurance. Separate insurance will be taken out for domestic trips which include adventurous activities and for overseas trips. The school will not accept responsibility for loss or damage to personal items brought on trips.

## *Medical*

The Trip Leader must be aware of any special medical or dietary requirements of any of the participants. This information is held on the school database and staff must take details with them, seeking advice from Student Admin. This information will also be available on EVOLVE.

## *Allocation of places/Inclusion (Refer to SEND policy)*

We will never offer a trip as 'first come, first served'. All students should have the opportunity to take part in a trip/visit. Staff will communicate with PPR lead and Welfare to ensure inclusivity and to check suitability for the trip.

Timescales to be communicated with parents in letters. Letters will be prepared by our Student Admin team, with standardised templates. Finance will advise on payment plans.

Parents/ Carers of unsuccessful applicants are to be contacted in writing by the trip organiser and a reserve list created. List of unsuccessful applicants must be sent to Finance so refunds can be made.

In addition, to help ensure inclusion, if a trip-specific hoodie or T shirt or similar garment is to be produced it should be included in the costing of the trip and in the trip invitation letter to parents.

## During the trip

### *Behaviour*

The Trip Leader is "in loco parentis" from the moment of departure until the students are collected by their parents or leave the return arrival point.

Appropriate behaviour is essential for all trips and visits and ensures that effective, memorable learning and enrichment can take place. Students and staff are expected to follow the school's Behaviour Policy whilst on a trip or visit. Student's and parents/carers will be asked to sign a 'Trips Code of Conduct' (appendix 4) prior to the trip taking place. Students who commit serious breaches of discipline may be sent home at the discretion of the Trip Leader following consultation with the Headteacher.

### *Safeguarding*

Before leaving for the trip you should check with the Safeguarding team whether there are any safeguarding concerns before leaving.

Ensure you have phone numbers for all students as well as the school's Designated Safeguarding Lead.

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat#stay-safe--terrorist-firearms-and-weapons-attacks> Follow Run, Hide, Tell in case of terrorist threat.

### *Mobile phones*

On residential trips students are expected to hand in mobile phones overnight to their group leader. Phones will be returned to the student at the Trip Leaders discretion. Trip-dependent, there will be ample time in the day/evenings for students to make contact home.

### *Reporting injuries/accidents*

Staff will follow their Risk Assessments, utilise medical/contact information on EVOLVE and the First Aider in attendance.

Injuries and accidents where First Aid is administered should be communicated with both school and home as soon as reasonably possible.

## **Impact**

### Evaluation

Following all residential visits and trips there will be a process of feedback, review and evaluation. For residential trips this should involve students, parents/carers, the leaders and partner organisations. This can be used to assess the effectiveness of arrangements and outcomes for students and can help the celebration of success, as well as feeding into the planning of future visits. Any significant issues should be shared with the Headteacher and Educational Visits Coordinator.

## Appendix 1 - Planning a trip

- Research. Contact providers, sites and coach companies. Finance will help with coaches.
- Check dates with Paul Eager
- Discuss with HOD/SLT link for pre-approval (Discuss – year group intended, number of students, staff involved, cost, purpose of visit)
- If approval given, complete Evolve and submit for outline approval to C Holt – This is done every three weeks, so trips need to be submitted in good time.
- Liaise with Helen Larkin regarding student's suitability
- Contact Student Admin for letter template. Student Admin will liaise with Finance re. parentpay
- Letter is sent to Parent/Carers
- Check PPR and Welfare places with TOH and HLA
- If oversubscribed parents to be contacted by the trip organiser and names drawn from a hat (C Holt must be consulted at this point before any contact is made with home). Emails to confirm with Student Admin and Finance.
- Confirm student places via communication home
- Confirm with travel company, providers, sites and coaches
- If going abroad collect passport details from parents/carers
- Complete EVOLVE in full, FGS operational procedures will be available
- Complete SAM online for staff absence
- Invite and hold a Parents Meeting to share itinerary and trip expectations e.g. phones and Code of Conducts (overnight trips only)
- If going abroad collect in passports/EHICs
- Invite and hold a Staff Meeting to share itinerary, trip expectations, risk assessments, medical info (EVOLVE), contact details (EVOLVE) and groupings
- Organise for a school phone (Business Admin) and stickers for student phones. (Student Admin) Passports to also be collected from the safe if necessary. (Finance team)
- Order any necessary currency/cash to take with Finance team
- Make sure you have the following to take with you:
  - Student information packs
  - Hi Vis
  - SLT link phone number
  - First Aid Kit (Business Admin) + bin bags/sick bucket
  - School mobile (Business Admin)
  - Stickers for student mobiles (Student Admin)
  - Tickets/Passports (Kept in safe by Finance)
  - Risk assessments printed off
  - Coach contact information (Finance)
  - Remember any spare kit/ clothing/ equipment that might be needed

## Appendix 2 - Risk Assessment

<p><i>Insert name of trip</i> <b>RISK ASSESSMENT</b></p> <p><i>Date of trip</i></p> <p><b>Completed by</b></p>
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### Our Risk Assessment

Within the context of school travel, our risk assessment is consistent with a group management plan. In other words, the means by which leaders 'steer' the group through to the objective of arriving home safe and sound. Whilst there are many types of risk assessment, it is important to recognise that the concept is quite simple:

- Somebody identifying a hazard
- Recognising somebody is at risk from the hazard
- Putting some judgement on the potential likelihood and severity of the harm that might befall them
- Then critically putting in place the necessary control measures to rectify the problem.

A hazard is the potential of an activity to cause harm.

A risk is the likelihood of the activity causing harm and is linked to the severity of that harm.

### Our Tour Operator

*Insert information about Tour Operator here:*

### Our Risk Assessment:

*Insert headings of areas covered in Risk Assessment. They may/may not include the following:*

**Tour Organisation**

**Supervision for all visits and excursions**

**Coach Travel**

**Ferry Travel**

**Plane Travel - Students must sit in assigned seats as stated on tickets for H&S**

**Accommodation**

**Skiing**

**Adverse Weather Conditions**

**General Activities**

*Risk assessment structure to be used. All Risk Assessments are the responsibility of all staff on the trip. Therefore at FGS, staff are expected to produce RAs together as part of the process.*

Hazard(s) observed	Risk before control measures implemented	Control measures to be considered. (School to adopt measures as appropriate)	Risk rating if controls implemented

For example:

Hazard(s) Observed	Risk Before Control Measures Implemented	Control Measures to be considered. (School to adopt measure as appropriate)	Risk Rating if controls implemented
Travel Arrangements being cancelled or changed plus financial loss of all money due to failure of suppliers and/or tour Operator/ travel company	Medium	Use of reputable tour operator who is bonded by ABTA & ATOL. (The IBT Travel Group is a long established provider of school trips to schools and is bonded with both ABTA – No. V0847 & ATOL - No. 5916 therefore giving security to school that any monies paid for the trip will be refunded.	Low

## **Appendix 3**

*Operational Procedures agreed by FGS staff in April 2021. Please utilise when completing EVOLVE.*

### **Coach travel:**

**Risk: ensuring all students are on the coach and arrive safely at destination**

- Register students on school premises (paper copy)
- Paper copy to be handed in to Attendance Officer (Pam Cummins) or emailed if weekend/holiday time
- As students join coach use EVOLVE to tick names
- Member of staff already on coach to seat from the back and remind students to put on seat belts, and behave in a safe manner
- (If more than one coach, communicate that all are present and correct)
- If there is a stop on the journey, ensure students are registered as they get back on the coach
- Once arrived at the destination ensure students are let off 2 at a time, the seat area is clean etc.
- Once off the coach, put into register groups and count students.

### **Walking in public**

**Risk: ensuring all students are safe and respectful**

- Students will be reminded to ensure there is space on the pavement for others to walk past
- Students will be reminded that they should not walk on the roads
- Students will be reminded to be careful of curbs and trip hazards

### **Guidance for overseas and residential visits:**

**Risk: students straying from rooms during the night at the hotel or leaving the hotel without supervision or become separated from the group**

- Clarify expectations that students are not permitted to leave rooms unless in an emergency or to access help which has to be done through staff (students are not permitted to take themselves to reception)
- Reiterate expectations that students may not leave the hotel without staff
- Ensure all students know which are staff rooms to access help
- Students MUST NOT have their mobile phones overnight, they must be collected in by 10pm (or earlier dependent on age group and agreed bed time) each evening and returned when girls are woken by staff in the morning
- All students MUST ATTEND at the allocated time and dressed for the day (no pyjamas etc ) for breakfast whether or not they want to eat
- Head counts before breakfast and at all times again immediately before leaving the hotel or before leaving and arriving at any venue with intermittent head counts as required especially in busy places such as at the start of an activity or sightseeing.

- If appropriate ensure group leaders have a bright umbrella or tour guide 'torch' to enable students to see their leader
- Consider all girls wearing their tour hoodies/T-shirts/caps or coloured vests (can be borrowed from PE- school games vests) to be easily identifiable at all times

### **RISK - students have disturbed sleep which affects mood and Health and Wellbeing**

- Ensure all girls aware of expectations regarding lights out
- FGS staff are on corridor duty rota until late to ensure all settled
- Students are not permitted to have mobile phones during the night - clarify this before the trips goes out - they can charge up during the evening and before breakfast
- Ensure students know how to access help
- Clarify what to do if there is a friendship issue in the room - students are not permitted to simply 'move room' in the middle of the night or any other time - ensure they understand this is a staff decision

### **RISK – students contacting home independently to discuss issues and concerns which may cause confusion and upset for both students and parents and make it difficult for staff to manage**

- Ensure all mobile phones are handed in by 10pm and given back in the morning
- Ensure all students know they have to report concerns or upset to the staff for them to deal with and contact parents where needed

### **RISK – students are assaulted or touched inappropriately by member of the public**

- Ensure students are informed about being vigilant and conscious of their own proximity to members of public especially if on public transport – try to have students in a corner with staff between them and public or ask students to stand backs together facing out

### **RISK – students observing potential inappropriate social conduct of staff whilst on school trip**

- Non-consumption of alcoholic drinks in presence of students apart from a single glass of wine with a meal
- No smoking or use of E-cigs in presence or view of students
- No physical displays of affection or outward displays of personal relationships
- Refer to the Flixton Way – this applies on trips and visits

### **RISK – terrorist incident**

- Run to a place of safety
- Hide, do not confront. Make sure your phone is on silent. Barricade if you can
- Tell the police by calling 999



## Appendix 4 - Code of Conduct



Code of Conduct for *insert trip name here*.

- **Show consideration** for the other parties you meet, as well as all staff, coach drivers and local residents
- **Show respect for property** – coaches, museums, and other's property. Costs for any damage will be passed on to those responsible
- **Stick to curfew times** and restrict noise to a minimum during curfew hours. It is the responsibility of the girls to be in on time and then not leave their hotel rooms at night unless there's an emergency and then need to contact school staff or hotel staff
- **No smoking** is permitted. It is strictly prohibited and will be dealt with severely
- Any **under-age possession or use of alcohol** will be dealt with strictly
- Students **should not behave in an anti-social fashion**, e.g. use offensive or insulting language, threatening behaviour or bullying
- Students bring money and possessions at their own risk.
- **Theft or illegal activities** will be reported to the authorities
- Students **must not leave the hotel** unless accompanied by a supervising adult
- Students **must follow the expectations** of hotel staff and FGS staff at all times
- Students **must be respectful** of the locations we are visiting – no silliness or screaming will be tolerated

To enable everyone to benefit from the activities undertaken and to enjoy the experiences of the course, I ..... (student name), agree to abide by the rules given to me by the school and of the (*hotel/hostel/campsite etc.*).

I understand that failure to do so could result in severe consequences on return to school or being collected by parents from the trip.

Signed: ..... Student Date: / /20...

..... Parent Date: / /20...