

Section C: Pastoral Care, Child Protection, Behaviour and Discipline

C.19 Trips and Excursions

This policy has been written with reference to the DCSF guidance 'DfES Guidance Health and Safety of Pupils on Educational Visits (HASPEV)' (1998 and 2002).

Educational trips are regularly arranged by members of staff. Some will take place during school time, others during weekends or holidays. Attempts are made to achieve an appropriate balance between such excursions and normal curriculum work.

Members of staff who plan to take a school trip should refer to the booklet 'Procedures for Activities off the School Premises', which gives full guidance and instructions for each type of school trip, from regular sports fixtures to trips abroad. This booklet gives detailed information on what must be communicated to pupils and their parents, what paperwork is required prior to the trip, and what paperwork must accompany the trip. The booklet draws heavily on the DfES HASPEV, and also includes guidance on trip planning, risk assessment and emergency procedures.

Staff Responsibilities

The member of staff leading the trip must always seek the approval of the Vice Master before arranging any trip and should discuss all aspects of the trip, including the budget, with the Vice Master before details of the trip are published to the pupils and their parents.

The member of staff leading the trip is responsible for ensuring that there is clear communication of trip details to parents, that the school office is fully informed of the dates, that the trip is planned thoroughly and that a full risk assessment is carried out.

All members of staff on school trips are responsible for pupils' behaviour. The standards of behaviour expected from those on a school trip are exactly the same as those expected at school. Pupils must be particularly aware of the responsibility that teachers carry for their health and safety. Health and safety briefings are given before and during all school trips to promote good, responsible behaviour and safety; pupils must always obey the instructions of their teachers and other designated group leaders or instructors.

First Aid

First aid kits are carried on all school trips. The kits are checked regularly by the School Nurse to ensure their contents are in-date. Ideally, one of the members of staff on the trip should be a qualified first-aider, but trips are always staffed with the most appropriate members of staff for the particular activities involved and thus first-aiders cannot be guaranteed on all school trips.

Staff: Pupil Ratio

The staff: pupil ratio will be agreed between the member of staff responsible for the trip and the Vice Master. The typical ratio will be 1:10 but may vary, depending on the type of trip and the age of the pupils concerned, between 1:7 and 1:12. For trips involving an overnight stay the minimum number of staff should normally be two, and where both boys and girls are on the trip at least one member of each sex should be supervising the trip.

The Headmaster's permission must be sought before anyone who is not a member of staff at University College School accompanies a school trip. If permission is given, the school will carry out appropriate CRB checks before the trip leaves.

Preparation for a Trip

The trip leader is responsible for preparing pupils and staff for the forthcoming trip. This includes briefing about health and safety, expectations of behaviour and – if appropriate – about cultural differences in the place(s) being visited.

The trip leader is responsible for ensuring that parental consent forms are completed by the parents of all pupils on a school trip and code of conduct forms are completed by the pupils. The trip leader is responsible for noting any medical or other special needs on these forms, discussing such issues with the School Nurse prior to the trip, and for ensuring that appropriate measures are taken for such needs.

Pupils with severe medical conditions, such as asthma and anaphylaxis, are responsible for bringing their own medication on a school trip. **On no account may they take part in any kind of school trip if they arrive without their medication.**

Communicating with Parents

The trip leader will have emergency contact details for all parents on the parental consent forms, which are brought on all school trips. The trip leader is responsible for communicating relevant information before and during school trips. Parents should always be given full contact details (particularly the mobile telephone number) for the trip leader in case of emergency. Where a pupil might require medical attention on a school trip, an attempt should always be made to contact parents prior to any treatment or medication being given. The consent forms do, however, give authority to the members of staff on the trip to consent to such treatment should it prove impossible to contact parents or the alternative emergency contact.

Transport

The trip leader is responsible for planning the most appropriate modes of transport for a school trip. Whenever possible, coaches with seat belts should be booked. Appropriate safety briefings should be given prior to using any mode of transport. Under normal circumstances pupils are not permitted to use public transport when they are under remote supervision.

Insurance

All school trips are fully covered under the school's insurance policy. For those school trips where particularly hazardous activities are involved, such as scuba diving, rock climbing or mountaineering, the trip leader should check the insurance position with the Vice Master. It is common for such trips to require additional insurance.