



CHIPPING NORTON
SCHOOL

TRIPS AND VISITS POLICY (NON-STATUTORY)

Reviewed by:	Resources Committee
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Member of staff responsible:	Geraldine Thomas

1. Introduction

Chipping Norton School is committed to supporting its students to develop their skills, knowledge and interests and educational visits are fundamental to this development. Our educational visits are designed to enhance the cultural capital of our students and to broaden their horizons intellectually, culturally and socially.

We also believe that educational visits enhance our students' personal and social education by encouraging teamwork, problem solving, responsibility, self-confidence and self-reliance. This policy is designed to help teachers and other interested parties to ensure that students stay safe and healthy whilst on school visits. This policy draws on the Outdoor Education Advisers' Panel (OEAP) National Guidance.

Aims and objectives of educational visits and this policy

- To give all students a wide range of high-quality experiences outside the classroom.
- To provide school staff with easily accessible advice, guidance, and resources as well as good professional development opportunities.
- To ensure the school is committed to encouraging parents and carers to support educational visits.
- To encourage partnerships between schools, local providers and other organisations regarding visits and out-of-school activities.

2. Charging for educational trips and visits

The total cost to the school of providing a trip or visit must be clear before any contribution is requested from parents. The total cost should then be divided equally by the number of pupils participating. Parental agreement is a necessary prerequisite for any trip and voluntary contributions can be requested at that point (i.e., when the letter inviting the student to take part is sent out). However, there is no obligation on parents and carers to pay towards the cost and no child should be excluded if a parent or carer is unwilling to contribute. There is a small fund to support students who are in receipt of the Pupil Premium Grant on trips and visits. The trip leader must discuss with the colleague overseeing Pupil Premium funding, what support is

available and confirm this before informing parents and before the trip goes. Students in receipt of the Pupil Premium Grant do not automatically get their trips paid for.

If insufficient voluntary contributions are raised to fund a visit and the school cannot fund it from another source, then the trip must be cancelled.

Our policy for selecting students, in the event of a trip or visit being over-subscribed is names out of a hat. We never operate a first come first served policy. First come first served would put one child at an advantage over another and we do not want any child to be disadvantaged on the basis of their financial situation. As long as all applications meet the deadline then they have to be treated equally.

The trip evaluation form requires trip leaders to account for the income and expenditure for each trip. If a trip runs at a loss, this amount will be deducted from the trip leader's associated curriculum budget. If a trip runs at a surplus, this money should either be spent during the trip e.g., ice creams, cash to spend, a meal out, drinks, cake etc. to ensure the money is spent on the group of children who have funded the trip or the surplus should be divided by the number of children who went and if the amount is more than £20.00 per pupil it should be refunded to the parents. Any funds remaining below £20.00 per person can be deemed as a donation to the running costs of the trip and will remain in the trips and visits account.

3. Responsibilities

The Educational Visits Coordinator (EVC) is responsible for:

- Ensuring that those leading the visit are competent to do so;
- Assessing the impact of the visit on CNS;
- Supporting the member of staff who is organising the trip in planning and arranging the visit;
- Ensuring that appropriate risk assessments are carried out;
- Ensuring that the costings and charges are accurate.

The person organising the visit (trip leader) is responsible for:

- The health, safety and welfare of the students and the adults participating in a visit;
- The maximum educational benefit to the students;
- The effective planning, organization, management and leadership of the visit;
- Managing and accounting for the income and expenditure of the trip.

Trip leaders must ensure that the visit is planned in accordance with this policy and the additional procedures for organising school trips and visits document, which contains detailed information about the detail of organising a school trip or visit. All the correct documents should be completed and approved by the EVC.

The following forms are kept on the Google shared drive, in the trips and visits folder, so that staff are able to download them when necessary:

- **Pre-planning form:** basic information about the proposed trip.
- **Costings form:** containing details about the cost of the trip (based on the minimum number expected/required).
- **Pupil Information & Consent Form (PIC form):** Once the parent or carer has committed their child to the trip and sufficient funding has been received to make the trip viable, a link to the relevant Google Pupil Information & Consent form should be sent to all parents and carers to complete on behalf of their child. There are three PIC forms:
- **PIC form 1 - For day trips & visits in school time only:** this form contains details about consent and medical conditions and an emergency contact number. During the trip any other information required can be obtained from the school.
- **PIC form 2 - For trips & visits which take place partly or wholly outside school time:** this form should be used if any part of the trip occurs outside of school time. It contains more detailed information about students' medical conditions, dietary requirements, allergies and next-of-kin details so that, if the school is closed, the trip leader will still have access to important information.

- **PIC form 3 - For visits abroad:** this form contains the same information as (b) but, in addition, there is a section giving details of students' passports.

PIC forms are Google forms, which reduce the amount of paper required. The information is stored on a spreadsheet, which should be printed out and taken with the trip leader on the trip. In line with GDPR legislation, these forms should be deleted and paper copies destroyed after the trip.

- **Risk assessment form:** to cover areas such as travel, special needs and venue.
- **Final planning form:** a form confirming all the details about the trip including contact numbers for staff taking part, the travel company and the venue.
- **Evaluation form:** to ascertain whether the trip was successful and worthwhile, to account for the income and expenditure and to help with the planning of future trips.

The finance office is responsible for:

- Collecting all monies from students and keeping an account of who has paid. It is the trip leader's responsibility to liaise with the finance office and to keep up-to-date with which parents have paid.
- Paying any invoices related to the trip.

4. Staffing Trips and Visits

Legal expectations of supervision:

The law expects **effective supervision**. The following factors should be taken into account when working out the staffing ratio for a trip or visit:

S – **Staff:** the number of staff needed to manage the group of students effectively.

A – **Activities:** the type of activities that are being undertaken.

G – **Group:** the age and type of students, including any with special needs.

E – **Environment:** the nature of the venue.

D – **Distance:** how far the venue is from school.

Staffing ratios and requirements must be visit-specific according to the numbers involved and, if possible, gender balance of the group of students should be taken into account. For trips abroad, a staffing ratio of 1:10 should be used. The choice of staff should also be appropriate to the venue and the activities planned for the visit. Where possible, associate staff should be chosen to assist with the trip to ensure that cover costs are kept to a minimum. In addition, consideration must be taken of what first aid cover is required. This should be commensurate with the planned activities.

Non-teaching adults who volunteer to supervise on trips must be DBS checked.

Family members or family friends of staff will not be allowed to accompany a school trip unless there are extenuating circumstances. Parents (to include staff who are parents) will only be able to accompany a school trip if their attendance will benefit the children and will not compromise the successful running of the trip. There is a risk that in the event of an emergency the staff parent or parent accompanying the visit may be compromised by their concern for a family member or friend. All families of participating children must be made aware of any such family links in advance of the visit.

5. Staff Code of Conduct on Trips and Visits

Staff are subject to the staff code of conduct whilst on school trips. The following are trip-specific additions to the staff code of conduct:

Alcohol

During school trips, there should be NO consumption of alcohol by members of staff at any time. This is because alcohol is known to impair judgement and whilst staff are in *loco parentis*, they must not be anything

other than fully cognisant. Trips are classed as an extension of the school site and it should be noted that it is a potential disciplinary offence for a teacher to be at work or on a school trip and be affected by alcohol (or any other substance, other than medically prescribed).

This statement also applies to students, even if they are aged 18 or 19. Under no circumstances are students permitted to consume alcohol. All participating sixth form students must sign a disclaimer to indicate they know and will respect this requirement and it will be countersigned by their parents and carers. Disclaimer forms are available on the Google shared drive.

Staff Food and Drink

Under normal circumstances, accommodation, breakfast, lunch and evening meal should be paid for out of the contingency fund by the party leader. This includes non-alcoholic drinks with meals. Any snacks, and soft drinks, coffee or tea should be paid for by the staff themselves.

6. Equality and Diversity

The trips and visits policy on equality and diversity follows the same guiding principles as the whole school policy:

Principle 1: All learners are of equal worth;

Principle 2: We recognise and respect difference;

Principle 3: We foster positive attitudes and relationships, and a shared sense of cohesion and belonging;

Principle 4: We observe good equalities practice in staff recruitment, retention and development;

Principle 5: We aim to reduce and remove inequalities and barriers that already exist;

Principle 6: We consult widely;

Principle 7: Society as a whole should benefit;

Principle 8: We base our policies and practice on sound evidence;

Principle 9: We work towards measurable equality objectives.

Please see the whole school policy on equality and diversity for a fuller description of each principle.

CNS has adopted a single sex policy with regards to residential accommodation in the past. We believe that this remains a sensible policy that retains the support of colleagues, parents, carers and students. Nevertheless, the school recognises that this policy ought to be sufficiently flexible so that we continue to recognise and respect differences, whilst maintaining a shared sense of cohesion and belonging amongst all. With respect to gender identity and residential trips, we will engage with students, staff, parents and carers to ensure that all people involved in the trip are consulted on and can express their views on the arrangements.

7. Risk Assessment

It is the responsibility of the trip leader to complete a full written risk assessment. There are a number of examples of completed risk assessments on the Google shared drive, which could be used as templates. These will need to be adapted to the specific visit.

A hazard is anything that has the potential to cause injury or harm. A risk is the likelihood and extent (great or small), of the hazard occurring and harm being caused. The risk assessment must identify all hazards and ensure the associated risks are minimised. An action plan or list of control measures will need to be drawn up to ensure risks are kept at an acceptable level. The risk assessment must specify:

- All possible risks/hazards;
- Who might be affected by them?
- What measures need to be in place to minimise them?
- What steps will be taken in an emergency?

All risk assessments must be visit-specific and must cover the full itinerary (e.g., travel, venue, activity, medical). Risk assessments should be reviewed and, if necessary, updated, even for visits that occur regularly. If an external company is organising the visit or activity, the trip leader must ask for a copy of the provider's risk assessment, and include this as part of their overall risk assessment.

Risk assessment of the venue

Where possible it is good practice to inspect a location prior to planning a visit, in order to check its suitability and to enable a risk assessment to be carried out. Occasionally, for a distant destination, this process may be impractical and therefore information and advice received from other sources (e.g., school or independent person with local knowledge) should be used to assess any risks. Where this is the case, the risk assessment must take this into account and the trip leader must be sufficiently experienced.

Students at risk (to the safety of themselves or others)

If the participation of any student is deemed to be a risk to the safety of themselves or other students, the risk must be reviewed carefully to determine whether it is acceptable and manageable. In such circumstances, the trip leader must discuss the matter with the relevant pastoral staff and the EVC in the first instance. Only if they determine that the risk is acceptable and manageable can the student be invited to take part in the trip.

On-going risk assessment

There must be on-going risk assessment by the trip leader and participating staff as the visit progresses and as circumstances require. Students must not be made to undertake or continue with an activity if they are expressing serious concerns about their health, well-being or overall safety. On visits involving any hazardous activity, staff must always have, and be prepared to adopt, plan B. The emergency contact should always be contacted about any significant change of plan for a second opinion, especially if the new plan has not been as thoroughly risk assessed as the original plan had been.

Emergencies or critical incidents

An emergency is an incident where a group member has suffered a life-threatening injury or a fatality, is at serious risk or has gone missing for a significant and unacceptable length of time. It is also any incident that is beyond the normal coping mechanisms of the trip leader and staff on the trip. An emergency becomes a critical incident when it goes beyond the ability of the school to cope.

Trip leaders must follow the emergency procedures outlined in the procedures for school trips and visits document. They should take reasonable care of themselves and others but should not hesitate to take life-saving action in an extreme situation. The trip leader should take charge of the incident until relieved by the emergency services or by a senior member of school staff. In the event that the trip leader is incapacitated, all members of staff on the trip should have competence to take charge and initiate the emergency plan.

By their nature, emergencies are unexpected and can be very stressful. Trip leaders will not have time to read the guidance in the event of an emergency so it is important that all members of staff on a trip have read these procedures beforehand and feel able to deal with any incident. A copy of the emergency procedures should be kept in the trip leader's folder and given to all members of staff on the trip.

8. Insurance

All students are covered by CNS's insurance and there is a charge of 16p per student per day (for UK trips) and 24p per student per day (for overseas trips). Trips that have been organised by outside companies (usually residential) generally have insurance included in the price, but the trip leader should check their terms & conditions to make sure that this is the case.

CNS's insurance policy provides group cover for all members of parties involved in non-hazardous visits. A copy of the school's insurance policy can be found on the CNS website. Activities deemed to be hazardous will require separate insurance and this should be discussed with the EVC. If the insurance for the trip is being provided by an external company, a check will have to be made that the provider has public liability insurance of at least £5 million, as well as suitable arrangements for participant welfare (e.g., on-site First Aid).

9. Residential and Overseas visits

Where a trip involves overnight stays or travelling overseas, then it is essential that parents and carers are kept up-to-date with planning; this will include a briefing meeting. Parents and carers may be given the opportunity to pay for the trip in instalments on the clear understanding that, once the first payment is made then their child is committed to the trip. It is essential that the finance office is kept informed about this as any monies must be paid directly to them, using Parent Pay.

Students and parents should also be made aware, through the briefing meeting, of the school's code of conduct on trips and visits

On trips which involve an overnight stay, all members of staff should be on-call at all times. This means that, should an emergency occur, they will be alert and ready to cope with the incident or accident immediately. For overnight stays and overseas visits, all the above should be observed but, in addition, a code of conduct should be drawn up for students to sign, specifying the following:

- Students must carry out the instructions of the trip leader and staff at all times;
- Students must not carry, have in their possession, or purchase (e.g. as a souvenir) any object that might be deemed an offensive weapon;
- No smoking or consumption of alcohol is permitted;
- Students must adhere to all deadlines and be in their rooms at the time stated by the trip leader. The trip leader must make proper arrangements to check this with frequent roll calls.

If there are any periods of remote supervision (e.g., when students are given time to sight-see or explore unsupervised), clear boundaries must be set. Students should only be allowed to go out in groups of three or more and an agreed emergency procedure must be put in place with instructions on how to contact staff. All students should be given a card stating the name, address and telephone number of their accommodation and the name and mobile phone number of at least one of the adults on the trip. Procedures for this should be considered in the overall risk assessment and parents made aware either by letter or at the briefing meeting.

In the unlikely event of a gross breach of the code of conduct, the decision might be made to repatriate the student concerned. This would be the decision of the trip leader in consultation with the EVC and the headteacher and would be at the parent's or carer's expense.

10. Transport in Private Cars

Establishments that organise transport in private cars have a legal duty of care, and may be liable in the event of a claim following an incident.

Chipping Norton School will ensure that:

- The driver properly understands their duty of care and any agreed responsibilities for supervision.
- Parents are informed about the transport arrangements.
- If the driver is not an employee, they are engaged as a volunteer (or paid contractor) through the school's normal procedures.
- Evidence is obtained that:
 1. The vehicle is safe. This means that it holds a valid MOT certificate, where relevant, that the driver certifies it has been serviced in line with the manufacturer's schedule.
 2. The driver is suitable. This means that they hold a valid licence for the type of vehicle and meet any employer requirements.
 3. The vehicle is taxed.
 4. There is a valid insurance policy covering the driver and the vehicle for the intended use. This may require that the driver has 'business use' cover.

The driver will need to complete a form to confirm these checks – see Procedures, appendix E.

Consideration will be given to the potential distraction of the driver and the supervision of the passengers and a judgement will be made about the likely behaviour and individual needs of the passengers. If any of them may require close supervision, then another adult will travel in the vehicle so that the driver is not distracted or compromised.

Very careful consideration will be given before allowing a driver to be alone with a child or young person, as this could leave both of them vulnerable. Circumstances where this might be acceptable include the following, when there is no reasonable alternative:

- Where the transport arrangements have been planned based on a risk assessment, which shows that their benefits outweigh the risks.
- In an emergency or other unforeseen circumstances where the child or young person would otherwise be at greater risk.

Parents Providing Transport

Sometimes parents are asked to help with transport to a venue. When this happens, Chipping Norton School will make it clear which of the following applies:

- Parents are being asked to volunteer as drivers, as part of the establishment's transport arrangements for the visit. If this is the case then the drivers will be engaged as volunteers and the considerations above should be applied.
- Parents are being asked to organise transport, which may involve some parents providing lifts for children other than their own. If this is the case then the school will make it clear that it will not be involved in making these arrangements and will not have any responsibility for them.
- Where parents are being asked to organise their own transport, we will consider the need for:
- Information from parents about what arrangements have been made.
- Communication with parents, in case of delays or 'no shows'.
- Clear handover of supervision from and to parents at the venue, depending upon the age of the children and other relevant factors.
- The provision by the school of transport for any children whose parents are unable to make such arrangements.

Young People Driving

Young and inexperienced drivers are more likely to be involved in accidents. If sixth form students who have passed their driving test, request to drive to the venue, parents must give their consent in writing. If parental consent is given, the student will not be allowed to transport other students to the venue.

11. Supporting documents:

- The Outdoor Education Advisers' Panel (OEAP) National Guidance
- Procedures for organising school trips and visits
- Staff Code of Conduct
- Equality and Diversity policy
- CNS Insurance policy