



## Davenant Foundation School

<b>Policy Name</b>	Educational Trips and Visits	<b>Committee Responsible</b>	Estate Management
<b>Status</b>	Mandatory	<b>Committee Person i/c</b>	E Browne
<b>Produced by</b>	SchoolBus/GMC	<b>First Agreed</b>	July 2018
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<b>References</b>	H&S Policy	<b>Next Review Date</b>	Oct 2023

# Educational Visits and School Trips Policy

Signed by:

\_\_\_\_\_ Head Teacher                      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of Governors                      Date: \_\_\_\_\_

## Contents:

### Statement of intent

1. Legal framework
2. Definitions
3. Key roles and responsibilities
4. Planning school trips
5. Risk assessment process
6. Vetting providers
7. Equal opportunities
8. Safe use of minibuses and seatbelts
9. Parental consent
10. Staffing ratios
11. Insurance and licensing
12. Accidents and incidents
13. Missing person procedure
14. Pupils with SEND
15. Finance
16. Foreign trips
17. Evaluating trips and visits
18. Monitoring and review

### Appendices:

- 1. Consent Form for Specific Educational Visits and Schools Trips
- 2. Social Media / Mobile Phone Guidance.
- 3. Davenant Incident / Accident Reporting Procedure
- 4. Terms and Conditions for Trips, Visits and Activities
- 5. Off-Site Critical Incident Plan
- 6. Local Area Visit (LAV) Operating Procedure
- Planning and Conducting Educational Visits and School Trips During the Coronavirus (COVID-19) Pandemic

## **Statement of intent**

**Davenant Foundation School** understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

**The Academy** as the employer, is responsible for the health and safety of pupils, members of staff and volunteers and aims to protect them from getting hurt while out on educational visits or school trips.

Under Review

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behavioural Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Minibus Policy
- Critical Incidents Procedures (off-site)
- Code of Conduct
- Supporting Pupils with Medical Conditions

## 2. Definitions

**'In loco parentis'** means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

**'School trip'** means any educational visit, foreign exchange trip, away-day or residential holiday organised by Davenant Foundation school which takes pupils and staff members off-site.

**'Residential'** means any school trip which includes an overnight stay.

Activities of an **'adventurous nature'** include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing
- Duke of Edinburgh (DofE)

### 3. Key roles and responsibilities

The **Governing Board** is responsible for:

- The strategic overview of the Educational Visits and School Trips Policy.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity or national origin, culture, religion, gender, disability or sexual orientation.
- Has oversight for handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular trips and activities.

The **Head Teacher** is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator, liaising with the **LA** as necessary to ensure the correct appointment is made.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Supporting the educational visits coordinator in appointing designated trip leaders for each trip.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The **Educational Visits Coordinator** has overall responsibility for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the Educational Visits Support team, during the planning and organising of extra-curricular activities and trips.
- Working with the local Educational Visits Support Team to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Organising any relevant trip training so staff and volunteers can feel confident in conducting their duties.

- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- Approving all relevant documentation, including risk assessments, to ensure educational visits have been well planned for and are safe.
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the Head Teacher, by organising training for staff and volunteers.
- Ensuring that any problems are raised in a meeting with the **Governing Board**.

The **Designated Trip Leader** selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Checking the schedule is free on the school calendar prior to planning an educational visit.
- Identifying the educational purpose of the extra-curricular trip or activity, and including this on the Initial Approval Form.
- Undertaking any relevant training or courses which are arranged by the Educational Visits Coordinator.
- Completing all essential documentation for the trip, in a timely manner, and ensuring it has been approved by the Educational Visits Coordinator prior to trip departure.
- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members, including the designated deputy leader, on the school trip.
- Ensuring **all** adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Procedures.

The **Designated Deputy Trip Leader** supports the designated trip leader and will assume the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip, e.g., is unwell at short notice. They are also responsible for:

- Supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.

**Staff** are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities by undertaking training.

- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.

**Volunteers** and/or **carers** on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Participating in any relevant checks before the trip in line with the DBS Policy.
- Reading and understanding relevant policies, such as the Behavioural Policy, to enforce the Pupil Code of Conduct while on the school trip.
- Ensuring they are competent and comfortable with their delegated responsibilities by partaking in relevant training.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.
- Assisting pupils with needs during activities, e.g., escorting them to the toilets.
- Attending any relevant meetings or induction evenings before the trip.

**Pupils** are responsible for:

- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip.
- Behaving in a manner which matches the ethos of the school, and for following the behaviour rules set out in the school's Behavioural Policy with regards to this policy.

#### 4. Planning school trips

Prior to planning a school trip, the following guidance will be read by the organisers:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure pupil and staff safety. (please see **appendix 6** for the procedures for a local area visit (LAV))

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils. Where there is a maximum capacity of pupils for a trip, the Trip Leader will consult with the EVC prior to submitting an IA Form.

Teachers and support staff will receive regular and ongoing training, as part of their CPD. (T&V's training refreshed every two years) Trip leaders **MUST** have completed the Schools

Trips and Visits Training in order to maintain up-to-date practice and ensure compliance with school procedures. It is preferable for assistant trip leaders to have completed the Schools Trips and Visits Training. (Requests to lead a trip will not be considered unless the staff member has completed the necessary training and possesses the relevant experience.)

## 5. Risk assessment process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary
- Inform staff and/or students of all particular risks associated with their trip.

## 6. Vetting providers

When considering external providers for activities, the **Trip Leader** will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards, using the **Evolve** system.

If a provider does not hold the badge, the **Trip Leader** will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences

If it is deemed appropriate to engage with an external provider, the **Trip Leader** will send the proposed provider an ECC Provider Form (form available to download from Evolve) If an organisation does not meet the school's standards, they will not be considered.

## 7. Equal opportunities

The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to



pupils will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Equality Policy.

Due to the popularity of some extra-curricular trips and activities, the school offers places, using a number of different criteria (including but not exclusive to) behavioural records, academic effort, attendance, and finally, on a first come, first served basis. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

## 8. Safe use of minibuses and seatbelts

The **Premises Manager** is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax. The use of minibuses will be organised in accordance with the Minibus Policy. **The Finance Manager** is responsible for arranging the annual insurance of the minibuses.

The driver will have a current driving licence, and all drivers of the minibus will be between 21 and 70 years of age. Drivers of the minibus are required to have at least two years' experience as a qualified driver. Drivers must provide a licence check code obtained from the GOV.UK website. The **Premises Manager** will record this information.

Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs. The minibus will carry strictly one person per seat and seatbelts must be worn at all times. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed. (the cost of which will not be reimbursed)

Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school. When using the school minibus staff **must** be on the list of approved drivers. This list is maintained by the **Premises Manager** and reviewed annually.

The following staff members hold the required licence and have completed specific training which allows them to drive the school minibus:

Staff member's name	Staff member's role
Adam Thorne	Head Teacher
Chris Morris	Premises Manager
Cliff Everitt	Learning Support Assistant

Daniel Lear	Teacher
David Parker	Assistant Head Teacher
Donna Pearce	Admin Assistant
Georgina Wyatt	Teacher
Gill Newlyn	Sports Partnership
Marcus Cattell	Sports Partnership
Katie Doherty	Teacher
Micayla Dodd	Teacher
Michael Kafouris	Teacher
Peter Craft	Teacher
Paul Humphries	Teacher
Tim Beaumont	Teacher & Behaviour Manager
Paula Morris	D of E Volunteer
Barry Hawes	D of E Volunteer
David Hawes	D of E Volunteer
Martin Wynne	D of E Volunteer

## 9. Parental consent

Parental consent (written and/or ParentPay) is required for all off-site activities; these include the following:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.

## Sporting Activities

Parental consent to be obtained via a web-based system (Teamer) and/or paper consent for each sporting fixture including Local Area Visits (within school hours and after school) Parents will have the opportunity to withdraw their child from taking part / withhold consent.

### **10. Staffing ratios & Code of Conduct (Staff)**

There will be sufficient staff to cope in an emergency and generally. Ratios are a risk management issue, and should be determined through the process of risk assessment. It is not possible to set down definitive staff/student ratios for a particular age group or activity. Suggested guidance for day trips would be 1:15/20 – without special safeguards or control measures, these ratios will **not** be adequate to meet the needs of most residential or more complex visits. In this case we recommend a ratio of 1:10. Attention should be given to the experience and gender balance of staff accompanying the visit, and evidenced by a robust risk assessment.

Davenant Foundation School strongly recommends that staff accompanying young people on educational trips and visits refrain from drinking alcohol throughout the trip. We view this as best safe practice evidencing full duty of care at all times. However, minimum staffing levels that support effective supervision and duty of care **cannot** include any staff member who has been allowed to consume alcohol. Additional staffing resources may need to be considered. Leadership of the trip **must** be delegated to the deputy if the trip leader is off duty and/or has consumed alcohol.

In the event of an accident / emergency, the visit leader retains a duty of care for the group at all times. (The visit leader **cannot** attend to casualties, ensure that others in the group are moved to a safe place and kept safe, call for help from the emergency services, instigate the Emergency Procedures and keep notes of the incident all at the same time.) The visit leader will assess the situation; establish the nature and extent of the problem ensuring the remaining staff are briefed to ensure that they understand what to do.

### **11. Insurance and licensing**

When planning activities of an adventurous nature in the UK, the **Educational Visits Coordinator** will check that the provider of the activity holds a current licence. Risk Protection Arrangement (RPA) information is available to view on the school's website, and parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

Medical expenses will be recorded and lodged with the **Finance Office**.

### **12. Accidents and incidents**

In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the **Health and Safety Policy**. (critical incident procedures / protocols are to be followed) In the case of accidents and injuries while on a school trip abroad:

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact within the UK will be the **Designated Senior Leader** who will contact the family of the injured person.
- Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted. (social media / mobile phone etiquette must be adhered to)
- The British Embassy/Consulate will be informed.
- The insurer will be notified.

The **Compliance Officer** will keep written records of any incidents, accidents and near misses. In an accident / emergency, the visit leader retains a duty of care for the group at all times.

Media enquiries will be referred to the **Head Teacher** or, if they are not available, the **Deputy Head Teacher** or the **Chair to Governors**.

Staff will use guidance as set out in the **Critical Incident Off-Site Visits Guidance**, in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack. Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

To ensure pupils are easily identifiable, they may be required to wear appropriate clothing failing this, pupils will be given a badge with the school logo on, which must be worn at all times. Pupils with medical conditions are supported to participate in educational visits and school trips. Relevant staff will carry additional emergency rescue medication (For example - Inhaler and/or AAI) Pupils must have access to two inhalers and/or AAI's, if attending off site visits. (Students own inhaler and/or AAI, plus additional rescue medication held by staff)

### **13. Missing person procedure**

The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with [section 5](#) of this policy. The **Trip Leader / EVC and/or Senior Leadership Contact** will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with special educational needs and disabilities (SEND), the **Trip Leader** in consultation with the **EVC**, prior to the trip, will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs in accordance with [section 14](#) of this policy.

Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group. All staff members will be required to carry mobile phones with them at all times; If a pupil doesn't own a mobile phone, they will be paired up with a pupil who has a mobile phone. Staff **MUST NOT** issue their own personal mobile phone numbers to students on school trips. Students **MUST** be given the school mobile number as the emergency contact number prior to the trip.

Upon arriving at every venue, the trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group. Pupils and staff will wear school branded clothing, in order to make them easily identifiable. (where possible)

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip domestically or abroad:

- The trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The trip leader will immediately identify at least **one** adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within **10 minutes**, the local police or relevant authorities, e.g. the British Embassy, will be contacted.
- If the police are called, the trip leader will contact the **Head Teacher**, or other available person, back at the school and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the **Educational Visits Coordinator** will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the **Educational Visits Coordinator** to ensure similar incidents can be avoided in the future.

## 14. Pupils with SEND

Where possible, activities and visits will be adapted to enable pupils with SEND to take part.

## 15. Finance

The financial procedures outlined in the school's **Charging Policy and School Trips and Conditions (appendix 4)** will always be followed when arranging trips.

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018 or any successor guidance) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided **outside of school time** which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the pupil is being prepared for at the school.
- Part of religious education.

Payment for school trips will always be paid directly to the school via Parentpay (or any successor payment system) under no circumstances should school trip money be processed through personal accounts.

All letters to parents regarding school trips will refer to the school's Terms & Conditions, which are available on the school website and appended to this policy, which cover: arrangements for trip cancellation, insurance and refunds

In the event that the trip is cancelled due to unforeseeable circumstances, it is the Head Teacher's discretion as to whether a refund is given to parents. The Head Teacher will consult the Governing Board on the matter, taking into account the cost to the school, including alternative provision costs. Parents/cares should be aware of this when committing to a trip.

In the event that a pupil cancels their place on a trip, it is at the Head Teacher's discretion as to whether a refund is given to parents. The Head Teacher will consult the Governing Board on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else. Any non-recoverable costs resulting from the withdrawal will be deducted from any refund available. Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. (If refunds are available, the school will, take all costs into consideration, including amendments and transfer fees)

## 16. Foreign trips

When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.

Validity of passports and visa requirements will be dealt with within **three months** of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Before the trip the Trip Leader will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations.

Staff and pupils will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.

Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.

Pupils and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.

Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.

At the start of the trip, all pupils and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

When using external providers abroad, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will seek advice from the local Educational Visits Support team.

## **17. Evaluating trips and visits**

Following an educational trip and/or visit, the **Educational Visit Coordinator** will request feedback from any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

## **18. Monitoring and review**

The effectiveness of this policy will be monitored continually by the **Estates Committee** and **Head Teacher**. Any necessary amendments may be made **immediately**. The **Estates Committee** will review this policy biennially. The next scheduled review date for this policy is **October 2023**.

Under Review



## Appendix 1 – Consent Form for Specific Educational Visits and School Trips

<b>Educational visits consent form</b>	
<b>Pupil details</b>	<b>Visit details</b>
Name:	Destination:
Form:	Date:
Date of birth:	Time:
Primary Address:	
Home telephone number:	I acknowledge the need for my child to behave responsibly <input type="checkbox"/>
Mobile Number (if applicable)	
<p>Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed-wetting, or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. <b>All information will be treated in confidence.</b></p>	
When did your child last have a tetanus injection?	
If your child is taking medication, please give details, including whether it can be self-administered and, if not:	
Is your child allergic to any medication? YES/NO. If yes, please specify:	
Please give details of any special dietary requirements and the type of pain/flu relief medication your child may be given if necessary:	
If your child is taking <b>daily</b> medication, please confirm that all <b>daily</b> medication will be given prior to the school trip. (Please give details of medication taken)	

If your child is taking medication, please confirm all medications will be available and in date, to take on the school trip.

What is your child's swimming ability? For Example: Strong, Weak, Non – Swimmer

Family doctor:

Telephone number:

Address:

I am happy to let my son/daughter make their own way home (Key Stage 5 **only**)

I will collect my son/daughter at..... from \_\_\_\_\_

I give permission for my child to participate in the above school visit, and I have read all the information given. I further consent to my child being given any urgent medication, medical, surgical, or emergency dental treatment; including anaesthetic or blood transfusion, which may be considered necessary by the medical authorities during the school visit. I understand that my child is covered by **the school's liability insurance**, and that I am able to take out my own additional insurance if I wish. I will inform the school of any change in the circumstances outlined above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or Carers **Full Name/s**: in BLOCK capitals:

\_\_\_\_\_

Telephone number: \_\_\_\_\_

Please give an alternative contact name and telephone number in case we cannot reach you in an emergency:

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

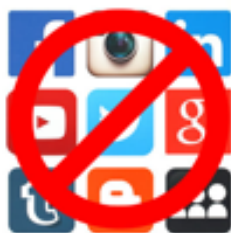
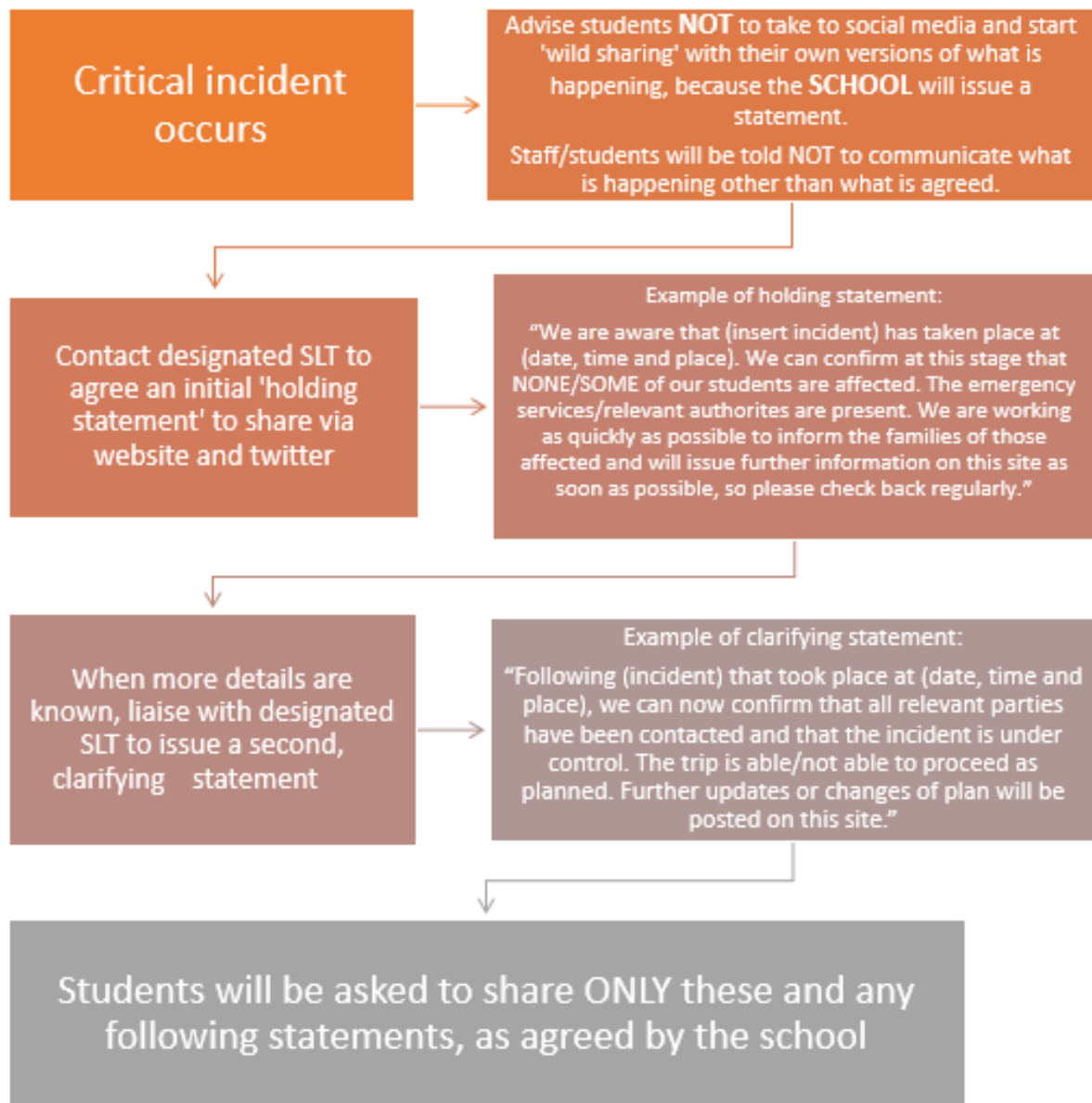
Relationship to pupil: \_\_\_\_\_

Davenant Foundation School fully complies with information legislation. For the full details on how we use your personal information please see the school website or call 0208 508 0404 if you are unable to access the internet.

## Appendix 2

### For staff

This flow chart is designed to guide staff on school trips regarding the use of social media by students in the event of a critical incident, and to prevent the undesirable action of 'wild sharing'. Both students and parents will have been briefed prior to the trip.

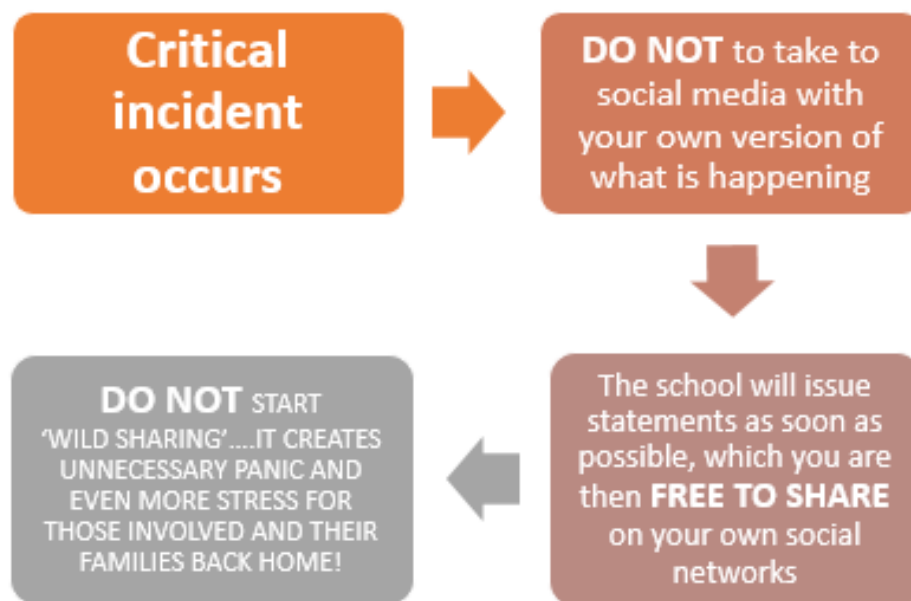


**IN THE EVENT OF A CRITICAL INCIDENT, EVERYONE ON THE TRIP SHOULD REFRAIN FROM 'WILD SHARING'....IT CREATES UNNECESSARY PANIC AND EVEN MORE STRESS FOR THOSE INVOLVED IN THE INCIDENT AND THEIR FAMILIES BACK HOME**

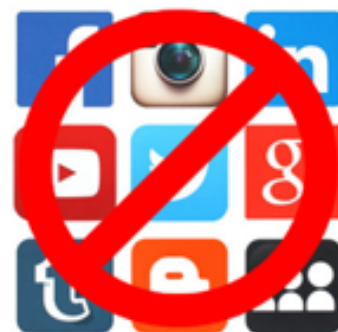
(For distributing during pre-trip student and parent briefings)

### For students

Using social media in the event of a critical incident on a school trip



Just remember two words....'Oxford Circus' .....



## Appendix 3



### Davenant Foundation School

## Incident/accident report

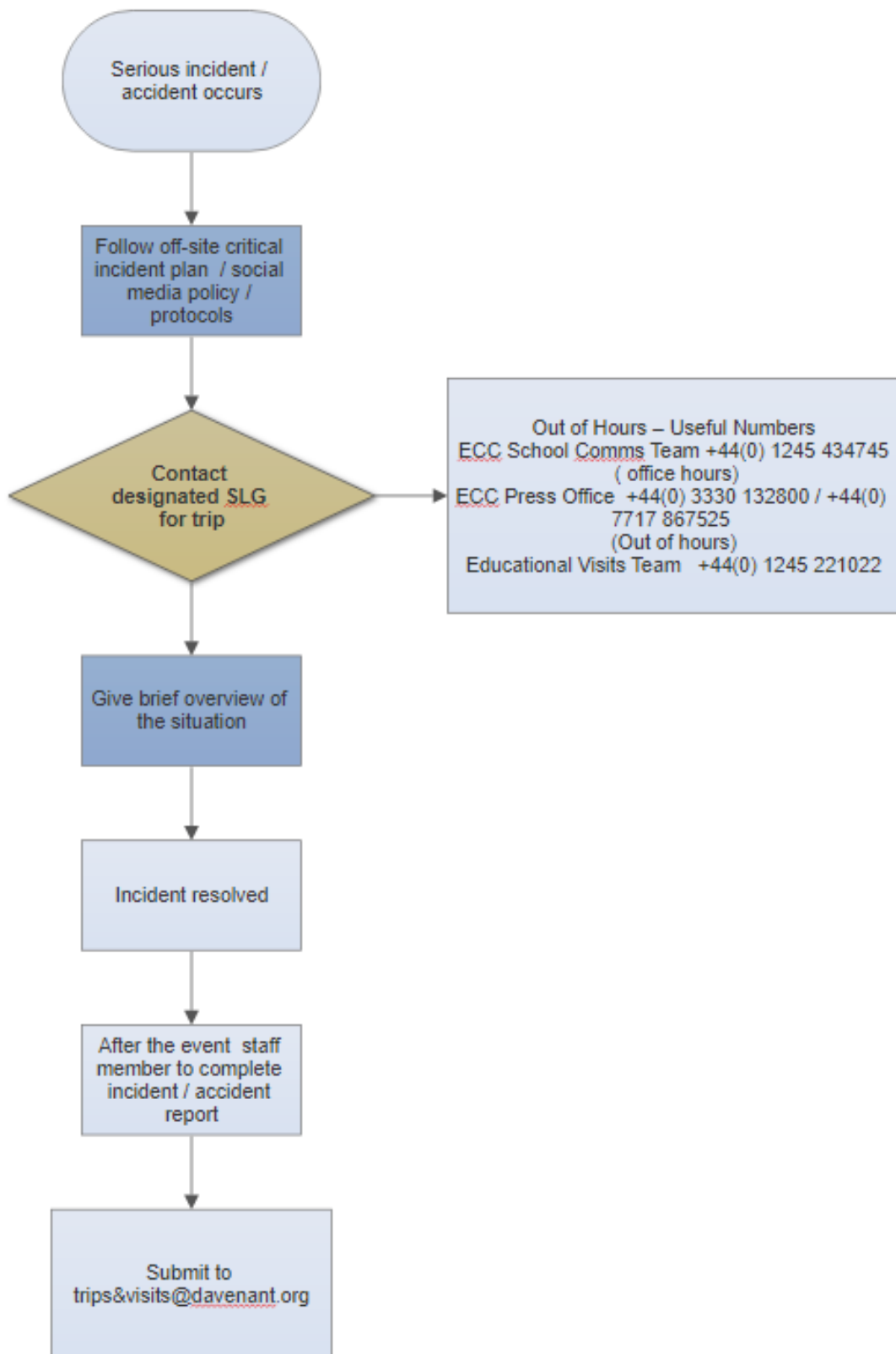
As a member of Davenant Foundation School you are committed to 'notify your designated SLG contact in the event of any accident, dangerous incident or other occurrence leading to damage or injury or that could have led to such damage or injury. Please complete the form below and return/email it to [Trips&Visits@davenant.org](mailto:Trips&Visits@davenant.org)

<b>1.1.</b>			
<b>Country:</b>			
<b>Date of incident:</b>		<b>Time:</b>	
<b>Type of incident:</b>	Accident <input type="checkbox"/>	Lost <input type="checkbox"/>	
	Behaviour <input type="checkbox"/>	Near miss <input type="checkbox"/>	
	Illness <input type="checkbox"/>	Recurring injury <input type="checkbox"/>	
	Other <input type="checkbox"/> Please give details below		
<b>Group /Trip details:</b>			
Group name			
Contact name			
Position			
Address			
Telephone no.			
Email			
<b>Informant's details (if different from groups' details):</b>			
Contact name			
Position			
Address			
Telephone no.			
Email			
<b>Casualty details:</b>			
Section	Day Trip <input type="checkbox"/> Volunteering <input type="checkbox"/> Physical <input type="checkbox"/> Skills <input type="checkbox"/> Residential <input type="checkbox"/>		
Age			
<b>What happened and to whom?</b>			

<b>Details of any injuries sustained and to whom</b>	
<b>What has happened since?</b>	
<b>Please email:</b>	Trips&visits@davenant.org
<b>Or forward to:</b>	Emma Browne / Genevieve Casson Davenant Foundation School Chester Road Loughton Essex. IG10 2LD
Davenant Foundation School will keep this information confidential.	

<b>For internal use only</b>	
<b>Date received</b>	
<b>Received by</b>	
<b>Follow-up action</b>	

This is a reporting document; you should not expect a response from the trips & visits



## **Appendix 4 – Terms and Conditions for Trips, Visits and Activities.**

### **Davenant Foundation School**

#### **TERMS AND CONDITIONS FOR TRIPS, VISITS AND ACTIVITIES**

1. Government legislation precludes the school from levying a compulsory charge for trips that take place in school time (at least 50% of curriculum time) or represent a compulsory element of an educational programme. (e.g. field trip), although for residential trips a charge may be levied for the accommodation element. If you are able to prove you are in receipt of the certain benefits (*listed at end of this document*), you will be exempt from paying the cost of board and lodging. Where a charge cannot be made, parents/ carers will be asked to make a voluntary contribution; the trip can only proceed if sufficient contributions are received to cover the total cost of the trip/activity, as the school is not in a position to provide a subsidy. The school appreciates the support received from parents and carers – trips rarely need to be cancelled due to insufficient voluntary contributions.
2. The school receives funding through the Pupil Premium, which can sometimes be used to support payment for students on the Pupil Premium register. The school's leadership will determine each trip's eligibility for pupil premium subsidy, although this is normally only available for curriculum trips.
3. Where legislation permits charging, attendance will only be possible on payment of the required charge. In exceptional circumstances a subsidy may be available from the Reynolds Fund – please write in confidence to the Head Teacher should you wish to apply for this.
4. The school budgets to break even on school trips. Should a small unexpected under-spend occur, and to avoid the administrative cost of refunding individual parents, the money will be treated as a donation to the Reynolds fund. This fund is used to enhance extra-curricular activities across the school.
5. Once a student is offered a place on a trip, any deposit paid is non-refundable.
6. Should a student withdraw or be excluded from a trip, it will not be possible to offer a refund unless another student takes up the place or the cost is covered by insurance. Any non-recoverable costs resulting from the withdrawal or exclusion will be deducted from any refund available.
7. If the school makes the decision to cancel a trip due to circumstances outside its control, the school will endeavour to secure repayments. However, where this is not possible the school will not be able to reimburse parents. Parents/ carers should be aware of this when committing to a trip.
8. In the event of a gross breach of the code of conduct, a pupil might be returned home /repatriated. All costs arising from this decision will be at the expense of the parent/carer.
9. Should a parent/ carer make the decision to withdraw a student during a trip; all costs arising from this decision will be at the expense of the parent/carer.
10. Payments must be made via Parentpay; the school no longer accepts payment by cash or cheque.
11. A copy of the insurance policy can be found on the school website. Please check the cover carefully to make sure it meets your needs. Please note that insurance for personal items should be arranged by parents, as the school's policy is not intended to cover these.



12. To ensure that the school's trip insurance policy remains effective, it is the parent/ carer's responsibility to ensure that the trip organiser is made aware of any pre-existing medical condition (who will then liaise with the insurance company as necessary). Any uninsured costs incurred due to undisclosed medical conditions must be met by parents/ carers – this particularly applies to trips abroad.

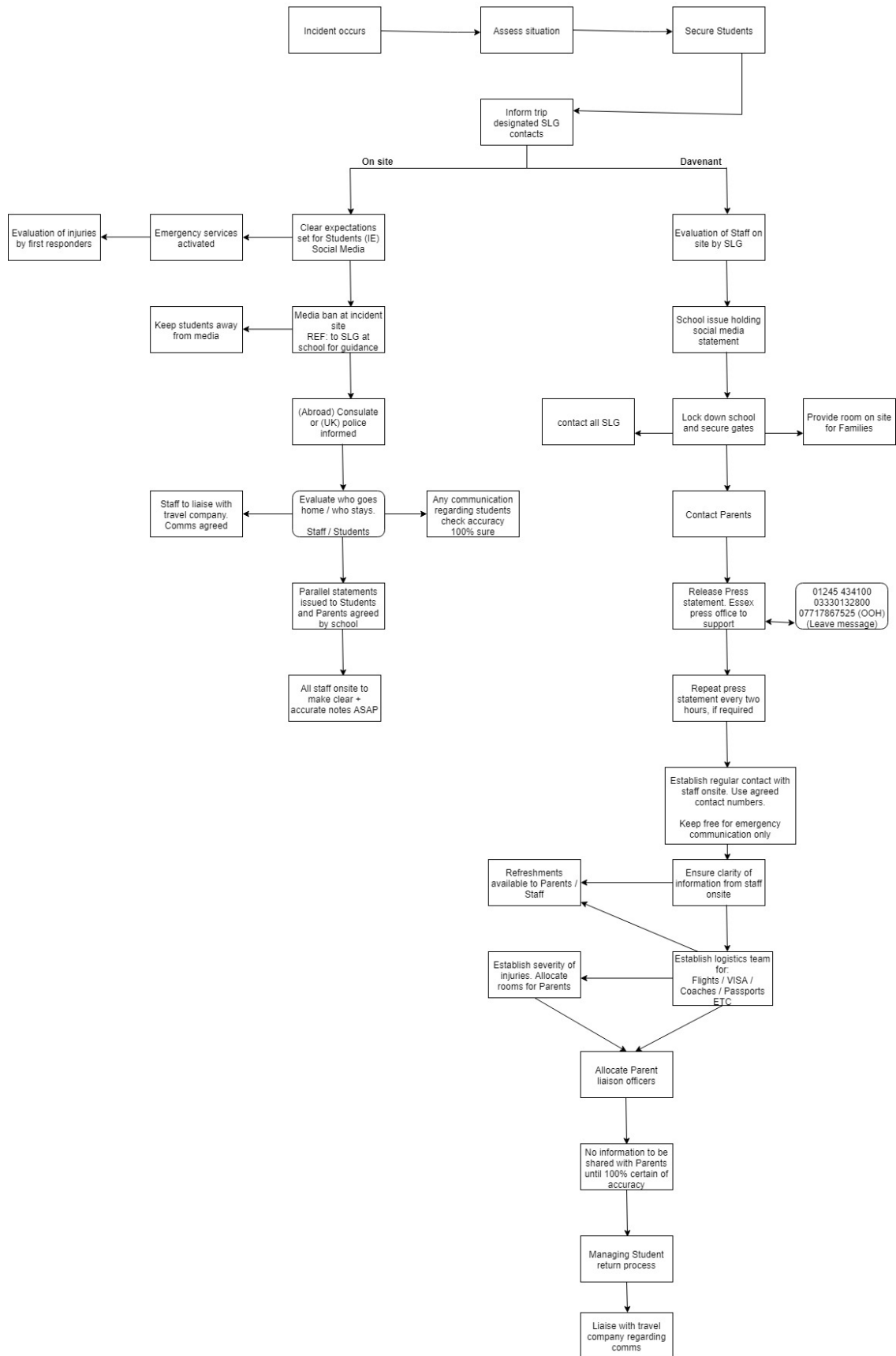
13. By signing up to a trip, you are agreeing to the terms outlined above.

## **Relevant benefits for assessing financial assistance**

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on-paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year ( after tax and not including any benefits they receive )

# Appendix 5 – Off –Site Critical Incident Plan

Critical incident flowchart for off-site educational trips / visits



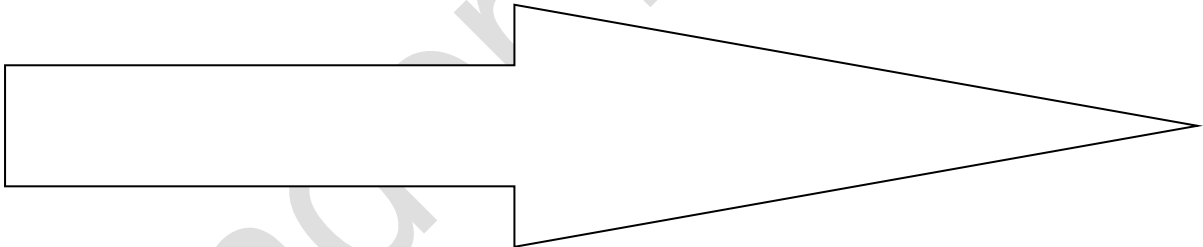
# KEY CONTACTS LIST

Please add/amend/delete and complete numbers as appropriate

CONTACT	TELEPHONE NUMBER
<b>Key Local Authority Contacts</b>	
ECC Press Office	03330 132800 Office hours
ECC Press Office	07717 86725 Out of Hours ( leave a voicemail message)
Schools Communications Team	0333 013 9880
<b>Other Useful Contacts</b>	
Foreign Office	0207 008 1500
Meningitis free phone number	080 8800 3344
<b>Other Local Contacts</b>	
Police	999
Police – your local station/community officer	
Fire & Rescue Services	999
Hospital – your nearest A&E	
Your Local Church or Religious Centre	
Local Radio	
NHS – your local clinic	
Primary Care Trust	

## Critical Incident Decision-Making Tool

<b>Information</b>	<b>Issues</b>	<b>Ideas</b>	<b>Actions</b>
<i>What do you know/what do you <b>not</b> know?</i>	<i>What are the problem/issues arising from that piece of information</i>	<i>What are the ideas for solving the issues/problems?</i>	<i>What are you going to do? What are you <b>not</b> going to do? Who is responsible? What are the timelines?</i>



Under Review

## Appendix 6 - Local Area Visit Operating Procedure

**Extended Learning Locality – This should be added to your ‘School Visits Policy’ if you intend to use this process for all low risk, local area Learning Outside the Classroom activity.**

**Basic visit details (former signing out sheet) should be added to EVOLVE as a ‘Local Area Visit’ type.**

**The visit will NOT require any approval as trip information will be audited on EVOLVE and activity and approval management covered by the details below.**

### **Extended learning Locality (Local Area Visit) template**

**(Please edit this to suit your needs and add to your School visits Policy)**

#### **Boundaries**

The boundaries of the locality are shown on the attached map. This area includes the following frequently used venues: *e.g.*

- *Castle Park*
- *Chelmsford Library*
- *....Pool and Leisure Centre*
- *The Arcade Shopping Centre*
- *Etc.*

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the EVOLVE visit approval process, provided they follow the below Operating Procedure.

*(The below is in essence just a generic risk assessment for routine activities).*

#### **Operating Procedure for Extended Learning Locality**

**The following are potentially significant issues/hazards within our extended locality:**

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).
- *Etc. - add anything else specifically relating to your locality.*

**These are managed by a combination of the following:**

- The Head, Deputy or EVC (*delete as necessary to your circumstances*) must give verbal approval before a group leaves. *Not strictly necessary if you have clearly identified competent staff and are confident in your operating procedure, and the fact that staff will follow it.*
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults. *This statement is probably appropriate for all primary schools, although in benign locations it may be appropriate to relax it for year 6s. Decisions should be based on the area and the age / maturity of the pupils - the key determinant will always be 'what would the pupils do if the only adult collapsed?'*
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group. *For primary schools this is easy to do with some simple road markings in the playground – with a little practice this can become drilled and slick, as everyone knows what is going to happen.*
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. *This needs a decision and will depend on the area you are in – return to school, wait where they are, go to x and ask for help, etc).*
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return. *Consider adopting (or adapting) the 'Signing-out sheet' below and in EVOLVE Resources / ECC tab.*
- A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles) *If you have a local issue, eg. with drug needles, etc, in any area, then you can mark that bit as no-go, or add here how you will educate the pupils to deal with it – it is their home after all, so they need to be able to cope with it!*
- **PLUS**
  - *Add any specifics relating to your local area – eg 'When crossing Bimble Street everyone must use the toucan crossing by Baguette the Bakers'.*
  - *Etc.*
- **This will only require the brief 'Local Area Visit' EVOLVE form (replacing the need for any paper based 'signing out sheet' and will audit all your LOtC activity)**

# **Planning and conducting educational visits and school trips during the coronavirus (COVID-19) pandemic**

## **Statement of intent**

The school aims to act in accordance with the Educational Visits and School Trips Policy set out above as much as possible; however, we understand the necessity for additional considerations and protocols during the coronavirus (COVID-19) pandemic. This appendix sets out what additional actions the school will take during this time to ensure school trips are conducted in line with compulsory health and safety regulations. The appendix covers pre-trip planning procedures as well as actions to carry out when off the school site during the school trip.

## **1. Planning a school trip with control measures**

School trips will be planned in relation to the most up-to-date government guidance, and continuously reviewed to ensure the proposed school trip is compliant with all relevant restrictions. The school will also have a contingency plan in place to mitigate the disruption caused to planned trips by any possible changes to government guidance. Any changes to proposed plans for school trips will be communicated to parents, pupils and staff as soon as possible.

The trip leader will conduct a comprehensive Coronavirus (COVID-19): School Trip Risk Assessment that considers specific coronavirus-related control measures to ensure the trip is safe to proceed. An individual risk assessment will be conducted for each individual school trip to account for the necessary covid-secure measures which may differ from trip to trip. The educational visits coordinator will approve each specific individual risk assessment to ensure the proposed trip is safe to conduct.

The number of attendees and size of the group travelling off site will be considered by the educational visits coordinator to ensure it is appropriate and compliant with health and safety measures.

The school ensures that the trip destination's infection control measures and social distancing rules are communicated to pupils who are attending the trip in advanced. Staff will be informed of the control measures before the pupils so they can enforce the rules at all times. All participants on the trip will adhere to the Coronavirus (COVID-19): School Trip Risk Assessment in order to enforce adequate and practical measures to protect the health and safety of both staff, pupils and the general public.

Pupils are expected to participate in any infection control and social distancing measures deemed necessary, e.g. wearing a mask off the school site. Pupils whose behaviour is purposefully contrary to the outline infection control measures will be disciplined in line with the Behavioural Policy.

Parents will be informed of arrival and departure procedures for the school trip in advance to avoid congestion when dropping off and collecting their children from school. Parents will be made aware of safety control measures and assured that the trip is safe to go ahead.

Pupils aged 16 or over may be required to check in to the school trip destination by using the NHS COVID-19 app.

## **2. Vetting providers**

The trip leader will ensure that the school trip provider and/or destination is compliant with the relevant government guidance regarding social distancing measures and procedures.

The trip leader will ensure the travel company providing transportation for the school trip is compliant with the relevant government guidance. The school will maintain ongoing contact with the school trip provider and/or destination to keep up to date with any additional information.

The school will also ensure the school trip provider has conducted a risk assessment which makes specific consideration for coronavirus restrictions. When considering external providers for activities, the educational visits coordinator will check whether the destination is able to host pupils adequately and safely.

## **3. Foreign trips**

In accordance with national government guidance, the school will not carry out school trips which involve travelling abroad. This will be reviewed in line with the government guidance.

## **4. Insurance and refunds**

Before booking any trips, the school will enquire as to what the trip provider's refund policy is.

Before booking any trips, the school will ensure the booking meets RPA guidance. (check it is covered in the event of a cancellation.)

Parents will be notified of any refund procedures before payments are made and in the event of a cancellation will be refunded as per the outlined agreement.

## **5. Monitoring and review**

The Head Teacher is responsible for continually monitoring PHE and DfE updates and updating this appendix in line with any changes to government guidance. Any changes to this appendix will be communicated to all staff, parents and relevant stakeholders.