

Trips and Visits Policy

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This policy has been adopted by the Mulberry Schools Trust “The Trust” and will be applied to all schools which belong to the Mulberry Schools Trust.

Introduction

The objective of the policy is to ensure that all students receive a fair and reasonable opportunity to take part in trips and visits during their time at school. Educational trips and visits form an invaluable and memorable part of a student’s education.

The guidance and procedures for trips and visits is fully in accord with the National Guidance from OEAP (www.oeapng.info). All guidance material, forms and information are available for staff within the schools of the Mulberry Schools Trust on each school’s shared drive in the ‘School Visits’ folder.

The Trust’s prime concern is for the safety and well-being of students and staff belonging to the family of schools. Away from school, teachers are directly responsible to the Headteacher of the school they are part of and the parents/carers for the students in their care from the time the students depart on a journey until they return. Approval must be given by Trustees of the Mulberry Schools Trust for all residential trips.

School journeys should help the student achieve some of the objectives listed below; classroom preparation and follow up should ensure the students understand the purpose of the activities planned and achieve the maximum educational benefit from the visit. The objectives of most visits may include:

- Developing skills of communication and study;
- Understanding the human and natural world;
- Enhancing physical and mental health;
- Giving community service;
- Bring to life the learning from the classroom
- Give an opportunity to increase student’s social and cultural capital
- Making provision for improving students’ special interests, needs and talents;
- Developing good standards of behaviour, aesthetic appreciation, a sense of right and wrong, and such constructive attitudes as persistence, pride in achievement, use of initiative, co-operation, and self-reliance.

Residential journeys may provide opportunities for students to experience upland, country, seaside and urban environments; visit places of special interest (historic, artistic, geographical, biological, religious, and geological, for example); use different modes of transport; meet the challenge and adventure of living out of doors; and have the social experience of living and working in a new community.

All journeys require meticulous planning, regardless of their duration. It is essential to be aware of the risks in organising a school journey and to so manage those risks that the dangers are minimised. This detailed statement of policy is designed to minimise

risk and maximise potential success for Mulberry School for Girls school visits. It is a comprehensive survey; however, the special nature of each and every visit will require its unique pattern of preparation.

Preparing for a school visit

All the required forms for organising a trip can be found on each school's shared staff drive, and this includes a trip proposal, risk assessment and student list proforma. Discuss your early provisional plans and final detailed arrangements with all responsible within the school. Allow plenty of time between making early plans and the dates for the proposed visits. Initial discussion should be held with the member of staff with responsibility for school journeys and where possible a preliminary visit will be undertaken. In addition any training needs will be highlighted through the approval process with the Deputy Headteacher in charge of trips and visits. The intent is that all residential journeys should be planned sufficiently early that their timing might appear in the annual calendar. In any event approval of the Trust Board and Local Governing body will be required – it meets once every term. Remember to avoid taking students on visits when the student is within two terms of external examinations.

The Staffing Team

Accompanying adults must be teachers and support staff and covered by appropriate insurance. The bulk of responsibility for planning and day-to-day organisation must be retained by the teachers one of whom must be the nominated leader. The Headteacher and local governing body members must be satisfied that the teaching staff and other adults are suitable to accompany the visit. The cover implication of each excursion must be considered with the Deputy Headteacher in charge of the diary. Remember that suitable cover work should be left with the department including Sixth Form groups. Any non-teaching accompanying adults must possess a clear a DBS check registered at the Trust or its schools. Consider appointing a standby teacher who could join the party if one of the staff has to withdraw. A Senior Leader will be nominated to be on call for the duration of the visit if after hours, and will handle any problems or questions which might arise during your visit. Additionally, you must leave your contact details on the risk assessment form with the Deputy Headteacher responsible for trips and take with you a phone number for the Senior Leader on duty. The Deputy is the Educational Visits Co-ordinator (EVC)

Assessing and minimising Risks

Some of the accompanying teachers should have first-hand knowledge of the locality to be visited unless authorised by the EVC and between them they should possess all the requisite skills (including first-aid). Students must be warned of potential hazards and of any difficulties unfamiliar weather may present. It is essential to maintain teacher availability wherever hazardous situations are experienced. The party leader must be content with the standard of the equipment available to the party, with the qualifications

of any third parties employed, and, where appropriate, that the forecast of the weather conditions is reasonable.

Each teacher and accompanying adult must carry a complete and accurate list of students participating in the visit.

A roll call procedure must be organised and rehearsed if there are outdoor activities. Staff should count the students regularly at set times and places. Every student must know exactly what to do if they should become detached from the main party. All members of the party should know what to do if there is an accident. A deputy leader must be nominated and be ready to assume responsibility if the party leader is incapacitated. Depending on the nature of the excursion, teachers must carry first aid equipment and be familiar with a recognised manual of procedures. The school has first aid kits available for loan. Everyone must know how to contact the appropriate emergency service. A school mobile phone is available for emergency use on visits. In the event of any serious accident, contact with the school must be given a high priority. An accident report will need completion on return in order to minimise risks for future parties.

Check that the insurance arranged covers students, teachers and other adults for all risks and for the whole period of the journey. This should include protection for the authority, school and adult against all claims. Parents should know what insurances have been arranged and be given the opportunity to effect additional insurance (e.g. for loss of property) if they wish. If it is possible that the staff may use their cars to transport students, they must ensure that their own insurance provides cover for the “business use” of their vehicles. Staff who have made such arrangements must notify the school and provide the EVC with the evidence. This will be placed on file. Remember to insure against cancellations and delays, medical needs, the requirement for a member of staff to delay return or to return early, personal accident and to cover the cost of lost luggage and equipment. Teachers are strongly advised to check their professional associations to discover the insurance they afford (especially with regard to indemnity against the risk of negligence). Owners of mines, docks, factories and other hazardous places are usually required to be indemnified against all liabilities arising from a visit.

Special insurance may be appropriate depending on the site visited and the activities planned. This should be arranged with the Finance office.

Students

Supervision should be appropriate to the age and ability of students in the group. If these are co-ed parties, they must be accompanied by at least one teacher of each sex. Single sex trips must be accompanied by a member of staff of the same sex. With regards to student/teacher ratios, the school recommendation is for one teacher to accompany up to 15 students on non-residential visits with one to 10 students on residential visits. There must be a minimum of two adults on each trip in case the party leader is incapacitated. It may be possible (and would certainly help ensure a more successful

journey) if these figures can be improved upon by supplementing this number with adults who are not full time teachers.

A briefing on conduct prior to the trip will ensure students and parents/carers know the high standard of behaviour expected. Students should be aware of the need to conserve the quality of the environment; similarly the local rules of the accommodation and of the means of transport should be respected. It will help the students maximise the benefit from their journey if they are given details of where they are going and what they will be doing throughout their time away, such as a journey planner, diary or workbook.

There must be a thorough acquaintance with all the students in the group by the supervising teachers. All accompanying staff should know which students may have special needs, and how best to meet their requirements. In particular, all staff must know the appropriate medical response required for any students known to suffer from diabetes, asthma or allergies.

Travel

Students must be given clear instructions for travel. The high way code gives clear advice which must be followed when walking in the country areas. It is very helpful indeed to have available at the point and time of departure an additional teacher who can deal with any last minute difficulties (e.g. the failure of a young person to join the party).

Overseas Travel

For overseas visits, check passport arrangements early; some students and staff may hold non- British passport and require visas. Check the expiry date for any passport held by students. Passports should be valid for 6 months after anticipated return. Make sure students claiming their own passport are not merely entered on their parent's passport. Passports should be handed in beforehand and locked in the safe at school. Passports should then be locked in a safe whilst overseas for the duration of the trip and passports should be given directly to parents or carers at the end of the trip and not given to students.

Check any regulations for vaccination/immunisation certificates and ensure the students comply with them; ensure students are adequately prepared for any medical threat in the common in the region visited and appropriate measures, e.g. anti malaria precautions, and simple remedies for stomach disorders. Ensure any case of illness abroad is reported to the educational visits co-ordinator at once. Students should have a EHIC card if visiting a country within the European Union. It is recommended that students promptly check that this is in date or, if they need to apply for a new one, do so well in advance of the trip. Luggage should conform to the regulation given by the transporter – dimensions, weights, rigidity are important; instruct all members of the party to have their names and addresses inside their luggage. Remind all party members not to leave luggage unattended or to carry letters or packages for third parties. Everyone must make sure that they carry only what they themselves have packed. Note

the customs regulations regarding allowances, forbidden and restricted goods, and ensure that students have receipts or proofs of purchase for expensive goods taken abroad. In some countries currency restrictions apply and these can prove an inconvenient delay when departing.

Money

Check all costs before quoting a figure to parents. Remember to conform to the requirements of the Education Reform Act and the Mulberry Schools Trust charging policy. Keep accurate records of income and expenditure – save all significant receipts – on return, complete an income and expenditure account. School journey grants (of differing amounts) may be available for students facing financial hardship. Students apply in writing to the Deputy Head (EVC) in charge of trips and visits if they face financial hardship. Staff should not leave money on the school site in unlocked cupboards or drawers. All monies should be kept in the safe in the finance office.

Parents

Make sure parents and carers are fully aware of the arrangement for travel; dates, time and places. In particular they may need to have telephone numbers for termini whenever a delayed arrival is possible. (For air travel parents will need to know the airline and flight number and be encouraged to use the internet to check arrivals directly for themselves).

Ensure parents/carers realise what activities will be available to their children; where necessary, obtain specific agreements from parents (e.g. for their children to swim or go rock climbing). Offer them pre-visit meeting if appropriate and consider a post-visit review for parents/carers and participants. Make sure parents/carers give the relevant medical, eating and religious information to the party leader. For children with chronic medical conditions often information for teachers is made available to parents by patient association (e.g. the school pack from the British Diabetic Association). Remind parents that teachers may not routinely administer medications. Ensure parents sign a consent form (available in the trips and visits folder on the school's shared staff drive)

Whenever there are difficulties in contacting parents, discuss the problem with the tutor and the year learning manager then take the initiative in establishing good communication. It is essential to provide quick and easy communication between distributed students and Mulberry School Schools Trust staff and parents when our students are the guests abroad. Where young people are away from home for several nights, they can phone home shortly after arrival.

Accommodation

Students and staff must stay on the same premises except on hosted visits. Hosted visits should always be discussed and approved by the Senior Leader with responsibility for safeguarding. Do not permit a tour organiser to allow a separation of students from staff. Where the students must be split into two or more locations, staff too must accompany

each sub group. A fire drill should be practised as soon as possible after arrival. Avoid the use of lifts in fire practices as they should not be used if there is a fire. Identify a safe assembly point beyond the accommodation; report any missing persons to the appropriate authority; do not attempt an independent rescue. Ideally, each hotel, camp site, youth hostel or other accommodation should be known to staff before departure. If a journey is organised by a third party, before the visit takes place, get in writing the fact that the accommodation has a fire certificate – staff organising their own journey should ask to see the fire certificate for each location. Make sure in advance that any hotel is able to meet the dietary requirements of the party. No students should entertain visitors in their rooms or meet visitors during the trip. Similarly they should not go visiting other rooms without the knowledge of responsible staff.

Emergency Procedures

1. Whilst it is never comfortable to think of the worst, an emergency plan should be in place before the visit. The plan need not be complex, but should be sufficient to ensure the speediest help and the speediest support at first between the party leader and the school/establishment and then if necessary from the school/establishment to the MAT CEO.

When using the services of a provider, it is the responsibility of that organisation to have emergency procedures. The party leader should ensure that these procedures are in place and that the specific contact arrangements for the visit are shared.

2. What is an emergency is difficult to define. It may be a fracture, food poisoning, or an illness requiring immediate medical treatment. Most emergencies can be dealt with by good liaison between the party leader and the school or establishment's contact nominated for the particular journey (for day trips this will usually be the school/establishment office in the first instance).
3. Take into account all the mobile phones on the trip. Without meaning to, pupils can cause real distress by phoning home before an incident is resolved. Brief beforehand and if necessary, impose phone silence until an incident is cleared up.
4. An 'aide-memoire' for Party Leaders has been produced on the following page. This should be photocopied and given to each member of the party.

We are currently reviewing arrangements for 'Run, Hide and Tell' in an event of a terrorist attack.

Contact arrangements with Parents

5. As well as in an emergency it is often important to contact individual or all parents of the young people on the trip. With mobile telephones and messaging services

this can be made simple, for example a message can be deposited with the school to inform parents that the group has arrived. Do not ask parents to contact other families. It is the individual school's responsibility to ensure that parents remain informed. No contact details should be divulged to other parties.

Final Approval

6. Before the visit leaves the school/establishment, the Education Visits Co-ordinator should check through all the arrangements and formally confirm them. Risk assessments should be checked thoroughly for Health and Safety purposes.

Emergency Procedure Notes:

- Assess the nature and extent of the emergency.
- Make sure all other group members are accounted for, are safe from danger and are well looked after and that pupil mobile phones are not used until permission is given.
- Make sure that there can be no recurrence of the dangers that created the emergency.
- Render first aid and attend to the casualty(ies).
- Call the emergency services as required. The police will take statements. An adult in the party should accompany any casualties to hospital and obtain a police reference number.
- Collect the remainder of the group and arrange for their return to base.
- Arrange for one adult to remain at the accident site to assist or liaise with the search/rescue/emergency services.
- Contact the centre where you are staying and inform them.
- Contact the Headteacher, Line manager, EV co-ordinator or designated contact person.
- Give them the following information:
 - your name;
 - nature, date and time of the incident;
 - location of the incident;
 - details of injuries;
 - names and telephone numbers of all involved;
 - actions taken so far;
 - telephone numbers for future communication. For a serious incident, try to identify alternative phone numbers as lines could become jammed.

- If the press is involved before you have time to contact base, make no comment and refer them to the MAT CEO, Headteacher, or the MAT Director of Trust Development.
- The designated contact person should rapidly appraise the situation. Where the incident is clearly serious he/she should immediately contact the MAT CEO or Director of Trust Development, as well as the Headteacher.
- The Emergency Team will make all necessary contacts (including the Service's senior management) and establish incident procedures.
- The Head/Line manager of the school/establishment or centre will arrange to contact parents as soon as possible and establish all necessary links locally.
- At the incident site, record all relevant details in writing as soon as possible. Record names and addresses of witnesses and names of emergency service officers.
- Restrict telephone calls to the essential and keep emergency numbers as clear as possible.
- Legal liability should not be discussed or admitted

GUIDELINES FOR APPROVAL OF SCHOOL JOURNEYS AND EDUCATIONAL VISITS

NOTE: THE FOLLOWING GUIDELINES SHOULD BE READ IN CONJUNCTION WITH THE TRUST STAFF HANDBOOK, WHICH COVER THE SAFTY REQUIREMENTS OF SCHOOL VISITS AND THE GOVERNORS' CHARGING POLICY.

1. Formal approval from the Deputy Head (for day trips in the UK) and Trustees/LGB Members (for residential trips and trips abroad) is required before any trip departs. Otherwise the leader is personally liable for any incidents and accidents.
2. Sports fixtures organised by the PE Dept. and visits organised by context of an applied course have separate guidelines which must be adhered to.
3. The Educational visits co-ordinator (EVC) is responsible for ensuring that the proposed visit is organised in line with the school policy, and for advising the head teacher and Governors as to whether a visit should be approved.
4. The Deputy Head with responsibility for the diary decides whether the proposed dates are acceptable and prioritises conflicting demands on the calendar. A calendar entry does not imply formal approval of a trip.

5. Regular trips should be calendared before the start of the school year. Late requests for trips and changes to calendared dates must be brought to SLF for approval. PE department visits may be approved separately by the Head teacher as the nature of these is different – often occurring with late notice.
6. The Trust's charging policy must be adhered to. Collection of monies can be organised by the admin team. Organisers must complete preliminary accounts on a standardised form within 14 days of returning from a trip and final accounts within two months. Any surplus from non-voluntary contributions should be returned to parents. Other surpluses should be put into a school journeys' fund to assist future trips.
7. Insurance must be taken out in accordance with the school guidelines. A risk assessment must be completed for all journeys including residential and overseas journeys, and should be handed to the EVC at least 5 working days before the trip commences. Hazardous activities must be declared and outlined in the visit proposal and they must be properly supervised by competent staff. A parental consent form, giving medical consent, must be completed for each student. First aid and emergency provision should be made.
8. The letter giving details of a trip should include as a minimum details of
 - Purpose of trip
 - Name of organiser
 - Destination & dates
 - Cost/availability of grants
 - Non-refundable deposit required

This letter should be on school headed paper.

9. All parents should receive a copy of the general conditions for school trips with the details of the specific trip being proposed. The parental consent form should include a statement that parents accept the conditions.
10. A list of participants, an itinerary and the telephone numbers of pupils, coach company, and destination should be left with reception and with a nominated base contact (DHT/EVC) Letters should include contact details for student accommodation in case of family emergencies and where contact needs to be made outside of school hours. All other contact should be made via the school.
11. Notice of pupils participating in school journeys should be posted on the notice board by the general office.

12. Pupils going on a trip during school time should be reminded that they are responsible for making up work missed. They should be told to see staff in advance of their absence to collect work and to have it completed by the due date.

13. Pupils in their final two terms of examination courses shall only be given time off normal lessons for essential curricular trips. This does not apply to Year 13 attendance at revision courses and conferences, but approval should still be sought through SLF where other courses are affected. A department should seek to organise a visit or trip once per calendar year for the students they teach. Departments are permitted to take students on one trip and one conference at FE per academic year.

CHECKLIST OF REQUIREMENTS FOR TRIPS

THIS CHECKLIST SHOULD BE RETURNED WITH THE RELEVANT FORM(S) GIVING HEAD'S OR GOVERNORS APPROVAL TO THE EDUCATIONAL VISITS CO-ORDINATOR BEFORE THE PARTY LEAVES. IF THIS IS NOT DONE, THE GOVERNORS MAY NOT BE ABLE TO SUPPORT STAFF IN THE EVENT OF ANY LEGAL ACTIONS AGAINST THEM ARISING FROM ANY INCIDENTS.

Requirements	Details	Done (date)
Deputy Head & SLF approval	Form for EVC – 'Visit proposal'	
Governors' Approval in writing where needed	All trip forms completed.	
Deposits/Payments pupils List	Money can be collected in the pupil reception. An accurate pupil list is required. Payment cards or receipts should be issued. Do not collect money yourself or keep money in your office.	
Parental consent form	Medical consent and emergency contacts specific to this trip for each student. The standard application form is adequate if completed within 6 weeks of the trip. Form in staff handbook and in 'School Visits folder in T-drive	
Insurance as appropriate	School has approved insurance policy for all trips, including overseas. A copy of this is in the shared staff drive, School visits folder	
Parents' Briefing (by letter or meeting)	Full details of itinerary, transport, activities, clothing and equipment needed,	

	precautions, expectations, pocket money, staffing, emergency contacts.	
Pupils list in general office	EVC also requires pupil list.	
Info pack to reception	Reception is the first port of call for parents in School hours. Leave pupil list and itinerary.	
Info pack to Base Contact	Parents need the contact number of this person for out of school contact if they are not provided with a phone number for the residential centre.	
Premises Manager	The Premises team need to know of any coaches arriving, staff cars left on site overnight, other unusual activity on school premises.	

SAMPLE LETTER ADVISING PARENTS OF A TRIP

NOTES:

- 1) This should be on headed note paper and signed by the deputy head teacher or middle leader (HOD; HOF; YLC)
- 2) The letter should make it clear whom students should contact about the trip.
- 3) The conditions as published in the staff handbook must be printed on the reverse of this letter.
- 4) Deposits are normally non-returnable and this is stated in the trips conditions. For a more expensive trip at longer notice, one would request a deposit rather than full payment at this stage, and perhaps set a schedule of when the remaining money is due.
- 5) No letter may be sent to students before the Head of Faculty/YLC has given provisional approval in writing.

Date

Dear Parent /Guardian

As part of the _____ Curriculum Ms _____ has arranged a visit to the science museum (History of Medicine section) on Friday 13th May.

The aim of the trip is to study the development of medical science over the past 100 years. The cost per student will be £3.50.

The group will travel by train and underground and will leave the school at 9.10am after registration. They are expected to return to the school at 4.15pm. Any alteration to these details will be notified to you before the trip.

If your child would like to take part in this trip, she should return the attached form with the money to the teacher in charge of the trip at morning registration. Cheques should be payable to Mulberry School for Girls/Mulberry UTC and should have your child's name and tutor group on the back together with the words SCIENCE MUSEUM.

For conditions of trip, please see over.

Yours faithfully

Mulberry School for Girls/Mulberry UTC

CONDITIONS OF SCHOOL TRIPS

In signing a consent form, you are accepting the following conditions.

1. Pupils on school trips are expected to behave in a manner that will bring credit to themselves and the school. They must conform to any regulations laid down by staff from the school and/or the site being visited. Failure to do so will lead to sanctions, possibly to being banned from future school trips.
2. Staff will be responsible for students' safety and students will be properly supervised. Where students are engaged in an activity without direct supervision, they will know how to find a teacher in the event of any difficulties arising.
3. Pupils will only be accepted for a trip if their behaviour is reliable. If their behaviour in school deteriorates after they have been accepted on a trip, the school reserves the right to ban them at short notice. In this case, money cannot necessarily be refunded, for example, if it has already been paid to a tour operator.
4. School rules apply on trips as they do in school.
5. All hazardous activities will be insured through a tour operator. Pupils going abroad within the Europe should provide their own EHIC card. Pupils are responsible for the security of their possessions, including money, and for a portion of any loss, as laid down in the insurance policy.
6. The deposit for the trip is not normally refundable. Other payments maybe refundable if another student can be found to take the place of the withdrawn student or if covered by the insurance policy. Only illness certified by a doctor is normally covered.
7. Unless otherwise stated, all payments for the trips should be made to general office where a savings card will be issued. Cheques are preferred and should be payable to Mulberry School for Girls/Mulberry UTC. The

child's name and the trip should be clearly printed on the back of the cheque.

8. In the case of a trip taking place as part of the school curriculum during the school day, all payments (if any) will be voluntary. If insufficient voluntary contributions are received, the trip will be cancelled and money returned. Families in receipt of benefits may apply for assistance. They should apply in writing when returning the application form. If there is a surplus from the trip, it will be paid into a journeys fund to assist with future trips. Parents/carers who are not happy with this should state at the outset that this is not their wish.