

SCHOOL VISITS POLICY

The School Trips Co-Ordinator is the Deputy Headmistress

1. Staff are encouraged to consider how visits off site will supplement their work in the classroom or add to the girls' wider experience and development.
2. All trips off site have inherent risks, if only that pupils are outside the normal constraints and rules of the classroom.
3. The only trips off site that do not need a signed permission slip from parents are local visits. Parents receive a local visits letter in September giving permission for such visits throughout the year. If a parent does not give this permission you will be notified of this.

A letter will always need to be sent to parents in advance of any local visits but permission slips will not need to be collected.

Risk Assessment

In order to protect staff, a risk assessment should be carried out for all trips with the aim of considering potential risks and how best to reduce the risk. Wherever possible, the leader of any proposed trip should visit the area and accommodation in advance of the visit to establish what are the likely risks. If such a visit is not possible, as much information as possible should be collected from local contacts / the commercial company organising the trip. These will dictate the number and expertise of staff required to accompany the trip, the activities possible, the equipment necessary and the names of any pupils whom the leader considers will not cope with the demands of the trip. Where it is not possible to make a visit in advance, the trip should be booked through a reputable tour company, experienced in taking School parties e.g. NST.

Booking the Trip

1. Once it seems that a proposed trip is viable, a trips Form should be submitted to the Trips Co-ordinator.
2. The Trips Co-ordinator will then seek the permission of the Headmistress and then the Bursar will collect quotes for transport. Once this has been agreed, the Bursar will book the coach. The Trips Co-ordinator will inform Heads of Junior and Senior School of the trip.
3. A letter should then be drafted and given to Trips Co-ordinator for approval. The letter should contain:
 - Purpose, dates and destination(s) of the visit

Wykeham House School and Early Years Foundation Stage (EYFS)

- Proposed programme
 - Any special equipment parents will need to provide
 - Cost and method of payment
 - Travel arrangements
 - Coach*
 - Ferry*
 - Plane*
 - Train*
 - Mini bus*
 - Car*
 - Amount of pocket money required
 - Arrangements for Foreign Currency
 - Any prohibited items – mobile telephones / personal CD players etc., are taken at the discretion of the trip leader. If they are taken, girls take entire responsibility for them.
 - Any items that girls may not purchase during the trip.
 - Name of group leader and other staff accompanying the trip
- The Trips Co-ordinator will organise for the circulation of the letter.

4. The letter should be accompanied by a reply slip on which the parent or principal carer gives permission for the girl to go on the trip. The reply slips will be collected by the member of staff organising the trip. The Bursar will collect money and stamp reply slip as a receipt. For Residential trips the Bursar keeps a list of places and adds girls names to it. Once full a reserve list is added.
5. Where parents are separated, both parents must receive details of the trip. The Office will arrange for letters to go to the parent the girl does not live with. For trips within the U.K. the signature of one consenting parent will suffice. For trips abroad, the consent of both parents is necessary.
6. No girl may go on a trip if written consent is not received. Consent by e-mail is not sufficient.
7. Depending on circumstances, a provisional booking may have been made in advance of the letter to parents.
8. Once the number of girls is established, the booking should be confirmed.
9. All monies for the trip should be processed by the Bursary. The Bursar will account for major trips separately. The Bursar will issue payments as required.
10. Requests for cash / cheques needed for the visit should be made to the Bursar at least THREE DAYS in advance. Receipts for cash / cheques spent should be kept and submitted to the Bursar on return.

11. Insurance – the Bursar should be consulted as to whether additional insurance is required. All adults on the trip must advise the School, prior to booking a trip, whether they are currently being treated for medical conditions which might render them medically unfit to travel, or to accompany, or be in charge of a trip. Medical conditions will include both physical and mental conditions, including being diagnosed with anxiety, depression, nervous or mental disorder. Depending on the nature of the treatment, a doctor's note confirming fitness to travel might be requested by the Insurers. Any changes in circumstances up to the point of travel must also be notified to the School.

Before Departure

1. For residential trips, a medical form will be completed and signed by parents.
 - Existing medical conditions and treatment.
 - Telephone Number of girl's G.P. / Hospital Consultant.
 - Emergency contact numbers.
 - Permission for staff to issue prescribed medicines and paracetamol.
 - Permission for emergency treatment to be given if parents unavailable.This information should be available to all staff on the trip. Dietary requirements will need to be checked on a reply slip attached to the trip letter.
2. For visits abroad a European Health Insurance Card must be provided to allow medical treatment within the EU. This must be the original card and not a photocopy.
3. For visits abroad on a collective passport, parents will need their child's permission form to be included to provide the required number of passport photographs.
4. For visits abroad on individual passports, the teacher in charge should collect passports in advance of the trip and arrange for safe storage of the passports for the duration of the trip. Staff must check that any relevant visas are valid. Any non UK passport holders may need to travel on 'List of Travellers' form from the British Consulate. This must be filled in 6 weeks before the trip. A photocopy of each passport should be held by Leader of party and 'on call' staff at home.
5. For residential trips, a meeting should be organised for parents and girls, if appropriate, to go over the arrangements for the trip, establish expected behaviour and the consequences of non-compliance and to answer any questions parents may have. Wherever possible, staff accompanying the trip should be present at the meeting. Notes should be kept of information given at the meeting and copies sent to parents who were unable to attend.
6. For all trips, expected behaviour should be made explicit before departure. For residential trips, parents and girls must sign a behaviour agreement form.

Wykeham House School and Early Years Foundation Stage (EYFS)

Parents must be made aware that they will bear the costs if any girl has to be sent home as a result of their bad behaviour.

7. For trips running outside School hours a senior member of staff should be “on call” and the trip leader should ensure they have the home / contact telephone number.
9. For all the trips the Office and the senior member of staff on call must have full details of: -
 - The programme of activities
 - Copies of girl’s medical forms / permission for staff to authorise medical treatment
 - Emergency contact numbers for both staff and pupils
 - The accommodation and travel details.
10. When travelling abroad, the contact numbers of the British Consul should be included together with the list of passport numbers and dates of expiry.
11. For all trips a mobile telephone should be taken. For trips with more than one coach / group then a mobile telephone should be with the leader of each coach / group.
12. A First Aid kit and spillage kit (available from the office) should be taken with each individual group or party on all trips, whether on foot or by coach, car, minibus, train etc.
13. For all trips involving outdoor activities, at least one member of staff must be a qualified first-aider. This can be the provider of the activity i.e. football coach.
14. For trips using the School minibus, staff must ensure that seat belts are worn. No one driver should drive for more than 2 (two) hours without taking a 20-minute break. For staff who are teaching and driving their working day should not exceed 10 hours. No one may drive the minibus without up-to-date training.
15. All coaches used for School trips must be fitted with, at least, lap belts and staff should ensure that girls use them.
16. If staff or parent cars are to be used, they must have the appropriate insurance – details from the Bursar.
17. **On arrival at the destination** a member of staff should carry out an inspection of the accommodation and should alert girls to any hazards. All girls and staff should be made aware of emergency exits and procedures.

Staffing the Trip

1. The nature of the trip and the age of the pupils will dictate the number of staff required.
2. All trips must be accompanied by at least 2 adults.
3. As a general rule, low risk trips should have at least 1 adult to 20 girls, that number increasing the younger the children. It is the responsibility of the staff to ensure that girls are appropriately supervised at all times.
4. For all transport there must be at least two adults in each vehicle, whether car, minibus or coach.
5. For trips abroad, the staff to pupil ratio is at least 1: 10 for children over 10 and 1: 6 for children younger than 10.
6. One member of staff must be designated leader. That person takes responsibility for the overseeing of all the arrangements and, in the case of a dispute, has the authority to take decisions.
7. Responsibilities should be shared among the accompanying staff so that no other member of staff carries undue responsibility.
8. Girls should be aware of which staff have which responsibilities.
9. For residential trips, the staffing ratio and the programme should allow individual staff to have time away from the girls.
10. All adults accompanying trips, including parent helpers, should have police clearance.
11. Since the leader of the trip carries the main responsibility for the welfare and behaviour of the group, she/he has the final choice as to which other adults accompany the trip. Staff going on trips must be aware of their role and that they are acting in loco parentis – i.e. as a cautious parent. If an individual adult is concerned about a girl or about any aspect of the trip, it is their duty to pass on their concerns without delay to the leader.
12. Staff should be aware that seniority in School is not relevant and that the leader of the trip holds the senior role for the duration of the trip.
13. A meeting of staff should be arranged before residential trips to discuss details of organisation and girls going on the trip plus any particular concerns – medical or other. A record should be kept of the discussion for future reference. For day trips all details of the arrangements must be given to all members of staff in

writing, including instructions on expected behaviour, health and safety issues, and details of medical conditions of which they need to be aware.

14. On any trip on which accompanying adults' own children are going an extra adult should go so that, in the event of an emergency, that adult can take care of staff children.

Pupil "Free Time"

1. On many trips, where the age of the girls makes it appropriate, girls may not always be under direct staff supervision. On those occasions, girls must not be in groups of fewer than 3. They must know what rules pertain and how to get hold of a member of staff if necessary.
2. Girls should have: -
 - The address and telephone number of their accommodation.
 - Information on what to do in an emergency.
 - Some spare money for telephone calls.
 - Map – if appropriate
 - A clear understanding of which areas / activities are out of bounds.
 - Details of the pre-arranged meeting point and time of meeting.
3. Where it is likely that pupils will have periods away from direct supervision, parents must be made aware in the initial letter home.

Transport During the Trip

1. Pupils should: -
 - Know what time and from where their transport will depart.
 - Be able to wait in a safe place.
 - Be supervised getting on and off their transport.
 - Be counted on and off their transport.
 - Remain seated and use seat belts.
 - Be clear about how much freedom they have on trains and boats.
 - Ensure that they do not block the aisles or exits with their bags.
 - Remain under staff supervision on rest breaks or in the event of a breakdown or accident.

Residential Accommodation

1. Each area of rooms should have a staff room close by.
2. There must be separate accommodation / bathrooms for males and females.

3. Security arrangements should be sufficient to restrict unauthorized intruders.
4. Any staff employed by a residential centre / hotel who are likely to come into contact with girls should be cleared by police checks. The manager of the centre / hotel should be able to confirm this.

Exchange Visits

1. Exchange visits where girls may be on their own with a host family are a particular concern. The School or organisation setting up the exchange must, in good faith, be able to recommend the host family.
2. Girls must be able to have 24-hour access to the accompanying staff and be told that they must report any concerns they have.
3. At the time of seeking parental consent, a pupil profile – hobbies / dietary requirements etc., should be filled in to allow good matches to be made with host families. Sample pro-form included in this Policy.
4. Girls will have to keep their passports with them. Photocopies held by leader of the party.

IN THE EVENT OF A DISASTER – on a School Trip

This is solely for guidance: it will need to be adapted to suit the situation.

The guidance should be held by each staff member of the party.

1. Establish the nature of the emergency and make sure all members of the party (staff and pupils) are accounted for and are safe.
2. Ensure an adult accompanies any casualties to hospital.
3. Ensure remaining girls are supervised and returned to base.
4. Contact the School or School contact immediately.
5. Control access to telephones, including mobiles, until a senior member of staff has contacted the parents / guardians of all those involved and given full details of the incident and the action taken so far etc.
6. Do not discuss matters with the media, and ensure girls and staff are protected.

Wykeham House School and Early Years Foundation Stage (EYFS)

7. The school contact will inform the Headmistress, who will inform the Chairperson of the Trustees. The Headmistress will establish who is to take charge of the situation and who will liaise with the media.
8. The party leader should, at the first opportunity, make notes on the incident, the people involved, and names and addresses of any witnesses etc. Keep a record of all relevant details. Other staff may also be asked to keep notes.
9. Inform parents of any delays etc.
10. Other members of the school will be informed as appropriate and as decided by the Headmistress.
11. If a serious incident occurs during a school holiday, consideration should be given to informing all staff. Consideration should also be given to informing parents and any pupils that may need to be briefed on the incident, and by whom. This should be done on the day of the incident, if possible, to quash rumours and prevent people having information from a variety of sources.
12. Support and counselling, if necessary, is to be arranged and parents, pupils and staff must be informed of the various sources of help that are available.
13. Decisions should be made on whether and how the incident is to be discussed in school. Advice should be sought from educational psychologists.
14. A post-incident report must be completed.

TEMPORARY / VOLUNTARY HELPERS

Anyone helping in School on a temporary basis or as a voluntary helper will be asked to abide by the School Policy documents and to treat information gained as confidential. Voluntary helpers may also be asked to complete a CRB Disclosure or List 99 check.

A letter will be sent to all temporary staff and helpers.

APPENDIX 1

General Exclusions

The following General Exclusions are applicable as a whole.

ACE shall not be liable for any Bodily Injury, loss or expense resulting from: -

1. The Insured Person committing or attempting to commit suicide or intentionally inflicting self-injury except in an attempt to save human life.

Wykeham House School and Early Years Foundation Stage (EYFS)

2. The Insured Person being under the influence of alcohol, solvents or drugs (other than drugs taken in accordance with treatment prescribed and directed by a Qualified Medical Practitioner but not for the treatment of drug addiction).
3. The Insured Person being diagnosed with anxiety, depression, nervous or mental disorder prior to booking the journey.
4. The Insured Person engaging in aviation other than as a fare paying passenger in a fully licensed passenger carrying aircraft.
5. The Insured Person engaging in aerial pastimes, including but not limited to: ballooning, bungee jumping, gliding, hang gliding, micro lighting, parachuting, paragliding or parascending.
6. The Insured Person engaging in motor cycling (other than in respect of mopeds or scooters hired during a journey), racing of any kind (other than on foot, rowing or yachting in a boat up to 10 metres within coastal waters) and speed or endurance tests, or winter sports (other than skating and curling).
7. The Insured Person engaging in jet skiing, white water rafting, snow mobilling, mountaineering or rock climbing involving the use of ropes or guides, hiking, trekking or mountaineering above 4,000 metres, pot holing, caving necessitating the use of caving equipment, or diving involving the use of external breathing apparatus. This Exclusion shall not apply to any journey within the UK where the activity forms part of the organised school itinerary.
8. The Insured Person engaged in paid manual work.
9. The Insured Person being a full time member of the armed forces of any nation or international authority or a member of any Reserve Forces called out for Permanent Service.
10. War, whether declared or not: -
 - a. In the United Kingdom
 - b. Between any of the Major Powers
 - c. In Europe in which one or more of the Major Powers or their armed forces are engaged.
 - d. In Europe involving forces acting for any international authority.
11. The Insured Person travelling to a country which is or whose armed forces are engaged in War within its own borders where that part of a journey commences after the outbreak of such War.

War shall mean armed conflict between nations, invasion, act of foreign enemy, civil war, and military or usurped power. Major Powers shall meant the United Kingdom, the United States or America, France, the Peoples Republic of China and the former constituents of the Union of Soviet Socialist Republics.

Note that Specific Exclusions relevant to the individual sections are located and contained in the appropriate section.