

# SACRED HEART HIGH SCHOOL



## SCHOOL TRIP POLICY

JUNE 2019

*To be reviewed February 2021*

*This Policy should be read in conjunction with  
all other Sacred Heart High School Policies*

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## 1 INTRODUCTION

### 1.1 Rationale

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The school acknowledges that students can derive immense educational benefit by taking part in off-site visits. Taking part in problem solving, decision making and residential experiences both at home and abroad can enhance the development of personal and social skills. The knowledge and experience gained 'outside the classroom' can enhance and extend the curriculum taught within it.

The aim of any school trip/visit is to

- Broaden the curriculum
- Give all students the opportunity to experience cultural, religious, environmental, historical and sporting events/ activities not available in the classroom
- To foster an enquiring mind and a spirit of wonder about the outside world
- To encourage students to explore their own local community and beyond

This policy aims to establish a framework so that visits are carried out in a safe, healthy and secure environment.

In accordance with this aim this policy

- Defines the types of trip that should be encouraged to take place
- Details the procedures required when organising a school trip
- Identifies the roles of the Educational Visits Coordinator (EVC), Trip Organisers, accompanying staff and students

### 1.2 Related Guidance

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This school policy is to be read in conjunction with the document 'Guidance for Off-Site Visits and Related Activities with National Guidance & SLT 2014' – available [here](#).

## 2 STANDARDS

The School Business Manager is our Educational Visits Coordinator.

The safety of both staff and students is paramount.

It is important to ensure that:

- trips are of a suitably educational nature and have an educational impact;
- trips are monitored by the school to ensure that and every effort made to minimise disruption to lessons;
- trips are financially sound;
- all students should have equal opportunities to access visits and trips;
- whenever possible, trips should be added to the school calendar
- SLT via line management when appropriate and the Headteacher, approve all trips and visits.

In general, only trips and visits which are related to examination requirements will be permitted for Year 10 to Year 13 inclusive

No trips will take place without all pre planning requirements being completed on time and all student monies collected.

### **3 PLANNING PROCEDURES - GENERAL**

#### **3.1 Calendar**

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All visits / trips should be on the school calendar but just because it is on the calendar this does not mean that you have permission for the trip/activity to take place. Appropriate forms still need to be submitted for approval and appropriate procedures need to be followed as referred to in this document.

If a trip is planned after the school calendar has been published, it is important that the possibility of the trip is discussed and agreed as soon as possible.

#### **3.2 Initial Discussions**

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To ensure that the above standards are complied with, all staff wishing to undertake any trip with students from Sacred Heart High School should initially discuss the idea with the appropriate line manager. The following questions should be considered:

- What is the purpose of the trip? Does it improve/ reinforce the understanding of a particular subject area?
- Is the trip essential? Could students access the experience in another way e.g. video, web sites etc.
- Can the trip be organised in the subject lesson time?
- Does the trip broaden the cultural or spiritual experience of students?
- Does the trip enable students to develop personal, learning and thinking skills such as working as part of a team or to be an independent learner?
- Is the trip work related and linked to future employment opportunities?
- Can the trip be taken outside the school day?
- Does the trip affect examination classes?
- Have previous staff absences been taken into account when proposing staffing for the trip?
- Does the trip meet with our safeguarding responsibilities?
- Check dates are available in the school outlook calendar.
- Can parents/carers meet the costs of the trip.
- Can appropriate cover work be set and carried out by students when the teacher/teachers are absent from class.

#### **3.3 Trip Category Overview and Approvals**

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The government recognises trips as Category 1, 2 or 3, depending on the level of risk involved. It is important to establish which category the trip falls under because this affects whose permission is required, which forms need to be completed and where they need to be submitted, see sections 4-6 below.

For all trips, the relevant forms and risk assessments (contained in Appendix 1) must be completed in consultation with the school's Educational Visits Coordinator, and permission should be sought from your relevant line manager and from Philip Hambleton, assistant Headteacher (and in the case of Category 3 trips) also from the Headteacher.

Full Permission will not be given unless the forms and risk assessment have been completed. Please do not just copy previous risk assessments as one of the reasons for doing an assessment is that the Trip Organiser has thought about potential risks. Certain places like museums, ice

rinks, bowling venues, activity centres, etc., will provide risk assessments for the various activities at those locations.

In addition to authorising trips, Philip Hambleton will also review the school calendar to check suitability of the date and trip suggested in terms of cover arrangements. If the proposed date presents any issue in school, an alternative date will be agreed and approved by Mr Hambleton.

Only once the appropriate approval has been agreed should the organiser start the process of organising the trip. Trip Organisers must have full trip authorisation before any bookings are made or a deposit paid.

### **3.4 Insurance**

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All school trips have insurance cover via RPA (DFE) including overseas trips.

### **3.5 Preliminary Visits**

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Wherever possible a preliminary visit should be made. It is appreciated that this is not always possible, but it is highly recommended and can be discussed with the EVC.

### **3.6 Transport**

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Coaches must be hired from reputable companies, please see the Finance Administrator Louvain Drewitt for a list of acceptable companies.

If you are using public transport, Transport for London operate the School Party Travel scheme that gives free transport for school trips on educational visits; please use this service if appropriate.

### **3.7 Staffing Ratios and DBS checks**

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It is obviously of paramount importance that all trips are properly staffed. Each trip should have an experienced teacher in charge and different required ratios are specified in sections 4-6 below depending on the trip categorisation. In all cases one member of staff must be a female and all adults on school trips must be DBS checked.

## **4 CATEGORY 1 TRIPS**

### **4.1 Definition**

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Category 1 covers regular activities where assessment shows no significant risk of harm. e.g. activities that take place within the school grounds (i.e. PE in the gym or walking trips to local facilities such as parks and playgrounds). The activity is planned by the teacher. No approval is required for on-site activities. No parental consent is required if in the 'normal school day'.

### **4.2 Staff Ratios**

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There should be 1 staff member to 15/20 pupils with a minimum of two staff, one of which must be a teacher.

### **4.1 School Forms to Complete**

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**Form SV1 (School Trips Request Form)** must be completed and submitted to Philip Hambleton (Assistant Headteacher) a minimum of 3 weeks before the start of an off-site visit.

**School Trips Budget Form SV2** is only required if the trip involves a cost of over £30 per person (other than Drama trips or end of year trips).

**Form SV3 (Risk Assessment)** must be completed and submitted to the Educational Visits coordinator a minimum of 2 weeks before the start of the visit.

## 5 CATEGORY 2 TRIPS

### 5.1 Definition

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Activities which require enhanced planning by the teacher. Parental consent is required. School approval is required (e.g. activities such as career day trips, day trips involving non-routine journeys using public or hired transport to visit museums, field study centres, theatres etc.)

### 5.2 Staff Ratios

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There should be 1 staff member to 15/20 pupils with a minimum of two staff, one of which must be a teacher.

### 5.3 School Forms to Complete

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**School Trips Request Form SV1** must be completed and submitted to Philip Hambleton (Assistant Headteacher) a minimum of 4 weeks before the start of a visit.

**School Trips Budget Form SV2** is only required if the trip involves a cost of over £30 per person (other than Drama trips or end of year trips). It should be completed if required, as soon as the SV1 has been approved and should be submitted to the Educational Visits Coordinator.

**Form SV3 (Risk Assessment)** must be completed and submitted to the Educational Visits Coordinator a minimum of 2 weeks before the start of the trip.

### 5.4 Category 2 Trip Planning Deadlines

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See below a list of what you need to do and by when.

At least 6 weeks prior to the trip	Research trip, Costing, Talk to Mr Hambleton, Make provisional booking;
At least 4 weeks prior to the trip	Complete SLT Request, commence risk assessment, assemblies/ letters home to parents' permission slips; Collect deposits/issue payment booklets if applicable. Confirm booking/ transport
At least 3 weeks prior to the trip	Confirm staffing;; Collect any outstanding permission forms
At least 15 days prior to the trip	Forward completed risk assessment to EVC order lunches / Inform Kitchen of Trip
At least 10 days prior to the trip	All permission forms to be collated into spreadsheet.
At least 5 days prior to the trip	Meet with students - final arrangements/reminders

## 6 CATEGORY 3 TRIPS

### 6.1 Definition

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These are activities that require detailed planning to reflect the complexity of the activity, the environment and/or the group, e.g. activities that involve travel abroad, staying away overnight or some form of adventurous activity such as climbing, trekking, water sports or Duke of Edinburgh Award scheme.

## 6.2 Approvals

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Parental consent is required, and Headteacher's *and Governors'* approval is required. The trip will be risk assessed by the EVC.

## 6.3 Quotes

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Three quotes must be obtained in order to ensure best value (other than for DOE trips).

## 6.4 Staff Ratios

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There should be 1 staff member to 10 pupils.

## 6.5 School Forms to Complete

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**School Trips Request Form SV1** must be completed and submitted to the Headteacher a minimum of 14 weeks before the start of a visit.

**School Trips Budget Form SV2** is required and should be completed as soon as the SV1 has been approved and should be submitted to the Educational Visits Coordinator

**Approval Request Form SV4** is also required and must be submitted to SLT a minimum of 4 weeks before the start of the trip.

**Risk Assessment Form SV5** should be submitted to SLT a minimum of 4 weeks before the start of the trip, EVC

## 6.6 Category 3 Trip Planning Deadlines

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Different deadlines exist depending on whether the trip is abroad or not. For trips that are not abroad the following deadlines apply:

At least 16 weeks prior to the trip	Research trip, Costing, Talk to Headteacher, Make provisional booking
At least 14 weeks prior to the trip	Complete Request forms SV1 and SV2. Advise Clerk to Governors to refer to Governors for approval.
At least 12 week prior to the trip s	Assemblies/ letters home to parents' permission forms Ensure payment plan via Parentpay is set up. Confirm booking/ transport
At least 6 weeks prior to the trip	Confirm staffing; Information to cover manager
At least 4 weeks prior to the trip	Submit SV4 to SLT, along with SV4, trip itinerary and any risk assessments from providers. Meeting with parent/carers + collect any outstanding permission forms
At least 15 days prior to the trip	Order lunches / Inform Kitchen
At least 10 days prior to the trip	All permission forms to be collated into spreadsheet.
At least 5 days prior to the trip	Meet with students - final arrangements/reminders
On day of trip	Make sure all staff and students are present, make sure school mobile phone is collected, make sure register is left (with students and staff) is left at reception. Make sure all emergency contact details are left with the main school contact from SLT.



## **6.7 Meeting With Parent/Carers**

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Parent/carers should be invited into school to attend a briefing meeting relating to any Category 3 trip, so that they can be given in writing any information not in the initial letter, and be given the opportunity to ask any questions. In some cases representatives from the activity centre or company will be happy to come into school and do a presentation and answer questions. The meeting also gives the trip organiser an opportunity to check medical/contact details with parent carers.

The trip organiser will inform the site manager of the date and venue and book the relevant room.

Alternative arrangements made for parent/carers who cannot attend or who are not fluent in English will be made by the Events & Trips Coordinator.

During the meeting with parents/carers the following additional information should be given to parents:

- Details of staff going on the trip, named leader.
- Payment schedule, deadlines.
- Details of travel arrangements.
- Address of accommodation and emergency contact number.
- Size of the group, level of supervision.
- Details of accommodation, security.
- Procedures for illness.
- Issue Health Questionnaire
- Risk assessments.
- Standards of behaviour expected, consequences of poor behaviour.
- What students need to take, must not take.

During the meeting all the Parental Consent Forms should be collected and checked if not completed beforehand.

## **6.8 Residential Trips**

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### On the day of Departure

On the day of departure, the trip organiser will ensure all trip documentation is accessible for the EVC and Headteacher in case of emergency.

### To be Taken on the Trip

The group leaders should take with them on the trip:

1. Tickets, passports, the group list.
2. Copies of EHIC Cards and passports / copy doc of passports. (if going abroad)
3. Copy of the contract with the tour/holiday company.
4. Parental consent/ contact/ medical information spreadsheets.
5. Contact numbers of Head of School.
6. A school mobile phone & charger.
7. The school phone number.
8. Details of insurance arrangements including telephone number.

### Money And Valuables

Students should have been told not to bring anything of value. However there will always be someone who brings too much money, or valuables.

Parents / carers should be informed that teachers will not be responsible for valuables. Teachers may wish to run a BANK system if they prefer.

### Illness

The leader of the party will have all the medical information and emergency contact numbers for all pupils on the trip. S/he may have passed this information to other responsible staff if the students are arranged in groups.

Places visited often have a qualified first aider who may be able to help and be able to contact a doctor if required. Ideally one member of school staff should be first aid trained.

Remember that you are not allowed to give medication to any student. You can of course supervise them taking any medication that they have brought with them. As a courtesy, telephone the parents/carers or get the student to phone home.

### Emergencies

Hopefully you will never be involved in a serious accident or incident. If you are, the first thing you will need to do is check on the students.

Make sure that all students are accounted for and are safe. Move them to a safe area if necessary. Assign an adult to a group of students. Assess the situation, reassure students and phone the emergency services.

- As soon as possible you must notify the Headteacher or the designated SLT lead about the nature of the emergency to agree how to proceed.
- On no account should you talk to the press or media, direct all enquiries to the Headteacher
- Do not allow students to talk to the press or media.
- Do not allow anyone, except for medical services to see any party member without an adult present.
- Remember that a teacher should always be present if police wish to interview a child and remember that police do not have the right to interview any child without an adult present.
- Ensure that an adult accompanies any student to hospital.
- Do not allow students to phone home.
- Write an account, as soon as possible, of all the relevant facts and details, and if necessary ask students to do the same.

### Student Behaviour

Poor behaviour should be dealt with immediately by the teacher in charge. How any serious behaviour problem is dealt with will depend on the circumstances.

On a 'day visit' it may be impractical for the student to be taken back to school. However the school should be notified and on the return appropriate action taken. This may be that the student is banned from further trips.

On residential trips it may be necessary for the student to be collected by parents/carers, or if they are unable to do so then by a member of the SLT. This must be made known to parent /carers in the letter sent home with trip information.

## Staff Behaviour

Colleagues need to understand that participation in residential school trips is often a 24 hour commitment and that appropriate standards of staff behaviour must be maintained at all times. This is particularly important where the dividing line between what is regarded as work activity and what is regarded as social activity can become blurred during the course of the trip (at mealtimes or in the evenings for example, or when direct responsibility for supervising students is lessened for whatever reason).

Colleagues need to remember that at all times during the trip, relevant school staff policies and procedures will continue to apply, including the staff code of conduct, the staff handbook where relevant, and grievance and disciplinary procedures.

## Supervision

The trip leader and other staff are responsible for the students at all times. Supervision can be close or remote but is always 24hrs. Close supervision means that a member of staff is with the students at all times. Remote supervision means that students will not be with a member of staff but if this is to happen then it should be shown in the risk assessment.

Teachers/staff should:

- Have a group of students for whom they are responsible.
- Carry lists of students at all times.
- Regularly do a headcount particularly when getting on and off transport. Get a second member of staff to check.
- Rendezvous points should be organised, (especially when supervision is remote and in this instance students must check- in at regular intervals).
- Students should be told what to do if they get separated from the group.
- Ensure seat belts are worn at all times when travelling by coach or minibus.
- Check the accommodation and make sure that it is suitable, report any existing damage. Make sure that a fire practice is carried out.
- Take care when allocating rooms and ensure that at night all students are in their rooms at the agreed time. Do not take another student's word for it that a pupil is in the room.
- Teacher rooms should be on the same floor, next to the students' rooms.
- Keep students informed of any changes and the reasons for them.

## On the return

If you are going to be later back than expected you need to phone into school (020 8748 7600) before 4.30pm in order for school staff to contact the parent/carers. If the school switchboard is closed (after 5.00pm), the teacher in-charge should contact parents / carers, using the trips contact sheet, and notify a member of SLT using an appropriate mobile number.

You need to remain with the students until they are collected by their parent / carers (unless they have been given written permission to make their own way home). Ring parents if they are late collecting their daughter.

If you arrive back outside of school office hours please telephone contact a member of SLT by mobile to confirm the group's safe return and update regarding collected / uncollected students.

**Staff and students will not be allowed back into the school after the school buildings have been secured / alarmed.**

If you are unable to contact parent/carers and nobody has arrived to collect the student one hour after the arrival back at school, then take the student to the Hammersmith police station.

## **6.9 Passports/Extra Information For Trips Abroad**

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If you are organising a trip abroad, whether residential or day trip, additional factors need to be considered:

### Preliminary Visit

A preliminary visit is recommended if possible but otherwise it is important very least to get as much information as possible.

### Passports

Each pupil should have a passport of her own. If the pupil is not an EU national then they will need to be on a List of Travellers.

The British Council issue the List of Travellers form in the UK, for school trips to countries in the European Union (EU) for students on the trip who are of a non-EU nationality. The List of Travellers form allows the students to go on the trip without getting a visa. You may also hear it referred to as a 'Visa Waiver Form'. If the pupils on a trip are all from the UK or EU countries then the form isn't needed. All passports will be checked and validated by the Trip Organiser checking name, DOB, photo validity, date of expiry and photocopied in advance of the trip. They should then be collected in 2 weeks before the trip and locked in the safe until the date of departure. Photocopies of passports should be taken for emergency use. (this includes staff passports).

To use the List of Travellers any non-EU pupil must:

- Be a pupil at a general education school or Sixth Form College.
- Be on an organised school trip with their own school
- Be accompanied by a teacher from their school
- Have their own valid passport (in their own name)
- Be legally resident in the UK. There should be evidence in their passport of leave to remain in the UK (for example, their UK visa or residence permit, or a stamp from the home office or immigration official).

The Trip Organiser will apply for the form online at:

<http://www.britishcouncil.org/listoftravellers>

If students do not have a passport but are eligible for a British passport they can go on a collective passport. Details about this can be found at <http://www.direct.gov.uk>

### EHIC Cards

Students should have EHIC card (from Post office) This enables free or reduced cost medical treatment (parents may be liable for costs without a EHIC Card).

- Ratio of staff to pupils should be 1 to 10 with at least 2 teachers and enough adults to cover an emergency.
- A contingency fund should be available to the trip leader.
- A meeting with parents is essential.

### Pupils' Preparation

The girls should be prepared for the visit, with consideration stressed regarding the following:

- Language – common phrases.
- Local customs / dress codes.

- Food
- Money, exchange and safety. Money belt?
- Using phones abroad – always have enough money.
- What to do in an emergency? Pupils should carry a note in the relevant language for use if they get lost. They should also carry the name and contact number of the group leader.
- Regulations and penalties of bringing things back from abroad.
- Not bringing anything back into the country for anyone else.

#### Information to parent/carers

Once permission has been granted information about the trip needs to be given to parent/carers.

The initial letter to parents/carers should include the following information:

- Place being visited.
- Date of visit.
- Objective of visit.
- A contact number must be provided that will be available at all times throughout the duration of the trip.
- Time and place of departure and return.
- Travel arrangements.
- Cost of the visit, when non-refundable deposit is needed by, and how much it is.
- Details of the activities planned.
- Date of the meeting if applicable.

The letter must be accompanied the Parental Consent Form to be signed and returned by the date stated on the letter.

Sending letters home and collating returned consent forms will be managed by the Trip Organiser

## **7 RESPONSIBILITIES**

### **7.1 Headteacher**

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The Headteacher must ensure that any proposed school visit complies with:

- This school policy document
- The school's health and safety policy
- Guidance for Off-Site Visits and Related Activities with National Guidance.

Headteacher must also:

- Ensure that the Governors are notified and they have approved any category 3 trip.
- Be satisfied that the trip has been planned effectively, that any risks identified in the risk assessment are minimised, and that there is a suitable staff: pupil ratio.
- Ensure that staff accompanying pupils on the trip are appropriately selected and have the expertise, experience and qualifications relevant to the activities.
- Ensure that the teacher in charge has the experience and expertise to organise the trip, and is given sufficient time to do so.

- Ensure that parental consent forms (with medical and emergency contact information) have been issued and returned signed, and all monies owed have been paid in full
- Ensure that they retain details of the venue, telephone number and contact name.
- Ensure that a school emergency contact has been nominated and that the teacher in charge has the details.
- Ensure that both the nominated emergency contact and teacher in charge have a copy of the emergency procedures and names of all members of the group (including staff) with emergency contact details of parent/carer/next of kin.
- Ensure that there are contingency plans in place for delays and cancellations, that the Trip Organiser should have considered during initial the planning.

The Headteacher may delegate some of these tasks to the school's Educational Visits Coordinator, the Assistant Headteacher in charge of cover (Philip Hambleton), or the teacher in charge of planning the trip.

## **7.2 The Educational Visits Co-ordinator (EVC)**

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The appointed EVC acts on behalf of the Headteacher.

The EVC will:

- Support the Headteacher in their responsibilities.
- Work with teachers in charge of trips to ensure that all relevant paperwork is completed and parental consent is obtained.
- Review systems and monitor practice.
- Review risk assessments and in respect of Category 3 visits.

The Headteacher and EVC must agree on the delegation of tasks so as to ensure that all aspects of planning and safety are covered.

## **7.3 The teacher in charge/group leader**

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Each trip must have a named teacher in charge, agreed by the Headteacher. They have overall responsibility for the group.

The teacher in charge must:

- Be able to control and lead the students.
- Be aware of child protection issues.
- In consultation with the EVC undertake an exploratory visit (wherever possible)
- Complete the necessary planning and preparation, including briefing the pupils, parents and staff.
- **Leave a paper copy of the risk assessment and register in the main admin office before departure.**
- Inform the school attendance officer (Deirdre Cahill) of the trip and confirm which pupils are on the trip.
- Ensure register checks are taken at regular intervals throughout the trip.
- Ensure that all accompanying adults are aware of what the visit involves, have details of the school and emergency contact numbers, know the emergency procedures, and are aware of any medical issues / plans.
- Ensure there is the correct staff: pupil ratio.

- Ensure the students suitability for the trip.
- Stop the visit if they think the risks to students is unacceptable.
- In consultation with EVC ensure that when submitting trip request forms all relevant sections are completed and other paperwork included (risk assessment/ letter to parents).
- Ensure all monies are collected before the trip and liaise with the Business Manager if there are any issues.
- In the case of Category 3 trips ensure that three quotes have been obtained and discuss with the Business Manager the most appropriate trip in terms of best value and health & safety.
- In respect of Category 3 trips submit the documentation through to SLT for approval.
- Ensure that first aid packs are taken on the trip.

#### **7.4 Teachers**

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All teachers must do their best to ensure the health and safety of everyone in the group and should act as any reasonable parent would in the circumstances.

They should:

- Follow the instructions of the teacher in charge and help with control and discipline.
- Consider stopping the visit or activity, telling the teacher in charge, if they think there is an unacceptable health and safety risk.
- Teachers accompanying children on trips are not to consume alcohol or tobacco.

#### **7.5 Non-teacher adults acting as supervisors**

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Non teacher adults on any trip should be clear about their roles and responsibilities.

They have the same responsibilities as teachers with regards to health and safety and control. They should not be left in sole charge of a group unless it has been agreed in the risk assessment.

#### **7.6 Information to Pupils /Expectations of Behaviour**

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Behaviour expectations must be made known to all students at assemblies/ meetings held before any trip.

Students must be reminded that:

- When they are on any trip they must still behave according to the school's Behaviour Policy and Code of Conduct, and behave sensibly and responsibly.
- Must not take unnecessary risks.
- Follow instructions of teachers and other supervisors/instructors.
- Of the dress code required / additional clothes required; i.e if uniform should be worn if PE kits needed etc.
- If abroad be sensitive to local codes and customs.
- Look out for anything that might hurt or threaten themselves or anyone and tell a teacher.

There may be occasions where certain pupils are barred due to uncertainty about their ability to conform to the expected behaviour.

For the avoidance of doubt no students on school trips are ever allowed to purchase or consume alcohol or tobacco, even if they are 18+.

## 8 COSTS AND PAYMENTS

Parent / carers should be advised of the cost of trips and be asked for a voluntary contribution of that amount.

No child will be excluded from an activity / trip simply because his or her parent/carer is unwilling or unable to pay.

Pupil Premium or funding through School Fund is available for parents / carers to request financial assistance if required. If hardship is made known, parents / carers should be advised to make a written application to the Trip Organiser for assistance; these should then be passed to the School Business Manager, who will take the applications for review by the Pupil Premium Coordinator and/or Headteacher. The parent/carer will be informed of the decision.

Payments for trips must be made through ParentPay.

For residential trips where a payment programme is agreed, a schedule of payments through ParentPay will be organised.

## 9 LUNCHES

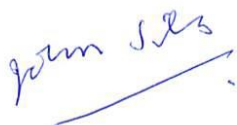
If you are out of school for the day, or travelling through lunch time to go on a residential trip, the Trip Leader will order packed lunches for the girls who are entitled to a free school meal. The Trip Leader will liaise with the Catering Manager regarding the number of students out on a residential trip to facilitate her planning for lunch numbers during that period.

## 10 RATIFICATION

This Policy (together with its appendix) has been approved and ratified by the Headteacher and Governing Body 25 June 2019. The document will be reviewed in June 2021.



Mrs M Doyle  
Headteacher



John Sills  
Chair of Governors



# **APPENDIX 1: THE FORMS SV1-SV6**

## Form SV1

### SACRED HEART HIGH SCHOOL - SCHOOL TRIPS REQUEST FORM

**THIS FORM MUST BE COMPLETED FOR ALL EDUCATIONAL VISITS AND SHOULD BE COMPLETED A MINIMUM OF 3 WEEKS BEFORE THE START OF A VISIT AND 2 TERMS FOR OVERNIGHT, FOREIGN OR HAZARDOUS VISITS.**

Department: \_\_\_\_\_ Date/Time of

Visit: \_\_\_\_\_

Purpose:

\_\_\_\_\_

Destination: \_\_\_\_\_

Is it a compulsory element of the curriculum? \_\_\_\_\_

Cover Implications \_\_\_\_\_

Mode of transport: \_\_\_\_\_

Proposed number of pupils: \_\_\_\_\_

Age range of pupils: \_\_\_\_\_

Total cost per pupil: \_\_\_\_\_

Name of party leader: \_\_\_\_\_

Name of deputy leader: \_\_\_\_\_

Names of other teachers: \_\_\_\_\_

1. **Approved by Senior Manager in charge of School Trips:**
2. **Approved by Senior Manager in charge of Cover:**
3. **Approved by Headteacher:**
4. **Approved by Governing Body: (If the trip exceeds 24 hours or involves hazardous activities)**

**Form SV2**  
**SACRED HEART HIGH SCHOOL - SCHOOL TRIPS BUDGET FORM**

This must be completed for Category 3 Trips and Trips involving a cost of over £30 per person other than Drama trips or end of year trips

THIS FORM MUST BE COMPLETED AS SOON AS FORM SV1 HAS BEEN APPROVED

Visit to: \_\_\_\_\_ Inclusive Dates: \_\_\_\_\_

Trip Leader: \_\_\_\_\_ Deputy Leader: \_\_\_\_\_

**PLEASE COMPLETE A BUDGET BREAKDOWN ON THIS FORM**

Transport costs: \_\_\_\_\_ Accommodation costs: \_\_\_\_\_

Entrance fees: \_\_\_\_\_ Food: \_\_\_\_\_

Equipment hire: \_\_\_\_\_ Contingencies/float: \_\_\_\_\_

Insurance: \_\_\_\_\_ Other(s) (please specify): \_\_\_\_\_

**NUMBER OF STUDENTS:**

Unit costs (all above): \_\_\_\_\_

Cost to students: \_\_\_\_\_

Cost to staff: if any \_\_\_\_\_

Bursaries / Pupil Premium: \_\_\_\_\_

PLEASE RETURN THIS FORM (SV2) TO EVC BEFORE ANY FINANCIAL COMMITMENT IS MADE. THE BUSINESS MANAGER WILL AGREE THE COST

**Form SV3**

**SACRED HEART HIGH SCHOOL**

**Risk Assessment for Category 1 and Category 2 (if in London) Educational Visits**

**Event:-**

**Date:-**

**Staff accompanying trip:**

**Time Leaving SHHS:**

**Expected Return Time:**

No	Hazard	Control	Action Taken
1	Travelling to venue	Sufficient members of staff in line with HASEV guidelines will accompany students travelling from school.	.
2	Travelling from venue	All students returning to school with staff with the exception of pupils who have written permission from parents to make their own way home from venue.	.
3	Inclement weather	Students told to bring suitable clothing	
4	Student medication	Staff will be made aware of medical needs.	
5	Individuals lost or separated	Students are briefed about procedure and also location of meeting points.	

Trip Organiser \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Contact No: \_\_\_\_\_

**PLEASE ADAPT THIS TO REFLECT IN DETAIL YOUR TRIP AND CONTROLS**

**Form SV4**  
**SACRED HEART HIGH SCHOOL**  
**Approval Request for Category 3 Educational Visits**

Group Leaders should complete this form once initial approval is given. The establishments EVC should assist Group Leaders in completing this form. When approval is given, one copy of this form should be kept by the school and another by the Group Leader

Forms for Category 3 visits that require Governing Body approval should be submitted at least **1 month** prior to the visit being undertaken.

**PART A: VISIT PLANNING**

**PRELIMINARY INFORMATION**

Name of school	Sacred Heart High School
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Dates of journey	From:                      To:
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Destination	
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Purpose of visit and educational benefits

Nature of activities to be undertaken			
UK		OVERSEAS	
Field studies		Exchange visit	
Adventure activities		Expedition/adventure	
Cultural tour		Sports tour	
Sports		Cultural tour	
Duke of Edinburgh		Duke of Edinburgh	
Other		Other	

Additional Information (if necessary)
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School organised		Company organised	

Have parental consent forms been issued and returned	Yes/No
Have pupils and/or parents been briefed	Yes/No
Have financial arrangements been confirmed	Yes/No
Insurance arrangements for the proposed trip	

## SUPERVISION

Composition of pupils on journey:												
Year	F	1	2	3	4	5	6	7	8	9	10	11
Pupil Nos:												
Total number of supervisory staff:												

ROLE	NAME	POSITION	QUALIFICATIONS
Group Leader			
Deputy Leader			
Other Adults			

Have staff been briefed on visit risks and procedures	Yes/No
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### SEN AND MEDICAL NEEDS

NAME OF PUPIL	SPECIAL OR MEDICAL NEEDS	HEALTH CARE PLAN COMPLETED (Y/N)

### TRANSPORT ARRANGEMENTS

Provide details of the transport arrangements to be used including the name of any transport company

### ACCOMMODATION

Accommodation to be used (e.g. activity centre, hotel, camp site)

## EXTERNAL PROVIDER ASSESSMENT

Please indicate below how the external provider has been assessed			
LoTC Quality Badge	y	Pre-trip visit	
Adventure Activities Licensing Authority Licence		References	
Other (e.g. H&S Policy))			

Please attach copies of any documentation as necessary

## EMERGENCY PROCEDURES AND FIRST AID

Name of emergency contact	
Address	
Tel number (day)	
Tel number (out-of-hours)	

Are the Group Leader and other staff aware of emergency procedure arrangements and do they have a copy of the emergency procedures checklist	Yes/No
Has a list of staff and pupils on the trip and a trip itinerary been provided to the emergency contact	Yes/No
Please state the arrangements that have been made for first aid (taking account of any pupils with particular medical needs)	



## PART B: RISK ASSESSMENT

Has a specific written risk assessment been completed for this visit	Yes/No
Have copies of on-site risk assessments been obtained*	Yes/No

**Please attach copies of relevant risk assessments**

\*Where a provider holds a quality badge or AALA licence, it is not necessary to attach copies of their risk assessments.

### GROUP LEADER SIGNATURE

I confirm that the information is correct and I have considered the arrangements and risk assessment for this visit.

Signed.....Date.....

## PART C: HEADTEACHER APPROVAL

The EVC and I have considered the arrangements and risk assessment and confirm that they are satisfactory.

The visit detailed is provisionally approved subject to the following\*:

Approval by SLT

The visit detailed is not approved due to the following\*:

.....

SIGNED:

DATE:

**Form SV5**  
**SACRED HEART HIGH SCHOOL**  
**Risk Assessment Form A**

No	Hazard	People at risk	Existing control measure	Risk Rating - If High or Medium go to Form B
1	Hazards of the place being visited	All	Refer to the LA and DfES guidance about identifying hazards, a written risk assessment	Medium
2	Type of transport being used	All	Refer to transport specific risk assessments which are kept with the LA and DfEE guidance	Low
3	Insufficient staff for supervision	All	The requirements laid down in the DfES guidance will be set as the minimum level of supervision.	Low
4	Staff are inexperienced in managing school trips	All	No NQT will lead a trip without the backup and support of an experienced teacher	Low
5	Adult volunteers helping with visit	Pupils	Where someone has not had a DBS check then they will not be left in sole charge of a group	Low
6	Pupil has a specific medical need	Pupil	Appropriate staff will be made aware of the need and have suitable instruction/training to enable them to manage the situation effectively.	Low
7	Visit is to a remote area	All	An adequate number of first aiders will be on the trip to manage unforeseen incidents. The school mobile phone will be available to the group.	Medium
8	Pupil has special educational needs	All	These needs will be addressed at the planning stage of the trip to ensure suitable measures are taken.	Low
9	The visit includes pupils undertaking the following high risk activities ....	Pupils	The group leader will ascertain the names and qualifications of the staff leading these activities and where unsure will check with appropriate associations, information can be found page 64 to 68 of the DfES guidance	Low

No	Hazard	People at risk	Existing control measure	Risk Rating - If High or Medium go to Form B
10	<i>Pupils swimming at a beach, lake, river, etc.</i>	<i>Pupils</i>	Constant supervision and regular head counts will be made. Pupils will be organised into groups of at least three. Pupils are not allowed to swim unless the LEA swimming instructor (or regular pool instructor) confirms they are good swimmers.	<i>High</i>
11	<i>Pupils paddling at beach, lake, etc</i>	<i>Pupils</i>	<i>A teacher will be in the water facing the shore and no pupil is allowed past them. Constant supervision and regular head counts will be made</i>	<i>Low</i>
12	<i>Going abroad</i>	<i>All</i>	<i>A pre visit will be undertaken where possible and the hazards identified then, and checks will be made on the sleeping arrangements. Pupils and staff will be reminded of the need to check for visas etc.</i>	<i>Low</i>
13	<i>A tour operator is to be used</i>	<i>All</i>	<i>The tour operator must have experience of school trips and be approved by one of the travel bonding bodies.</i>	<i>Medium</i>
14	<i>The school phone number is inaccessible following an accident</i>	<i>All</i>	<i>The group leader and other designated staff will have the head teacher's direct line number as it is not known by parents or members of the press</i>	<i>Medium</i>
15	<i>An intruder is in the pupil quarters</i>	<i>Pupils</i>	<i>None</i>	<i>High</i>
16	<i>Teachers being attacked by an upset pupil</i>	<i>Teachers</i>	<i>The behaviour policy is emphasised prior to the trip and the pupils reminded that they will be sent back to school if they misbehave.</i>	<i>Low</i>
17	<i>Helpers are unaware of their responsibilities</i>	<i>Helpers</i>	<i>A pre visit session will be held with helpers where their responsibilities will be made plain.</i>	<i>Medium</i>
18	<i>Pupil has an allergy to food.</i>	<i>Pupils</i>	<i>Parents are asked to complete a form indicating any food allergies their child has and for an adequate supply of any medication to be taken to control it</i>	<i>Low</i>

<i>No</i>	<i>Hazard</i>	<i>People at risk</i>	Existing control measure	Risk Rating - If High or Medium go to Form B

Risk Rating :            H = High, M = Medium, L = Low

**Form SV6**  
**SACRED HEART HIGH SCHOOL**  
**Risk Assessment Form B**

<i>No</i>	<i>Hazard</i>	<i>Action required</i>	<i>Residual Risk</i>	<i>By Whom</i>	<i>Target Date</i>	<i>Completion Date</i>	<i>Completed By</i>
10	<i>Pupils swimming/paddling at a beach or river</i>	<i>At least one member of staff supervising the activity must hold the RLSS bronze medallion. There will be adequate buoyancy aids available.</i>	<i>Low</i>	<i>Group leader</i>			
15	<i>Group leader dealing with intruder</i>	<i>SMT will develop a procedure from the LEA guidance on dealing with an intruder and ensure the Group leader is suitably trained</i>	<i>Low</i>	<i>SMT</i>			
1	<i>Hazards of the place being visited</i>	<i>Carry out a pre-trip visit and list hazards pupils will be exposed to. Write up a post visit report highlighting any health and safety concerns</i>	<i>Low</i>	<i>Group leader</i>			
7	<i>Visit is to a remote area</i>	<i>There will be a detailed itinerary of the trip and the group leader will make regular calls to the school reporting any problems</i>	<i>Low</i>	<i>Group leader</i>			
13	<i>A tour operator is to be used</i>	<i>References of the operator will be sought from schools who have previously used them</i>	<i>Low</i>	<i>Group leader</i>			
14	<i>The school phone number is inaccessible following an accident</i>	<i>The school mobile phone will have the emergency number as NO.1 in the quick dial mode</i>	<i>Low</i>	<i>Head teacher</i>			
17	<i>Helpers are unaware of their responsibilities</i>	<i>A formal document on the procedures and responsibilities will be made and given to all helpers before they undertake supporting any visit</i>	<i>Low</i>	<i>SMT</i>			

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*Residual Risk :* *H = High, M = Medium, L = Low*

*Please ensure that SV4 and SV5 is with this form.*

## APPENDIX 2

### EMERGENCY PROCEDURES

#### Preparation

See HASPEV Chapter 10 and Standards for LEAs in Overseeing Educational Visits. By their nature, emergencies are usually unexpected. But careful emergency planning can mitigate the trauma of being caught up in an emergency. It is good practice for the group leader to:

- ◆ agree an emergency action plan, which includes 24-hour (i.e. constant cover) contact points at the school/LEA and clear roles for the group leader, school/LEA contact, head teacher e.g. managing media interest, supporting parents of an injured pupil, transport arrangements etc.;
- ◆ ensure that all members of the group know what action to take if there is a problem;
- ◆ hold evening briefings with supervisors to discuss issues for the next day;
- ◆ spend time early the next morning explaining arrangements to the pupils;
- ◆ hold, or ensure that other adults in the group hold, up-to date competence in first aid and other life saving competence as necessary for the activities;
- ◆ ensure that the first aid kit is properly stocked and accessible (see Guidance on First Aid for Schools, paragraph 60 <http://www.teachernet.gov.uk/firstaid>);
- ◆ ensure that all pupils' medical needs (e.g. asthma, diabetes, anaphylaxis) are known and that staff are competent to handle them (see Supporting Pupils with Medical Needs: A Good Practice Guide <http://www.teachernet.gov.uk/medical>);
- ◆ be aware that some diseases are more common in some countries and know what preventative action to take and what to do if a group member becomes infected;
- ◆ recognize that many of the health problems of pupils on longer visits are caused by lack of food, of liquid or of sleep;
- ◆ if appropriate, advise group members about the dangers of over-exertion in the heat and of dehydration, which can cause headache, dizziness and nausea;
- ◆ in warm climates, keep fluid levels high, take extra salt and wear loose, lightweight clothing – preferably made of cotton or other natural fibres – and use suitably factored sun protection creams and sun hats/glasses;
- ◆ ensure that drivers take adequate rest breaks on long journeys;

- ◆ ensure that all pupils understand and follow the code of conduct;
- ◆ practice emergency drills e.g. evacuation of mini-bus;
- ◆ if abroad, know where the nearest British Embassy or Consulate is located and the telephone number. Depending on the age of the pupils, it may be appropriate to ensure that they have this information to hand.

## **Emergency procedures framework during the visit**

If an emergency occurs on a school visit the group leader should maintain or resume control of the group overall. The main factors to consider include:

- ◆ establish the nature and extent of the emergency as quickly as possible;
- ◆ ensure that all the group are safe and looked after;
- ◆ establish the names of any casualties and get immediate medical attention;
- ◆ ensure that a teacher accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together;
- ◆ notify the police if necessary;
- ◆ ensure that all group members who need to know are aware of the incident;
- ◆ ensure that all group members are following the emergency procedures and the roles allocated to them – revise procedures and re-allocate roles as necessary;
- ◆ inform the school contact and provider/tour operator (as appropriate). The school contact number should be accessible at all times during the visit;
- ◆ details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);
- ◆ school contact should notify parents, providing as full a factual account of the incident as possible;
- ◆ notify insurers, especially if medical assistance is required (this may be done by the school contact);
- ◆ notify the British Embassy/Consulate if an emergency occurs abroad;



- ◆ ascertain phone numbers for future calls. Try not to rely solely on mobile phones;
- ◆ write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
- ◆ keep a written account of all events, times and contacts after the incident;
- ◆ complete an accident report form as soon as possible. Contact HSE or local authority inspector, if appropriate;
- ◆ no-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Refer media enquiries to a designated media contact in the home area;
- ◆ no-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from their LEA;
- ◆ keep receipts for any expenses incurred – insurers will require these.



