



Off-Site Visits Policy

1. Introduction

- **Scope.** Offsite visits form an important part of the educational provision at Kingham Hill School. The purpose of this policy is to ensure that off-site visits are correctly planned, managed and supervised so that pupils can participate safely in the opportunities that are on offer.
- **Interpretation.** “Parent/s” includes one or both of the parents, legal guardians or education guardians. Subheadings are for ease of reading.

2. Principles

- As a school we believe that off-site visits enrich the curriculum and are an essential part of our education plan.
- Off-site visits are to be encouraged and, as such, the School will do all it can to facilitate them.
- Any off-site activity must be as safe as reasonably practical, with risks identified and control measures put in place to address perceived risks.

3. Types of visit

- The school recognises that there are different types of visit that are arranged for the benefit of pupils, namely:
 - Sporting fixtures
 - Recreational day trips (e.g. tutor group trips, cinema, theatre, Saturday trips)
 - Educational day trips (such as study days and field trips)
 - Over-night/residential trips (e.g. CCF camps and exeats)
 - Adventurous activities (such as CCF camps and some of the Saturday excursions)
 - Overseas trips (e.g. sports tours, Geography field trip).

4. Planning of off-site visits

- All trips should be placed in the school calendar prior to publication. Where trips are organised which are not in the school calendar, authorisation must be sought from the Deputy Head (DH). Approval will depend on several factors, such as availability of cover, transport and sufficient staffing on trip.

- Staff responsible for trips must complete the off-site visit form (located on the 'R' and Google drive). These should be Shared, through Google drive, with the relevant parties listed at the top of the form but a hard copy must go to Reception.
- The member of staff responsible for a trip must consider the level of risk and the measures required to minimize risk; however, a written risk assessment is not required for every visit. Circumstances when a risk assessment is appropriate would include activities such as mountaineering, canoeing and sailing.
- Trips abroad also need careful attention to duties under health and safety.
- If unsure about whether a written risk assessment is required, the member of staff responsible for a trip should discuss it with the Educational Visits' Co-Ordinator (EVC). Where a risk assessment is carried out, the findings of the assessment must be recorded and attached to the off-site trip form.
- When planning an adventurous activity trip, detailed risk assessments for the activities concerned are not required provided that the activities are taking place at a licensed activity center. The license number should be noted on the off-site trip risk assessment. The staff responsible for the trip must be satisfied with the arrangements in place at the activity center. When planning an activity involving caving, climbing, trekking, skiing or watersports, the organizer must check that the provider holds a license, as required by the Adventure Activities Licensing Act 2004.
- Overseas adventurous activity trips must receive formal consent from the Head. An outline proposal should be presented to the DH and EVC. Residential trips now require the Bursar's approve of the financial plan to ensure the trip is viable. This should be sought before official communication is made with parents. Once outline consent has been granted, a detailed proposal should be submitted to Deputy Head for final approval or rejection.
- Initial communication with parents of high cost, residential trips ought to begin at least two (ideally three) terms ahead of the trip. The timing of the submissions of plans to DH, EVC and Bursar will need to take this into account.
- Overseas trip leaders should ensure passports, European Health Insurance Cards, and foreign currency are arranged in good time prior to the trip departing.
- Trip leaders should have a second in charge and a contingency plan, especially with residential trips.
- Permission to run a trip may be withdrawn – by the DH – if the correct documentation is not completed.

5. Responsibility of trip leaders and accompanying staff

- Normal school rules apply on all trips, and should be enforced in the usual manner.
- Behaviour of pupils should be such as would enhance the reputation of the School.

Furthermore pupils should not be allowed to act in a way that is likely to cause them – or anyone else – injury or distress.

- Trip locations should be researched in advance to ensure they meet the requirements of the planned visit. Ideally, this should be done prior to formal announcement of trips (publishing in calendars or writing to parents).
- Trip leaders should ensure there is sufficient first aid cover in place, and /or a suitable medical plan in place.
- Trip leaders should check with the Medical Centre all medical information relevant to pupils attending trips. Particular attention should be paid to ensuring pupils are in possession of any medication required, prior to departure.
- Trip leaders should be familiar with the off-site trips guide, in particular the emergency procedure (available on the 'R' and Google drive).

6. Staffing of trips

- Trip leaders should ensure there are adequate staff members on a trip to maintain discipline and the safety of the pupils on the trip. Trips should normally have a staff:pupil ratio of 1:18; however, higher ratios may be considered appropriate in certain circumstances, such as when activities are being conducted by specialist instructors and staff are present in a wholly supervisory role. Authority for higher ratios should be sought prior to submission of final trip paperwork from the EVC or DH.
- Day trips (with both male and female pupils attending) do not require staff members of both sexes to be present; however, where ratios require a minimum of two staff it is preferable to have male and female staff accompanying the trip.
- If a day trip has mostly female pupils, it would be preferable to have a female member of staff present.
- Overnight/residential trips should have a minimum of two staff present.
- Overnight/residential trips with a mixture of boys and girls should have a member of both sexes present; if this proves to be very difficult to arrange, the DH may authorise supervision by staff of one sex but this must be explained and agreed with parents beforehand.
- Where overnight/residential trips are staffed by members of only one sex, sensible precautions must be taken when dealing with pupils of the other sex. In particular, visits to sleeping accommodation should be made by a minimum of two members of staff, and should ideally be at a pre-arranged time, emergencies excepted.
- 'Volunteers' accompanying the trip, i.e. adults not employed by Kingham Hill School, must have been DBS checked.

7. Parental matters

- For residential trips – a ‘co-ordinating instruction’ document should be sent to parents prior to departure detailing any kit/clothing requirements, medical arrangements, pocket money, and contact details during the trip.
- Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the School as they take place during school hours and are a normal part of a pupil’s education; however, parents should be informed when their children are not on school premises. This can be via a specific communication or via the school calendar/weekly newsletter. Parents should be informed if a charge is being added to the school bill.
- Written consent is required for activities that require a higher level of risk management and for trips which include an overnight stay away from school, or an overseas trip.

8. Pupil matters

- For overnight/residential trips, trip leaders should ensure a pupil meeting is arranged prior to departure to ensure they know all relevant details for the trip.
- Day trips are likely to only require a brief meeting or possibly no meeting at all. Trip leaders should decide on the appropriate requirements depending on the pupils attending. It is important to ensure that pupils have appropriate clothing and footwear before leaving school.

9. Insurance

- All trip leaders must ensure there is adequate insurance in place for the duration of the trip.
- Insurance cover can be checked with the bursary, and appropriate action taken depending on the trip.
- Organisers of overseas trips must ensure that British pupils and those from other EU countries have a valid EHIC card, which has been handed to the trip leader in advance.

10. Conduct of a trip

- Prior to an off-site visit, a register of pupils on the trip must be entered via iSAMS.
- Registers should be taken and contact details collected for all pupils on the trip where pupils are likely to spend time unsupervised in ‘uncontrolled’ areas (such as town centres, shopping centres etc.). Pupils should also be given a school mobile number, which needs to be recorded on pupils’ ‘phones.
- Under no circumstances are staff personal mobile telephone numbers to be given to pupils.
- During the trip, regular head-counts should be taken to ensure all pupils are present.

- Before pupils are given 'free time', a rendezvous point and time must be decided upon and communicated to all pupils. The rendezvous point must be manned by a member of staff at all times, and they should have the contact details of the pupils and the school phone in their possession.
- When pupils are given 'free time'/or are remotely supervised, staff should ensure they remain in groups of a minimum of three, and should not gather in large groups.

11. Overnight/residential trip considerations

- Trip leaders must ensure that pupils of different sexes do not share the same sleeping accommodation or communal ablution facilities.
- Staff accommodation should be near enough to pupil accommodation to ensure adequate supervision is maintained.
- Senior pupils should be expected to maintain a level of discipline in sleeping accommodation, in particular if pupils are in dormitories. The location of staff accommodation must be communicated to pupils.
- Where over-night trips are accommodated in public buildings (such as hostels/hotels), pupils should be able to lock their bedrooms at night, and reminded not to open the door to strangers.

12. Trips into Europe

- Staff managing a trip into Europe should apply for a 'List of Travelers' visa waiver for non-EU pupils. These can be applied for online at <http://listoftravellers.britishcouncil.org> Applications should be made no later than a month before departure.

13. On-going considerations

- Trip leaders, and accompanying staff, should remain alert to changing circumstances when on off-site trips. The risk assessment may need to be amended to address a change in circumstances (e.g.adverse weather).

14. Offsite Visits Emergency Procedure

The following is guidance in the event of a serious incident whilst you are away from School:

- **Main Areas**
 - **Vehicle breakdown.** Please use the RAC handbook found in each vehicle
 - **Missing pupil.** Contact pupil on mobile phone number provided, check with others in group on last whereabouts, and contact School for further advice as below, as necessary
 - **Medical problems.** In an emergency, contact the emergency services in the normal manner. Ensure the nature of the injury, as well as your precise location is given. Do not hang up until it is confirmed that you may. In the event of a less-serious medical problem, administer first aid as appropriate, or contact the

medical centre (01608 731 850) for further advice

- **Road Traffic Accident. Contact the emergency services** if necessary, then contact the School. The School number is **01608 658 999**. If the accident occurs outside of school hours telephone the SMT on duty: 07940 276 033. If there is no response, contact the Head (01608 658234/07814 266917), Deputy Head (01608 658324/07743 998692) or Second Deputy (01608 659169/07984 512781).

- **Road Traffic Accident Procedure**

- In the event of a road traffic accident there are two main concerns
- Firstly for the injured, and secondly for the welfare of the remainder of the party
- If you are on your own as a member of staff, or if the second member of staff is injured, then use the most mature member of the group to keep the party in a safe area. Select another member of the party to contact the emergency services/school as above. Ensure that the remainder of the party are safe and accounted for
- IF THE ACCIDENT INVOLVES A VEHICLE, DO NOT USE A MOBILE IF THERE IS A FUEL LEAK/SPILLAGE
- **DO NOT ADMIT LIABILITY OR BLAME**
- **DO NOT TALK TO THE MEDIA**
- At some point in the development of the incident you will need to provide the School with an evaluation of the incident. This may be taken over by the emergency services
- An adult is to accompany any injured to hospital
- An adult is to remain at the incident site to liaise with the emergency services until the incident is over

If there is only one member of staff, they will use their judgment and – if possible – to seek advice from a senior member of staff.

- In the event that parents cannot be contacted for permission for emergency medical treatment, the Head will authorise such treatment. If unable to contact the Head, make contact with the Senior Manager on Duty (SMTOD).

- **Information to Provide to Emergency Services**

- The nature of the problem.
- Exact details of the location and time of the incident.
- How many are injured and the extent of the injuries.

Actions taken so far.

- Telephone contact for future communication.
- Ensure there is no communication beyond contact with the emergency services and the School (i.e. collect all pupils' mobile phones).

15. Review

- Should there be substantial changes to plans during the trip, these should be noted down on the paperwork at the time, and communicated to the EVC on return to the School. Any recommendations or suggestions for future trips of a similar nature are welcomed, and should be communicated to the EVC.

Policy link - Critical Incident Plan

Magnus Eyles
Educational Visits Co-ordinator

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