



ST MARY'S CALNE

## TRIPS POLICY

### 1. Aims

Out of school trips, including outdoor and adventurous activities, make a valuable contribution to all pupils' personal, social and educational development. Trips may form part of a subject course, possibly during the working day, or provide leisure activities. They should:

- Support the girls' academic work and broaden their interests, helping to bring the curriculum to life and providing deeper subject learning;
- Encourage them to work constructively with others, think through problems and rise safely to a variety of challenges, learning to understand and manage risks that are a normal part of life;
- Foster increased confidence and self-esteem;
- Enable girls to make friends through shared interests, use their leisure time wisely and share enjoyable and memorable experiences.

### 2. Responsibilities within School

- a) Permission for running all trips (with the exception of weekend activities) is gained by following the process detailed in the two following Flow Charts:
  - Non Residential Trip – found in Section 7.6.3 of the Staff Handbook
  - Residential Trip – found in Section 7.6.4 of the Staff Handbook
- b) A trip may only be publicised externally to girls and parents once authorisation has been gained. The School Logistics Manager will email the trip organiser, copying the Deputy Head Academic and the Finance Manager confirming authorisation has been given. A copy of the authorised Finance Form will be attached, with a request that any payment plan detailed on the Form is included in the first letter to parents.
- c) The Governors are responsible for ensuring that a Trips Policy is in place and operating.
- d) Approval for trips is:
  - Non Residential – Deputy Head Academic
  - Residential up to total value of £20,000 – initial authorisation required from the Bursar (for the Finance Form) and the Deputy Head Academic (for the Trip Proposal Form and Risk Assessment), with final authorisation from the Headmistress
  - Residential over £20,000 – initial authorisation required from the Bursar (for the Finance Form) and the Deputy Head Academic (for the Trip Proposal Form and Risk Assessment), with final authorisations from the Chair of Governors and Headmistress
- e) The trip organiser is responsible for ensuring that there is a contingency plan, emergency procedures are in place, external providers are accredited, and that time and resources are allocated for staff training, and that staff running trips are suitably supported. The

school has an Educational Visits Co-ordinator (the EVC) to assist with this process (currently the Deputy Head Academic).

- f) The EVC (along with guidance from the Logistics Manager) is responsible for ensuring that trips meet the Governors' and School's requirements. They must be satisfied that the visits are organised efficiently, paying particular attention to:
- safety,
  - supervision ratios,
  - vetting of any volunteers,
  - the code of behaviour,
  - information supplied to girls and parents,
  - the provision of information in school
- The EVC should also organise training and induction as necessary, review procedures, monitor practice and have access to records of visits, accidents and incidents.
- g) The Bursary provides information/guidance on insurance, billing and collecting money from parents. The Bursar or his appointee, currently the School Logistics Manager, advises on requirements for staff who will be driving school vehicles and must be contacted on the Accident/Incident Mobile in the event of something happening with, or involving, the school vehicles during the trip. This is in addition to point i) below.
- h) The trip organiser has responsibility for planning, organising and running the trip and is responsible for ensuring that the pupils are prepared and supervised in such a way as to promote good behaviour in accordance with the aims and ethos of the school.
- i) In the event of an accident the most senior member of staff will take charge.

### 3. Planning Visits and Assessing Risks

- a) Off site visits inevitably carry some element of risk, as does every day life; we aim to provide a suitably safe and structured framework within which girls and staff can benefit fully from the wide range of activities offered and learn to become risk aware, not risk averse.
- b) Each trip should have a clearly identified purpose with an activity programme suited to the age, experience, needs and abilities of the girls involved.
- c) Common sense should be used in assessing and managing the risks involved in any activity and in taking appropriate measures to control them. A written risk assessment is required for every trip. Risk Assessment Pro Forms can be found in the Staffroom section of the vle, within Risk Management/Risk Assessments.
- d) Further research on trip safety may be necessary, as may a pre-trip visit that should be properly supported by the EVC.
- e) **Terrorism:** Special attention should be taken of the section within the Risk Assessment regarding Terrorism, and staff should follow the links provided within to discover levels of threat at the destination of the trip. It is essential that advice given by the local country/area is followed, and if necessary, a trip should be cancelled if it is felt that it would not be safe to go.
- f) The Activity Centres (Young Persons' Safety) Act and the Adventure Activities Licensing Regulations 1996 and 2004 make it a legal requirement for providers of certain adventure activities for young people to undergo an inspection of their safety management systems and hold a licence. Licensing only applies to those who offer activities to young people under the age of 18 years and who operate in a commercial manner. Generally, licensing only applies to these activities when they are done in remote or isolated places. For

example, climbing on natural terrain requires a licence but climbing on a purpose-built climbing wall does not.

- g) If a new centre is to be used it should first be checked thoroughly. For further information refer to the Adventure Activities Licensing website at <https://www.hse.gov.uk/aala/index.htm>.
- h) Details of the insurance cover can be made available to parents and if they wish.

#### **4. Staffing: Our Duty of Care**

- a) All staff accompanying a trip have a duty of care to the girls. They must provide welfare, support and supervision throughout the trip and, whilst acting in loco parentis, must care for the girls as a parent would.
- b) The age of the pupil and the nature and location of the activity help determine staffing ratios and the degree of supervision required. Suggested ratios by year group are available at the top of the Risk Assessment pro formas.
- c) All school staff and volunteers are DBS checked by St Mary's.
- d) Staff supervising the girls on trips should ensure that their behaviour and actions are, at all times, fully in compliance with good safeguarding practices.
- e) School policy regarding alcohol and staff on trips is that no alcohol is to be consumed by staff in charge of St Mary's students. Exceptions to this can only be when there are sufficient staff on the trip to allow some staff to have alcohol with their evening meal (no more than 2 units), leaving remaining staff in charge of the students. This must be written into the Risk Assessment in the relevant section.
- f) Less experienced staff should work alongside those with more experience to develop competence in running off-site trips.
- g) Staff accompanying the trip should ideally know the girls and be suitably competent and experienced.
- h) Adventurous trips may require staff to hold a specialist National Governing Body (NGB) qualification or the use of an external provider who is suitably qualified.
- i) For outdoor trips there must be a member of staff with the St Mary's standard First Aid qualification and, where swimming is involved, there should be a qualified lifeguard (not necessarily a member of school staff).
- j) Opportunities for CPD should enable staff to improve their competence and qualifications to ensure that they have a good, practical understanding of the effective management of risks on the trips.

#### **5. Preparing the Girls**

- a) Girls must receive the training and instruction that are necessary to ensure their safety and wellbeing on the trip and must know what kit is needed and how to use any specialist items. Particular consideration should be given to the training, instruction, kit, programme and supervision of girls with special and medical needs, learning difficulties and/or disabilities.
- b) Girls should know and understand the ground rules for each visit and the requirements necessary for the smooth running of the trip. Preparation should cover safety, legal and where appropriate environmental and cultural issues, as well as the standards of behaviour expected by the school and any centre used, promoting good behaviour in accordance with the aims and ethos of the school.

- c) For adventurous and residential trips there should be a written Code of Conduct that should include the school's policy with regard to alcohol, which is that no alcohol is to be consumed by any students on residential trips under any circumstances. This should be signed by parents on behalf of their daughters, and will be provided as a form on the Parent Portal.

## **6. Information to Parents**

- a) Parents give blanket permission for non residential curriculum and cultural trips, games matches and weekend activities costing no more than an accepted amount, currently £30.00, when their daughter joins St Mary's. They will be informed of these trips via the school website, parent portal, calendar, termly weekend programme and/or eLily and are able to request that their daughter does not participate.
- b) For trips of a value of more than £30.00, adventurous and residential trips our policy is that we should write to parents and request written permission for their daughter to participate each time.
- c) A meeting for parents might be considered appropriate for residential trips.

## **7. Accidents and Emergencies**

- a) On each visit there should be a clear and known action plan for accidents and emergencies, so that they are managed as calmly and effectively as possible.
- b) All staff must have an accessible list of participants with them throughout the trip. They should also have a pre-arranged emergency school contact phone number, e.g. the school office or a senior staff contact at school.
- c) On residential trips, the trip organiser must also carry an emergency information pack including contact details and Next of Kin information, including for all adults on the trip.
- d) On residential trips, designated contact staff should have access to the trip's Emergency File, normally kept in the School Office during term time trips and by the designated Senior Staff contact for holiday trips.
- e) Contact with the parents of a very seriously injured girl should be made via the Headmistress or the most senior member of staff available.
- f) If there is a lucky escape/near miss it should be recorded and considered in the post trip evaluation so that any lessons that may be learnt from it are incorporated into the planning of future, similar trips.
- g) All accidents/incidents and lessons learned should be recorded and reported promptly and systematically on return from the trip. Staff should complete a Serious Incident Report form (downloaded from the vle within Staffroom/Risk Management) immediately after returning to school. The form should be forwarded to the Health Centre, regardless of whether they have been involved or not, and they will record any relevant details, actioning as necessary. The form will then be passed to the Bursar, who will keep it on file. All SIRs are discussed at regular Risk Management Team Meetings, with agreed additional actions/follow ups being recorded and actioned as necessary. Staff should keep a copy of the submitted form on the trip file for future reference if necessary.

## **8. Evaluating Trips and Reviewing Policies**

- a) Trip organisers and accompanying staff should evaluate visits e.g. through discussion with participants and by ensuring that the EVC is made aware of any points, which need modifying for similar trips in future. This should allow the best use to be made of opportunities available, ensure that future trips run smoothly, help to resolve any problems encountered and show where CPD would be helpful.
- b) This Trips Policy is reviewed regularly by the School Logistics Manager, Bursar and the EVC.
- c) Procedures may need to be changed to keep abreast of current legislation and other learning experiences.

If you require clarification on any section of this policy, please speak to one of the following members of staff:

Deputy Head Academic  
School Logistics Manager  
Bursary  
Senior Deputy Head  
Deputy Head Pastoral

Michael Smyth (also the EVC)  
Deb German  
Gaynor Brittain (for Finance queries)  
Diana Harrison  
Sophie Toland

Reviewed by SLT: DG/DJB  
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