

EASTHAMPSTEAD PARK COMMUNITY SCHOOL

Educational Trips and Visits Policy and Procedure



Every activity that occurs off-site must have the prior approval of the Deputy Headteacher, to be obtained on the appropriate form. There is no exception to this requirement. Pre-planned activities and trips should also receive the permission of the learning and progress committee.

INTRODUCTION:

This section is intended to ensure that appropriate procedures, as specified by the LA and the Governors, are followed; in particular it is essential that issues relating to the health and safety of participants are properly considered, that staffing and resourcing issues are addressed, and that proper financial and insurance processes are followed. It is only by close adherence to the guidelines given here that students, participating staff and the school as an institution can be properly protected.

All off-site activities must serve an educational purpose which is clearly relevant to the school curriculum.

The LA has regulations which cover off-site activities: a copy of the current document is available for consultation in the school office or through the Educational Visits Coordinator (EVC).

THE FIRST STEP FOR A TEACHER PROPOSING TO TAKE STUDENTS OFF-SITE IS TO COMPLETE AN INITIAL REQUEST FORM OHA1 & RISK ASSESSMENT OHA6 (obtainable from the HR/Finance office) AND RETURN THEM TO THE DEPUTY HEADTEACHER.

TYPES OF ACTIVITY:

There are three types of off-site activity:

Curriculum

Examples are:

- Visit by coach to museum/art gallery
- Visit, on foot, to a local primary school
- Visit to a country park/field trip

Extra-Curriculum

Examples are:

- Residential trip to an adventure centre
- Residential trip to a foreign country tourist attraction e.g. Christmas market

Opportunity

Examples are:

- Day trip to Calais
- Trip to USA

If the initial request is approved, the signed forms must be passed to the Finance Office for recording. In some instances, the forms will need to be sent to the off-site activities coordinator at the Local Authority for approval and insurance costing.

NOTIFYING PARENTS:

The Deputy Headteacher should be shown a draft of all letters which it is intended to send to parents. In the case of Residential/Foreign/Hazardous trips, the Deputy Headteacher will advise on whether a meeting of parents is required.

Initially, parents should be informed of:

- the educational purpose of the trip
- the date and times of departure and return
- the proposed cost and date(s) by which this is to be paid
- the fact that the trip will not be able to run if an insufficient number of applications is received
- the school policy to reserve the right to refuse an application if it is believed that the safety or good order of the party would be prejudiced
- the need to return an 'application form' (tear-off slip) which confirms that they have understood the above.

Subsequently, parents of successful applicants should receive a letter giving further information, including:

- proposed itinerary
- appropriate dress/equipment
- whether packed lunch/pocket money is required
- details of how children will be supervised
- a reminder that good behaviour and the following of instructions from staff is required.

The school reserves the right to exclude from an offsite activity any student whose conduct in school, or on a previous visit, causes reasonable concern that his or her presence would not be conducive to the good order or safety of the party. Parents will be informed in writing of the reasons behind the school's decision and, if necessary, evidence will be provided in support.

IN NO CASE MAY A STUDENT BE TAKEN OFF-SITE UNLESS THE ORGANISING TEACHER HAS A SIGNED ACKNOWLEDGEMENT FROM THE PARENT/GUARDIAN ACCEPTING THE ARRANGEMENTS MADE (OHA2 Form)

STAFFING:

For standard activities a minimum of 2 staff is required and a minimum ratio of 1 member of staff per 20 students or 1 per 10 students if the trip is to London. If the group is mixed, a minimum of one male and one female teacher is required normally.

For **all** activities, consultation with the appropriate Head of Year **in advance** regarding the list of students is essential. Heads of Year are aware of circumstances which may have resulted in the school banning a student from particular trips or activities due to specific behavioural or medical problems. As a matter of courtesy, all students should apologise for their absence to their teachers and lists of staff and students should be posted on the Staffroom Noticeboard.

Further information is available in the LA handbook regarding ratios over:

- Ages of children
- Nature of activity
- Sex of groups
- Other adults

- Probationary teachers
- Accompanying families

On journeys which include an overnight stay, any accompanying adult who is not a member of the teaching staff must have DBS Clearance.

FINANCIAL:

Planning

When assessing the cost of any activity the leader should bear in mind any possibility which might incur expenditure. Quite apart from the obvious items such as fare and tuition, consideration should be given to:

- cover costs for supply teachers
- additional meals
- entertainment
- possible contingencies
- administrative overheads (the School will bear all 'normal' costs, but when they might be excessive, i.e. several overseas telephone calls, they should be borne by the activity)
- the cost of supervising staff
- insurance costs (see Section 5D)
- equipment hire
- equipment replacement costs. (If an item of equipment is to be replaced over, say a period of five years, then it is right to charge the activity 20% of the value of the equipment so that the full cost does not arise in the year that replacement is necessary. The money raised is kept as a reserve in the account.)

Charging

The rules governing charging are as follows:

- If the activity is not in school time then charges are permissible except for trips which are part of Public Examination, National Curriculum and RS.
- If the activity is wholly or mainly in school time and is non-residential, charges are on a voluntary basis; those families on income support or family credit are to be exempted from charges.
- If the activity is wholly or mainly in school time and is residential, charges are permissible for board and lodgings except for those families on income support or family credit.
- For visits outside school hours, staff costs may be included in charges if a separate contract is drawn up and signed. (This contract is shown at 3G18).
- Finally, all letters to parents in respect of charges, as well as draft staff contracts are to be checked by the EVC before dispatch.

VAT

The regulations governing VAT are complex. To keep matters simple, as a general rule VAT is not recoverable on school trips which are paid for by parents but is when it is paid for out of the School Budget.

Insurance

Insurance must be provided for every journey. All students and staff will be covered by the LA scheme. Overseas visits and hazardous activities attract a variable, higher per capita premium. The insurance arrangements for each activity must be discussed with the Finance Manager who may advise on additional cover. These charges should be added to the costs for each student.

Accounting

All monies collected for Educational Visits are held centrally in an account in the School Fund. Payments can be made by cheque (payable to Easthampstead Park Community School) or cash and sent to the Finance Office. No private accounts are to be established. The Finance Manager will pay all bills and, given notice, provide cash as required by the activity organiser. The organiser is responsible for accounting for all monies spent and should produce receipts in support of expenditure. Where receipts are not available, a brief note on how the money was spent is required.

At the end of the activity, the organiser should produce a balance sheet which will account for the money spent. If there is an excess of income over expenditure, arrangements must be made to refund parents. This balance sheet together with receipts should be produced within two weeks of the end of the activity. It should be countersigned by the Deputy Headteacher and forwarded to the Finance Manager's office as it will be required for audit purposes.

Advice

The Finance Manager and his/her staff are always ready to help and advise and will maintain a list of students and payments for each trip.

EMERGENCY: (LA Handbook Section 5)

All staff must carry a copy of the Yellow Emergency Action Card.

Appropriate facilities for first aid must be carried, and at least one person must be capable of administering it.

The trip leader must ensure that, if appropriate, an emergency contact is available and is fully conversant with the responsibilities as set out in the County Emergency Procedures, including, for example, being available in case of accident to one of the trip party or to warn parents of late return of students. This emergency contact will normally be the Deputy Headteacher.

Responsibilities of emergency contact:

- To be available throughout duration of trip
- To be provided with **all** relevant trip details and personal information
- To be available to respond to parental requests for information
- In the event of a delay/accident, to contact parents/inform Headteacher as appropriate

COMMUNICATIONS

Standard Form

Wherever possible a telephone number should be given which will allow the school to contact the party leader, e.g. Theatre, Museum, Stadium, etc. If the party is due to arrive back after 16:30 a senior member of staff will be nominated as the contact and a telephone number given.

LA Form

- The itinerary must show details of the journey, giving times when the party is in transit.
- A contact number at the residence must be quoted.
- Clear information must be given of the emergency school contact – name and telephone number.
- The organiser's name and telephone number must also appear.

Educational Trips and Visits Policy and Procedure

Reviewed and Revised:	March 2018
Responsibility for Implementation and Review:	Deputy Headteacher and Learning & Progress Committee
Date of Next Review:	Spring 2020

Appendix 1 - Educational Trips and Visits Procedures

1. The following documents, which are available from the Finance Office, are to be completed by the trip leader and given to the Deputy Headteacher, Claire O'Brien (COB) for approval:

- OHA1 Off-site activities form/insurance proposal form
- OHA6 Generic risk assessment form
- OHA7 Specific activity risk assessment form (where applicable)

If the trip is approved COB will:

- Pass the paperwork to Finance for entering onto the Offsite Visits database for final approval by Bracknell Forest. Bracknell Forest Council requires all offsite trips and visits to be entered on its Frontline database to ensure safeguarding and risk assessments for **all** offsite visits are completed in line with BFC requirements.
- Ensure that the trip is entered into the school calendar.

If the trip is not approved the paperwork will be returned to the trip leader with a reason given.

Please ensure paperwork is completed in a timely manner so that all relevant approval is obtained before the trip takes place. All trips over 30 miles in travel distance or within the M25 also need to be approved by the LA and this will take time. Failure to gain this approval in time may mean that the trip is unable to go ahead.

2. Check cover requirements – a minimum of two staff must go on all trips. Whole departments will not be allowed to go on trips and non-teaching staff and those with fewer teaching commitments on the day will be prioritised. Inform Cover of any cover requirements.

- Staff/pupil ratio required for local visits - KS3 = 1:15 / KS4 = 1:20 / KS5 = 1:20
- For ALL London, residential and visits abroad the ratio is 1:10 regardless of Key Stage

3. Sort travel arrangements:

- Book minibus if needed through Finance. As trip leader you will also need to secure an approved minibus driver and Finance can give you the list of names.
- Submit coach request, if required, to Kate Woodgate who will find the best value coach available.

4. Finalise costing of the trip with Caron Harrison to ensure that the trip does not run at a profit or loss. When a trip takes place during the school day, supply teacher costs (£200 per day per teacher) must be included within the overall costing for the trip.

5. Parental information:

- Draft parent letter for review by COB, ensuring that the final payment date is at least four weeks before the day of the trip. Ensure that all payments are requested to be placed in the Finance Post Box in the Maths corridor.
- Send parent letters and include an OHA2 parent consent and medical form. OHA2 parent consent and medical form must be completed by parents and returned to Finance for collation, prior to the trip taking place. A copy of this form must be taken with you on the trip and a copy given to the emergency contact. **No form – no trip.**

6. Inform all staff via the Operational Briefing of the trip and students involved.

7. Request Medical / Contact list for all students involved in the trip from Admin. If there are medical concerns, discuss with COB whether a qualified first aider needs to accompany the trip.

8. Request a Yellow Emergency Action Card for all staff on the trip from the Copy Centre.

9. On the day of the trip:

- Collect the trip phone from Finance.
- Collect the First Aid kit from Welfare.
- Ensure that all trip staff have a Yellow Emergency Action Card and the emergency contact number.
- Ensure that you have a list of all students involved and their original OHA2 parent consent and medical forms.
- A list of all students involved must be given to Reception and Welfare.
- A list of all students involved and a copy of their OHA2 parent consent and medical forms must be given to your emergency contact (normally Claire O'Brien)

10. On returning safely to school please ensure you call or text the emergency contact so that they are aware that the trip is back at school.

11. Post trip, ensure that you destroy all OHA2 forms by shredding or placing in the secure bags. This is a data protection requirement.

Appendix 2 - Educational Trips and Visits Checklist

These actions should be completed in this order to ensure that everything is in place for the trip to go ahead successfully.

Action	Tick when completed
Complete trip proposal forms: <ul style="list-style-type: none"> • OHA1 Off-site activities form/insurance proposal form • OHA6 Generic risk assessment form • OHA7 Specific activity risk assessment form (where applicable) 	
Submit trip forms to COB for approval.	
Agree cover requirements.	
Inform GK of cover requirements.	
Sort travel arrangements.	
Finalise costing of the trip with Caron Harrison.	
Draft parent letter for review by COB.	
Send parent letters and include an OHA2 parent consent and medical form.	
Inform all staff via the Operational Briefing of the trip and students involved.	
Request Medical / Contact list for all students involved in the trip from Admin.	
Consider if a first aider is required to accompany the trip based on student medical need.	
Request a Yellow Emergency Action Card for all staff on the trip from the Copy Centre.	
On the day of the trip: <ul style="list-style-type: none"> • Collect the trip phone from Finance. • Collect the First Aid kit from Welfare. • Ensure that all trip staff have a Yellow Emergency Action Card and the emergency contact number. • Ensure that you have a list of all students involved and their original OHA2 parent consent and medical forms. • A list of all students involved must be given to Reception and Welfare. • A list of all students involved and a copy of their OHA2 parent consent and medical form must be given to your emergency contact (normally Claire O'Brien) 	
Call or text the emergency contact so that they are aware that the trip is back at school.	
Destroy all OHA2 forms by shredding or placing in the secure bags.	

If you are unsure of what needs to be done, please speak to Claire O'Brien or Caron Harrison.