

LANDAU SCHOOL

Trips Policy and Procedure

Aims

LANDAU School acknowledges the importance of school trips for the educational, social and moral development of students. The purpose of this policy is to ensure that school trips are undertaken as safely as reasonably possible while retaining the enjoyment and educational or social value of the activity.

While the complete eradication of risk is impossible the aim of this policy is to ensure that trips are well planned in advance, that all foreseeable risks have been considered and safety measures put in place. All staff on a school visit owe a duty of care to act in the manner of a prudent parent in exercising their responsibilities towards the students. The first consideration at all times is to be the safety of participants.

Role of the Governing Body

- ensure that each trip has a specific and stated objective and that such objectives are appropriate to the age and abilities of the participants;
- ensure that plans are in place to ensure the trip will proceed safely;
- ensure that guidance is available to inform the School's policy, practices and procedures relating to the health and safety of pupils on trips;
- take all reasonable steps to ensure that any visits are well-planned in advance;
- ensure that the necessary assurances have been obtained from any external contractors about competence and insurance cover;

Roles of the Deputy Principal and Principal

While the Principal is the final authority in the day-to-day running of the school, many of his/her responsibilities are delegated to Deputy Principal. Deputy Principal's main responsibilities for school trips are as the overall supervisor of arrangements for trips and to be the immediate point of reference for parents and the Governing Body.

Deputy Principal will:

- Ensure that the School's Trips Procedure is followed;
- Ensure that Risk Assessment Form is completed for School Trips.
- Will keep these signed risk assessments on file;
- Ensure that visits have a stated and appropriate objective;
- Check that an appropriate Group Leader is nominated;
- Will make sure the Group Leader is competent and able to maintain discipline;
- Ensure that all staff and non-staff are both competent and appropriate to be on the trip;

- Ensure that parents are fully informed about the trip, have provided their full and unequivocal consent to their child going on the trip and can be contacted for its duration;
- Ensure that supervision ratios are appropriate;
- Review practice and systems in the light of any lessons learned during the visit;
- Prepare forms and checklists for Group Leaders to complete in preparation before the trip and reporting following the trip;
- Discuss the proposed visit with the proposer as a first step;
- Ensure that the financial aspect of the proposal is sound;
- Ensure that all correspondence with parents and/or boys is accurate, realistic and informative and is not issued until the Principal has given provisional approval.

Procedure for a School Visit

- The teacher wishing to undertake a school trip will complete Trips Form and Risk Assessment Form and give it, with all details, to Deputy Principal
- If satisfied the trip is appropriate, DP will approve the trip in writing
- An administration file is to be opened and kept containing all the relevant paperwork.
- Parents will be informed of the proposed trip and, if deemed necessary, will be invited to attend a meeting(s) at the School to discuss the trip including insurance cover.
- The parents' written consent will be obtained. Any child whose parents fail to give their full unequivocal written consent to the trip will not be allowed to participate.
- This includes parents being asked to give permission for emergency treatment for their children in the event that they cannot be contacted.
- Up to date medical information should be obtained on all pupils, especially when on a residential visit. Pupils with a medical record which gives cause for concern should be taken on a visit only after consultation with DP and school doctor.
- Each visit will have a designated Group Leader who is employed by the School and is considered by the Principal to be sufficiently competent and experienced to fulfil this role.

At all times the Headmaster reserves the right to exclude any student from participating in a trip or expedition or any part of the trip. This authority is delegated to the Group Leader who is authorised to forbid the student from participating at any time during the trip if it becomes clear that the student is either incapable, or insufficiently responsible to, undertake all or any part of the trip or activities.

Supervision

- Every trip must have a clearly designated Group Leader. Where there is a large party a Deputy Principal must also be designated. A large party *is* one where over 30 pupils are involved.
- The level of adult supervision must realistically reflect the purpose and nature of the trip, the age and maturity of the pupils, the experience of the accompanying adults, and any special needs or disabled pupils.

- Where a mixed visit is being undertaken, both male and female teachers must accompany the visit. For an all-boy trip there, ideally, should be at least one male member of staff.
- Students must know where they can contact an adult member of the party at all times. The Group Leader is to consider providing them with a “survival card” showing the name, address and telephone number of the group’s accommodation as well as the name of the school and Group Leader and any other contact telephone numbers (and in the appropriate foreign language if abroad).
- All staff must carry a list of all students on the visit and,
- According to context, pupils should not wander around on their own unsupervised, but in groups of at least two or three; where appropriate, maps of the area should be distributed.
- Fire procedures at residential sites are to be checked, as far as is possible, prior to the visit being undertaken. On arrival, all pupils and staff should be made aware of the fire procedures for the building.

Transport

The Operations Department will consider the transport needs of the party. He/she will:

- ensure that the tour operator or hirer of transport such as coach companies are reputable;
- check that there are sufficient adults on the trip to supervise the pupils and maintain good discipline – in this regard the School acknowledges that a staff or non-staff driver of a minibus cannot also be expected to supervise the pupils whilst travelling;
- ensure that any staff or non-staff drivers have the appropriate qualifications and, if necessary, insurances for driving that vehicle;
- consider whether there are any safety concerns arising from the mode of transport and plan in advance how to deal, for example pupils travelling on a ferry or a train;
- ensure that first aid is available is at all times which will include sickness tablets.

Emergency Procedures

- Group Leaders should ensure that a First Aid kit is taken on every school outing and must ensure that at least one member of staff has a minimum of a ‘working knowledge’ of first aid. First aid kits are available from the School Doctor.
- Group Leaders and supervisors must make sure that students are fully briefed about the local conditions which they are likely to face; students must also be told what to do if they encounter any difficulty or emergency or to know where to find either the Group Leader or an adult.
- All adults on a visit should have a list of pupils and their parents’ emergency contact numbers or the School’s contact details for emergencies during term time hours.
- Parents must be informed at the earliest opportunity if an emergency occurs.
- Parents will be asked to give permission for emergency treatment for their children in the event that they cannot be contacted.

- In the event of an accident or illness, parents must be informed as quickly as possible. If any pupil sustains an injury an Accident Report must be made and eyewitness accounts recorded in accordance with the Health and Safety Policy.
- A point of contact must be established at the School in order to transmit information to parents in certain circumstances (e.g. late returns); on residential visits a contact must be designated and his/her telephone number given to parents in advance of the visit.
- Adults on the trip are encouraged to take a mobile telephone.

RULES APPLYING TO SCHOOL TRIPS

Landau School Rules are to be strictly adhered to throughout a School trip. In particular, pupils' attention should be drawn to the following rules;

Alcohol

The purchase and/or consumption of alcohol on a School trip is expressly forbidden for students of all age groups.

Pupils are forbidden to purchase alcohol on their return as a gift for parents.

Staff are not permitted to purchase and store alcohol for students.

Smoking

Smoking is forbidden at all times on school trips.

Forbidden Items

The following items may not be brought, or purchased, on a school trip:

Fireworks, matches, cigarette lighters;
Knives, guns, and similar offensive weapons; Cigarettes and other smoking materials, including any illegal substances;
Pornographic material;
Solvents.

Illegal Substances

Any drug-related offence, including the possession, use or distribution of illegal Substances or any drug paraphernalia, is regarded extremely seriously.

Behaviour

It is unacceptable for staff to have to experience the stress and inconvenience of dealing with thoughtless or willfully poor behaviour.

- The highest standards of behaviour are expected from all students on a School trip.
- Whilst on a School trip students are representing the School and, as such, are expected to display good manners, commonsense, honesty and consideration for others.
- Hotel/Hostel rooms should be kept tidy and noise should be kept to a minimum so that other guests are not disturbed.
- No guest can be taken into a hotel/hostel room without the permission of the group leader.
- Pupils should not take unnecessary risks and, if abroad, should be sensitive to local customs and cultures.
- The instructions of staff should be followed at all times. This is particularly important during the journey and with regard to reporting times, evening curfews and bedtimes.
- Poor behaviour brings the School into disrepute and is unacceptable.

Medical Kit

Leader will take a tour kit on all outings from the school doctor. The kit will contain;

- First aid materials, illness bags, water and kitchen roll.
- Umbrella, own mobile phone.
- Any additional medication needed by an individual child. (According to our policy on the Administration side of medicine).
- The teachers will ensure that the cost of the tour is reasonable and represents value for money. All pupils will be actively encouraged to save towards the costs of the tour.

Venue

- The teachers needs to have particular reference to educational opportunities afforded, and services available. (phones, toilets, emergency facilities).

Weather conditions

Parents should be aware of changing weather conditions depending on the time of year. Rain and head gear may be essential for all children and a change of clothes may be necessary, depending on the venue. Likewise, sun cream should be applied by parent before children depart on tour.

Uniforms

Updated July 2021

Teachers travelling together will decide whether uniforms or tracksuits should be worn by all. Children should never wear name badges in public under Child Protection guidelines.