



CROYDON HIGH SCHOOL TRIPS AND VISITS POLICY

This policy informs practice in the Senior and Junior Departments of the School including the Early Years Foundation Stage.

Introduction

The policy is written with reference to DfE Guidance “Health and Safety of Pupils on Educational Visits” (1998), DfE Advice on HS for Schools (Dec.2012) and GDST Notes of Guidance “Educational Visits” (9/15).

The Staff Handbook contains all relevant forms and procedures which must be followed by staff. Documenting of trips should be completed on the Evolve software.

The school recognises the educational and social value of school visits and has a duty to ensure that these are conducted with full regard to the safety and well-being of all involved. A school visit is defined as any outing beyond the school premises. It does not include work experience, community service or attendance for off-site games activities (these are, however, addressed at the end of this policy).

The school follows the GDST categories of visits:

- A) Curriculum work in the vicinity of the school;**
- B) Residential visits in the UK or abroad;**
- C) Hazardous activities.**

Due to the requirements of the Duke of Edinburgh programme, it may not be possible to follow all guidelines contained in this policy.

The role of EVC is held by the Assistant Head of the Senior School and the Head of the Junior School.

Aims

- To ensure the health and safety of all students and staff.
- To inform staff of all compulsory procedures.
- To communicate fully with parents involved.
- To conform to all statutory guidelines and insurance requirements.

Guidelines

- Full procedures are available for staff. Handbooks are reviewed annually.
- “Health and Safety - School Visits” must be addressed by the EVC at a full staff meeting at the beginning of every new academic year and thereafter during induction.
- The role of the EVC is:

to liaise with Trust to ensure visits meet requirements including those of risk assessment.
to assess and advise of any risks associated with visits.

to support the Headmistress in approving trips and other decisions.

to ensure DBS disclosures are in place (including volunteers on overnight stays)

to check that all procedures are carried out prior to visit.

to organise emergency arrangements and ensure there is an emergency contact for each visit. (This will be the EVC or another member of SLT).

to keep records of visits (Evolve) and report to the “Health and Safety” committee as reqd..

The Deputy Head (Welfare, Systems and Innovation) must give written approval to the arrangements. FINAL AUTHORISATION MUST BE GIVEN BY THE HEADMISTRESS BEFORE A TRIP LEAVES (Evolve sign off).

The party leader is responsible for:

the planning and organisation of the trip and for taking day to day decisions once the trip is in progress. There must always be a designated party leader who is a member of the teaching staff. Male staff should normally be accompanied by a female member of staff.

Parental permission must be obtained via consent forms.

Parents are required to provide medical information on an annual basis for day trips (Appendix 6) and on an individual basis for residential trips (Appendix 5).

This will be used by the School Nurse to draw up a full profile of medical needs for all pupils on the trip. This includes permission for the administering emergency treatment if the parents cannot be contacted.

Parents sign an annual code of conduct governing behaviour for all day trips (Appendix 3) and an individual code of conduct for each residential trip (Appendix 4) within which they accept responsibility for their daughter's behaviour and her potential repatriation if necessary.

Minimum adult : pupil ratios of 1:20 (Y7-13) 1:10 (Y4-6) 1:6 (Y1-3)

Key Stage 5 ratios will be at the discretion of the Headmistress.

The school follows the recommendations on GDST "Hub" for:

Transport arrangements - use of staff/parents cars is not recommended and pupils' cars must never be used. All coaches used must be on the school's approved list.

Pre-trip meetings - these will be held for all residential trips and cover domestic arrangements, the behaviour code, pocket money, insurance, emergency procedures, communication, passports, EHIC cards and all medical issues.

First aid provision - depending on the level of risk of a visit, a suitable number of appropriately qualified First Aiders, equipped with travelling first aid kits must accompany the trip.

Planning and preparation for the trip including risk assessments

Budget preparation - the DFO should be informed about any balance remaining after the trip

Insurance - the Trust has blanket travel insurance covering all schools

Emergency procedures - the Party Leader must carry the emergency procedures with them for use in the event of serious accident.

Use of mobile phones - a school mobile phone must be taken on all educational visits. Whilst staff may want to take their own mobile phones for their own personal use pupils must only be given the number for the school mobile phone for use in emergencies. Staff should only contact pupils using the school mobile phone. This is to ensure that both staff and pupils are protected and that staff don't have access to pupil personal telephone numbers other than for the duration of the trip.

Parents - must be fully informed of the consequences of unacceptable behaviour on a trip and sign acceptance of these rules via the code of conduct form.

A detailed risk assessment is required for all trips.

If swimming is to be one of the activities planned for the trip, a separate risk assessment of this activity must be undertaken.

Depending on the level of risk of a visit, a suitable number of appropriately qualified first aiders, equipped with travelling first aid kits, must accompany the trip.

Appropriate arrangements for contacting parents in the event of an emergency must be in place.

Before any trip takes place there must be a final meeting between the organiser/leader and the EVC to ensure compliance with all procedures (Evolve sign off).

Staff should complete an evaluation sheet following the completion of a trip (Appendix 8 and 9).

If the trip is organised via a tour operator full documentation must be completed by the operator and will form part of the Risk Assessment for the trip. The party leader is responsible for ensuring this documentation is sent to the tour operator and is filled in and returned well in advance of the trip leaving (Appendix 10).

EXTRA-CURRICULAR CLUBS/SPORTS FIXTURES

Where school extra-curricular activities regularly take pupils off site, the department obtains permission from parents at the beginning of Year 7 for the duration of their time in the school. This is the parental consent form which includes emergency contact details and medical information. This information is collated and held on file. All emergency contact details and medical information is collated from the consent forms and is taken to all fixtures by the member of staff taking the fixture.

Each term the full fixture list is published and emailed to all parents and displayed on notice boards for pupils. Each week parents and pupils will be provided with the team sheets for the following week's fixtures. These team sheets will also be displayed on the PE notice board. In the event of an accident, should the PE dept. require assistance from a senior member of staff or office staff the team sheets can be accessed using the Senior School Server/department folders/PE/Team sheets. This would allow for communication to be sent to all parents with children involved in the fixture using a text message or School Comms email.

A sports team may be supervised by a single member of staff. When more than one sports team is taken away to a fixture, supervision must be 1:20 pupils maximum. Additional supervision may be provided by team coaches. Please see the policy below for when travelling to any fixture and in particular when travelling alone to a fixture.

MINIBUS TRAVEL FOR FIXTURES POLICY

Due to the likelihood of accidents during sports fixtures, wherever possible we will endeavour to provide 2 members of staff to attend the fixture. However, in reality this is not always possible and would lead to limited fixtures or cancelled extra-curricular clubs. To ensure a full fixtures programme can be achieved, whilst not compromising safety, the following procedures are acceptable for one member of staff to attend the fixture.

This policy runs in line with the risk assessment completed for travelling to fixtures.

The department must take into account:

- The number and age of pupils attending the match – ideally 2 members of staff on years 4-6, ratio of 1:10
- Length of journey – 30 minutes or 10 miles maximum with only 1 member of staff
- Mobile phone must be carried by staff – carry the staff contact card
- Always carry a first aid and deal with any minor injuries immediately
- Contact to a senior member of staff must be made in the event of an accident
- Parental help can be used, but they can only take their own child/children. They are permitted to take other people's children if they have made their own personal arrangements.
- In the event of a significant journey delay, i.e. more than 30 minutes, you may contact the main school reception (until 5pm) or a member of SLT until 6pm in order to enable a text or school comms message to be sent to parents.
- Twitter will also be used to communicate any problems with delays
- All members of PE dept must carry the emergency contact calling card which includes the numbers below as well as breakdown assistance contact number

Senior staff contacts:

David King: 0208 260 7506 or 07841 464896 CALL FIRST, then try as follows.

Mark Pickering 0208 260 7521 (Monday)

Fran Cooke: 0208 260 7565 (Tuesday)

Emma Pattison: 0208 260 7541 (Thursday) 07342 264886

Chris Burnie: 0208 260 7541 (Friday)

Main school office: 0208 651 5020 – option 3 Heads PA or option 6 senior office 7 junior office

Senior staff or reception will open Teamsheets to get list of girls attending fixture.

Staff server – Department folders – PE – TEAMSHEETS – open term and week beginning