

Trips Policy (Whole School including EYFS)

Independent Day School for Boys and Girls

Our Lady of Sion School

SCHOOL TRIPS

Why go? What are the objectives?

Ensure that all trips are:

- Focussed
- Have a clear structure
- All staff and students have a common understanding of the trip's objective

Will the trip justify the time, effort, cost and risks involved?

What will be gained?

- Knowledge and understanding
- Widening perceptions
- Cultural exchange
- Breeding confidence
- Group interaction/team-building
- Dealing with risk in life/coping with challenges
- Developing physical or sporting skills
- Developing leadership skills
- Developing social skills
- Developing relationships with "safe" adults
- Increasing motivation/self-esteem
- Providing memorable experiences

SCHOOL TRIPS – GENERAL GUIDELINES FOR STAFF

CONDUCT

While every trip is different, we wish to maintain a degree of standardisation. The point is that whatever the trip, it goes in the school's name and must maintain school standards in discipline, good order and friendly efficiency. Any pupil who jeopardises their own safety or the safety of others may be sent home at parents' expense.

SUPERVISION

It is a legal requirement that a trip must be managed by teaching staff at all times. While control may be handed over to an expert temporarily, there must always be a teacher present who should exercise discipline and, if necessary, stop an activity. The safety of the pupils is always the responsibility of the teacher.

Sometimes it may be helpful to have other adults on the trip to enhance the overall supervision. However, they must never be left in sole charge.

There must be an adequate ratio of adults to supervise pupils throughout Educational Visits. This ratio should derive from the risk assessment(s) undertaken and the risk factors identified.

For local low risk visits in normal circumstances and subject to any special considerations, the ratio of staff to pupils is 1:10 on day trips and 1:8 on longer trips (apart from for EYFS pupils where the ratio should be 1:4) However groups smaller than 10 must always be accompanied by at least two members of staff **unless the group consists of sixth formers**. Exceptionally, there may be occasions when ratio may be changed – this must be discussed with the Bursar, and details given on the Risk Assessment.

ALCOHOL

The consumption of alcohol by pupils is strictly forbidden. Supervision of a trip must include active measures to ensure that this is obeyed, and pupils and their parents must be specifically informed of the prohibition. Explicit guidance on this matter may be found in the whole school policy. Students who disobey this rule will face disciplinary action both on the spot and on return, and may be sent home at parent's expense if the party leader feels it is necessary.

BRIEFING

The organisation of all trips is to include a briefing session for participants. Everyone must be made clearly aware of the details of the trip, its arrangements and its rules.

CONTACT NUMBERS AND LINKS

All trips (including day trips) require a clearly identified contact at school or, after school hours, at home (normally the Deputy Head). The contact must be provided with a list of participants, including all staff accompanying the trip, complete with telephone numbers and any diet / health

problems (Form 4). The party leader should hold a duplicate list; copies of which should also be given to the Headmaster and Deputy Head prior to departure of the trip.

SOUTHERN TRAIN GROUP BOOKINGS

SOUTHERN
CUSTOMER SERVICES
P.O.BOX 3021
BRISTOL
BS2 2BS

THE PROCESS:

TEL NO: 08451 27 29 20
FAX NO: 08451 27 29 30

PLEASE QUOTE OUR ACCOUNT NUMBER: **C80045**

SOUTHERN WILL SELECT THE NEAREST AVAILABLE TRAIN TIMES TO YOUR PREFERRED TIMES. THEY WILL THEN SEND YOU A BOOKING CONFIRMATION DETAILING YOUR TRAIN TIMES AND AMOUNT PAYABLE. THIS MUST BE SIGNED AND RETURNED TO THEM SO THEY CAN THEN DEBIT OUR ACCOUNT AND SEND THE TICKETS TO YOU. THE BOOKING CONFIRMATION WILL NEED TO BE SENT TO: **0208 929 8985**.

PLEASE ENSURE YOU GIVE YOUR NAME SO WHEN THE TICKETS ARRIVE THEY CAN BE PASSED TO YOU IMMEDIATELY.

ORGANISATION / PREPARATION

Before the trip:

- All trips should be approved by the Governors and/or Headmaster. For Our Lady of Sion School Grading System, see Appendix A
- All staff going on a trip should have read, and agree to abide by school guidelines on page 2, which are based on DFE guidelines
- Parents and pupils should sign a Code of Conduct (see example in Appendix) – parents have to agree that, if their child does not meet acceptable standards of behaviour, they will be sent home at the parents' expense and in a manner which is most convenient to the staff leading the group, i.e. not necessarily the cheapest way!
- The trip should be financially viable and self-funding (see Appendix C)
- **A Risk Assessment should be prepared**
- Insurance arrangements should be checked and/or arranged, in consultation with the Bursar (particularly important for adventure activities and all trips abroad)
- The School's safeguarding and child protection policy and procedures will apply at all times during Educational Visits

Staff should be DBS checked, and anyone accompanying the trip, who is not checked, e.g. a parent, should not be left alone with any of the students

- Ensure that all staff are aware of Emergency Procedures
- At least one member of staff should have some qualification in First Aid if possible. In the case of EYFS a Paediatric First Aider must accompany the trip
- Obtain information about the pupils (see below)
- Reconfirm all bookings and reservations
- The School will make every effort to ensure that all pupils are able to take a full and active part in trips and visits, irrespective of disability, special educational or medical needs, ethnic origin, religion, gender, sexual orientation etc. This will include making reasonable adjustments to help overcome or minimise difficulties encountered by pupils who suffer from disabilities
- The School can legitimately refuse to allow a pupil to attend a trip where it has a valid reason to do so, such as, based on previous behaviour or because school fees are outstanding. However, the School will generally only consider preventing a pupil from attending a trip as a last resort. The reasons a School may need to consider preventing a pupil from attending trip might be where it is a proportionate means of achieving a legitimate aim, for example because of an unacceptable risk to the health and safety of the pupil concerned or others on the trip or where it is not possible to make reasonable adjustments to enable the pupil to attend

- Prepare a contingency plan

Inspection visits should not be arranged without consulting the Headmaster and/or Bursar. Unless visits are authorised, staff expenses will not be reimbursed.

It is the responsibility of the teacher in charge of the trip to ensure that any specialist instructor is suitably qualified. It can be assumed that any instructors employed by a reputable company specialising in school trips, such as PGL, will have the appropriate qualifications. If in doubt, please speak to the Bursar who will take advice from the Outdoor Education Officer for West Sussex County Council who holds a register of approved companies and of approved qualifications for a variety of sports and activities. It would be inadvisable to undertake any activity abroad other than through the company used for the trip package.

First Aid

- At least one member of staff should have some qualification in First Aid if possible
- During trips made by the EYFS children in the Junior School there must be at least one person on the trip who has a Paediatric First Aid qualification.

Transportation - Drivers

During the trip:

- No alcohol for students on school trips. Staff must not consume any alcohol if they are expected to have driving duties on the same or next day.
- All staff should have the same information about pupils as the leader, e.g. medical needs, allergies, phobias, group dynamics etc.
- There needs to be clarity of responsibility (chain of command) and a nominated deputy.
- Any relevant information about pupils should be communicated to helpers, who may not know the students.
- It is not a holiday for the staff

Coaches:

Important: Please only use the specified coach companies listed on Page 9.

WHOLE YEAR GROUP TRIPS.

The trips covered by this policy are as follows:-

JUNIOR SCHOOL WHOLE YEAR GROUP SCHOOL TRIPS

Year group	Destination
Reception	Sealife Centre
1 & 2	Horsham Theatre

1 & 2	Highdown Gardens
1	Arundel Wildfowl Trust
1	Weald & Downland Museum
1	Herstmonceux Science Centre
2	Arundel Wildfowl Trust
3	Butser Farm
4	Portsmouth Harbour
3 & 4	Woodsmill, Henfield
5	Chichester Observatory
5	Adur Outdoor Activity Centre
5	Petworth House
6	Britain at War
6	Bowles Activity Centre

SENIOR SCHOOL - WHOLE YEAR GROUP SCHOOL TRIPS

Year group	Destination
7	Boulogne - France
7	Brighton Dome Big Bang
7	Herstmonceux Science Centre
7	Thorpe Park
8	Action Stations, Portsmouth
8	Hampton Court
9	Dalesdown Retreat
9	Hindleap Warren
9&10	Shakespear Workshop
10	Chichester Watersports

All trips included in this policy are covered by the fee charged each term to parents as part of the school fees. Each term this amount will be transferred to a new account by the Bursary Team. When a trip on the list is planned the usual budgeting process will take place to establish the costs before a trip is booked. The total cost must be completed on a form 2A – Confirmation – Whole Year Group Trip and submitted to the Bursar in the normal way.

All the remaining forms and paper work remain the same. This includes the form 8 -Financial Statement (where a breakdown of the costs must be completed) and Form 7 Currency / Cash request (if appropriate).

The main difference with these trips is that staff do not have to collect cheques from pupils and pay them to the Assistant Bursar.

REMEMBER THIS ONLY APPLIES TO THE TRIPS LISTED ABOVE.

ALL OTHER TRIPS REMAIN AS BEFORE (i.e. cheques to be collected for the cost of the trip.)

These are the only coach companies we should use at the present time due to the various regulations currently in place.

1 Brighton & Hove Coach Company

43 Conway Street
Hove
East Sussex
BN3
3LT

Telephone: 01273 886200
Fax: 01273 822073

email: hire@buses.co.uk

2 Diamond Travel

1 Central Avenue
Bognor Regis
West Sussex
PO21 5HG

Telephone: 01243 870010
Fax: 01243 870027

email: coaches@diamondtraveluk.com

3 Woods Travel Ltd

Park Road
Bognor Regis
West Sussex
PO21 2PX

Telephone: 01243 868080
Fax: 01243 871667

Email: info@woodstravel.co.uk

STEPS TO PREVENT INCIDENTS

The School is committed to offering pupils a wide range of activities on school trips and will adopt a common sense approach which is proportionate to the risks of any trip or visit.

Sensible preparation is key to avoiding accidents and incidents and to ensuring a successful and enjoyable trip for everyone involved.

Whilst the risk of accidents and incidents on school trips cannot be ever be completely eliminated, the School and/or staff (although claims against school staff are rare and are normally covered by insurance) will be in a best position to avoid accidents and/or to refute any claim or enforcement action, by ensuring that:-

1. The leader was qualified and/or competent to run the activity/expedition at that level. Appropriate and adequate supervision was provided.
2. All reasonable steps had been taken to ensure the safety of the environment and equipment.
3. The group had been taught about the need for safety and had been warned against foolhardiness in a manner appropriate to their age, intelligence and experience.
4. The group had been systematically prepared for the activities being undertaken, including attention to footwear, clothing and equipment.
5. The activity and the manner in which it was carried out were compatible with regular and approved practice in other similar activity/expedition situations.
6. Parents of under 18 year olds had signed an appropriate consent form.
7. A comprehensive risk assessment had been carried out, documented and communicated to all concerned.
8. Leaders were aware of any special needs within the group and had taken appropriate action to cater for these.
9. All procedures were carried out following organisational guidelines.
10. Incidents were handled without undue delay, following organisational guidelines.

INFORMATION NEEDED ABOUT PUPILS

- Pupils' mobile numbers (if taking phones)

- Ensure that the pupils have a local emergency contact number (i.e. not school if abroad) i.e. 999 in the UK
- Special dietary needs
- Medical issues, including prompting question, e.g. is there any reason why your child might have difficulty with an activity (fear of height, phobias, etc)
- Ability level, e.g. can they speak the language? Can they swim?
- Ask if pupil has been away from home before, i.e. could be homesick
- Does the pupil suffer from travel sickness?
- Consider taking photos of children, especially on trips abroad, i.e. print from SIMS
- Contact numbers for next of kin (obtain in advance and check a few days' before trip)

Overseas trips only:

- Does the pupil have a British passport?
- Are they entitled to leave the country?
- Name – is it the same as on the passport?
- Do they have an European Health Insurance Certificate (EHIC)?
- Are pupils' relevant vaccinations up to date?

Information needed about staff:

Much the same as pupils i.e. contact numbers, medical information, European Health Insurance Certificate (EHIC).

INSURANCE

All pupils are covered by Holmwoods Personal Accident Insurance, which should be adequate for activities in this country. Additional cover may be required for particularly hazardous activities or for trips abroad, day or residential.

Our school public liability and professional liability insurances would cover the financial aspects of most negligence claims, but it is not possible to insure against criminal charges for reasons of public policy criminal charge.

Other insurances needed for a particular trip may include:

- Additional cover for hazardous activities
- Insurance for personal belongings
- Breakdown insurance (our minibus insurance includes breakdown cover in this country)

Overseas trips only:

- Medical cover and repatriation insurance (pre-existing conditions need to be declared at the outset of cover)
- Insurance for delay or missed departure
- Cancellation insurance
- EHIC

Please note that you should make yourself aware of reporting procedures in other countries, e.g. you may need to report a theft to the police in order to make a claim. Ensure that you take the insurance details with you, and particularly, their contact details (insurance companies usually have a 24-hour help-line)

FINANCE

All trips should be self-financing. Careful budgeting should include staff costs and contingency planning, but should be as accurate as possible. **All trip budgets must be discussed with the Bursar.**

Good practice:

- Set a daily budget beforehand, including an allowance for lunch and drinks
- Change currency at the start of the trip to avoid excessive commission charges using the Currency Order form (7)
- Appoint a staff banker
- Anyone given money should sign for it

- Keep daily accounts and keep receipts
- Hand out cash in envelopes
- Buy discounted group entrance and travel tickets where possible
- Allow money for buying a gift for the coach driver (if applicable)
- Leader to hold a small contingency fund
- Keep a supply of local small change in case there is a charge for using public toilets etc

It is important that the organiser keeps a simple income and expenditure account with each entry supported by an invoice, receipt or other relevant voucher. This will make any auditing of the account simple and enable the organiser to keep an exact track and control of the account.

Some trips offer a number of 'free' places. Organisers are to discuss the allocation of these places with the Headmaster or Deputy Head (Junior School) as appropriate.

After each trip, the organiser is required to submit the Financial Statement Form (8) to the Bursar for audit purposes. The information required is:

- Payment by cheque details form
- The income and expenditure account with supporting vouchers
- A copy of each letter sent to parents about the trip
- A copy of all correspondence with the travel company regarding the finances of the trip
- The list of approved free places
- Completed Financial Statement form (8) to the Bursar no later than seven days after the completion of the trip

For single trips the teacher organising the trip is responsible for collecting money, balancing the accounts and completing forms (7) & (8). Form (8) should be submitted to the Bursar no later than 7 days after the completion of the trip.

In corresponding with parents about the trip, it is important to give them an accurate indication of costs and what is covered. If you plan to build in a contingency to the costing or to have an amount reserved for prizes etc, this must be advised to parents.

The school has an extremely competitive standing insurance for all trips. The prices for this insurance may be had from the Bursar. Organisers should not buy insurance from the travel companies without first consulting the Bursar.

Advice on running of these accounts is always available from the Bursar who will be very pleased to help.

SPECIAL SITUATIONS

Exchange trip:

Apart from general risks of travel, the main risk = hosts. Suggested ways to minimise risk:

- Written guidelines for pupils and hosts
- Expectation of single-sex bedroom
- Reasonable access to bathroom
- Phone calls to be allowed to accompanying staff and, preferably, to parents
- Give pupil a profile of host family and vice versa
- Pupils regularly meet with staff
- Contingency plans if host family proves unsuitable for any reason
- Consider a parent/pupil bond, i.e. expectations on both sides (should cover behaviour expected of pupil)

Farm Visits:

See Appendix C

RISKS

Please note that the Risk Assessment must begin from the moment the pupils step outside the school premises, i.e. it must include the journey from the school building to the ultimate destination, all activities during the day, including leisure time, and the return journey.

See Appendix D for sheets showing:

- *Risk Assessment definitions*
- *Five steps to Risk Assessment*
- *Table to identify risk levels*
- *Generic Risk Assessments for different methods of travel*

These may help you to prepare your risk assessment, but the leader is responsible for adapting them to the particular trip.

Are control measures feasible, particularly abroad, where safety is not such a consideration?
Are the control measures affordable?

Pupils and parents must be informed before the trip that nothing in life is risk-free, but some risks can be considered acceptable.

In the scenario below, unacceptable risks were taken, resulting in a young boy drowning in the Lake District. It occurred towards the end of a holiday when children were disappointed that some of their planned activities had been cancelled. The teacher-in-charge was determined that the group should experience jumping into a plunge pool, despite poor weather. The boy who drowned was the child of a helper and was younger than the rest of the group.

- Water was very cold
- Rain had swollen river
- Warnings were ignored
- No leadership qualification for a risky activity
- No emergency back-up; no safety equipment; no rope
- Boy was younger and therefore weaker than rest of the group
- Leader had “tunnel vision”, was intent on the activity and took an unacceptable risk
- Teacher was convicted of gross negligence and sentenced to 12 months in prison

Most disasters occur when a series of things go wrong – not usually due to an isolated incident.

EVALUATION

The overall value of the trip should be evaluated by the teacher-in-charge in accordance with the objectives for running the trip in the first place. This should be in the form of a report to the Headmaster, indicating the value of the trip in general, and for particular pupils, if appropriate. Pupil profiles should also be completed for each pupil.

For visits which:

- a) involved an external organisation
- b) was notable in terms of positive outcomes
- c) gives rise to significant concerns

Please complete the Evaluation Form on Page 35 and return to the Headmaster.

Accounts should be given to the Bursar for auditing within one week of the end of the trip or, if in the school holidays, on the first day of the following term.

IN AN EMERGENCY DURING A TRIP

- 1 STAY CALM
- 2 Assess the situation (establish the nature and extent of the emergency as quickly as possible and check for further danger)
- 3 Ensure that you are safe (if you become injured, you will not be in a position to help others)
- 4 Ensure the rest of the group is safe.
- 5 Establish the names of any casualties and get immediate medical attention for them (if possible ask someone else to call the emergency services). Monitor casualties' condition at all times. **Headcount regularly.**
- 6 Ensure that all group members who need to know are aware of the situation and are following the emergency procedures.
- 7 If possible, ensure that the casualty/ies is/are accompanied to hospital, and that the rest of the group are kept together. Find out and note where the casualty is being taken. Monitor the rest of the group at all times.
- 8 Notify the police, if necessary.
- 9 **Inform the contact person at your trip base, and/or the contact person at OLOS (a member of the SMT), whatever the time of day or night. Give them the telephone number from where you are ringing, or at least tell them where you are so that you can be contacted again.** He or she will support you and give you further instructions.
- 10 Keep a record of all details of the incident. This should include the nature, date and time of the incident; location of incident; names of casualties and details of their injuries; names of others involved; action taken so far; action yet to be taken.
- 11 Note names and telephone numbers for future calls, e.g. witnesses, police, hospitals etc
- 12 **Refer all media enquiries to your contact person at Our Lady of Sion School. Do not get drawn into giving the media any information.**
- 13 **You will have full support from your contact person, who will gather an emergency team. They will need to know as much information as possible.**

What you can expect from the contact person and emergency team at school:

- A calm response
- Instructions (you may not be thinking clearly), practical and emotional support

The contact person will be following the procedure set out in Appendix E

APPENDIX - A:

INITIAL PLANNING - THE GRADING SYSTEM

Members of staff must see the Deputy Head before embarking on planning of any kind. He / she will be pleased to discuss your ideas with you and to direct you towards other senior staff possessing the relevant experience of trips and visits. The trips policy folder is located in the inner staff room.

All trips fall into one of three categories as detailed in the Grading System below. Once the approval of the Deputy Head has been granted, planning will proceed according to the timeslots available.

The Grading System – School Trips

Category A	Curriculum/Scheme of work based	Compulsory
Category B	General value to curriculum area	Desirable
Category C	Non-curricular	General cultural/ educational

Category A: Trips will require forward planning and will be built into the yearly timetable so that teaching may be arranged around them.

Category B: Trips may be arranged during teaching time but only after official permission has been given following negotiation/consultation.

Category C: Trips should not occur during teaching time if at all possible.

NB. Staff wishing to run a trip must submit details to Headmaster, Deputy Head and Bursar for approval **as early as possible**.

APPENDIX A – part 2:

SCHOOL TRIPS – PROCEDURES CHECKLIST FOR ALL TRIPS

IMPORTANT: BEFORE MAKING ANY COMMITMENT TO THE PROPOSED TRIP, GET VERBAL APPROVAL TO PROCEED FROM THE DEPUTY HEAD.

	Pass to:
1. Fill in “Proposed Trip Document” (Trips 1)	Deputy Head
2. Fill in Confirmation of Trip (Trips 2)	Bursar
3. Complete Risk Assessment* Appendix D	Bursar
4. Complete Parents’ Letter (Trips 3) or write appropriate letter to parents	Headmaster & Bursar
5. Fill in School Trip Record Sheet (Trips 4) or print out the details from SIMS	Bursar & Deputy Head
6. Fill in Pupil Profiles as needed (Form 5)	Headmaster, Deputy Head and parents, as appropriate
7. Complete Currency / Cash Request form if required (Form 7)	Bursar
8. Complete Financial Statement within 7 days of completion of trip (Form 8)	Bursar
9. Complete a Behaviour Contract if appropriate – Appendix B	Bursar

*Generic risk assessments are available for the following aspects of trips:

- Theatre visits
- Minibus/coach travel
- Train travel
- Walking

These risk assessments can be amended and form part of the whole risk assessment for a trip. They are filed on the shared staff drive under ‘School Trips Policy’ in a sub-folder named ‘Generic Risk Assessments’.

ALL risk assessments should take account of the Emergency Procedures which apply to all trips. Trip leaders should take a copy of these procedures with them on every trip.

Note:

Staff should consult the School Trips’ Policy located in the Inner Staff Room, or the electronic copy stored on the shared staff drive, for full guidelines when organising a school trip.

APPENDIX – B:

BEHAVIOUR CONTRACT: 2005

(This is in the policy document as a reminder to all staff running a trip and does not just apply to the ski trip)

Whilst the ski trip is a holiday and therefore geared towards having a great time, it is essential that all pupils realise that it is also a school trip. This means that rules must be accepted and respected as guidelines that exist for everyone’s benefit and for health and safety reasons.

Therefore, parents and pupils are asked to read the following contract very carefully and only sign if they are in complete agreement before applying to come on the trip.

My son/daughter agrees to comply with normal school rules and the special conditions set out below. A copy of this signed contract will be returned to parents before departure.

- Pupils must be punctual, attentive and responsible at all times.
- Behaviour and dress must be appropriate at all times, especially in the hotel, at meal times, on the piste and in town.
- Chewing gum is not permitted on the coach or in the hotel.
- Lap belts are to be worn at all times on the coach and students must remain in their seats (facing forwards) whilst the vehicle is in motion.
- Eating and drinking on the coach is restricted to bottled water and non-sticky sweets. (There will be plenty of designated refreshment and comfort stops.)
- Pupils must respect each other’s privacy. Boys and girls may not visit each other’s rooms without permission from staff. Après ski socialising should take place in the hotel lounge and activity areas.
- Pupils must stay in their own rooms after “lights out” and keep noise to a minimum. (Alpine skiing is very tiring and all pupils will need good nights’ sleep!)
- Pupils may not arrange “sleepovers” under any circumstances whatsoever.
- Pupils may not bring with them, purchase, use or consume alcohol, tobacco or any other banned substances (i.e. these are completely forbidden).
- Pupils may not purchase bangers, or knives of any description.
- Mobile phones should not be brought, unless parents accept responsibility for their use. In such cases we request that calls be limited to communication with home during pupils’ free time, thus avoiding interruption of the daily schedule. Casual texting among friends will not be permitted for the duration of the trip. (Where mobiles are going to be taken, we will require their phone numbers at a later date.)
- Pupils are requested not to bring unnecessary items of value with them. They will be responsible for the safekeeping of anything they do bring with them for the duration of the trip.
- Personal stereos may be brought for the journey, but not hi-fi equipment with speakers.

In signing below, we understand that any breach of these regulations may have serious consequences. This could result in a pupil being sent home at the parents’ expense and/or facing disciplinary action at the start of the summer term.

SIGNATURE of STUDENT:.....Date:.....

SIGNATURE of PARENT:Date:.....

APPENDIX – C:

FARM VISITS

Introduction

Farms are fun, exciting and happy places to be. Such visits form part of a child's understanding of the food chain and many other school curricular areas. However, all animals naturally carry a range of micro-organisms, some of which can be transmitted to humans. These include E-coli, Cryptosporidium, Salmonella, Campylobacter and Toxoplasmosis.

The following information is based on Health & Safety Executive guidelines.

Following the guidance below should ensure your visit is safe, healthy and enjoyable.

Before your visit

- Discuss visit arrangements with the farm management
- Consider, do you need to undertake any specific risk assessment? Hazards on site may include biological (health risks), chemicals, slurry, grain pits, vehicles, machinery, haystacks and barbed wire.
- What are the hygiene provisions? Is running water, soap and hand drying facilities available? Is there sufficient to accommodate all the pupils in the time allowed?
- Veterinary and medical opinions assume that all ruminants (cattle, sheep, goats and deer) carry E. coli 0157. If touching animals is allowed are hand washing facilities readily available immediately afterwards?
- Is there an adequate signage giving full instruction on proper hand washing?
- Are the farm staff trained, instructed and given information on what pupils should or should not do? If not, school staff should assume control.
- Is thorough cleaning of gates, outside seating areas, and other hand contact surfaces regularly carried out.
- Discuss and explain the safety precautions and rules outlined below with your pupils and supervisors and pass appropriate information to parents.
- Explain to the pupils that they must not eat or drink anything, including snacks, sweets or chewing gum while touring the farm because of the risk of infection.

During the visit

- Understand the hygiene precautions listed below and the reasons for them
- Cover with waterproof dressing any cuts or grazes on their hands. A first aid kit should be available for use.
- Do not kiss the animals
- Always wash hands thoroughly before eating, after any contact with animals and again before leaving the farm
- Eat only in designated areas
- Do not eat food which has fallen onto the ground
- Do not suck fingers or put hands, pens, pencils or crayons etc in mouths
- Do not taste animal foods i.e. eat only food they have brought with them, or food for human consumption they have bought on the farm
- Wear protective clothing, including sturdy outdoor shoes (not sandals)
- Listen carefully and follow instructions and information given by the farm staff
- Clean or change their footwear before leaving, remembering to wash their hands after any contact with animal faeces on their footwear
- Do not use or pick up tools, (e.g. spades and forks) unless permitted to do so by farm staff
- Do not climb on to walls or animal pens etc
- Do not chase or frighten the animals

Supervision

- Supervision ratios should be in accordance with school policy
- Children should stay in their allocated groups during the visit
- Children should be closely supervised if direct contact with animals is likely and wash their hands afterwards

Pregnant Workers

Some infections if caught by a pregnant woman can pose a danger to her unborn child. Toxoplasmosis can be caught from contact with cat's faeces or soil contaminated by it. It may also be caught from eating unpasteurised goats milk and dairy products made from it. Other infections (Ovine Chlamydiosis) can be transmitted from sheep and possibly goats that are pregnant, have just given birth or miscarried. Pregnant workers should avoid contact with these animals or soil contaminated by them.

Post Event Evaluation

Any information/comments regarding unsafe venues or poor facilities should be recorded for future reference.

If a member of your group shows signs of illness (e.g. sickness or diarrhoea) after a visit, advise them or their parents/guardian to visit the doctor and explain that they have had recent contact with animals. If it is believed that an illness was contracted at a farm this should be reported to the Bursar who will, in turn, report to the H.S.E if necessary.

APPENDIX – D:

RISK ASSESSMENT.

DEFINITIONS.

HAZARDS

Anything which has the potential to cause harm.

RISKS

The likelihood that someone will be harmed by the hazard.

RISKS ASSESSMENT

The conscious process applied to the *identification of hazards*, the subsequent *evaluation of the associated risks* and the *implementation of a series of control measures* to minimise the risks highlighted.

In other words....

- What, in theory, could be dangerous?
- What are the actual chances of an accident/incident and how severe might the outcome be?
- What can be done to lessen the chance of harm?

The assessment is then *recorded* and *reviewed* at appropriate intervals.

APPENDIX D – Part 2:

FIVE STEPS TO RISK ASSESSMENT

STEP 1.

Identify the hazards caused by the activity/location/participants.

STEP 2.

Decide who might be harmed and how.

STEP 3.

Evaluate the risk and decide whether existing control measures are adequate or whether more should be done.

STEP 4.

Record your findings.

STEP 5.

Review your assessment from time to time (e.g. if the activity is ongoing over a period of time or if it is to be repeated) and revise it if necessary.

RISK LEVELS

Potential Outcome

		Minor Cuts, sprains, bruises Minor Burns Property damage	Major Non-life threatening Fractures, dislocations Muscle strains Cuts, burns needing medical treatment	Severe Life-threatening Loss of limb, major fracture, exposure Hypothermia Penetrating eye injury Death
L I K E L Y H O O D	UNLIKELY	TRIVIAL	SLIGHT	MODERATE
	POSSIBLE	SLIGHT	MODERATE	SIGNIFICANT
	LIKELY	MODERATE	SIGNIFICANT	UNACCEPTABLE

For example, spraining a thumb on a dry ski slope is pretty common, but it is not a serious injury. From this table it would work out as:-

Minor (slight hand injury) x Possible = A risk factor of Slight

If on the other hand you are one of Sir Ernest Shackleton's "Safe Return Doubtful" team setting off for Antarctica, your calculations would look like this:-

Severe (Probably Death) x Likely = A risk factor of Unacceptable

DESTINATION AND DATE OF TRIP: _____

LEADER'S SIGNATURE: _____

PLEASE AMEND THIS SHEET AS NECESSARY AND INCLUDE WITH YOUR RISK ASSESSMENTS

HAZARD	POTENTIAL HARM	WHO	PREVENTION/CONTROL MEASURES	ACTION
<p>MINIBUS / COACH TRIP IN UK Embarking/disembarking coach</p> <p>Accident whilst underway</p>	<p>Getting run over – injury</p> <p>Child left behind</p> <p>Medication/paperwork forgotten</p> <p>Injuries</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p> <p>ALL</p>	<ul style="list-style-type: none"> • Assemble before joining coach. • Take own First Aid and Travel Sickness kit • Staff to supervise pupils from assembly point to coach at all times, ensuring sensible and safe behaviour. • Register pupils on coach, checking any relevant paperwork/medication. • Check seat belts being worn. • Safety briefing to be given by driver or member of staff to include: <ul style="list-style-type: none"> - Emergency exits (staff to sit by them, check they are operational if possible) - Location of first aid kit - Location and operation of fire extinguishers - Seatbelts to be worn at all times, staff/pupils - Luggage safely stowed and secured - No standing in aisle whilst underway - Do not disturb the driver - Collect rubbish in separate bag • Staff to supervise disembarkation of coach, and assembly of pupils in a safe place away from the coach. • At stops, give clear information about meeting time and place – remind about traffic direction. • Register check/head count on coach before leaving each stop by 2 separate members of staff. <p>Establish emergency plan before travelling – whereabouts of contact details, who to contact at school etc</p>	

DESTINATION AND DATE OF TRIP: _____

LEADER'S SIGNATURE: _____

PLEASE AMEND THIS SHEET AS NECESSARY AND INCLUDE WITH YOUR RISK ASSESSMENTS

HAZARD	POTENTIAL HARM	WHO	PREVENTION/CONTROL MEASURES	ACTION
<p><i>TRAIN JOURNEY IN UK</i> Embarking/disembarking train</p>	<p>Falling on line – injury Child left behind Medication/paperwork forgotten</p>	<p>ALL ALL ALL</p>	<ul style="list-style-type: none"> • When booking trip, ensure that seats are grouped as close together as possible. • Assemble before joining train. • Staff to supervise pupils from assembly point to train at all times, ensuring sensible and safe behaviour. • Register pupils on train, checking any relevant paperwork/medication. • Safety briefing to be given by member of staff to include: <ul style="list-style-type: none"> - Emergency exits (staff to sit by them, check they are operational if possible) - Luggage safely stowed and secured - No standing in aisle whilst underway - Collect rubbish in separate bag • Staff to supervise disembarkation of train, and assembly of pupils in a safe place away from the train. • Register check/head count after disembarking train by 2 separate members of staff. • REVERSE ON RETURN JOURNEY 	
<p>Accident whilst underway</p>	<p>Injuries</p>	<p>ALL</p>	<p>Establish emergency plan before travelling – whereabouts of contact details, who to contact at school etc etc</p>	

APPENDIX E:

INCIDENT MANAGEMENT FROM SCHOOL BASE

Two contact people must be appointed for all off-site trips extending beyond normal school office hours. Their telephone numbers should be carried by the leaders, and accompanying staff, at all times.

The contact people must have all the contact numbers relating to the trip with them at all times, i.e. at home and at school. They should also ensure that they have an up-to-date list of senior staff contact numbers.

Procedure to be followed if a critical incident occurs during an off-site visit and you receive a distress call:

- Promote calm
- Ask what has happened
- Ask for the telephone number being used to make the call; if unknown, find out where the person is
- Find out as much information as possible about the casualties.
Who are they and how severe are their injuries?
What happened? When? Where? How?
Write it all down
- Tell the person what you are going to do next
- Find out what they are going to do next
- Arrange when, where and how you will next contact them
- Telephone the Headmaster, Deputy Head or Bursar who will inform as many of the senior staff as possible as appropriate and take any necessary action
- **Delegate all local calls to leave your telephone line clear for contact from the person reporting the incident**
- If using a tour operator, inform them of the situation
- Telephone the insurance company's 24-hour help-line for assistance in managing the situation
- The Headmaster and/or senior members of staff should go to school and set up an incident room. The local police will assist with this and appoint a liaison officer.
- Follow police advice about contacting families. In a serious incident they will assume responsibility for this. They will also manage the media and bring in counsellors, if necessary.
- If the incident has occurred overseas, you may need to contact the local British Embassy

At the earliest opportunity the rest of the staff should be informed. Students should be told any bad news in manageable groups. This should not be done in a whole-school assembly as it can provoke shock and hysteria and be difficult to manage.

Contact the school's legal representative at a suitable point in time. You may also have to compile a report to the HSE, together with the representative on the ground.

All concerned should take part in a debriefing session and, when the time is right, school policy and the risk assessment should be reviewed. Staff should look out for signs of post-traumatic stress in those directly affected, whether staff or pupils.



OUR LADY OF SION SCHOOL

PROPOSED TRIP

FORM TO BE COMPLETED AND GIVEN TO THE DEPUTY HEAD

CLASS/GROUP	
TEACHER IN CHARGE	
DATE AND TIME OF DEPARTURE	
DATE AND TIME OF RETURN	
PLACES TO BE VISITED	
PURPOSE OF VISIT	
MAXIMUM NUMBER OF PUPILS ANTICIPATED	
ADULTS WILLING TO ASSIST	
APPROX COST TO PARENTS	
DETAILS OF TRAVEL ARRANGEMENTS i.e. use of public/private transport Is a Drivers Declaration Form Held / Required	

I CONFIRM THAT I HAVE READ THE SCHOOL'S POLICY DOCUMENT ON TRIPS

SIGNED: DATE:
(TEACHER IN CHARGE)

AUTHORISED: DATE:
(DEPUTY HEAD)

AUTHORISED: DATE:
(HEADMASTER)

FOLLOWING APPROVAL, PLEASE COMPLETE AND RETURN FORM TRIPS 2 TO THE BURSAR, WHO WILL ADVISE ON HEALTH & SAFETY ISSUES AND FINANCE.



OUR LADY OF SION SCHOOL

CONFIRMATION OF TRIP

FORM TO BE COMPLETED AND GIVEN TO THE BURSAR, TOGETHER WITH THE BUDGET CALCULATIONS

TYPE OF TRIP	<i>DAY / EVENING / RESIDENTIAL</i>
DESTINATION	
DATE OF DEPARTURE	
DATE OF RETURN	
TEACHER IN CHARGE	
ACCOMPANYING STAFF (inc Paediatric First Aider EYFS Only)	
NUMBERS AND AGES OF PUPILS	
COST PER PUPIL	
METHOD OF TRAVEL	
SCHOOL MINIBUS NEEDED / BOOKED	
DRIVER OF MINIBUS Is a Drivers Declaration Form Held / Required	
TOUR COMPANY CONTACT DETAILS	

NB An outline risk assessment should be prepared at the time of booking a residential trip. One month before departure this should be followed up by a detailed risk assessment, including travel and all planned activities.

For day and evening trips, a risk assessment should be prepared and agreed with the Bursar before writing to parents to obtain their consent to their child participating in the trip. This risk assessment should be reviewed, updated and given to the Bursar at least 3 working days before the trip takes place.

All risk assessments should include the ratio of staff to pupils and take account of any health issues relating to both pupils and staff.

SIGNED: DATE:
(TEACHER IN CHARGE)

AUTHORISED: DATE:
(BURSAR)



OUR LADY OF SION SCHOOL

Dear Parents

We are proposing to organise a visit to
Information should then be given about:

- The purpose of the visit
- Dates and times
- Which pupils the visit is aimed at
- The destination
- Mode of travel
- Basic Itinerary
- The provisional programme
- The estimated cost and payment arrangements
- Name of leader and other adults (if known)

(These are essential pieces of information. Obviously extra details could be included if known at the time).

The cost of the tour is £..... payable to Our Lady of Sion School. If you wish your child to go on this visit please complete and sign the reply slip below by, ensuring that you include an emergency contact number.

Yours sincerely

Group Leader / Staff 'In Charge'

Pupil's Name: Form:

I would like my child to go on the proposed trip to

and enclose a cheque for £..... made payable to 'Our Lady of Sion School'.

Any special Diet / Health Requirements:

Emergency Contact No. for the duration of the trip

Signed: Dated:

Compiling Pupil Profiles

Notes to Staff

It is hoped that the form provided will facilitate recording a report on each pupil accurately, while eliminating the drudgery of written reports. Please complete the forms as soon as possible after returning from the trip while memories are still fresh! Copies of the forms should be submitted to the Headmaster before the originals are sent home to parents/pupils. These copies will be placed in each pupil's file.

Basic characteristics/qualities have been listed, but it is hoped that any particular personal qualities which were observed during a trip will be included in "additional comments" – for example, sense of humour – outstanding leadership qualities or bravery in a particular situation, etc. Negative characteristics, not universally displayed by the group, such as homesickness, extreme extroversion/introversion may also be recorded in these comments.

Elaboration of some of the characteristics in the list is given below, but these comments are obviously only guidelines and Group Leaders will be in the best position to assess performance relevant to their particular trip.

- **Thoughtfulness and co-operation** should take into account attitude to peers, staff and other people with whom pupils came into contact during the trip.
- **Initiative.** To include responsible action during unavoidable absence of staff in any unplanned situation.
- **Flexibility.** To take into account willingness to try new food, to tolerate unfamiliar customs, to cope with a change of plan.
- **Good Manners.** General behaviour, table manners and appropriate dress.
- **Cheerfulness.** Coping with disappointment, difficult situations etc. without moaning.

When ticking the boxes, the following degrees of positive/negative characteristics may be useful.

← **Positive**

Negative →

Excellent	Very good	Good	Adequate	Dubious (Inconsistent)	Poor
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OUR LADY OF SION SCHOOL

Pupil Profile Form

Name Form

School Trip Destination Date

Purpose of Visit Group Leader

Please use the notes on compiling Pupil Profiles to aid the completion of this form.

	Positive	Negative
Thoughtfulness	<input type="text"/>	
Co-operation	<input type="text"/>	
Initiative	<input type="text"/>	
Flexibility	<input type="text"/>	
Punctuality	<input type="text"/>	
Interest/participation in activities	<input type="text"/>	
Good Manners	<input type="text"/>	
Cheerfulness	<input type="text"/>	

Additional Comment if required

.....

.....



OUR LADY OF SION SCHOOL

EVALUATION OF AN OFF-SITE VISIT OR ACTIVITY

Teachers in charge of the visit are asked to complete a copy of this form for any educational visit or off-site activity which:

- a) involved an external organisation
- b) was notable in terms of positive outcomes
- c) gives rise to significant concerns

TEACHER IN CHARGE	
DESTINATION	
DATES OF VISIT	
PLACES VISITED	
EXTERNAL ORGANISATION	

Please comment on the following features:	Comment:
Pre-visit arrangements with the organisation	
Travel arrangements	
Content of education programme provided	
Staffing and Instruction	
Equipment	
Suitability of Environment	

Accommodation	
Food	
Evening activities	
Communication with the organisation during the visit	
Other features	
Additional comments and notable incidents	

SCHOOL TRIP FINANCIAL STATEMENT

Trip
Details.....

Date/s of
Trip.....

Teacher in charge preparing this statement

Amount of currency required

Exchange rate:

Amount of sterling required

Expenditure

List below all expenditure try to amalgamate small cash items and attach the receipts

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Expenditure

Amount of currency returned to be recredited to account

Exchange rate:

Amount of sterling returned to be recredited to account

THIS FORM MUST BE GIVEN TO THE BURSARY AT LEAST 7 DAYS BEFORE TRIP TO ENSURE CASH OR CURRENCY WILL BE AVAILABLE. FAILURE COMPLY WITH THIS MAY MEAN THE BURSARY MAY NOT BE ABLE TO MEET YOUR REQUIREMENTS.

If there is insufficient space under a particular section use the back of the form.

SCHOOL TRIP FINANCIAL STATEMENT

Trip Details.....

Date/s of Trip.....

Teacher in charge preparing this statement

Income

(List number of pupils & cost per head)

Total deposits received

Remainder of the cost of trip received

Total received i.e. the two boxes above

(A)

Expenditure

List below all expenditure try to amalgamate small cash items and attach the receipts

Total Expenditure

(B)

Surplus / Deficit

(A) - (B)

Return to the Bursar as soon as possible after the end of the trip **BUT NOT LATER THAN 7 DAYS AFTER THE END OF THE TRIP.**

If there is insufficient space under a particular section use the back of the form.

Trips Policy – Our lady of Sion School

Authorised by:

Chairman of Governors

Date: