

**EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES POLICY (Whole School including EYFS)**  
**Independent Day School for Boys and Girls**

**Our Lady of Sion School**

Reviewed: 29 August 2019  
Frequency of Review: 3 years

Next review: August 2022

## **EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES POLICY**

**This policy applies to the whole school, including the Early Years Foundation Stage (EYFS)**

At Our Lady of Sion School, we offer our children a broad and balanced curriculum that promotes their spiritual, moral, cultural, intellectual and physical development, and prepares them for the opportunities and experiences of adult life. We seek to deliver an appropriate curriculum to all children, regardless of social background, race, gender or differences in ability. All children are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our children, we also offer a range of educational visits and other activities that add to what they learn in our school.

All visits have clear, relevant and achievable aims and objectives, supporting our practices and policies, and allowing our children and staff to interact less formally than usual, thus improving child/staff relationships. In order to promote safe practice, the school monitors, and where necessary challenges, the educational objectives that have been stated for a visit. Before the school decides to arrange an educational visit, we consider educational objectives and how they are to be achieved.

### **Scope & Remit:**

- direct supervision of young people undertaking experiences beyond the boundary of their normal operational base
- direct supervision of young people undertaking experiences that fall within the remit of Educational visits and Learning Outside the Classroom;
- facilitating experiences for young people undertaking experiences beyond the boundary of their normal operational base
- deploying staff who will supervise or facilitate experiences of or for young people undertaking experiences beyond the boundary of their normal operational base

This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

**Approval:** The approval of the Headmaster must be sought before any bookings, letters or deposits are made. This should be done using the 'Offsite Activities Proposal Form' (Appendix 6).

### **Recognising the benefit of learning away from the school**

It is one of our aims to give all children every opportunity to experience trips and visits outside of the school environment. We believe that the world should be a classroom just as much as our premises. It is by extending learning beyond the classroom, and enables our children to gain life skills and a first-hand perspective, which would not be possible through classroom instruction alone. We encourage teachers to undertake educationally valuable visits to sites within the United Kingdom and overseas, providing these do not unduly hinder the normal operation of the school and that the Health and Safety and welfare of children is paramount always. Before the school decides to arrange an educational visit, we consider educational objectives and how they are to be achieved.

In striking the right balance between protecting pupils from risk and allowing them to learn from educational visits we:

- provide learning opportunities for all our pupils;
- focus on real risks when planning educational visits and manage these risks during the off-site activities;
- ensure those running the activity understand their roles, are supported and are competent to lead or take part in them.

The purpose of this policy is to ensure that trips are planned in an organised and responsible fashion, and that the health, safety, and welfare of pupils and staff are maintained. The school uses recent and relevant guidance published by the 'Outdoor Education Advisers Panel' which has been approved by HSE. We ensure that our school fulfils its responsibilities for visits, including:

- pupils' behaviour
- plans visits to include risk assessments and first aid;
- ensures appropriate supervision including ratios and vetting checks;
- prepares pupils for visits including those with special and medical needs;
- communicates with parents;
- plans transport;
- has insurance in place;
- makes appropriate arrangements for the range and types of visit;
- has emergency procedures, including contact details and permission for emergency medical treatment if a parent cannot be contacted.

**Category A: Offsite Visits within the local Community:** This category includes any visits for which there is an element of risk similar to that encountered in daily life. It includes visits to sports complexes, sports fixtures, theatre visits, local field study work and visits to other local sites of educational interest.

**Category B: Outdoor and Adventurous Activities within the local Area:** These are activities that have a perceived extended risk to include such things as sailing, canoeing/kayaking including activities at commercial and not for profit activity centres. Leaders are expected to provide a site/ group specific risk assessment for the activity. Where the Party Leader does not possess the approved NGB qualification but is visiting an authorised centre where the instructors are fully qualified, consent in writing must be given by the Bursar before such activities are authorised thereby ensuring all insurance and Health and Safety requirements are fully operational.

**Category C: All foreign Visits or Visits outside of the immediate geographical Area:** For all activities in this category, the relevant forms must be completed, together with the visit risk assessment and these must be lodged with the Bursar prior to the planned departure. Where there are any 'adventurous activities' planned, prior consultation must take place with the Deputy Headmaster before financial arrangements are entered into and the relevant paperwork must be completed and lodged with the Bursar prior to the planned visit.

**Mobile Phones and Cameras:** Mobile phones and cameras are provided by the school for educational purposes.

**Risk Assessments:** Risk assessment and risk management are legal requirements. For educational visits, they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill. The control measures should be understood by those involved. Risk assessments should explicitly cover how special educational needs and medical needs are to be addressed. The programme of a visit should include details of contingency measures. The Group Leader in consultation with the Bursar assesses potential risks of a proposed visit, and concludes the necessary safety measures which need to be put in place to minimise these risks. Risk assessment/s will be drawn up before the activity, if relevant adapted from a generic model, agreed with the Bursar and signed off by the Headmaster and copies given to all staff involved.

Risk assessment for educational visits can be usefully considered as having three levels:

- **generic activity risk assessments**, which are likely to apply to the activity wherever and whenever it takes place;
- **visit/site specific risk assessments** which will differ from place to place and group to group; and
- **ongoing risk assessments** that take account of, for example, illness of staff or children, changes of weather, availability of preferred activity.

The risk assessment should take into account the type of visit, location, means of transport, number of children, staff ratios required, competence and first aid experience of participating staff, required level of first aid equipment, age of children, possible weather conditions, participation of children with particular medical requirements, emergency procedures in the case of a child requiring medical treatment, insurance for the visit, appropriateness, insurance cover of any external providers and operators involved in transport – ensuring that all transport providers have the required Public Service Vehicle operators' licence.

**Staff/pupil ratios:** The ratio of school children to adults varies according to the age of the children, the nature of the activity and the special educational needs. The school will err to the side of caution on this matter. There are no circumstances under which the staffing ratios are less generous than those to be found in school. With very young children, and those with special needs, it may be necessary to have a one to one staffing ratio. Guidance from West Sussex is as follows:

- Early years and Key Stage 1 - Maximum number of children to 1 adult = 6
- Key Stage 2 - Maximum number of children to 1 adult = 15
- Key stages 3-5 - Maximum number of young people to 1 adult = 20

The above are examples only and Group Leaders should assess the risks and consider an appropriate safe supervision level for their particular group. Groups smaller than 10 should generally be accompanied by at least two members of staff unless the group consists of sixth form students or is in the local area.

Regular contact must be kept with pupils who are enjoying non-direct supervision e.g. at a theme park or on a visit to a town. Pupils should only be allowed non-direct supervision within a strictly defined area

and should be given firm guidelines as to the behaviour expected. They should be aware of where members of staff may be found. Pupils are instructed to remain in groups of at least 3 at all times.

### **Preparation for an off-site educational activity:**

Pupils should know the expectations of the Leader and have a full understanding of the parameters covering all aspects of the trip or activity. It may be advisable for pupils to be given a check list of what to do in various situations and they should be given the mobile number of the Leader so that contact can be made should the need arise over transport issues or in the case of an incident.

### **Responsibility**

Responsibility within our school for the approval of visits remains with the Bursar who will ensure that all necessary actions have been completed before the visit begins. This includes that a pre-trip visit has taken place (if necessary), risk assessments and appropriate safety measures are in place, and suitably competent instruction is available for the activity, the ratio of supervisors to children is appropriate and that arrangements have been made for the medical needs and special educational needs the children.

### **The following functions will be carried out by the Bursar:**

- to confirm that the leadership of the visit is appropriate and to check staff qualifications, this to include accompanying staff and volunteers;
- to confirm that adequate risk assessments have been carried out;
- to ensure that liaison with parents and obtaining consent are effective.

### **The Group Leader must ensure**

- they have appointed a suitable staffing ratio for each visit;
- all necessary actions have been completed before the visit begins.
- the risk assessment is complete and that it is safe to make the visit;
- all supervisors on the visit are appropriate people to supervise children and have appropriate clearance;
- parents have signed consent forms;
- arrangements have been made for all the medical needs and special educational needs of all the children;
- the mode of travel is appropriate;
- travel times out and back are known;
- there is adequate and relevant insurance cover;
- they have the address and phone number of the visit's venue and have a contact name;
- that they have the names of all the adults and pupils in the travelling group, and the contact details of parents and the staff's and volunteers' next of kin.
- the trip is financially viable and self-funding.
- agree specific roles, responsibilities and communications systems;
- agree incident and emergency procedures, the who, where and what of such situations;
- agree what will happen if the practicalities of the day require a major adaption of the programme (ongoing risk assessment);
- have high expectations of what the children, young people and the venture can achieve.
- any volunteers who are not DBS checked are not left by themselves with the pupils.
- Ensure any specialist instructor is suitably qualified.

It is the Group Leader's responsibility to ensure that all accompanying adults have group lists. Group Leaders and accompanying staff must carry these with them at all times. These lists should show:

- Who is in their group
- Who is travelling in each vehicle
- The name and telephone number of the contact person/s who can be contacted in an emergency
- Full details of pupils' names, telephone numbers and any medical issues
- For overseas visits, a copy of all pupil and staff passports should be taken prior to departure and kept with the Group Leader during the visit.

### **Points of Contact**

The group leader must ensure the contact person/s must have:

- Details of how and where the Group Leader may be contacted
- The names of all participants, including adults
- The distribution of pupils and staff if in separate groups or vehicles
- The itinerary
- The names and telephone numbers of any travel company (including coach company) involved
- Access to parental home contacts for all involved (including adults)
- Details of the Designated Safeguarding Officer in the event of an emergency
- A copy of the Risk Assessment and the Emergency Plan.

**Collection from a Trip:** In order to exercise their duty of care, the Group Leader must ensure the pupils' safe dismissal and departure from their supervision, at the end of a trip or activity. If arrangements for the safe return home of a pupil breaks down, the Group Leader must telephone the pupil's home to make alternative arrangements. The pupil must never be left unsupervised.

**Parents:** The Group Leader will ensure that parents are given sufficient information in writing and are invited to any briefing sessions, so that they can make an informed decision on whether their child should go on the visit. This should include proposals for alternative activities in case, for example, adverse weather conditions prevent the intended activity taking place. Reasonable adjustments will be made for disabled children. The Group Leader will also tell parents how they can help prepare their child for the visit by, for example:

**Parental consent to offsite activities:** Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by our school, with the exception of Early Years Foundation Stage (EYFS) Children, as most of these activities take place during school hours and are a normal part of a child's education at our school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours.

**Volunteers and other Responsible Adults:** Parents may be used as a supplement to the staff. Parents or other responsible adults will only be allowed to accompany a residential educational visit if DBS checks have been made. Parents, other voluntary staff or helpers including non-teaching staff must be fully aware of the visit risk assessment, itinerary, special instructions, emergency procedures and any other relevant information, along with their role, duties and responsibilities.

**Children Accompanying Staff:** All staff must be aware of the problems that can arise when their own children accompany them on a particular visit or activity. In these situations a conflict of role may occur. Where our staff do take their own children on a visit or activity the member of staff should not be included in the staffing ratios unless they are supervising at all times a group which does not include their own child.

**Insurance:** The school holds Public Liability insurance, which will indemnify the school against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, third party property where the school is deemed to have been negligent. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer's staff if they commit a negligent act. The indemnity includes activities such as off-site activities and outside visits organised by all departments for which the school may be considered responsible.

**Safety on School Visits – Criteria for Selecting Tour Operators:** Our Bursar requires a copy of the tour operator's safety management system. The safety management system must define how the tour operator manages safety for the component parts of the visit and show how they are diligent in checking the safety of hotels and transport. The tour operator must provide details of independent checks made by appropriate external organisations on their safety management system along with certificates of bonding the company to registered bodies, list of staff in charge of our children showing qualifications and competences, motor insurance, legal and public liability insurance. All documents are to be made available to the school and are to be available for parents in the school office, if they wish.

It is the school's policy to travel only with a company or use an activity centre that has an external verified management system. It is likely that supervision will be by a combination of teachers, support staff and parents. The school uses recognised accommodation by the authorities in the country being visited. The school does not use host families where there is no equivalent to the UK enhanced CRB procedure. The staffing ratio will vary according to:

- The activity concerned;
- pupils' age and sex;
- location;
- efficient use of resources.

There will be sufficient adults in the group to cover an emergency.

**Adventurous Activities:** Where adventurous activities are involved it is important that those leading and instructing the activities are appropriately qualified and competent. Such activities will usually be undertaken at a licensed and approved centre. Parents/guardians will be informed in writing of any adventurous activities that may be undertaken such as caving, abseiling, high ropes, rock climbing, etc.

### **First Aid**

There will always be an EYFS member of staff on a trip who has completed the one day paediatric first aid training. A First Aid Kit should be carried at all times by the group leader. The Group Leader should check the kit is complete.

**Critical Incident/Emergency Procedures:** The Group Leader and other members of staff have a duty of care to ensure that all pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. In an emergency there should be no hesitation to act and to take life-saving action if necessary. All necessary steps should be taken in advance of any visit to assess all risks and take necessary precautions. See Appendix 2.

**Day Trips:** A copy of the risk assessment (often generic), including pupil details and Group Leader contact details will be held in the School Office which will act as a contact point. The Group Leader will have a school mobile phone.

**Illness When Abroad:** The European Health Insurance Card (EHIC) can be obtained free of charge. This can be applied for on-line, by phone or by post. See [www.ehic.org.uk](http://www.ehic.org.uk). This card allows reduced price or free medical treatment whilst visiting a European Union (EU) country, Iceland, Liechtenstein, Norway or Switzerland.

### **Educational Excursions Policy**

Authorised by Chairman of Governors 29/8/2019

Signed copy held by Clerk to Governors

## **APPENDIX 1 - PLANNING OUTINGS**

### **Proposals will include:**

- The outings objectives.
- Date, venue and duration.
- How many children and staff ratios.
- Resources needed and cost.

### **Planning**

- Contact the venue to see if is suitable for a group of children?
- What dates they can accommodate a group of children?
- Who would lead the group and who would help supervise it?
- What is the cost and who would pay for the outing?
- Risk assessment and exploratory visit.

### **Risk Assessment**

The following factors should be taken into consideration when assessing the risks.

- The type of outing and the level at which it is being undertaken.
- The location, routes of travel and modes of transport.
- A first aider must always be present on any outing.
- The competence, experience and qualifications of the supervisory staff.
- The ratios of senior staff and carers to children.
- Seasonal conditions, weather and times of the visit.
- Emergency procedures.
- How to cope when a child becomes unable or unwilling to participate.
- The need to monitor the risks throughout the visit.

### **First Aid**

The minimum first-aid provision for an outing is;

- A suitable stocked first aid box.
- A person appointed to be in charge of first aid arrangements.

Other considerations when considering first aid needs should include;

- The numbers in the group and the nature of the activity.
- The likely injuries and how effective first aid will be.
- The distance of the nearest hospital.

First aid should be available and accessible at all times.

### **Information required about pupils and staff**

- Emergency contact numbers for next of kin
- Special dietary needs
- Medical issues including any reasons why the pupil may struggle with a particular activity and travel sickness.

## **Overseas trips:**

- Passport information
- European Health Insurance Certificate
- Vaccinations

## **Exchange Trips**

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

- Written guidelines for pupils and hosts
- Reasonable access to bathroom
- Daily phone call from accompany staff to pupil
- Pupil should be given a profile of the host family and vice versa
- Pupils meet regularly with staff
- Contingency plans if host family proves unsuitable for any reason

## **Children with Special Educational needs**

Before the planned outing we would already be aware of the child's special need, therefore have an understanding of their limitations and problems that they may incur on the outing. Any issues we would consider whilst doing the risk assessment. We would take the following factors into consideration;

- Is the child capable of taking part in and benefiting from the activity?
- Can the activity be adapted to enable the child to participate at a suitable level?
- Will additional/ different resources be necessary?
- Is the child able to follow and understand instructions?
- Will additional supervision be necessary?

## **Safety Procedures for Farm Visits**

Infections may arise from visits to farms and contact with animals. Important points of safety are as follows,

- Children who have handled animals must wash their hands thoroughly as soon as possible.
- Children should never kiss the animals.
- Regardless to whether the children have touched the animals, they must wash their hands thoroughly under running water after they have been with the animals, before they eat and when they leave the farm.
- Children must not put anything in their mouths, which have fallen onto the ground e.g. food, pencils/crayons.
- A waterproof dressing should cover cuts and grazes on children's hands.
- Children's shoes should be changed/cleaned after leaving the farm, and hands must be washed after doing so.
- The local Environmental Safety Officer (number in the telephone directory) should be contacted before the nursery visits any farms to check there have not been any recent incidents.

## **APPENDIX 2 - 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.

### **APPENDIX 3 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 JUNIOR SCHOOL  
TRIPS PROCEDURE CHECKLIST 2021-2022

This form should be read in conjunction with the Educational Visits Policy as held on the School website

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

1. Submit an **Offsite Activities Proposal Form (Appendix 6)** – this needs to be fully completed, including Risk Assessment\* and submitted to Wendy Jenkins, Administrator via [trips@sionschool.org.uk](mailto:trips@sionschool.org.uk) who will check the information and circulate to Headteacher and Bursar for approval. Letters to parents can be prepared **but not sent out** until Wendy has emailed you to confirm that the Proposal Form has been approved by all signatories.

**Please ensure that the trip form has been completed and signed off not less than 10 working days prior to the date of departure and book appt with SLT for medical/emergency needs meeting.**

2. All letters **and** any other information for parents must be sent out via Debbie.
3. Letters will be sent out electronically, including electronic reply slips if needed, via email and Debbie will monitor email replies.
4. If **payment is required** the letters will include details of payment to be made via ParentPay. ParentPay will be set up by Debbie but it will **not be 'published'** until the letters are ready to be sent to parents.
5. The Trip Leader will need to check with Debbie that electronic replies have been received and chase up those who have not replied. Debbie will update or add any information held on SIMS ready to prepare a **Trip Information Pack** to include all the information as listed below.
6. Trip Leader should collect **trip mobile phone** and use **first aid kit** from Debbie.

**Trip Information Pack includes:**

- Student List
- Emergency Parent Contact Details
- Dietary and Medical Information
- Trip Staff (including next of kin) and School Emergency Contact Information (including DSL)
- Appendix 6 Proposal Trip Form
- Risk Assessment
- School Travel Insurance Details (overseas trips only)
- Copy of letters and **all** information given to Parents regarding trip
- Coach Company confirmation and contact details

Copies of Trip Information Pack will be given to all Staff on trip, plus Headteacher, Deputy Headteacher and Reception

7. Once the trip pack has been completed with medical information published (regarding student needs), the Trip Leader needs to sign **Appendix 6** to confirm that they have knowledge of all medical concerns.

Continued overleaf/

8. The Trip Leader needs to then meet with SLT to go through medical requirements and check there is an understanding of need and how to respond to emergencies should these arise. SLT and Trip Leader to sign **Appendix 6** to confirm conversation has happened.
9. Complete currency/cash request form if required;
10. Complete a Financial Statement form within 7 days of completion of the trip and return to the Bursary Department.

\*Generic Risk Assessments are available for the following aspects of trips: Theatre visits; Minibus/coach travel; Train travel and Walking.

These can be amended and form part of the whole risk assessment for a trip. They are filed on the T: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.

**If any Risk Assessments are not completed correctly or are missing, the Appendix 6 will not be signed off and will be returned for completion.**



**OUR LADY OF SION SENIOR SCHOOL**  
**TRIPS PROCEDURE CHECKLIST 2021-2022**

**This form should be read in conjunction with the Educational Visits Policy as held on the School website**

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

1. Submit an **Offsite Activities Proposal Form (Appendix 6)** - this needs to be fully completed, including Risk Assessment\* and submitted to Wendy Jenkins, Administrator via [trips@sionschool.org.uk](mailto:trips@sionschool.org.uk) who will check the information and circulate to the Deputy Headteacher, Headteacher and Bursar for approval. Letters to parents can be prepared **but not sent out** until Wendy has emailed you to confirm that the Proposal Form has been approved by all signatories.

**Please ensure that the trip form has been completed and signed off not less than 10 working days prior to the date of departure and book appt with SLT for medical/emergency needs meeting.**

2. All letters **and** any other information for parents must be sent out via Anna.
3. Letters will be sent out electronically, including electronic reply slips if needed, via email and Anna will monitor email replies.
4. If **payment is required** the letters will include details of payment to be made via ParentPay. Anna will liaise with Wendy who will set up ParentPay but it will **not be 'published'** until the letters are ready to be sent to parents.
5. The Trip Leader will need to check with Anna that the electronic replies have been received and chase up those who have not replied. Anna will update or add any information held on SIMS ready for Wendy to prepare a **Trip Information Pack** to include all the information as listed below.
6. Trip Leader should collect **trip mobile phone** from Wendy and appropriate **first aid kit** from Reception.

**Trip Information Pack includes:**

- Student List
- Emergency Parent Contact Details
- Dietary and Medical Information
- Trip Staff (including next of kin) and School Emergency Contact Information -(including DSL)
- Appendix 6 Proposal Trip Form
- Risk Assessment
- School Travel Insurance Details (overseas trips only)
- Copy of letters and **all** information given to Parents regarding trip
- Coach Company confirmation and contact details

Copies of Trip Information Pack will be given to all Staff on trip, plus Headteacher, Deputy Headteacher, WJS, AAR and Reception

7. Once the trip pack has been completed with medical information published (regarding student needs), the Trip Leader needs to sign **Appendix 6** to confirm that they have knowledge of all medical concerns.

Continued overleaf/

8. The Trip Leader needs to then meet with SLT to go through medical requirements and check there is an understanding of need and how to respond to emergencies should these arise. SLT and Trip Leader to sign **Appendix 6** to confirm conversation has happened.
9. Complete currency/cash request form if required.
10. Complete a Financial Statement Form within 7 days of completion of the trip and return to the Bursary Department.

\*Generic Risk Assessments are available for the following aspects of trips: Theatre visits; Minibus/coach travel; Train travel and Walking.

These can be amended and form part of the whole risk assessment for a trip. They are filed on the T: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.

**APPENDIX 5 BEHAVIOUR CONTRACT:**

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 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. 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.

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.

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 6 - Offsite Activities Proposal Form (Updated May 2022)

Departure and Return: Day, Date and Times of Trip	Departure Day, Date and Time	
	Return Day, Date and Time	
Destination		
Year Group(s)		
Student Numbers		
Educational Purpose		
Staff Lead Name		
Staff Willing to Assist		
First Aider		
Transport Details (Not to be booked until trip signed off)	Walk/Minibus/Coach/Train/Plane	Estimated Total Transport Cost
Minibus driver (if required)		
Cost of trip per student (including breakdown)	Breakdown of cost per student:	
Risk Assessment attached?	Yes/No* If No please see Bursar before submitting this form	

I confirm that I have read the School's **EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES POLICY**

Signed: ..... Date: .....

\*\*Please return to Wendy Jenkins via [trips@sionschool.org.uk](mailto:trips@sionschool.org.uk) for checking and circulating to SLT for authorisation

### Trip Authorised: (Sign and Date)

<b>Senior School Only</b>	Deputy Headteacher (Sign and Date)	
<b>Junior and Senior Schools</b>	Bursar (Sign and Date)	Headteacher (Sign and Date)

I confirm that I have am aware of all medical needs of students on the trip	Trip Leader to Sign
I have met with SLT regarding medical requirements and possible emergencies on ..... (Date of Mtg)	Trip Leader to Sign
	SLT to Sign