Falconer School
Educational Trips and Visits Policy

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Last Reviewed:	September 2024	**Next Review:**	September 2027
Approved by:	Governors	**Date:**	September 2024

Rationale

Falconer School believes that trips and visits are valuable and are to be encouraged. Research has shown that students embed learning and remember more fully, accurately and reliably when they have learned in real-world situations. Trips and visits can develop social skills, team work, independence and an appreciation of the environment. They add fun, excitement and life-long memories to the enrichment of the curriculum.

However, the safety of students must come foremost in the planning and execution of trips and visits. Hence the need for a system of quality assurance which is robust in putting the safety of students first, but which does not discourage the organisation of trips and visits.

Aims

The aims of this policy are to:

- clearly describe the responsibilities of visit leaders, co-leaders, other staff taking part, designated secretarial support, Finance Officer, EVC (educational visits coordinator), the Head teacher and the governors
- describe in step-by-step order a robust framework for the quality assurance of trips and visits
- outline appropriate training for visit leaders and co-leaders

Practice

BEFORE THE TRIP:

- Discuss your proposal well in advance of the trip with SLT as this should be part of the schools or curriculum offer
- Is the trip being offered to all? Within an age range? (Consider Equal opportunities)
- Letter issued to all parents and pupils with a detailed cost and an itinerary indicating free time and supervised activities.
- Fill in the appropriate trip forms from EVC
- Risk assessments completed (see EVC for guidance)
- Make sure that it is on the calendar so that all staff know about it
- Put a list of the names of the students involved on the staff notice board and let kitchen staff know
- Consider using the 'declaration' form (see EVC)
- Ensure Medical consent forms are completed and make a note of dietary requirements which must be passed on to tour companies/hotels etc.
- Complete EHICs (if applicable) – all students must have these for European trips
- For residential trips there should be a meeting for parents to give further detail and enlist support for the way in which the trip will be conducted. Establish clear expectations for students' conduct on the trip (Falconer Code of Conduct)
- Set up a phone tree. Ensure parents know the time of return
- Senior staff contact established and given full list of students' contact details
- First aid kits and 'spill kits' and in the case of sickness "sick bags" arranged (see office staff)

PRIOR TO / ON DEPARTURE:

- Ensure all staff on the trip (and at school) have registers of students in their party/on their bus/coach/train/plane.
- Make sure you know of any likely health problems for the students and staff in your group and if any medication is required; set up a medication administration record
- Ensure staff on trip and at school know all of the arrangements for the trip
- All trip staff should be aware of the risk assessments. N.B On some trips you may wish to get students involved in producing the risk assessment especially Duke of Edinburgh trips and residential trips abroad

ON BUS / TRANSPORT:

- Give clear instructions about the fastening of seat belts and conduct on the coach (sitting down at all times, no chewing gum, etc.)
- No distracting the driver
- Road safety (particularly on trips abroad)
- Count students on and off the transport
- Setting students tasks to do when travelling keeps them busy and helps with behaviour

ON ARRIVAL:

- For residential trips ring school contact to confirm arrival
- Establish a routine where the party leader speaks to the whole group regularly (where possible, usually after meals). This must be made central and common practice on Falconer trips and all other staff need to stand up and support this to ensure all students listen
- On the first day EITHER ensure a fire drill takes place OR that clear instructions are given for emergency evacuation
- Be as visible as you can; establish a routine for staff; try to occupy the same public area in the evenings where a member of staff can easily be found
- Do not allow students off the premises without an adult or without permission and clear guidance
- During free time, ensure a member of staff is “on duty” in a known place
- Ensure that students know which are your rooms so that you can be found if necessary during the night
- You may need to give students a staff mobile phone number during the trip. (At the end of the trip students are required to delete the staff number from their mobile phone memory). Where possible issue the school trip mobile phone number to students for use during the school trip.
- Give students the phone number of the hotel(s)

REGULAR MEETINGS FOR RESIDENTIAL TRIPS TO INCLUDE:

- Establishing curfew times where students have to be in own rooms
- Reiterating code of conduct and any special safety instructions
- Giving clear instructions for forthcoming activities

- Ensuring students are aware of where to find a member of staff at all times, particularly during “free time” (if appropriate)

OUT & ABOUT:

- Where possible, use microphone on coaches to give clear instructions re meeting times and places
- Make sure students are listening – they must remove headphones from phones, ipods, etc.
- Give clear limits and boundaries for activities
- Ensure that students enjoy free time in groups of not less than 3
- Use mobile phones as a means of communication
- Be clear about how to contact/find staff during these times, or where this is not possible, establish regular meeting points or limited free time

IN CASE OF ACCIDENT / DIFFICULTY:

- Ensure any pupil is given medical attention in case of accident or injury
- Parents/carers must be contacted (by you or your SLT contact)
- Telephone your senior staff contact for advice
- Ensure normal supervision rules apply to other students during these times
- Write a report. If necessary, obtain statements from students.
- If a very serious injury or fatality occurs, follow the Herts CC guidelines (see GRS for Emergency Card)
- Carry Zurich emergency cards

GENERAL

- Don’t allow students near/in water or other hazards without a member of staff present and without a qualified life saver/lifeguard in attendance
- As a general principle, don’t allow longer than 2 hours free time in any one go. Free time should always still be within the locality and within immediate reach of staff

AFTER THE TRIP:

- Make a short report to a member of the SLT
- Review your risk assessment

GUIDING PRINCIPLES FOR AWAY SPORTING FIXTURES

Staff responsible for taking groups away to fixtures should:

a) Have an appropriate level of group behaviour and control in order to manage the group safely; therefore there must be a suitable staff pupil ratio to ensure this
b) Ensure that at least one teacher is present to take overall responsibility;
c) Be satisfied with the competence of any coaches or volunteers who are in a support role;
d) Be aware of all students’ medical issues.

VALUABLES

There are lockable storage facilities at Falconer, so our advice is for students to leave any items of value at school rather than travel with them to away fixtures. This is particularly important as currently, the majority of schools we play fixtures against prefer our teams to arrive changed and ready to play rather than use their changing rooms. Even in cases where we do use changing rooms at other schools, we are unable to guarantee how secure the facilities are, and would therefore prefer students to leave items locked away at Falconer where we know they are secure. Of course, it must be remembered (as the school buildings are sometimes closed when students return from away fixtures) that items left securely at school, may not be retrievable until the following morning.

THE TEACHER IN CHARGE SHOULD ENSURE THAT:

a) One member of the SLT is aware of all sporting events taking place off-site (via a fixture list).
b) A register of students names and emergency contact details is taken to every away fixture with a copy left at the school reception
c) Staff should have laptops with them or other devices to enable them to access contact numbers, medical information and any other emergency details.
d) Parents are fully informed. The school will have the responsibility for notifying parents of these events at least 24 hours before they take place.
e) Staff should ensure information relating to venues and times of departure and arrival are given to students via normal team practices or via notices.
f) Any alterations, delays, postponements or cancellations which may occur must be notified to students/ parents at the earliest opportunity.
g) Students are managed effectively according to the school's code of behaviour.
h) Students are directly supervised at all times, including time spent in the changing rooms.
i) Any supporters, including parents/carers/carers, adhere to a clear code of behaviour.
j) The host school should be responsible for the risk assessment on the school site but it is reasonable for the Falconer teacher in charge to raise any health and safety issues with the host school if they have any concerns regarding facilities, equipment or level of care. If there are any outstanding issues then the teacher in charge should not proceed with the fixture.
k) A first aid kit is carried at all times and is adequately resourced.

TRANSPORT

- All staff must have a mini-bus driving test and the relevant license before driving a school minibus
- If students are allowed to go home by car after a fixture, then this is only with their parents or carers and must be agreed beforehand
- Staffing must be sufficient to cope with any circumstances which might reasonably be foreseen, including emergencies caused by illness or injury
- When accompanying students in the mini-bus, **one** member of staff is adequate for local schools (Hertfordshire). **Two** members of staff will be required for all other fixtures
- When returning from away fixtures the mini-buses will go straight back to Falconer School
- In winter (dark evenings) younger students (Years 7 – 9) should always be supervised by staff until they are picked up by parents/carers after a fixture
- In bad weather, students must be allowed to stay under shelter until parents/carers arrive

- Only in the instance where parents/carers have provided a member of PE staff with **written permission** will the pupil be allowed to walk home from an 'away' venue or be potentially dropped off at another place. This permission can also be obtained at the start of the school year

IN THE EVENT OF AN EMERGENCY SITUATION

The teacher in charge should ensure that:

1. A mobile phone is accessible for emergency situations.
2. Another member of the PE Team (or a member of SLT) is available as an immediate point of contact.
3. Accidents of a serious nature **must** be reported to the emergency services and parents or carers at the earliest opportunity. Staff should remain with the students concerned at all times until help arrives.
4. A record of the incident and any action taken must be reported to SLT and entered in the School Accident Book on the next working day.

Review

This policy will be reviewed, and updated if necessary, every two years by the curriculum and standards committee.