



SCHOOL OUTINGS AND VISITS

Policy

Trips and visits contribute immensely to a rich, all-round education. St Margaret's aims to achieve a balance throughout the school year so that every year group is able to benefit from visits /performances/workshops etc.

Teachers and adult supervisors must do their best to ensure the health and safety of everyone in the group.

Policies are formulated from the Devon CC Handbook and from DCSF *Health and Safety of Pupils on Educational Visits (HSPV2)* A Copy of the Devon CC Handbook is available in the staff room and should be referred to when planning any trip.

Procedure

A standard SOE3 is completed at the start of each academic year allowing permission for all category A visits. Separate SOE3s are required for all Category B and C trips. Definitions of categories are found on page 22 of the DCC handbook

- Proposals to take a group out in school time should be checked with the school calendar with the Deputy Head and request permission before making any provisional booking. Complete form SOE1.
- The category the visit fits in should be checked. Form SOE3 lists these categories. If the trip is in Category 2 or 3, the Deputy Headteacher may liaise with Devon CC ('Evolve' System). This takes longer and therefore such trips should be planned at least six weeks in advance.
- Once a trip is approved in principle, Form SOE1 should be put on the notice board so that other staff can check the date and make a note of pupils involved.
- Provisional bookings may then be made
- A letter home to parents should be sent giving full details of the trip with timings, **contact details (day and night, where appropriate)**, approximate costs and an attached permission slip to be returned so that exact numbers can be known. The letter should include a request that medical details be updated as necessary. **Details such as spending money, lunch arrangements, clothing requirements (e.g. uniform or not) should also be added. If the visit involves remote supervision, parents should be made aware of this. Remote supervision, where pupils are unaccompanied by a member of staff or responsible adult for short periods of time encourages self-reliance, but must be fully risk-assessed before it takes place. Pupils should remain in small groups of at least 4, staff should be within close contact and there should be clear guidelines regarding timings and boundaries of where pupils should be. For adventurous activities, residential visits or trips abroad, arrangements should be made for a briefing meeting with parents.**
- All trips should be self-financing so any extra cost e.g. extra supply staffing, staff tickets, driver's tip etc. should be included in total pupil cost. A full list of this with pupil details should be given to the Bursar so that the money can be recouped.
- Staff should make sure that there is a staff ratio sufficient for the requirements of the trip and that there are contingency plans for these staff not being available at the last minute. Staff should be assigned specific tasks so that they know the responsibilities they are expected to fulfill.

➤ **Suitable Ratios are:**

- **Years 1 – 3** = 1adult for every 6 pupils (Early Years Foundation require lower ratio)
- **Years 4 –6** = 1 adult for every 10 –15 pupils
- **Years 7 and over** = 1 adult for every 15 – 20 pupils

The exact ratios will depend on a range of factors such as the location of the visit and the competence of the children, the nature of the activities and whether the trip is residential or not. Trips abroad should have a ratio of 1 adult for 10 pupils, though a higher ratio may be acceptable, particularly if there are a large number of older pupils.

On residential visits, there should be at least one teacher who is the same gender as the pupils e.g. in a party of all girls, there should be at least one female member of staff present.

Adults need not necessarily be teachers. Non-teacher adults must be clear about their responsibilities and roles and should not be left in sole charge unless this forms part of the risk assessment. If such adults are involved in close, unsupervised situations, and always when on residential visits, then they will need to be CRB cleared.

Parents may act as helpers but they do not contribute towards the adult: pupil ratio. Parents should be subject to the same risk assessment as any other person

- It will be ensured that insurance cover is in place; that adequate emergency procedures are in place, including a home-base “anchor” with full details of itinerary and group members.
- The staff notice board will display full details of the trip together with a list of girls involved, using visits form available in staff room. Copies must be given to:
 - a) Headmistress
 - b) School Secretary
 - c) Deputy Headteachers(with Risk Assessment). Generic risk assessments are available on the school's network.
 - d) Bursar’s Department
- If girls are to be out during the Lunchtime arrange with the Chef for packed lunches to be provided for those girls who normally take a school lunch. As much notice as possible (at least a week in advance) should be given. Girls who have special diets have should be catered for.
- In most cases girls should wear full outdoor uniform with blazer.
- A First Aid kit needs to be obtained from GM. Book the first aid kit with GM and collect from her. Liaise with GM to ascertain any relevant medical details.
- Black plastic bags need to be obtained from the cleaning staff (for the accumulation of rubbish on the coach!).

CONDUCT OF THE VISIT

- Expectations of behaviour must be made clear from the outset.
- Responsibility for pupils and their behaviour should be shared between all the staff on the trip. This responsibility does not end until parents have safely met all the pupils on their return to school. No pupils should be left outside school unaccompanied after a trip.
- Pupils may not leave the trip at any other point than that notified in the letter to parents (e.g. motorway Service area outside Exeter). It is only possible for this to happen if prior arrangements have been made, in writing, with parental permission and also with the coach company. Such arrangements should not be made at the last minute.
- Seat belts must be worn in coaches, minibuses and cars.
- If at any time during the trip pupils are given any ‘free’ time staff should ensure that they know they are to stay in groups of at least 3 or 4 and that they know exactly where and when they are to meet again. They must know where a member of staff can be found if needed.
- On Double Decker coaches a member of staff must sit on both levels.
- No smoking or consumption/purchase of alcohol by pupils should be allowed on any visits.
- Staff consumption of alcohol should be limited to no more than two units of alcohol in any 24 hour period. This is equivalent to one glass of red wine or two-thirds of a pint of beer or two measures of whisky.

1. THE DCC (AMENDED) SCHOOL TRIPS SYSTEM

St Margaret's has adopted an amended version of the DCC School Trips system and from DCSF *Health and Safety of Pupils on Educational Visits (HSPV2)*

This system is based on the DCC 'Outdoor Education Visits and Off-Site Activities' Booklet although the DCC system has been tailored to best suit St Margaret's needs. A number of the standard DCC School Trip Forms were changed.

2. FORMS REQUIRED FOR ALL SCHOOL TRIPS

The following forms must be completed for all School Trips:

Planning Checklist for Educational Visits and Off-Site Activities (attached).

Where there are a series of similar trips (e.g. Duke of Edinburgh's scheme) or where the same trip is repeated a number of times (e.g. a trip to the Museum), then the form does not have to be completed each time as long as the form is reviewed each time.

Form SOE 1 Off-Site Visits and Activities Proposal Form (attached).

Form SOE 3 Parental Consent for Off-Site Activities (attached).

Parents will receive an SOE 3 Parental Consent form that will cover all school trips which are low risk (Category A and held during normal school hours). A separate SOE 3 form must be completed for any other trips i.e. Category B and C trips at any time or Category A outside normal school hours. Please see page 22 of the DCC booklet for examples of categories A, B and C.

For adventurous activities such as kayaking, high-level or remote trekking, or high-ropes, the member of staff should ensure that the provider holds the relevant licence to operate. Form SOE5 is used to ascertain this.

For adventurous activities provided by the school, the group leader and other supervisors must hold the relevant award entitling them to lead such activities. They are responsible for ensuring equipment is appropriate and safe to use

Form SOE 4 Summary of Participants on an Off-Site Activity (page 101 of the DCC Booklet and copy attached).

The key information which is required by this form is a list of participants, parental contact phone numbers and relevant medical information. It is acceptable for this information to be on any list rather than the actual Form SOE 4. It is not necessary to complete the Date of Birth / Address / Next of Kin sections on this form.

Form SOE 6 Risk Assessment (page 105 of the DCC booklet and copy attached). (Some generic risk assessment forms are available on the school network)

Where there are a series of similar trips (e.g. Duke of Edinburgh's scheme) or where the same trip is repeated a number of times (e.g. a trip to the Museum), then this form does not have to be completed each time as long as the form is reviewed each time.

St Margaret's also has other detailed differences compared with the DCC system, for example insurance, accident reporting, transport co-ordination and emergency contact details.

Please note that Form SOE 2 is used to provide information to DCC and does not need to be completed for School Trips and Form SOE 5 is only used where there is an outside provider of facilities and the trip is category B or C.

All staff should make sure they are conversant with the school's CRISIS PROCEDURE.