

## JKHS Trips and Visits Guidance

### 1. Ethos & Reasoning

Taking students off-site for a trip or visit can be a hugely rewarding experience. At JKHS we recognise that trips and visits are a chance to enrich the curriculum and provide students with opportunities and life experiences that they would not otherwise encounter. Trips and visits should reflect the values promoted by JKHS and be inclusive, providing disadvantaged students with access to these opportunities. However, it should also be noted that attendance on a trip or visit is a privilege to be earned, and not a right.

Running a trip or visit comes with an inherent risk associated with leaving the predictable and controlled environment of school. JKHS has an established procedure for the running of trips and visits, covering everything from short, local trips and visits to overseas residential trips. The Educational Visits Coordinator (EVC) is responsible for overseeing all trips and visits and any member of staff looking to run a trip or visit should speak with the EVC in the first instance.

### 2. Roles and responsibilities

#### 2.1 Educational Visits Coordinator

The EVC is responsible for overseeing all aspects of trips and visits at JKHS. A trip or visit is defined as *'Any occasion when a student leaves the school site for educational purposes, excluding regular PE fixtures.'*

Specifically, the EVC:

- Has responsibility for deciding whether a proposed trip or visit can run, in consultation with the member of SLT responsible for managing the school diary and the Headteacher.
- Will meet with all prospective trip leaders, outline their responsibilities, and assess their level of competency to effectively carry out the role, providing further support if required.
- Will provide trip leaders with the necessary documentation to effectively run a trip or visit, and regularly review and update these documents as required.
- Will monitor the progress of all trips and visits at the planning stage, providing trip leaders with reminders as required.
- Will review all documentation submitted via Evolve before submission to the local authority.
- Is available to provide support to the trip leader in the event of a critical incident.

#### 2.2 The trip leader

The trip leader is responsible for the planning and implementation of all aspects of their trip or visit. Specifically, the trip leader:

- Will seek approval for their trip or visit by submitting an *Off-site approval form* (see relevant document) to the EVC.
- Will ensure that they are familiar with all relevant paperwork related to trips and visits and contact the EVC if unsure.
- Will complete all the responsibilities outlined within the following two documents:
  - *Trips and Visits Guidance* (this document)
  - *Checklist – Trip or Checklist – Visit* (see relevant document).
- Will inform the EVC should any of the details of the trip or visit change significantly, i.e. dates, student numbers, student details, as new authorisation for the trip or visit may be required.
- Is responsible for ensuring that all relevant information is communicated to parents.

- Must ensure that they are aware of the procedures in the event of a Critical Incident, found in the following section 6. *Critical Incidents*.
- Will at all times conduct themselves in a manner in accordance with the staff code of conduct.

Above all else, the trip leader is responsible for safeguarding the wellbeing of all students and staff on the trip or visit. Every action that they take, in both the planning and implementation stages, should be made with this in mind. At the end of every trip or visit, the trip leader is expected to review all aspects of the trip or visit and make improvements where required.

### **2.3 Other staff/ adults on the trip**

Other staff/ adults on the trip or visit (henceforth referred to as 'member of staff') will be given clearly identified roles/ responsibilities by the trip leader. These responsibilities will be dependent on the level of experience of the member of staff, and the member of staff should fully understand what is expected of them and make the trip leader aware if they feel that they do not have the capacity to fulfil this role. Furthermore, the member of staff will at all times conduct themselves in a manner in accordance with the staff code of conduct.

Above all else, the member of staff is responsible for safeguarding the wellbeing of all students and staff on the trip or visit. Every action that they take should be made with this in mind.

### **2.4 Emergency base contacts & relevant support staff**

The emergency base contact is expected to be able to provide support to the trip leader via email or telephone at all times during the trip or visit. This may be advice on the course of action in respect of a general behaviour, medical or safeguarding incident, or support in the event of a critical incident such as a RTC, fire or terrorist incident. Base contacts need to be able to act in a calm and diligent manner when called upon, and trip leaders should keep this in mind when selecting their base contacts. For all residential trips, trip leaders should use their SLT line manager as one of their base contacts.

Prior to departure, the trip leader must have provided the base contact with the relevant documentation that would be required in the event of an emergency. The required paperwork is clearly outlined in the documents *Checklist – Trip* or *Checklist – Visit* and it is the responsibility of the base contact to familiarise themselves with the paperwork that they have been given. The question should be 'Do I have the information that I would need to act independently in the event of a critical incident?'

In the event of an emergency, the base contact should initially provide reassurance and support to the trip leader. Depending on the nature of the incident, they should then contact either the EVC or a member of the SLT to notify them of what has happened and request additional support if required.

Emergency base contacts and relevant support staff should also read the following section. 6. *Critical incidents*

#### Note: Relevant Support Staff

Support staff such as reception staff may take the initial call from the trip leader in the event of an incident. Prior to departure, the trip leader must provide front reception with the details of the trip or visit (see relevant document *Front reception contacts sheet*), and support staff should have access to a hard copy of the *Critical incident details form* (see relevant document). In the event of an emergency, support staff should take initial details and then contact either the EVC or a member of SLT.

## **2.5 Parents/ carers**

When considering whether to send their child on a trip or visit, a parent/carer has a responsibility to consider whether the trip or visit is right for their child. Going on a trip or visit will often provide the student with novel experiences, and at JKHS we feel that this is an important benefit of trips and visits. However, the student should not be unhappy on the trip or visit because of the situation that they find themselves in. Many trips and visits have aspects to them that a student may find challenging, and a parent/ carer should consider whether their child has the abilities to cope with these challenges. Examples might include shared accommodation and uncommon food on residentials, or the significant physical demands experienced on trips such as the ski trip.

Parents/ carers should be aware of the behaviour expectations that the school has in relation to trips and visits. Details of these can be found in the following section *2.6 Students on the trip*.

Prior to the trip or visit all parents/ carers are required to complete a Data Collection Form which contains both emergency contact information and relevant information relating to the student such as medical, behavioural, and dietary needs. It is the responsibility of the parent/carer to ensure that this information is correct in order that the student's needs can be met. During the trip or visit, parents/ carers must ensure that they are available on the contact numbers provided at all times in case of a student emergency. By signing the Data Collection Form, parents/ carers are also giving their consent for their child to go on the trip or visit.

Finally, parents/ carers should be aware of the financial expectations in respect of trips and visits. These can be found in the following section *3. Financial and insurance considerations for trips and visits*

## **2.6 Students on the trip**

Students attending a trip or visit are ambassadors for JKHS and are expected to behave in a manner that reflects this. All students are required to sign a Code of Conduct prior to the trip or visit that outlines behaviour expectations.

Attendance on a trip or visit is a privilege and not a right. SLT and Heads of Year have the right to remove a student from a trip or visit if the student's levels of attendance and behaviour are not meeting the standards set out for that trip or visit. Data gained from SIMS and ClassCharts will be used when making such a decision.

Should a student be removed from a trip or visit prior to departure due to poor attendance or poor behaviour, a refund will be offered for the full amount minus the initial deposit paid (see *3.1 Initial deposits and refunds*).

### 3. Financial and insurance considerations for trips and visits

#### 3.1 Trip costings

Prior to launching a trip or visit, the trip leader must check the proposed amount that students will be charged with Heart of Mercia Finance. The trip leader should complete a *Trip costings form* (see relevant document) and submit this to JKHS Finance. Once the cost to students has been agreed, the trip can be launched.

#### 3.2 Initial deposits and refunds

When launching a trip or visit, parents/ carers will be asked to pay either the full amount of the trip or visit, or an initial deposit equal to or greater than 25% of the full cost of the trip or visit. If this 25% figure equates to a significant amount, the initial deposit can be collected over the three consecutive months following the launch of the trip or visit.

If a student withdraws from a trip or visit prior to departure:

- If it is for medical reasons, then JKHS will pay no refund and the parent/ carer is responsible for claiming the cost directly from the school insurance provider.
- If it is for any other reason, or if the student is withdrawn from the trip by the school due to poor attendance or poor behaviour, a refund will be offered at the discretion of the Headteacher, dependent on whether the place can be filled by another student, and on the amount of funds already committed to the company responsible for providing the trip or visit.

#### 3.3 PP students

At JKHS we acknowledge that there are students who have limited access to opportunities such as trips and visits outside of school and as such being offered a place on a trip or visit may have a far greater impact on the life of that student. To this end, when a trip or visit is oversubscribed, students who are identified as PP students will be offered a place on a trip or visit as a priority over those students who are not.

Financial assistance is available to PP students to help with the cost of a trip. This is discretionary and is considered on a case by case basis by the member of SLT responsible for PP students. Parents/ carers should be made aware of this in the initial letter to parents and are responsible for contacting the member of SLT directly.

#### 3.4 Parent/ carer payments and invoice dates

All payments for trips and visits should be made via ParentPay, and the trip leader is responsible for discussing the payment plan with JKHS Finance before launching the trip or visit. When setting a payment plan, trip leaders should be aware of the following:

- Any payment deadlines, particularly initial deposits, should give parents/ carers adequate time to find the funds to pay. JKHS recognises that some parents may not be able to make significant payments at short notice.
- Parents/ carers will initially be asked to pay either the full amount of the trip or visit, or an initial deposit equal to or greater than 25% of the full cost of the trip or visit. The remaining balance should then be collected at intervals before the trip or visit.
- If this 25% figure equates to a significant amount, the initial deposit can be collected over the three consecutive months following the launch of the trip or visit.
- It is the responsibility of the trip leader to ensure that a payment plan is designed so that sufficient payments have been collected from parents/ carers to ensure that any invoices can be paid.

- When any invoice is due, payments should be collected from parents/ carers no less than three weeks before the invoice due date. This is to allow time for JKHS Finance to process the payments and for Heart of Mercia Finance to pay the invoice.

### **3.5 Funds required during trips and visits**

Most trips and visits will require the trip leader to have access to funds during the trip.

For short, domestic trips it is assumed that staff will request either cash or a domestic payment card. For overseas trips it is assumed that staff will request both foreign currency and an overseas payment card. All cash (domestic and foreign currency) and payment cards (domestic and overseas) need to be ordered from the Heart of Mercia and as such need to be requested at least three weeks before departure.

Should a situation arise where a significant emergency payment is required, a trip leader can request the use of the HoM credit card. This is done by contacting the Heart of Mercia Finance on 01432 355166.

It is recommended that all staff keep a record of expenditure and the associated receipts during their trip or visit as this may be requested by Heart of Mercia Finance upon return.

### **3.6 Insurance considerations for trips and visits**

All trips and visits are required to have an appropriate level of insurance cover. Insurance cover at JKHS is provided by Aviva Insurance through the Heart of Mercia. This insurance cover is comprehensive and covers most normal school activities.

Prior to departure the trip leader is expected to make themselves aware of any pre-existing medical conditions that both staff and students may have via the Data Collection Form. For domestic trips and visits these do not need to be declared to Aviva but must be declared for overseas trips and visits. To cover pre-existing medical conditions Aviva may advise that an additional premium may need to be paid, or the member of staff or student may be unable to attend the trip if the condition cannot be covered. Any member of staff or pupil travelling against a doctor's advice will not be insured.

Trip leaders must also ensure that any planned activities during the trip are covered by the insurance provided. This is especially so of higher risk activities. If there is any doubt, then the trip leader must obtain written confirmation from Aviva.

Where insurance cover is provided by an external agency such as a tour company, the trip leader should always use this cover in place of the HoM insurance cover.

Aviva provide an Emergency Assistance Card with all required insurance information, and this should be carried at all times by trip leaders. In the event that a financial claim needs to be made to the insurance company, it is the trip leaders responsibility to contact Aviva and initiate the claim.

#### 4. Staffing of trips and visits

The staffing of trips and visits is a key factor to consider early in the planning stage. Except for required field trips, there is an expectation that trips will run on school days and non-school days at a ratio of 3:1, although this is ultimately at the discretion of the Headteacher. The use of non-teaching staff should also be considered to reduce the impact of staff absence.

Student to staff ratios are set by the EVC and differ for each trip or visit, dependent on several factors. These include:

- The location of the trip or visit (UK or Overseas), it's locality to the school and the availability of additional support/ emergency services should it be required.
- The proposed activities/ level of risk involved.
- The age of the students.
- Any additional demands posed by individual students on the trip or visit.

When planning a trip or visit, the lead member of staff should also consider:

- Whether the proposed trip or visit requires a mix of male and female staff.
- The number of qualified first aiders required.
- Further details on first aid requirements can be found in the following section *7.9 First aid on trips*.
- Whether a suitably qualified member of staff will be required to drive a school minibus.

Early in the planning stage, the trip leader should nominate a member of staff on the trip or visit to act as a Second in Charge. This member of staff should have the experience, ability and resources to take on the role of trip leader if required.

At JKHS, no adults other than current staff are permitted to attend a trip or visit in any capacity.

If a member of staff has a child going on a trip or visit, that member of staff is not permitted to lead the trip and, where possible, should not be given direct responsibility for supervising their child.

#### 5. Risk assessment and management

Given the potential risks involved in running a trip or visit, risk assessment and risk management are a key requirement for staff to address.

The risk assessments used at JKHS are split into two sections:

- Compulsory risk assessments that must be completed by every trip leader taking students off site,
- Additional risk assessments that are dependent on the activities being undertaken.

The lead member of staff is responsible for completing all relevant risk assessments at the planning stage and implementing all control measures once on the trip or visit. Although many risks can be identified and addressed at the planning stage, trip leaders must be aware that risk assessment is a dynamic process once off-site and should be constantly reviewing their environment and taking appropriate action.

The EVC is available to support the lead member of staff in the risk assessment process and is also responsible for reviewing the risk assessments once completed. At JKHS, we also use an online risk assessment system (EVOLVE), supplied by an external provider (Herefordshire Local Authority), to validate our risk assessment procedure.

## 6. Critical Incidents

In addition to the inherent risks that are present when students are off-site and away from the normal school environment, there is also a risk that staff and students on a trip or visit may be involved in a critical incident. This is defined as

*'Any incident which may harm the health and safety and/ or wellbeing of students, staff or other relevant persons, or pose the threat of serious injury or death'.*

Examples of a critical incidents would include a road traffic collision, a fire or explosion, or a terror attack.

In the event of a critical incident the following points are key:

- The trip leader is able to relay all relevant information to the school.
- The school can assemble the required personnel to help manage the incident.
- The school can provide the trip leader with all necessary support.
- Then school is in a position to brief relevant parties, including parents, trustees and possibly media.

In order to this, an established procedure must be in place, with all parties involved knowing their role. In the event of a critical incident, the Headteacher, the EVC or the deputy head would take a lead role in managing the response. The actions to be taken in the event of a critical incident can be found in Appendix 1.

### 6.1 Repatriating students on a residential trip

On occasion, following a critical incident on a residential trip, it may be necessary to repatriate a student. Prior to the trip, the trip leader should discuss with staff which member of staff would be best suited to leave the trip and travel back with the student.

## 7. Procedures

The procedure for running trips and visits at JKHS is comprehensive, and there are several documents available to support and guide staff. The following key points should also be acknowledged.

### 7.1 Distinction between a trip or a visit

At JKHS, a distinction is made between a trip and a visit. A trip is an excursion away from the school site that is not local and is of a higher degree of risk. As such all trips require the trip leader to meet with the EVC and follow the full trips and visits guidance, including submitting an Evolve form.

A visit is an excursion that is local to the school and is of a low level of risk. This requires the trip leader to complete a reduced number of responsibilities (see Appendix 2) and does not require an Evolve form, although risk assessments must still be completed. It is the responsibility of the EVC to determine whether an excursion is a trip or a visit.

### 7.2 Associate trips

Associate trips involve JKHS students but are run wholly by an outside organising agency. They involve no input during either the planning or running phases of the trip by JKHS staff. Students can be made aware of the opportunity and referred to the organising agency by JKHS staff, but the responsibility for the students on the trip is with the organising agency.

Before an associate trip is offered to students, it is the responsibility of the link member of staff, the EVC and the Headteacher to ensure that the outside organising agency have robust safeguarding and risk management procedures in place. However, once the associate trip is launched, it is the responsibility of parents and carers to ensure that they are happy with the level of safeguarding and risk management that the outside organising agency provide.

When making parents and students aware of associate trips, staff should use the standard letter, outlined in the document *Associate trip letter*.

### 7.3 Key documents

The following key documents will provide staff with an outline of the tasks that they need to complete to run a trip or visit successfully:

- *Trips and Visits Guidance* (this document)
- *Checklist – Trip or Checklist – Visit* (see relevant document).

Trip leaders are expected to complete all relevant tasks outlined in these documents.

### 7.4 Professional conduct

All staff on a trip or visit must be aware that:

- Personal electronic devices, such as mobile phones or tablets, must not be used for taking photos or videos of students. The school mobile phones should be used for this purpose.
- The consumption of alcohol is forbidden and will be treated as a serious disciplinary offence.

### 7.5 Use of an external provider

When running a trip or visit, it is accepted that an external provider may be used for all or part of the trip or visit. An external provider is any agency that is responsible for educational provision delivered to students during a trip or visit. It is the responsibility of the lead member of staff to ensure that any external provider used is either LOTC approved or can provide evidence of an equivalent level of competency.

When using an external provider, the lead member of staff should be aware that JKHS staff have a higher duty of care than external providers, and it is the responsibility of all staff to question or challenge any behaviour by an external provider that threatens the well-being and safety of students and staff. This includes external providers making contact with JKHS students through social media, and JKHS students should be made aware of this and asked to report any contact made.

It is good practice to have a clear procedure agreed with an external provider for when JKHS staff are handing over control and taking back control of students.

### **7.6 Booking transport**

It is the responsibility of the trip leader to book the transport required for their trip and this should be one of the first tasks completed. This can be done through JKHS Finance. The trip leader should gain written confirmation of the booking and submit the invoice to JKHS Finance for payment.

### **7.7 Students with additional educational, medical or safeguarding needs**

At JKHS we do not exclude students with additional educational, medical or safeguarding needs from trips or visits. Early in the planning stage, trip leaders are expected to identify those students on the trip or visit that may have additional educational, medical or safeguarding needs. This is done by sending a list of students on the trip or visit to the Designated Safeguarding Lead (DSL), the relevant Heads of Year and First Aid staff.

Once the relevant students have been identified, trip leaders should work with parents and other relevant staff in school at the planning stage to take steps to ensure that the needs of the student can be met. This may include taking an additional member of staff to support the student and completing specific risk assessments.

However, it should be noted that all students are required to meet the required expectations outlined in the section *2.6 Students on the trip*.

### **7.8 Initial letter to parents**

When launching a trip or visit, the initial letter that is sent to parents should include the following information:

1. A section that explains that a student may be removed from the trip or visit if their attendance and behaviour in school does not meet the expected standard.
2. A section that outlines the financial commitment made by parents, specifically the non-refundable 25% initial deposit should a child withdraw or be withdrawn from a trip or visit.
3. A section that makes parents/ carers aware that financial assistance is available to PP students.
4. A section that states that the number of places available on trips is limited by staffing numbers and that not every child will secure a place.

The preferred wording of these paragraphs can be found in the document *Suggested letter format and required paragraphs* (see relevant document). Before sending, all letters must be checked by the EVC and the member of SLT responsible for trips.

### **7.9 Collecting, storing and using student data**

Student and staff emergency and medical information should be collected via the *Data Collection Form* (see relevant document). This information must be stored and used in accordance with GDPR protocols and should always be accessible to staff during the trip/ visit.

### **7.10 Emergency contact numbers**

For any trip or visit, parents/ carers must be provided with a means of contacting the trip leader at all times should an emergency arise. It is also advisable to give this contact number to students on the trip so that they can contact staff should an emergency arise, such as a student becoming separated from the group.

Staff are not permitted to use their personal mobile phone numbers for this purpose and as such one of the school mobile phones should be used. The school mobile phones are stored at front reception and must be booked in advance of the trip.

### **7.11 Student rooms**

When assigning student rooms on residential trips, students will only be placed in single-sex rooms, based upon their sex assigned at birth.

### **7.12 First aid & managing student illness**

Every trip or visit must have at least one qualified first aider, with best practice being two or more. When arranging the level of first aid cover required, the trip leader should consider both the number of students on the trip or visit and the ease with which emergency medical services can be accessed. First aid kits must be booked in advance through admin staff, and it is the responsibility of the designated first aider to ensure that they are familiar with the contents of the kits prior to departure. The trip leader is responsible for ensuring that any specialist medication required, such as an Epi-pen, is present within the first aid kit.

Where appropriate, student medication should be collected and stored safely for the duration of the trip/ visit. Parents are required to complete a *Control of Medication Form* (see appropriate document) and the administration of medication should follow the protocols outlined on this form.

If a student or member of staff requires first aid, this must be logged on the *First Aid record form* (see relevant document). Good practice is to make a note when the student first presents with a medical problem, even if no first aid is administered. This ensures that staff have a full record of all advice and treatment given.

If a student becomes ill during a trip or visit, staff should follow the points outlined in the document *Managing student illness* (see relevant document).

### **7.13 Swimming on trips or visits**

At JKHS we do not permit swimming as an organised activity on trips and visits. However, we recognise that occasionally students and staff will stay in accommodation with a private pool available for use and as such students and staff may wish to make use of this facility. In this instance the trip leader must follow the procedures outlined in the document *Swimming on trips or visits* (see relevant document).

### **7.14 Duke of Edinburgh award**

At JKHS students are offered the opportunity to follow the Duke of Edinburgh award in Year 9 and beyond. Given that students are required to be off-site to complete a significant amount of this award, DoE leaders are required to follow the guidance laid out in the trips and visits documentation.

## Appendix 1 – Response in the event of a critical incident

Principally there are five groups of staff who are involved in a critical incident response:

- The trip leader
- The two nominated base contacts for the trip or visit
- The EVC
- Admin staff, principally the Headteacher’s PA and front reception staff)
- SLT response team (the Headteacher and the two deputy headteachers)

In addition, the Headteacher may call upon staff with specialist skills to aid in the management of a critical incident. This group will be known as the Critical Incident Response Team (CIRT).

Prior to the trip or visit

- All staff involved in a critical incident response should be aware of what their role entails.
- The EVC will update all staff via a weekly email the details of all trips and visits scheduled for the following week.
- Trip leaders will ensure that:
  - The *Front reception contacts sheet* (see relevant document) is filled out and left at reception.
  - All base contacts have been given an information pack containing the following: a list of students on the trip, an itinerary, a copy of the Evolve form, student and staff emergency contact details (DCF), a copy of the critical incident details form.
- The trip leader will have identified a member of staff on the trip who would leave the trip and travel back with a student should the need arise.

Initial response

1. The trip leader notifies the base contacts or the EVC that there has been a critical incident via phone call or SMS. If the trip leader is unable to reach their base contact or the EVC, then they should call the main school switchboard and speak with a member of the admin staff.
2. The member of staff receiving the initial call then notifies the Headteacher or the EVC that there has been a critical incident.
3. At the earliest opportunity, the trip leader completes the *Critical incident details form* (see relevant document) and this information is then shared with either the EVC or the base contact. The information can be shared via phone call or via a picture attached to a message.
4. All parties to make use of the *Critical Incident actions record* (see relevant document) to record all actions taken
5. The Headteacher or the EVC obtains a copy of the trip information pack from the base contact. The names of the base contacts for a trip or visit can be found on the contact sheet left at front reception by the trip leader upon departure.

Continued overleaf

## Follow-up response

1. The Headteacher or the EVC contacts the trip leader and ascertains what support is required. This may include:
  - a. Guidance on a course of action
  - b. Transport/ repatriation of staff and students
  - c. Allocation of additional staff to join the trip or visit.
2. The Headteacher or the EVC assembles the CIRT. This should include:
  - a. The Headteacher
  - b. The EVC
  - c. The two deputy headteachers
  - d. The Headteachers PA to make a record of actions taken and at what time.
  - e. The school business manager
  - f. The school site manager
3. A member of the CIRT is given the responsibility of contacting the parents of all students on the trip and informing them that there has been a critical incident. Care should be taken when deciding what details to share. It is advised that a pre-written statement is prepared by SLT in advance.
4. The Headteacher has the responsibility of informing trustees that JKHS students have been involved in a critical incident.
5. A member of the CIRT is given the responsibility of managing the information given to the press.

## Appendix 2 – Visit requirements

Read the following documents:

1. Trips and Visits Guidance
3. Acknowledgement of Competency
4. Timeline – Visit
9. Student briefing
11. Critical incident details form

Distribute the following documents for students to complete and return:

5. Data Collection Form
6. Code of Conduct

Complete the following:

- Local Area Visit form on Evolve
- Appropriate risk assessments
- Nominate one base contact and ensure that they have the following:
  - Student list
  - Itinerary
  - DCF information
  - Critical incident details form