

# CARDINAL POLE CATHOLIC SCHOOL



## School Trips Policy

Approved  
by  
Governors

Signed:

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Date:

23/02/2022

Review due date (3  
years):

February 2025

## **Mission Statement**

Cardinal Pole Catholic School is a learning community for all based upon partnership and respect. It is a strong and vibrant place which recognizes the importance and individual needs of every pupil and member of staff. Praise and encouragement is vital in creating a climate of learning and high expectations supported by teaching of the highest quality. The school is full of confident, creative and fulfilled young people and staff. They are celebrated as individuals – unique creations of God –who deserve our support, love and trust as they begin the great journey of life.

## **General**

It is the policy of Cardinal Pole Catholic School to encourage educational visits of all kinds as part of the experience that we offer to our pupils. Some trips will be of direct curriculum relevance and may be a compulsory or desirable part of preparation for public examinations. Others will be more generally educational in social, cultural and recreational ways. Some are well established and have happened over a number of years, whilst others will be new additions to the School's programme.

All such visits off the school premises, require careful planning before permission for the journey is sought, using the current check lists and documents for informing all those involved. Members of staff in charge of and assisting with school visits must be conversant with all relevant school policies and procedures.

All trips and visits will be preceded by assessment of the risks involved. Party Leaders should prepare written risk assessment in line with school procedures. The risk assessments and arrangements will include consideration of matters such as hazardous activities, fire precautions and fire procedures, pupil supervision, medical needs of individual pupils, transport, pupil free time etc.

Preliminary authorisation for each visit must be made by trip organiser's line manager before submission to the school's EVC for the final approval of the Headteacher. The EVC is Stacey Wright, HR Officer. Final authorisation must have been given by the Headteacher before any trip leaves the school. Long distance overseas trips must be approved by the Governing Body. **All trips must be submitted electronically via Evolve.**

It is important that sufficient time is allocated to the preparation of and planning of a visit to ensure its success and safety. A reconnaissance is usually advisable to enable the party leader to identify any potential hazards.

All planning should take the following into consideration:-

## **Safety**

The safety of all participants is the primary consideration in all planning of school journeys and careful reference should be made to this document, especially the sections relating to trips out of school and appropriate staffing ratios and to the use of a minibus. Where possible, the organisers should visit the destination of the journey in advance to assess any potential safety problems and reference to the EVC should be made if there are any doubts or queries.

Where activities are planned and where instruction and supervision may in part be exercised by employees of an outdoor pursuits centre or similar establishment, staff must ascertain the competence and qualifications of such staff and their suitability in terms of the Children Act and other relevant legislation and report back to the EVC before permission is granted.

## **ROLE AND RESPONSIBILITIES**

Trip Leaders: are required to gain outline approval of their intended visit from the Educational Visits Co-ordinator before making any commitments. There on in, they will be responsible for the planning of their visits and ensuring that their visits comply with all the relevant guidance and requirements. The EVC will support and challenge colleagues over visits and learning outside of the classroom activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans before submitting them to the Headteacher for approval. The Headteacher has responsibility for authorising all visits and for submitting all overseas, residential and adventurous activity visits to the Governing Body for approval. The Governing Body's role is responsible for the final approval of all visits that are either overseas, residential, and/or involve an adventurous activity. Teachers, associate staff, volunteers and students all have responsibilities during the course of any offsite activity in which they are participating. Should there be a need to investigate an incident or accident that has occurred during the course of an off-site visit, the way in which the school policy has been undertaken will form a substantial part of the evidence used to determine culpability.

## **INITIAL PLANNING AND APPROVAL**

The main points for a Visit Leader to consider when planning a trip are:

- An outline trip request must be submitted via Evolve for line manager's approval. Once permission has been granted, the remaining sections of the request form must be submitted to the EVC via Evolve for the Headteacher's final approval.
- Pupils will not be allowed to take part with a trip or visit if written parental permission has not been received by the school;
- Providing adequate notice of the visit (4 weeks for day trips and 3 months for residential/overseas trips);
- Obtaining consent in principle from the Executive Headteacher/Associate Headteacher, their line manager and the EVC;
- Agreeing the appropriate cover;
- Ensuring an appropriate risk assessment is carried out including all safety checks as detailed on page 2;
- Parents to inform the school of all medical information and for the school to ensure that they obtain all appropriate consent and contact/medical information;
- Informing the Catering Manager if students will be away from school at lunch time and/or free school meals are required;
- Informing the staff with pastoral responsibility for the students and discussing their needs and suitability to attend. The Executive/Associate Headteacher has the right to remove any pupils deemed a health and safety risk or for behaviour reasons;
- Ensuring all the necessary medical checks are made;
- Ensuring staff downtime on residential trips;
- Ensuring that all the financial obligations are met;
- Pupils with food allergies will give written consent that their child is allowed to attend the trip without the constant supervision of a member of staff.

## **FINANCING OF TRIPS**

Trip organisers must prepare a detailed budget in advance of each trip in order to ensure that and demonstrate that each trip will be self-financing or funding source approval has been secured. Advice must be sought from the Business Manager and the budget submitted as part of the outline request on Evolve.

The Trip Organiser is responsible for liaising with the Business Manager/their assistant to ensure that disbursements are processed in advance.

## **RISK ASSESSMENTS**

### **All risk assessments and related documents must be attached to the trip form on Evolve.**

As far as safety planning is concerned, preparations should identify potential dangers and difficulties, which could arise and then set up strategies to avoid these dangers or to keep them at acceptable levels. In order to do this, knowledge of the students on the visit and the location is required. Those involved in organising the visit should be aware of, and familiar with, the activities and objectives of the off-site visit. When assessing the general risks in relation to School visits, the following factors will be considered:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- What steps can be taken in an emergency?
- The type of activity and the level at which it is undertaken;
- The age/competence, fitness and temperament of the staff and students;
- Any special educational or medical needs of students and staff;
- Medical emergencies (food allergies, epileptic pupils etc);
- supervision ratios and the competence, experience and qualification of supervisory staff;
- The location, routes and modes of transport and the potential risks;
- The time of the day and the time of year.
- The emergency procedures.

When a risk assessment is being prepared and carried out, it should not be seen as something which prevents an activity taking place in safe circumstances and a controlled environment. However, the safety of the students is always the paramount consideration. Students should never be put in a situation, which exposes them to an unacceptable level of risk. All trip leaders will have prepared a "Plan B" option. This is the responsibility of all involved in the visit, not just the visit leader.

A visit will not go ahead where the EVC or the Headteacher are not satisfied that an appropriate level of supervision exists. Staff assigned to support the special needs of an individual, will not be included in the overall staffing ratio - their responsibility will not include the wider group. All School staff are DBS checked. Whilst student to staff ratios for school visits are not prescribed in law, levels of supervision e.g. student to staff ratios for school visits, should be determined by those planning the visit, on the basis of risk assessment - taking into account the activity to be undertaken and the age and maturity of the students.

On all trips each Party Leader should have a sheet with each pupil's home/emergency telephone number and medical details. A record of each pupil's passport number and a photocopy of the back page of their passports are essential on trips abroad.

A copy of the pupil emergency/home telephone numbers (and passport details, if applicable) should be left with the EVC 48 hours before departure.

When carrying out a risk assessment consideration should be given to the risks to staff. This should include the following:-

- Any medical or other needs relevant to the members of staff on the trip;
- To any risks to staff members who may seek to participate in activities;

- Staff participation in activities should be rated as low, medium or high risk. Consideration should be given to the impact of participation in an activity and where there may be a risk, staff should not participate.

### **Place of Visit**

The first stage in planning a trip is to find out as much as possible about the place to be visited. Information must be obtained on the following:-

Local hazards: proximity of major roads or other traffic hazards in relation to the site; geographical features including - rivers, lakes, sea (tidal conditions), woods, forests (ease with which children may become lost), pot-holes, caves, cliffs, mountains, poisonous plants, wildlife, farm animals; factories, farms and farm vehicles, electrical sub-stations and pylons, effluent and sewerage discharge.

Local services: Proximity of emergency services, hospitals, nearest telephone (mobile telephones are very useful in such situations)

Accommodation: Security, safety of rooms (balconies, height of windows), electrical fittings and appliances, means of escape, fire precautions, swimming pools;

Activities: Dangers (adequate instruction, supervision, training, protective equipment), locations;

### **JOURNEY**

**Public transport:** When public transport is to be used, close supervision of the students must be ensured. Students should be prepared in advance concerning expectations of their behaviour. Where it is considered inappropriate to include a particular student because there is serious doubt about their ability to behave, it is appropriate to find a suitable alternative occupation for that student on the occasion of the visit. For public transport within the Greater London area, free travel can be gained by contacting "Transport for London". More specifically, please note the following:-

**Train:** Staff organiser must liaise with the appropriate train company and plan meeting or travel arrangements to and from the station.

**Plane:** Staff organiser must liaise with tour company or airline and plan meeting or travel arrangements to and from airport.

**Coach:** Only reputable companies should be used. Seat belts should be provided and used by all students and staff. The driver of the coach has no responsibility for the conduct and behaviour of the students on the transport. The School must provide sufficient supervisory staff to ensure the health, safety and welfare of the students required under the school's duty of care.

**School Minibus:** Only those who have been authorised to do so may drive a minibus. Drivers should have passed the minibus test and possess a "clean" driving licence. Drivers must be aged 21 years or over and must have had a license for not less than 2 years. These must be produced for the EVC who should also be informed of any changes in driver status (e.g. endorsements, newly diagnosed medical conditions, etc). The maximum number of passengers (pupils, staff and any other children or adults) permitted is dependent on the number of seats available; every individual must have their own seat. No additional passenger may be carried under any circumstances. The minibus may only be used for bona fide school activities, previously approved by the Headteacher. All drivers must ensure that a fully supplied First Aid Kit is in place before beginning a journey, no matter how short. Pupils must behave in a sensible and considerate manner at all times in the minibus. Drivers and/or staff passengers must ensure that good disciplinary standards and due regard for safety are maintained at all times. The trips organiser must ensure that the minibus is in good condition and ensure that a reputable firm is

used. The Business Manager holds the relevant insurance documents. If a driver is in any doubt about matters relating to insurance they should consult the Business Manager before the trip. The driver must ensure that safety belts are worn by all passengers on all journeys, no matter how short. Trip organiser must ensure in advance that there are arrangements in place for breakdown cover (e.g. AA, RAC cover).

Organisers of all journeys which involve use of the minibus should take the following into consideration when planning their itineraries:-

- The need to avoid excessive driving, e.g. minibus drivers should ensure that their total working day (i.e. teaching day and driving time) should not exceed 10 hours
- The need to identify places and times for reasonable breaks e.g. drivers should take a 20 minute break every two hours
- The effects of other duties and activities on their level of tiredness and fitness to drive
- The possible desirability of the presence of an additional adult, either to share the driving or to relieve the driver of the burden and potential distraction of supervision of the pupils.

### **STAFFING RATIO**

The number of supervisors (teachers, helpers, parents) required will depend on the type of trip, plus the numbers, ages, maturity, competence, behaviour and reliability of the pupils. All supervisors must have a current Enhanced DBS check.

The following table may be used as a guide only.

### **Suggested Minimum Adult Supervision Levels**

<b>Year group</b>	<b>Minimum ratios for day visits within the locality and extended day visits</b>
Years 7 to 9	One adult for every 15 pupils with a minimum of two
Years 10 and above	One adult for every 20 pupils with a minimum of two

<b>Year group</b>	<b>Minimum ratios for residential trips in UK</b>
Years 7 to 9	One adult for every 15 pupils with a minimum of two
Years 10 and above	One adult for every 15 pupils with a minimum of two

<b>Year group</b>	<b>Minimum ratios for residential and day trips abroad</b>
Years 7 to 9	One adult for every 10 pupils with a minimum of two
Years 10 and above	One adult for every 10 pupils with a minimum of two

When staying overnight in a hotel or a hostel one or more members of staff should be on duty, regularly patrolling the corridors and checking pupils until all are in bed and lights out; at least one member of staff should be 'on call' at all times and pupils should be told this.

If at all possible a male member of staff should be accompanied by a female member of staff. However, the Headteacher has discretion in this matter in the light of the nature and duration of the proposed visit and the ages of the pupils concerned if the compliance would result in difficulties in staffing small groups of pupils.

### **NEW STAFF**

New members of staff are strongly encouraged to take part in school trips and excursions. In normal circumstances, however, it is expected that they will have undertaken school trips assisting other members of staff at Cardinal Pole Catholic School or in their previous school before they volunteer to be in charge of one themselves. This is a sensible precaution not just for the pupils but also for the member of staff.

## **REMOTE SUPERVISION**

Students will be supervised throughout all visits, however, at time they may be unaccompanied by a member of staff or other responsible adult e.g. 'down time' in a shopping mall etc. This is known as 'remote supervision'. 'Remotely supervised' activities can bring purposeful educational benefits, and the progression from dependence to independence is to be encouraged. Staff will ensure that reasonably practicable safety precautions are taken and remote supervision will be based on professional judgement taking into account such factors as:

- Prior knowledge of the individuals (including their maturity and levels of responsibility);
- Venue and conditions;
- The activity taking place;
- Preparatory training;
- The competence of the supervising staff;
- The emergency systems in place.

Communication is an important part of preparation. The Headteacher of the school needs to know exactly where the location is, what activities and facilities are on offer and how these are to be supervised. The extent of this information depends on: a) the location in question; b) the age of the students; c) whether the staff have been there before.

## **LEADING AN ADVENTUROUS ACTIVITY**

A member of staff intending to lead (i.e. supervise or instruct) an adventurous activity must be specifically approved by the Governing Body to do so. They should first provide details of all relevant qualifications (e.g. instructor certificates, first aid, etc.). Where approval is not granted to lead the activity, the Visit Form will be returned to the EVC via the Governing Body, with an attached note. Where this is the case the activity must not take place. Criteria for approval: will normally be granted where the leader of the activity is appropriately qualified through the relevant National Governing Body, or where their 'Statement of Competence' has been verified in writing by a suitably experienced and qualified 'technical adviser'. For most activities the level of competence required of a technical adviser will be stipulated by the activity's National Governing Body. In some cases approval may be granted where no qualification is held, but the person concerned is deemed to have a sufficient level of competence in addition to recent relevant experience. Approval may also be subject to specific conditions which the Governing Body may stipulate.

## **PARENTAL CONSENT**

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time (8.30am-3.30pm). As part of the School's good practice, the parents/carers will be informed in advance when their child leaves the school site. Consent forms will be used to when a visit falls outside of the normal school time. It is the parents/carer's responsibility to keep the school updated of any changes in contact details and/or medical information.

## **INCLUSION**

In line with the Equality Act 2010, the School will not discriminate against disabled participants because of their disability, without material or substantial justification and will make reasonable adjustments to avoid participants being placed at a substantial disadvantage. The School will not put employees or participants at inappropriate risk if a health and safety issue arises and although adjustments to include a disabled young person will be made this should not impinge unduly on the planned purpose of the activity. It should be remembered that the benefits of school visits

should be available to students with special educational needs but their needs must be considered when planning and during the visit:

- When deciding staff ratios;
- Whether there are any special skills required of the adults to supervise or care for the students;
- Particularly with a residential visit, students with SEN may not have spent time away from home before and discussions with parents may help to relieve some of the anxiety which is likely to be felt;
- The trip leader may need to seek parental approval for emergency medical treatment during the time of the visit. The trip leader and supervisory staff should have the necessary information about the nature of the student's special needs. It should be clearly understood how these would affect the student's ability to take part in the activities.

### **STAFF CONDUCT**

Whilst on an educational visit, all staff members or representatives of the school must conduct themselves in a manner which falls in line with the school's ethos and would not impede their ability to act in the event of an emergency. All teaching staff are expected to adhere to the Teachers' Standards during the entire trip which may be outside of their normal contracted hours.

### **FIRST AID/MEDICAL**

All medical checks are the responsibility of the trip leader and should be carried out in plenty of time to make the appropriate arrangements. It would be ideal to have at least one responsible adult with a good working knowledge of first aid appropriate to the environment (e.g. urban, remote, water, etc.) however, this may not always be possible. In the absence of this it should be decided how first aid will be administered especially in circumstances where it is likely that access by the emergency services may be delayed. The trip leader should make a professional judgement regarding the level of first aid required. A first-aid kit, appropriate to the visit, should be carried during the course of the off-site activity. Where a student has a care plan in place, then a first aider must be included in the staff/student ratio.

### **CHARGING ARRANGEMENTS**

Depending upon the family circumstances the school can make a contribution, at the Headteacher's discretion, towards the cost of the visit. The Headteacher/the Governing Body may subsidise in full or part in respect of a student's trip costs, if it feels it is reasonable in the circumstances.

### **INSURANCE**

When a visit is undertaken as a part of the normal school curriculum, even though it is conducted off the school premises, the insurance arrangements for the school will prevail. However, if a school visit includes time out of normal school hours, there may be a requirement for additional insurance cover. The trip leader will always check with the School Business Manager to ensure that appropriate insurance cover is provided before a visit is undertaken. There are many types of insurance that it might be necessary to acquire, depending on the type of activity to be undertaken:

- Public liability;
- Employer's liability;
- Personal accident cover for all adults, including teachers;
- Medical treatment costs;
- Specialised activity risks;
- Evacuation for medical reasons when abroad;
- Loss or damage of hired equipment;



- Emergency costs, including accommodation and transport;
- Compensation against cancellation or delay, loss of personal possessions, baggage and money;
- Legal assistance in the recovery of claims;
- Failure or bankruptcy of an agent or travel company;
- Travel abroad.

When a tour operator is used the type and extent of the insurance provided must be ascertained. School journey insurance should provide for medical and associated expenses, personal accident, cancellation/curtailment and personal effects and money. Insurance must be taken out for all visits abroad, high-risk activities and overnight stays at home and abroad. In addition, the NHS (European Health Insurance Card) EHIC should be obtained and completed for ALL visits abroad for all participants. Advice regarding insurance may be sought from the Local Authority's Insurance Section. All bookings for journeys abroad must be made through reputable operators who are fully bonded by ATOL or ABTA, as may be appropriate to guard against bankruptcy and other such contingencies. Parents should be advised that they may wish to take out additional insurance, especially where pupils are engaging in potentially hazardous pursuits such as skiing, wind surfing, canoeing, etc.

### **INFORMATION TO AND FROM PARENTS**

Parents must be fully informed in writing about the visit well in advance. If appropriate, parents and pupils should be invited to the school to discuss details with the organisers. The EVC may also attend to give an objective view and independent advice.

Written information should include the following:

- No mobile phones or electronic equipment to be taken on trips;
- The school accepts no responsibility for loss of any personal items (neither staff nor pupils) during a trip.
- Accommodation type and meal arrangements.
- Travel arrangements including time of return.
- Activities (include remote supervision, if relevant) and visits in which pupils will be allowed to participate.
- Insurance cover and name and address of insurers.
- Health formalities (e.g. inoculations)/Requests to parents to confirm any special dietary and / or medical requirements/allergies.
- Names of party leaders and members of staff accompanying party and address and telephone.
- Number of party leader at destination (where there is none, for example in case of some exchange).
- Visits, details of a contact member in UK must be given).
- A suitable method of contacting the Party Leader will need to be given.
- Advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money.
- Code of conduct and details relating to standard of behaviour expected from pupils during visit, including rules of smoking, drugs and alcohol.

Parents should also be advised that the Headteacher reserves the right to exclude a pupil from a visit on behavioural or medical grounds.

### **EXTRA CURRICULAR CLUBS/SPORTS FIXTURES**

A sports team may be supervised by a single member of staff. Where more than one sports team is taken to a fixture, supervision is limited to a maximum of 1:25 pupils.

Each group leader should take a mobile phone and first aid kit; a member of staff should be the emergency contact at school and should be available to contact after school hours at all times.

A fixture and information sheet [see appendix A] with details of venue, time of arrival and departure, group leader, mode of transport, list of pupils names and medical considerations should be left in reception in the PE travel folder. A database of all student details, emergency numbers and medical conditions should be accessible to all PE staff and the emergency contact.

If an accident occurs, the health and safety accident book should be completed immediately on return to school.

The PE staff will adhere to the Health and Safety risk assessment for sport at all times.

## **SHARED RESPONSIBILITIES**

### **Residential Centres**

The centre's safety procedures should be obtained in writing and checked at the initial planning stage.

At times when centre staff are responsible for the pupils, in accordance with DFE guidance, these times (and in what circumstances) should be set out and agreed with the Party Leader. The pupils must know who is in charge at any given time.

If, as in the case of some field trips, the visit is unaccompanied, then this must be made clear to parents and the EVC must be satisfied with the safety procedures.

### **Joint Trips with Other Schools**

There should be one overall party leader and the Headteacher should be satisfied with the procedures in place at the partner school if these are to form the basis of the planning of the trip. The responsibility of the staff of each school for the pupils of the other should be agreed and made clear to pupils.

## **TRIPS ABROAD**

A check should be made to see whether inoculations are required. Parents and pupils should be carefully briefed on any health and hygiene precautions which are necessary in the regions where the pupils will be travelling. Items to keep in mind:

- Tap water is not always safe to drink.
- In some localities, salads may need to be avoided and fruit should be carefully washed in purified water or peeled.
- The strength of the sun should never be underestimated, especially at high altitudes, and pupils should use sun protection cream and may need a hat.
- Rabies can be transmitted by bites or scratches from infected cats, dogs, foxes and farm animals.

### **Funds**

Careful estimates should be made of the need for cash in the currency of the country to be visited. Staff should have sufficient funds in appropriate form to provide for all anticipated needs plus an emergency fund. If further funds are required, the party leader should telephone the Educational Visits Co-ordinator (EVC)/or the School Business Manager for assistance.

### **Foreign Customs**

Pupils should be advised beforehand of any local customs they may meet which might surprise them and be warned of the possibility of giving offence.

### **EMERGENCY CONTACT/PROCEDURES**

The Party Leader should ensure that the home/contact telephone number of a member of SLT is known. The EVC should be provided with a list of names, addresses and telephone numbers of all staff and pupils on the trip; such information should also be lodged with the office and should be held also by each adult leader on any trip that includes an overnight stay. Where a trip runs abroad, over 24 hours or involves an overnight stay the organiser should take with them forms which contain all necessary emergency information.

In addition to the information above, where a trip is due to last 24 hours or more a member of SLT should be 'on call' and inform the Headteacher in the event of a major problem.

### **Serious or Fatal Injury/Incident**

An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but staff accompanying the party should be so familiar with them that they are able to adapt them to the situation in which they find themselves.

The Party Leader (or staff member in charge of small sub-group if out of contact with Party Leader until Party Leader can be contacted) should:

- Establish the nature and extent of the emergency.
- Call whichever emergency services are required.
- If there are injuries, immediately investigate their extent and administer appropriate first aid.
- Make sure all other members of the party are accounted for and are safe.
- Establish the name(s) of the injured.
- Advise other party staff of the incident and that emergency procedures are in operation.
- If possible an adult from the party should accompany the casualty to hospital. If this is not possible ask the police the name and address of the hospital concerned and write it down.
- Ensure that the remainder of the party is adequately supervised throughout. It may be necessary to arrange for their early return to base.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for.
- Discourage pupils from contacting their parents until they are briefed and until contact is made with the Head, emergency contact point or designated senior member of staff (if the Head is unavailable).
- Commit to writing full details of the incident including:-
  - Name.
  - Nature, date and time of incident.
  - Location of incident.
  - Details of injuries.
  - Details of police who attended / witnesses names, addresses (and telephone Numbers if possible).
  - Action taken so far.
  - Telephone numbers for future communication.

As soon as possible notify school emergency contact of the incident.

Contact should be made to a member of SLT or Headteacher before talking to the media. It is important that the party leader should ensure that no member of the party comments to media in

the event of a serious incident. In any shared responsibility situation, the procedures should be agreed in advance with the centre/other school involved.