

School Trips and Activities Policy 2012

All Kings' policies, including this School Trips Policy, will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

Date	Review Date	Coordinator	Nominated Director
28/11/11	28/11/12	EDUCATIONAL VISIT COORDINATOR	NIGEL PAMPLIN

We encourage educational visits as we believe they 'offer an invaluable opportunity to enrich young people's learning, raise their self-esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education.' (Welsh Assembly Government 2008) ¹. Kings believe that school trips enhance the curriculum, promote personal development and provide an invaluable part of their students' education.

An educational visit could be a short term visit in the local community, a day visit further afield to a university campus, a place of educational interest or a recreational visit during the weekend to a tourist attraction or theme park. Kings Colleges do not offer visits lasting several days at a residential educational centre or educational visits involving overseas travel.

We will ensure that we comply with all DfES/Welsh Assembly and Local Authority documentation before any educational visit is authorised.

We wish to consult our students and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.¹

¹ Welsh Assembly Government, (2008)

<http://new.wales.gov.uk/topics/educationandskills/allsectorpolicies/healthandsafety/educationalvisits/>, accessed 03.04.12

² United Nations, (1989) *Convention on the Rights of the Child –Chapter IV Human Rights*, United Nations 2012, <http://treaties.un.org>, accessed 09.02.12

Aims

- to provide a clear and coherent structure for the planning and evaluation of educational visits and activities in order to enhance the curricular and recreational opportunities for students
- to adopt best practice when assessing and conducting school trips and activities
- to ensure the welfare, safety and effective supervision of all students on all school trips and during school activities

Procedure

Role of the Board of Directors	<p>The Board of Directors has:</p> <ul style="list-style-type: none"> ▪ delegated to the Principal the appointment of a member of staff to be in charge of activities outside of class, the Educational Visits Coordinator (EVC); ▪ nominated the Director of Admissions to visit the school regularly, to liaise with the Coordinator and to report back to the Board of Directors; ▪ the right to be consulted and to give permission for all overseas, outward bound and residential school trips; ▪ responsibility to ensure that the school complies with all health and
---------------------------------------	---

	<p>safety regulations and procedures;</p> <ul style="list-style-type: none"> ▪ responsibility for the effective implementation, monitoring and evaluation of this policy
Role of the Principal	<p>The Principal will:</p> <ul style="list-style-type: none"> ▪ be responsible for the sanctioning and authorisation of all educational visits whatever the duration or purpose, except those listed above; ▪ appoint a member of staff to be in charge of activities outside of class, the Educational Visits Coordinator (EVC); ▪ ensure that the EVC and Activity Leaders have appropriate training and are sufficiently competent and experienced; ▪ ensure that the EVC and Activity Leaders follow the <i>Kings Activity Leaders' Handbook</i> (Appendix C) in their practices and procedures; ▪ monitor the effectiveness of this policy ▪ request feedback from the students on the policy through student consultation
Role of the Director of Admissions	<p>The Director of Admissions will:</p> <ul style="list-style-type: none"> • regularly visit the school's Educational Visit Co-Coordinator to ensure the policy is implemented effectively • report back to the Board of Directors
Role of the Educational Visit Coordinator	<p>The EVC will:</p> <ul style="list-style-type: none"> ▪ undertake appropriate training and is competent and experienced to undertake the role; ▪ ensure that all documentation is in place before a Visit Plan can be authorised by the Principal (or Board of Directors, where applicable); ▪ ensure that the Activity Leader complies with the advice and guidance of the <i>Kings Activity Leaders' Handbook</i> in practices and procedures; ▪ ensure that the <i>Kings Activity Leaders' Handbook</i> and all practices comply with current government guidance from the Department of Education; ▪ ensure that First Aid training is given to an appropriate number of Activity Leaders and other supervising adults; ▪ review the planning, documentation and competence of the Activity Leader before recommending the authorisation of any educational visit
Role of Activity Leaders	<p>Activity Leaders will complete the a Visit Plan before any visit is authorised, containing the following information:</p> <ul style="list-style-type: none"> ▪ a Risk Assessment(s) ▪ the nature, purpose and length of the visit; ▪ the year groups involved and student numbers; ▪ student names; ▪ contact details; ▪ emergency contact details; ▪ student medical records; ▪ the number of adults; ▪ CRB checks of helpers;

	<ul style="list-style-type: none"> ▪ Adult-pupil ratio; ▪ insurance; ▪ costings of the visit; ▪ transport firm and contact details; ▪ travel arrangements; ▪ itinerary of visit; ▪ medical and first aid supplies; ▪ the appropriate number of qualified First Aiders; ▪ school mobile phone; ▪ emergency procedures <p>The Visit Plan Form is Appendix B to this policy.</p>
<p>Role of Other Supervising Adults</p>	<p>The Activity leader will ensure that all supervising adults are:</p> <ul style="list-style-type: none"> ▪ trained in supervisory procedures for educational visits ▪ allocated a group of named students ▪ given student information ▪ know emergency procedures ▪ aware of the nominated First Aider
<p>Risk Assessment Procedures</p>	<p>Risk Assessments will be completed prior to each visit and will cover:</p> <ul style="list-style-type: none"> ▪ What are the hazards? ▪ Who might be affected by them? ▪ What safety measures are needed to reduce risks to an acceptable level? ▪ Can the Activity Leader put the safety measures in place? ▪ What steps will be taken in an emergency? <p>We will use or adapt risk assessments that have been produced by venues who provide instructor-led activities.</p> <p>A risk assessment of the mode/s of transport will be undertaken.</p>
<p>Procedures to Follow in the Event of a Student of Compulsory School Age Going Missing</p>	<p>All students should be made aware of their role and responsibilities during trips and activities (See 'Role of Students' below). However, in the event that a student of compulsory school age has gone missing off site, the member of staff should:</p> <ul style="list-style-type: none"> ▪ Inform the party leader ▪ Attempt to contact with the student by phone ▪ Search the area ▪ Speak to the person(s) last in contact with the student ▪ Review medical Information ▪ Inform the police ▪ Notify the school <p>When the student is found, review security procedures with the student and in the school</p>
<p>Recommended Adult-Student</p>	<p>We will use the following adult-student ratios (England):</p>

<p>Ratios</p>	<ul style="list-style-type: none"> ▪ secondary schools 1:15-20 <p>This ratio is based on guidance and recommendations from the Department of Education¹ and ROSPA² and takes into account the proportion of Kings students above compulsory school age.</p> <p>¹Standards for LEAs in Overseeing Educational Visits. Part 1 of a 3 - Part Supplement to Health and Safety of Pupils on Educational Visits. (DfES/0564/2002), Standards for Adventure. Part 2 of a 3 - Part Supplement to Health and Safety of Pupils on Educational Visits. (DfES/0565/2002), A Handbook for Group Leaders. Part 3 of a 3 - Part Supplement to Health and Safety of Pupils on Educational Visits. (DfES/0566/2002) ²http://www.rospa.com/safetyeducation/adviceandinformation/health-and-safety-at-school/schooltrips/out-and-about.aspx</p>
<p>Authorisation of Educational Visits</p>	<p>The Principal will:</p> <ul style="list-style-type: none"> ▪ authorise all short-term or day educational visits; ▪ seek the approval of the Board of Directors for a residential visit
<p>Role of Parents and their Representatives</p> <p>(if parents are the fee payers)</p>	<p>Parents/Guardians/Parents' representatives will:</p> <ul style="list-style-type: none"> ▪ be informed of all educational visits by the school via the Kings Colleges website, where full detailed information of the visit will be given; ▪ have already provided consent to the trips either as part of the agreement to the school's Terms and Conditions, or as it is an integral part of their child's chosen course; ▪ supply standard medical information before their child starts their course at Kings so that medical conditions, allergies and special dietary needs are covered; ▪ submit emergency contact details before their child starts at Kings. For children of compulsory school age, this will be their guardian
<p>Planning & Information for Parents</p>	<p>Kings Schools do not currently offer residential or overseas visits. Kings students are all international and are all from overseas. They are rarely, if ever, accompanied by their parents to the UK. If, however, Kings did offer a residential or overseas visit, parents would be advised in an email and/or letter containing planning and information about the trip before any residential or overseas visit took place.</p> <p>In the email and/or letter, parents would be informed of the following:</p> <ul style="list-style-type: none"> ▪ the name of the Group Leader ▪ the names of the Deputy Leader and other staff ▪ the names of parents accompanying the visit ▪ the ratio of students to adults ▪ the dates and time of departure and return ▪ the full contact details of the destination ▪ the method/s of travel ▪ the name of the coach firm/travel company ▪ the itinerary of the educational visit and of the activities planned ▪ the total cost ▪ the date when the deposit needs to be paid and when the final travel cost has to be paid ▪ insurance arrangements

	<ul style="list-style-type: none"> ▪ student medical and dietary information ▪ checklist of clothing and other essentials ▪ checklist of equipment ▪ details and advice on spending money amounts ▪ ground rules for the visit
Role of Students	<p>Students will:</p> <ul style="list-style-type: none"> ▪ abide by the ground rules and the standards of behaviour for the educational visit; ▪ know which adult is responsible for them; ▪ know the relevant emergency contact numbers; ▪ have given their mobile phone number to the supervisor; ▪ have a working mobile phone with them during the activity; ▪ know the relevant emergency phone number(s) and the meeting time and place, if applicable; ▪ look after their possessions and spending money
Student Consultation	<p>Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways.</p> <p>The methods will include:</p> <ul style="list-style-type: none"> • A Student Forum (which will meet regularly and also be consulted by the Principal) • An appointment system and means of contact with the Principal and key staff members • Operating an 'open door' policy in school whenever possible • Student Questionnaires (on a variety of matters relating to the school and/or and social issues) • Open Class discussion (on a variety of matters relating to the school and/or and social issues) • Suggestion Box (allowing anonymity if desired) <p>Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends a course at Kings will be encouraged and given the opportunity to provide feedback on every aspect of school life during their stay with us.</p> <p>A separate policy exists for student consultation which explains these processes in more detail.</p>
Training	<p>The EVC will:</p> <ul style="list-style-type: none"> ▪ undertake training organised by the LA or other professional body; ▪ train all Activity Leaders and volunteer helpers ▪ ensure First Aid training (with reference to the First Aid Coordinator) has been provided to Activity Leaders where and when appropriate ▪ ensure all Activity Leaders and helpers are clear
Incidents	<p>Any medical or Health and Safety incidents should be recorded in an Activity Incidents File, to be reviewed annually by the Principal and the Educational Visit Coordinator.</p>

Financial Arrangements	The school office will act as 'Treasurer' and will collect all monies from parents/guardians/parents' representatives and will pay all bills.
Associated Policies and Publications	<p>This policy has been written with reference to and in accordance with the following policies and publications:</p> <ul style="list-style-type: none"> • Kings Safeguarding Policy 2012 • Kings Child Protection Policy 2012 • Kings Behaviour and Discipline Policy 2012 • Kings Curriculum Policy 2012 • Kings First Aid Policy 2012 • Kings Activity Leader's Handbook • Kings Personnel Code of Conduct Policy (handling monies) (Kings HR Manual) • Kings Aims and Ethos of the School • Standards for LEAs in Overseeing Educational Visits (DfES 2002) • Standards for Adventure (DfES,2002) • A Handbook for Group Leaders (DfES, 2002)
Monitoring the Effectiveness of the Policy	The effectiveness of this policy will be reviewed annually or when the need arises, and the necessary recommendations for improvement will be made to the Board of Directors.

Principal:		Date:	
Chair of Board of Directors:		Date:	

Kings School Trip and Activities Policy Appendix A:

Annual Review: School Trip Safety & Training for Kings **LOCATION** School:
School Trip Policy **2012**

Date	Review Date	Coordinator	Reviewer
28/11/11	28/11/12	EDUCATIONAL VISIT COORDINATOR	PRINCIPAL

This, Appendix A to the Kings School Trip and Activities Policy 2012 contains information which is specific to Kings School **LOCATION** and will be reviewed and updated **annually** by the Principal based on information provided by the Educational Visit Coordinator.

Please Note: supporting documentation for the statements made on this form can be added as appendices to this document.

Date of Last Review:		00/00/12	
Name of the Educational Visit Coordinator		NAME	
The Names of the Activity Leaders in the School		NAME NAME NAME NAME NAME	
The Names of the Activity Support Staff in the School		NAME NAME NAME NAME NAME	
First Aid Training information for all Activity Staff	Name:	Training Level:	Refresher Due:
	NAME	1	DATE
Risk Assessments are conducted prior to all school trips and are recorded and filed.			YES/NO
All Students' medical information and emergency contact information is obtained prior to the trip.			YES/NO

All trips currently operate at the adult-student ratio stated in the School Trips Policy 2012.	YES/NO
Current CRB checks have been completed on all Kings Activity Staff, in accordance with the School Trips Policy 2012.	YES/NO
Any medical or Health and Safety Trip-related incidents are recorded in an Activity Incidents File.	YES/NO
Number of Trip-related Health and Safety Incidents in the last 12 months:	0
Number of Trip-related Medical or First Aid Incidents in the last 12 months:	0
Date of Next Review of Kings Activity Leaders' Handbook (with reference to current guidance) due:	00/00/12
I confirm that the Policy conforms with the latest versions of any regulations and guidelines referenced in the Policy document.	YES/NO
Students, host parents, parents' representatives and parents are aware of relevant information regarding the latest policy through the Student Handbook, the online policies and the Parents' Handbook respectively.	YES/NO
Annual student consultation on the policy has taken place on (date).	00/00/12
<p>Monitoring the Effectiveness of the Policy</p> <p>The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.</p> <p>Comments or recommendations for changes should be summarised below:</p>	

Educational Visit Planning Form

This form should be completed for curricular trips and activities by the Visit Leader and then agreed to and signed off by the Educational Visits Co-ordinator. Completed forms should be kept by the EVC and a copy should be kept with the Director of Studies in the Scheme of Work file.

Basic Details of the Visit

Visit Leader/Activity Leader	
Mobile Tel	
Purpose of Visit	
Date	
Venue Details	

Does the visit involve travel outside the UK? Yes/No (Please circle)

Date of Departure		Time of Departure	
Date of return		Time of Return	

Details of Students on the visit

Name of Class/Group	
Number of male sts	
Number of female sts	

<p>Briefly describe how the party will travel to and from the destination</p>	
---	--

Staffing Details

Name	Role	Relevant Qualifications	CRB Check
	Visit Leader		
	Deputy Leader		

(e.g. include details of teaching, instructing, first aid, minibuss etc.)

Ratio of adult: students	
--------------------------	--

Previous Experience in running/supervising Educational Visits and personal skills in proposed activities for all adult staff members.

Name	Educational Visits experience/Personal Skills

Managing the visit and Activities

The EVC must be satisfied that the arrangements are appropriate and coherent.

Learning Objectives/Outcomes	
Supervision	
Planned activities	
Itinerary (attach is appropriate)	
Transport	
Risk assessment (tick if attached to this doc)	

Has the School used the venue previously? Yes/No

If YES when and what for: _____

Has the visit Leader/Deputy Visit used this previously? Yes/No

If YES when and what for: _____

Financial Arrangements

Travel Costs	
Entrance Fees	
Activity Cost	
Money obtained from Accounts	Date: Initials:
Receipts and change returned	Date: Initials:

Consent Forms

Have Standard College Parental Consent forms been obtained for all students if applicable?	
Have supplementary College Parental Consent Forms been obtained for all students if applicable?	
Have young person/student behaviour contract s been obtained for all relevant students?	
Have medical forms been obtained and verified for all students?	

Approval by The Educational Visits Co-ordinator

I confirm that I have studied this application.	Yes/No
I confirm that I have discussed the details with the Visit Leader.	Yes/No
I am satisfied that the arrangements comply with the relevant Kings Colleges Policies	Yes/No

Signed _____

Date _____

Name _____

Position _____

College Stamp