



Homewood School & Sixth Form Centre

LEARNING • RESPECT • BELONGING



# **TRIPS & VISITS POLICY**

**Date Approved by Governors  
November 2018**

# **HOMEWOOD SCHOOL & SIXTH FORM CENTRE**

## **Trips and Visits Policy**

This policy will be reviewed every 3 years

Please note that full consultation has taken place with recognized trade unions on this document; however, not all of the document has necessarily been agreed with all the trade unions.

**DATE OF POLICY:                      NOVEMBER 2018**

**DATE OF REVIEW:                    NOVEMBER 2021**

**Member of staff responsible for Policy:**

**Principal & AVP with Trips & Visits  
Responsibility**

**Signed.....Head Teacher**

**Signed.....Chair of Governors**

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## **INTRODUCTION**

### **WHAT IS A SCHOOL JOURNEY OR VISIT?**

Whenever a teacher or other responsible adult takes students off the school site, they are engaging in a school journey or visit. Students should never be sent off site on their own without the explicit permission of their parents/carers. In this policy document visit/s is used to mean all times when the students are taken off of the school site, whether to undertake a survey of Tenterden or to take part in a residential stay abroad during a school holiday.

### **WHY DO WE ORGANISE VISITS?**

The primary purpose of all visits is to extend and complement the curriculum of the school. Group Leaders will be asked to state the aims and objectives of the visits they plan and the way these relate to the school's ethos and curriculum when they seek authorisation to organise a visit. There is an expectation that when staff and students return from overseas visits and field trips they will produce an exhibition or report that demonstrates how the visit has supported the ethos and curriculum of the school.

### **HOW DO WE ENSURE A BALANCED PROGRAMME OF VISITS?**

It is important that the school has a balanced programme of visits in a school year, not least to protect parents/carers from the burden of too many demands for money from their children. The AVP with responsibility for Trips and Visits will monitor the programme and seek advice from and communicate with the Strategy Team or other relevant staff where appropriate.

### **WHEN DO WE ORGANISE VISITS?**

Visits that are a required element of taught courses usually take place wholly or partly in school time. Visits that contribute to the cultural and social development of students in a more general way may only take place wholly in school holiday time or out of school hours. Students in Year 11, 12 and 13 may not take part in any visit held during the School day that is not directly related to examination courses or to the programme of complementary studies. We do not expect any Year 11s to be taking part in visits between January and June except in exceptional circumstances. Visits should not be arranged during the School assessment weeks or in busy examination periods. Whenever possible educational visits should be arranged during the last week of each term.

### **WHO ORGANISES AND LEADS TRIPS AND VISITS?**

The trip leader must take responsibility for each visit as the visit or exchange organiser and group leader. This person must be employed by the school and have completed the school's trips and visits training. Another member of staff should be designated as reserve trip leader and should assume responsibility for the students and trip should the need arise. This person is a reserve and will not normally be a part of the trip team unless called upon to replace the trip leader.

Staff may only organise and lead a school visit when they have been a member of school for a minimum of one year at Homewood or two years at a previous school. The Principal may require that they do not organise a visit until they have taken part in one or more visits led by colleagues. The visit organiser and leader is responsible at all times for securing the safety and good conduct of adults and students accompanying the trip.

Experienced group leaders should seek to involve less experienced colleagues in visits and extend their expertise to them. Group leaders will be expected to co-operate with any proposal

by the Principal or Assistant Vice Principal with responsibility for Trips and Visits (AVP) that named colleagues should accompany them on a particular visit. Leaders should discuss the staffing of visits with the AVP who is the Trips and Visits Co-ordinator.

**All group leaders leading a residential trip or an adventurous trip of any kind must sign an agreement to say they have read and understood the expectations of their role and that of the staff accompanying them, this includes ensuring that all staff have read and understood the risk assessments. See appendix.**

Other adults may accompany visits with the permission of the Principal. It will be necessary to ask adults accompanying residential visits to be in receipt of an enhanced DBS. If trip leaders plan to organise activities of an adventurous nature themselves, the Principal must be furnished with evidence of their ability to take responsibility for the activities proposed before the visit is authorised. Insurance details should be carefully checked.

***All visits and trips whether residential or non-residential, within or outside the country, must be logged on the KCC EVOLVE website for approval, this is led by the AVP in conjunction with the Group Leaders.***

Tour guides and coach drivers should never be given responsibility for the supervision, security or safety of the students. Tour guides and coach drivers should never be alone with individual students.

### **I WANT TO ORGANISE A VISIT – WHAT DO I DO?**

Attend the Trips and Visits training session delivered by AVP with responsibility for Trips and Visits

Complete the Trip Proposal Form, seek advice from your Principal Teacher (Department) or Curriculum Leader as appropriate. Before you seek approval for a visit it is important to communicate with colleagues who have responsibility for cover or who would be affected by the absence of the group of students you wish to take out of school.

For a residential trip aboard you will usually need to plan at least 6 months ahead especially if the trip involves hazardous activities which will need specialist EVOLVE checking. Families too need at least 6 months to budget for costly trips. Other trips are best planned at least 3 months ahead although it may be possible to organise a visit if an opportunity suddenly becomes available e.g. the School is sent free theatre tickets. In all cases talk to the AVP Trips and visits.

All financial costs and arrangements must be handled by the Finance Office.

Do not book the trip or approach students until you have permission to organise the visit.

Before you make any arrangements, you need to ensure that your proposal form has been signed by your Head of College, Person with responsibility for cover and the finance department.

### **WHAT IS DUTY OF CARE?**

When you take or accompany students on a visit you have a duty of care. As a member of staff in school, you are in *loco parentis*. If anything does go wrong, you must be able to demonstrate that you acted as a reasonable parent/carer would have done in the circumstances and that you have taken reasonable care. The group leader has an additional

duty of care to all the adults in the party. The level of care and supervision needs to be kept under review all the time and to be increased or decreased as circumstances demand and adults and students advised accordingly. A full written Risk Assessment must be completed and uploaded onto EVOLVE. **Trip leaders must ensure that all staff on their trip are aware of their roles and responsibilities and understand how these may change or be adapted if circumstances change in line with the risk assessment.**

### **WHAT INSURANCES SHOULD BE ARRANGED?**

Group leaders need to check/arrange insurance for their visits. They must check that the school insurance provides adequate cover and indemnity against loss associated with the visit. Students should be discouraged from taking expensive articles with them. If they do so, they should insure them on their parents' household insurance. Some items of value need to be listed prior to the visit so that if they are lost, accurate information may be given to the police and the insurers. It is important to check the insurance policies of coach operators including repatriation details.

The Business Manager is able to provide up-to-date advice on insurance. If you are using a travel agent or acting as an agent for a third party, you may still have to arrange insurance. If the price of insurance is part of the package, you should agree with the School Business Manager whether you need to take out additional insurances.

### **RESPONSE TO THE MEDIA IN EMERGENCY AND DISASTER SITUATIONS.**

This section is a guideline for all staff that have to respond to emergency and / or disaster situations in relation to the press. It assumes that all measures have been taken in line with school policies on Health and Safety and School Trips and Journeys and that steps in the planning process have been followed.

**In the event of an emergency, the contact with the press / media will be primarily through The Principal. If members of staff are approached by the press, they *must* refer them to the Principal. Details of Duty staff telephone numbers will be issued to the lead member of staff prior to departure.**

*SPECIFICS: for those handling the press / media*

***This should always be the Principal or a designated representative***

Fact must be given not opinion

*Considered* words rather than "off the top of the head"

*Make sure that all* involved know what is coming and do not hear it on the evening news.

If staff are put under pressure by the press then they must issue "no comment" statements and refer them to the Principal. In any event, keep a record of what is said to the press and ask to see a copy before it goes to press.

It is better to convene a press conference rather than have a "doorstep" interview.

## AUTHORISATION TO ORGANISE AN OFFSITE ACTIVITY OR VISIT

### VISIT ORGANISERS CHECKLIST

- Once you have permission to organise a visit, give as much information as possible to parents/carers. Include details of
    - the nature of the activities to be undertaken
    - the nature of the supervision and the insurance details arranged
    - payment arrangement
    - code of conduct forms and
    - medical forms for residential trips or trips abroad
- Include a parental consent return slip with the letter. Trip letters can be found in the Trips and Visits folder on staffshare. These should be used as a template to ensure quality assurance.
- Organise a planning meeting of staff and adults accompanying the visit and make their duties and responsibilities clear. See above re roles and risk assessment.
  - Organise a meeting for parents/carers (residential trips)
  - When you are sure that the visit is viable, confirm Homewood's bookings and finalise insurances. Check public liability insurance and School's journey insurances with the School Business Manager prior to taking out extra insurance. Please note that the school insurance will not cover all types of hazardous activities.
  - Keep a spreadsheet of information about individual participants as appropriate. This could include:
    - dietary requirements
    - medical conditions
    - vaccinations
    - photocopy of EHIC
    - dates of birth
    - passport numbers
    - visas
    - additional insurance
  - When travelling abroad remember to organise Passports, Visas and European Health Insurance Cards early. ***Trip leaders must take responsibility for checking passport and visa expiry dates of all taking part.***
  - Ensure members of the party have any necessary immunisations and vaccinations if travelling abroad and that they take certificates on the trip with them. ***Trip leaders must take responsibility for these details.***
  - Check travel arrangements. Confirm bookings in writing. Remember that commercial tour operators should be bonded through ABTA or a similar recognized organization.
  - Make sure students know the full programme of activities, clothing requirements, procedures, hazards and what is expected of them. Plan curriculum support work as appropriate.
  - Check First Aid Kit and any equipment you need. Make sure you can cater for all medical needs and allergies. A supervisor must be designated to take responsibility for First Aid and should have appropriate knowledge. A qualified lifesaver must be available if your group is to undertake any swimming or water-based activities.
  - Make sure parents know a system for contacting the Group Leader **in an emergency** and that they have an emergency contact number for preferably the AVP or another member of the Leadership Team as arranged prior to the visit.
  - Liaise with the School Nurse about any students who have medical needs or need to take any medication with them.

## **VISIT CHECKLIST TO TAKE WITH YOU**

- Phone number of a duty member of staff
- Photocopy of Travel Insurance summary and Insurance company contact details.
- First Aid Kit.
- Copies of any medical notes on students and details of any advice given by the School Nurse.
- Sick bags, tissues, brown paper bags, medication (clearly labelled with student names, times of administering and name of medicine / drug).
- Work and activity sheets
- Note for each student of the address and telephone number of the visit centre and *what to do if you get lost* sheet (in appropriate language if necessary).
- Details of all insurances
- Correspondence with travel agents, hotel managers.
- School mobile telephone to be carried around at all times by group leader.
- Spare cash, as credit cards may not always be accepted.

## **CHECKLIST ON ARRIVAL AT THE VISIT CENTRE**

- Rules and procedures of the visit centre.
- Hygiene and safety regulations (drinking water).
- Fire drill and what to do in an emergency. Ensure that you hold a fire drill on the first day of the visit.
- Location of the nearest telephone and 999 procedures and address, telephone number of the nearest doctor, dentist and hospital.
- Care of equipment and personal belongings.
- Map of visit centre and the locality.
- Catering arrangements.
- Use of *free time*.
- Medical and first-aid facilities.
- Sleeping arrangements, including location of the rooms of accompanying adults and where they are when not in rooms (leave notes on doors if necessary).
- Location of life saving equipment if near water.
- Have you arranged a clear recall signal and emphasized the 'lost procedure'.

## **CHECKLIST ON RETURN**

- Inform AVP and any senior staff who are on duty contact that you have arrived home safely
- Inform Principal and AVP of any injuries which have occurred during visit. This report should be in written form.
- Provide the AVP who is responsible for School Trips and Journey and the Principal with a report about any serious breaches of the Code of Conduct, any accidents or illness that resulted in medical treatment and copies of documentation of any accidents or insurance claim forms.
- Share good feedback and any photographs etc. with your line managers and relevant staff.

## **CHARGING FOR OFFSITE ACTIVITIES**

Other than in the case of the board and lodging no charge is permitted in cases where the activity is provided:

To fulfill any requirements specified in the syllabus for a prescribed public examination;

*or*

To fulfill statutory duties relating to the National Curriculum or religious education **wholly** or mainly within school time.

However it is the policy of the Governing Body that no visit may be subsidised. The Leader will therefore have to seek voluntary contributions for such visits that take place in or out of school time at a level to cover the cost per student. Model wording is provided below for seeking contributions from parents for activities

“The educational visit will not be able to proceed unless a voluntary contribution of £\_\_\_\_\_ is made for each student taking part”. Please note that students will be able to take part in such activities irrespective of whether a voluntary contribution is made but the activity may have to be cancelled if insufficient contributions have been made.

If the visit is an optional extra and takes place wholly or mainly out of school hours then charges may be made but they may not exceed the cost of provision of the optional extras.

This cost may include

- a student’s travel,
- board,
- materials and equipment costs,
- cover costs for non-teaching and teaching staff costs (including their board and lodgings) where a teacher has been engaged specifically for the purpose of providing the activity.
- 10% also needs to be added on to cover the costs of admin and EVOLVE

## **Remissions**

Where parents/carers are in receipt of some benefits an application for remission for board and lodging costs may be considered. The cost may not be covered by levying an additional charge from other students. Pupil Premium funding may be utilised to help students. Request for financial assistance should be made through Heads of College.

## **CODE OF CONDUCT FOR TEACHERS AND ACCOMPANYING ADULTS**

All adults accompanying a party of children have a common law duty to take reasonable care. Trip Leaders have a statutory responsibility for maintaining good order and discipline and safeguarding the health and safety of students in their charge. The trip leader is also responsible for the adults in the party and they must give this person their loyal support and follow his or her instruction and requests. All staff taking part in a trip must be fit and healthy enough to participate in all activities. Should there be any question that they are not they are not, the visit leader must discuss the situation with the AVP Trips and Visits. All staff must provide medical details and emergency contacts to be handed in with those for the students.

Balancing the duty to ensure good conduct at all times and enabling the students and adults to enjoy the visit is not always a simple matter. It is easier when the adults in the party

consistently demonstrate exemplary manners and concern for those in their care and their hosts. This is evidenced in respect for local customs and cultural morals.

The Code of Conduct for students will forbid smoking and consuming alcohol.

All Adults should therefore neither smoke nor drink in front of students, nor disappear to relax, leaving students to their own devices. Although all adults are *on duty* for the whole period of the visit, time needs to be set aside for some adults to rest whilst others take responsibility for the students in the party. When the students are asleep, a member of staff must be immediately available, but others may take time to relax. If there is a real problem in the night, the trip leader would expect to be woken, but if another adult is allocated this task, make sure the students know to whose room to go.

There should never be any suggestion of any intimacy in relationship between staff and adults accompanying a visit, nor between them and other adults or students. Adequate sleeping arrangements must be organised prior to the visit.

### **STAFF / STUDENT RATIOS AND SUPERVISION**

The ratio of staff to students for trips is as follows:

1 : 15-20 for non hazardous trips in the UK.

1 : 15 for residential trips in the UK

1 : 10 for all trips abroad (including Eire and N.Ireland) except for student exchanges which, with permission from the AVP in charge of Trips and Visits, may be extended to 1 : 15.

For adventurous activities you must seek and follow advice from the National Governing Body of the particular activity and of KCC EVOLVE, since a smaller ratio may be required to ensure safety on the trip. Please note that these figures are maximum supervision ratios, and should be reviewed as appropriate within a Risk Assessment.

At least two members of staff should accompany any group on a residential trip, visit abroad or hazardous activity. One of them should be clearly designated as trip leader. Indeed all groups must be accompanied by two adults over the age of 21, of whom at least one should be a teacher unless express permission is given by the Principal. Mixed parties should have at least one male and one female member of staff accompanying them wherever possible. On residential visits if there is a mixed party of young people over 12 years of age then there must be both male and female adults on duty at the place of residence.

All adults accompanying the trip be in receipt of a DBS. Untrained, adults should not be solely responsible for groups on a trip or visit in hazardous situation this arrangement will not be permitted. Coach drivers should not be asked, nor allowed to take any responsibility for students. Drivers and guides should not be accompanied by friends or partners. Senior students may be used as extra monitors to support adults, but they should never be left in complete charge, nor given any responsibility that could impinge on safety.

A rule of thumb is: *am I according the students the care and the protection that I would give my own child?*

If using Centre staff, obtain written confirmation of their competence/qualifications. Schools may contact the Outdoor Education Officer at KCC EVOLVE to confirm that qualifications are acceptable to meet KCC requirements. If an activity falls within the scope of the Adventurous Activities Licensing Authority the Centre must be able to show evidence of a current and valid licence for the activity. KCC EVOLVE registration will check that full validation has been

carried out. EVOLVE will always return to us any trips that they are concerned about and ask us to amend arrangements

### **RABIES**

If you are going abroad (even for one day visits), it is essential that the declaration that no-one will bring a warm blooded mammal into the country is completed. This declaration should be included on the Code of Conduct Form. Other importation laws must be adhered to according to the country of travel.

### **MEETING WITH PARENTS BEFORE A RESIDENTIAL VISIT**

It is essential to hold at least one meeting with parents/carers before a residential visit. You will want to talk through and give out the medical questionnaire and Code of Conduct form and to make it clear that no-one will take part in the visit unless the conditions set out in these documents are agreed at this stage. You may need to clarify arrangements about payments and deposits. If any problems with payments are not resolved satisfactorily at the preparatory meeting, seek the advice and support of The AVP on the next school day.

You will want to tell the parents/carers as much as you can about the visit; accommodation, educationally interesting aspects of places that will be visited, timetable, educational and other activities and preparatory and follow-up activities. You will want to give advice on cultural conventions and the kind of food students will eat. Details of insurance must be available for parents/carers and you should provide information about how to take out extra insurances if parents so wish. Risk assessment information should be shared with them. Parents/carers will need to know about clothing, equipment and spending money. You should give this information in writing.

Parents/carers will want to be reassured (and have evidence) that everything is very well organised and that their children will be well cared for. It is important that as many as possible of the adults accompanying the visit attend the preparatory meeting, so that details of supervision and detailed arrangements are seen in the hands of people the parents have met. You will want to allow time for social chat after the meeting so that parents can get to know you informally and tell you about any individual problems their children might have. It is worth building the cost of light refreshments for this meeting into your budget for your visit.

### **PASSPORTS / VISAS / EUROPEAN HEALTH INSURANCE CARDS FOR TRIPS ABROAD**

Full passports are valid for 10 years and applications for new or renewed passports should be made to the Passport Office in Petite France, London at least six weeks before a visit takes place. Passport application forms are available from any Post Office or on-line. Make sure you **see and check** all the passports.

If you are using a collective passport you will need parents to agree to it. Remember that only UK nationals may be included and that they **CANNOT BE USED** for Exchange Trips. Check early on the nationality / place of birth of all students and staff travelling. It may be safer to use a collective passport valid for groups between 5 and 50 people under the age of 18 wherever possible. One month's notice is usually required.

Students who are ineligible for inclusion on a collective passport must have their own individual passport as should staff. Staff and children who hold documents other than a British passport may require a visa. Check at least 6 months in advance. Make sure that you know if any of the students are not UK Nationals or that they were born outside of the UK. Do not take any students abroad if there is a danger of them not gaining re-admittance to the UK.

Most countries, including France and Germany, require children to have identity cards in addition to a collective passport. All children aged 16 – 18 must have identity cards. These must be returned to the appropriate Passport Office with the application for a collective passport, cheque and supporting letter from the Principal European Health Insurance Card forms are available from the Post Office or online. This card will allow entitlement to health-care in the EC and should be taken wherever possible.

Check whether any students will require visas for any country to which you are travelling for School Exchanges families should be put in touch with each other well before the exchange takes place. Visits should be made to host families at an early stage. The group leader should check that household insurance policies cover their legal liabilities towards visitors.

### **FINANCIAL ACCOUNTING FOR VISITS**

The School Business Manager is responsible for monitoring financial procedures within the school and for overseeing the accounts for school visits. His advice must be followed with respect to such procedures. It is vital for all trips that an early discussion takes place with the finance department on extension 334 in the first instance. All visits will be self-financing except in exceptional circumstances when a contribution may be sought from the School. Visits may not make a profit and should aim to break even.

Monies should not be held over from one trip to another.

All funds should be paid online to the school travel fund as contributions are received from the participants. Monies may not be retained by individuals. Detailed accounts must be prepared for the visit that shows the total income and the total expenditure. Receipts must be given for all income and retained for all expenditure. These should be summarised in the visit accounts and must be available as documentary evidence.

It is imperative that accurate costings are carried out as part of the initial planning of a visit and before the price that is to be charged to participants is set. Should you need to change a price, please notify the parents of the participants in writing as quickly as possible and give the reason for the change. Please keep a careful eye on any surcharges that become payable and, if necessary, warn parents/carers from the outset of the possibility that a surcharge may be made. If foreign currency is required, it is cheaper to carry out bulk exchange rather than to ask participants to change their own money.

If staff are to hold pocket monies for participants, it is important to ensure that the amount is covered within the travel insurance policy and that cash is kept in a safe whenever possible. Accurate records must be kept of every transaction involving the money of students and these records must be available for audit.

Please submit your accounts to the Finance Officer as soon as possible after the visit is over and in any case within six weeks of the end of the visit. The Finance Officer will write to tell you when a satisfactory audit of the accounts has been completed.

### **INFORMATION ON INSURANCE**

The school has unlimited Public Liability insurance to cover claims for injury or damage arising out of negligence. The school also has an Academy Schools Travel and Personal Injury Group Policy which covers personal accident, emergency medical cover, emergency travel expense cover within and outside of the UK, legal expenses cover, cancellation cover and personal belongings and liability cover. **THE SCHOOL HAS ITS OWN TRAVEL INSURANCE.** Please check with the School Business Manager that you are covered for your visit and take details of the policy with you on your visit.

It is important to check that no participant has a pre-existing medical condition which may render the insurance invalid. Contact the School nurses for further advice and guidance. Please note that not all hazardous activities will be covered by the School Travel Insurance Policy but is a wide ranging Policy which does cover skiing and ice-skating, but not competitive winter sports.

Organisers of visits should double check that they are covered for the items below:

- Public liability
- Personal accident cover for leaders, voluntary helpers and party members, including compensation for accidental injury regardless of the cause
- Medical treatment
- Transport and passenger liability
- High risk activities
- Damage or loss of personal or hired equipment
- Programmed as well as non-programmed activities
- Transport and accommodation expenses in case of emergency
- Compensation for loss or damage of baggage and effects
- Legal assistance in the recovery of claims
- Failure or bankruptcy of the centre or travel company

However, before purchasing external travel insurance check with the School Business Manager that all of your insurance needs are met within the current school policy.

### **EMERGENCY PROCEDURES. PUTTING TOGETHER A RISK ASSESSMENT**

A written Risk Assessment must be produced prior to any visit taking place. This should be handed to the AVP at least three weeks prior to departure, but it must be put together when planning your visit. The trip leader should first establish a plan for a visit. Consideration should be given as to what could go wrong on a trip and as to how risks can be avoided, or for overtly adventurous activities, managed. In planning the trip and putting together the Risk Assessment you may want to consider the following statements:

- Young people should each carry the address and telephone number of their destination and the group leader's mobile phone number.
- Obtain from the Foreign Office, London (020 7270 3000) the address and telephone number of the British Consul in the relevant locality who will be able to help with an emergency. In a major emergency they will contact the Foreign Office on your behalf.
- Where a commercial tour company is booked it should be bonded through ABTA or a similar bonded company.
- Look for tour operators who are part of Air Travel Organiser Licensing (ATCL) Scheme.
- Ensure that KCC EVOLVE approve of all providers.
- Ensure that a preliminary visit has been made to the venue or that a questionnaire has been sent if this has not been possible.
- Ensure that the staff / student ratio is acceptable.
- Appoint a deputy leader to be prepared to take responsibility in an emergency.
- Ensure that all emergency contact numbers are carried with you at all times. (Students / staff / Leadership Duty Team/ and British Consul).
- If one of the party on a collective passport has to remain in the country visited due to illness inform British Passport Control at the point of entry.
- Split valuable items between staff.
- Lock away valuables such as passport where possible e.g. in hotel safe.
- If a passport is lost contact the local police and the British Consul who can issue emergency travel documents.
- Keep receipts of all travel tickets brought as proof of purchase.

- Impress on students that if they get lost they should ask for help at a public building or find a person in uniform – do not approach a passer-by.
- Conduct regular head counts.
- Check the insurance details with regards to emergency finance
- Contact the Leadership Duty Team volunteer if you are unsure of how to respond.

A risk assessment should make reference to the qualifications, competence and experience of all staff involved in the visit, the quality and suitability of available equipment and seasonal conditions. If anything does go wrong abroad, ensure that there will be sufficient information in the UK to enable us to support you. When you have to deal with a crisis, make sure that you document what has happened as soon as possible after the event. Do not admit liability when you are abroad. Key documents relating to the visit will be held by the School Trips / Journeys Director of Extended School for at least six months after the visit.

When you return, please provide the AVP with a report, if appropriate. Your report should include information about any serious breaches of the Code of Conduct, any accidents or illnesses that resulted in medical treatment or hospitalisation and copies of documentation of any accidents or completed insurance claim forms.

In cases of medical emergency:

- After making initial arrangements for the immediate care of the sick (one of the adults must always remain with the sick or injured person) the leader shall inform the local contact person and where necessary contact the British Consul and the insurers.
- The Leadership Duty contact person shall notify the Principal.
- In the case of a medical emergency in an EC country full use of a European Health Insurance Card shall be made, but a substantial foreign cash float should be carried, since payment may be required, to be reclaimed subsequently.
- Keep all duplicate copies of doctor's letters, ambulance certificates, and bills for UK insurers.

**ENSURE THAT ALL STAFF HAVE READ AND UNDERSTOOD THE RISK ASSESSMENT. IF IT BECOMES NECESSARY TO BREAK ANY OF THE CONDITIONS OF THE RISK ASSESSMENT THE SCHOOL SHOULD BE CONTACTED IMMEDIATELY SO ADVICE CAN BE SOUGHT.**

### **FIELD STUDIES**

Please remember that a preliminary visit should be made and a Risk Assessment completed prior to the visit. For further details please see the KCC publication which is held with the AVP and consult with KCC EVOLVE. Any venture, which includes hazardous pursuit or takes place in wild country must have Governors approval. Adults should space themselves out when walking with groups. Young people who have not been trained i.e. navigation and first aid should not be left unsupervised. One person in each group should carry a mobile phone.

### **FARM AND INDUSTRIAL VISITS**

Always make children fully aware of potential hazards and risks of infections. Check for adequate washing facilities. In certain circumstances it may be advisable for people with some medical conditions to avoid farms and industrial sites.

### **GEOLOGICAL AND BIOLOGICAL FIELDWORK**

Ensure a Code of Conduct, which follows the Country Code, is put in place. Identify hazards prior to visit and do not take risks on rock faces or deep water. Always ensure that suitable rescue equipment is available. Disused quarries must not be entered. The KCC publication 'Safe Practice for Offsite Activities' must be followed with respect to such trips. Always check the insurance policy carefully. Copies are available in each Mini School

## **ADVENTUROUS ACTIVITIES (includes Skiing, Camping, Hill Walking, Horse Riding, Sailing, Canoeing)**

If an activity falls within the scope of Adventure Activities Licensing Authority a Centre must be able to show evidence of a current and valid licence for the activity. This must be requested by the visit organiser.

Any trip leader taking charge of such an activity must possess the appropriate qualification of recognition. The Principal must confirm that a trip leader is fit and trustworthy to lead such an activity. The Education Authority must similarly recognize that the person in question is deemed technically qualified by training and experience to lead and instruct groups in the activity in question. If in doubt the AVP will contact the KCC Outdoor Education Officer. Please note that national Governing Body Ratios for staffing must be followed for each activity. The leader/ instructor should hold a current First Aid qualification and groups must be supervised at all times either by shadowing or by a similar monitoring process. The guidelines in the KCC publication 'Safe Practice for Offsite Activities' must be followed.

## **UNACCOMPANIED VISITS**

In some instances unaccompanied journeys may be appropriate. (Duke of Edinburgh or sightseeing in a confined and safe area) These must be checked fully with the AVP and details included in a written Risk Assessment. In such situations groups of students should be no less than 3 and no more than 8 in any group. The environment should be familiar to the students. The consent of parents for an unaccompanied visit should be obtained in writing. Indirect supervision however must be in operation. There should be check in times for students, areas or special boundaries for activities should be clearly defined and emergency procedures put in place. They should be fully explained to all party members.

## **TRAVEL BY RAIL**

Free seat reservations are available through School Rail. It may be convenient to meet at a local station but make it clear to parents that they are responsible for their children until the stated meeting. Carry sufficient money to cover the costs of alternative transport.

## **TRAVEL BY BUS OR COACH**

Booking with companies must include adequate insurance and breakdown back up. Operators should be ABTA bonded (or similar) Bookings must be confirmed in writing with coach arrival and pick up points clearly specified. Advice on licensed companies is available at the Passenger Transport Unit at West Malling (01622 605080). Please remember that seating capacities must not be exceeded and a seat belt must be fitted. Aisles should be left free. Tissues, sick bags and litter sacks should be taken. Students must remain seated at all times.

## **TRAVEL BY MINIBUS**

All drivers of minibuses must follow procedures set down in the School Handbook. They must hold a valid Kent Minibus Driver's Permit. You may obtain details from the Personnel Manager regarding sitting a minibus test but please be aware that a booking must be made well in advance of your planned trip. For all trips, other than sporting fixtures within a 30 mile radius of the school, a colleague must accompany you on the journey. Under no circumstances should the vehicle capacity be exceeded.

## **TRAVEL BY CAR**

When a private car is being used to transport pupils it is essential that the insurance cover of the vehicle is checked to ensure proper coverage (use for business purpose). The party leader must be assured that the driver's licence, tax and insurance are valid. If parents or adult volunteers are used to transport students these same provisos apply and trip leaders must ensure that the adults are aware of their legal responsibility for the care of those in their car.

Parental agreement must be sought for their children to be carried in any car. This should be in the form of written consent.

The School has taken out comprehensive insurance to cover authorised business use of all cars driven by staff (excluding cleaning and catering staff). In the case of an accident, however, a driver's own insurance company must also be contacted. The School Policy does not cover parents for business use. **Students must under no circumstance be allowed to carry other students in their cars on any school organised trips.**

## Appendices

### Visit Leaders Declaration

Name	
Trip/visit locations	
Date of trip	

I have read and I understand the School Trips and Visits Policy and I will ensure that my trip follows the policy as far as possible.

I will ensure that all staff and any other adults accompanying me understand their roles and responsibilities and are familiar with the risk assessments.

I understand that in the event of my having to break any of the conditions of the RA the School will be contacted as soon as possible.

Signed	
Date	

*To be given to the AVP at least one week before any residential, adventurous or foreign trip.*

## CODE OF CONDUCT FOR STUDENTS TAKING PART IN RESIDENTIAL VISITS ORGANISED BY HOMEWOOD SCHOOL

Students will be bound in general by the Code of Conduct of the School, except that uniform will only be worn on specific occasions.

- Students will follow the instructions of the adults in charge of the party and those in responsibility at visit centres. They will pay particular attention to instructions given to protect their welfare and safety and follow them quickly and completely.
- Students will do nothing to endanger the health or welfare or any member of the party or any other person.
- **ALL** Students will not purchase or consume alcohol, cigarettes, any type of weapon (e.g.knives) or fireworks, during a school visit.
- It is inadvisable to take expensive items on school visits
- Students will uphold the good name of Homewood School at all times.
- Centre bedrooms are out of bounds at all times to the opposite sex.
- Bedtime and lights out must be strictly obeyed.
- Under no circumstances must students buy or attempt to buy hotel or room services without the express permission of the Trip Leader.

Name of student	
Date	
Signature of student	

I have explained to my child that he / she is required to follow the instructions of the teacher in charge of the visit and other accompanying adults and to follow this Code of Conduct. I understand that if my child behaves in a way that puts others at risk or that constituted a serious breach of this Code of Conduct, she / he may be sent home without financial redress. I understand that the School cannot be held responsible for any loss or damage suffered by my child during or arising out of the visit other than that caused by negligence of the School or its employees. I agree to pay for any damage that may be caused by my child to the person or property of any other party or parties. I understand that details of the insurance arrangements are available for inspection and that I may take out extra cover by contacting the party leader or making my own arrangements.

Name of parent / guardian	
Date	
Signature of student	

## MODEL LETTER FROM A TRIP ORGANISER TO ADULTS ACCOMPANYING A VISIT WHO ARE NOT EMPLOYED AT HOMEWOOD SCHOOL

All adults have a common law duty to take reasonable care of the students and other adults in the party. This means safeguarding the welfare and safety of students at all times. You will have time to relax, but no adult is 'off duty' if something needs to be done or a student needs one of us.

Accompanying adults are expected to support party leaders and to follow their instructions, although all adults need to be aware of specific responsibilities and need to act on their own initiative when appropriate.

Students should not be involved in a potentially hazardous activities unless staff are appropriately trained, qualified or experienced in the area concerned. ***The Principal expects you to have read and to understand the Risk Assessments for this trip.***

Under the Rehabilitation of Offenders Act 1974 (Amendment Order 1986) and regulations issued by the Home Office, the School has a duty to ensure that all adults who have "substantial access to children" are required to be in receipt of a DBS. Because this is a residential visit, the Governing Body requires all accompanying adults to answer the question, below (all teachers have to answer the same question on their appointment to the School).

Have you ever been convicted or found guilty of any offence by any Court (even if you were only placed on probation or conditionally discharged)? Answering yes, does not automatically bar you from accompanying a residential visit.

Yes    No

If your answer is yes, please give details of the Court, charge and sentence, below.

Name	
Signature	
Date	

## **USEFUL ADDRESSES (regulating bodies for outdoor pursuits)**

### **Land-based Activities**

Caving British Association of Caving Instructors  
2 Park Square East, Leeds, LS1 2NQ

Mountaineering British Mountaineering Council  
26 Park Crescent, London W1N 4EE

Mountain Leadership Training Board Sports Council  
26 Park Crescent, London W1N 4AJ

Orienteering British Orienteering Federation  
3 Glenfinlas Street, Edinburgh 3

Riding British Horse Society, The National Equestrian Centre,  
Stoneleigh, Kenilworth, Warwicks

Ski-ing National Ski Federation  
118 Eaton Square, London SW1

### **Water-based Activities**

Angling National Anglers Council  
Peakirk, Peterborough, Northants

Canoeing British Canoe Union  
Room 315, 26 Park Crescent, London W1N 4DT

Rowing Amateur Rowing Association  
160 Great Portland Street, London W1N 5TB

Sailing Royal Yachting Association, Certificate Department,  
5 Buckingham Gate, Westminster, London SW1

Surfing Surf Life Saving Association of Great Britain,  
4 Cathedral Yard, Exeter

Swimming The Amateur Swimming Association  
64 Cannon Street, London EC4

25  
Royal Life Saving Society

14 Devonshire Street, London W1  
Under-water Swimming British Sub Aqua Club

160 Great Portland Street, London W1N 5TB  
Water Ski-ing British Water Ski Federation

22 Station Approach, Virginia Water, Surrey

For Duke of Edinburgh groups on expedition training contact the County Co-ordinator for the current policy. If leading a camping holiday then a relevant qualification such as BELAS should be held.