

School Trip Policy & Procedures

Sekolah Sri KDU Kota Damansara



Approved by:	[Anthony Partington]	Date: [1 August 2023]
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Purpose

This Procedure outlines systems put in place in relation to educational trips and visits.

Scope

This Procedure applies to all staff, including sessional staff. It also applies to individuals who undertake work on behalf of Sekolah Sri KDU Kota Damansara but are not employed by Sekolah Sri KDU Kota Damansara such as service providers and volunteers.

Actionable Items

1. Training on Health and Safety Implications of School Visits

The school will ensure that staff are given the health and safety training they need for their job, including taking students off-site on school visits.

2. Role of the Educational Visits Co-ordinator

The Educational Visits Co-ordinator has oversight of all trips and responsibility for:

- the management of risks associated with educational visits and the management of documentation
- ensuring that the planning of all trips complies with the requirements of this procedure

The Educational Visits Co-ordinator is: The Head of School (Primary/Secondary)

3. Procedures for Organising Trips and Visits

Details of all proposed trips and visits must be submitted first to the Head of School and then to the Senior Leadership team (SLT) for approval before detailed planning begins and before they are shared with other staff, parents and students. This is to ensure that:

- There is appropriate overall co-ordination.
- Aims and objectives are stated.
- There is significant educational or enrichment value (particularly if the activity is to take place in term time) and it is consistent with the ethos and values of the school.
- Where appropriate it will be linked to work within school by preparation and follow-up activities.
- It is suitable for the students involved having regard to their ages, abilities, needs and aptitudes.
- Regard is had to inclusivity.
- Regard is had to the impact on in-school teaching and learning and cover implications.

Student to Staff Ratios

Student to staff ratios should be decided by those planning trips on the basis of risk assessment and consultation with the Head of School, taking into account the activity to be undertaken and the age of the students.

Risk Management

A specific risk assessment for each educational trip must be undertaken by those planning trips in consultation with the Head of School. The risk assessment will be ratified by the Senior Leadership Team (SLT).

When planning and organising a school trip the following are required:

- Senior Leadership Team's approval for the trip.
- Risk assessments specific to the trip and completion of 'Form A, Proposal For Educational Visits' (other than in respect of activities forming part of the school day, as referred to above, generic risk assessments must not be used as the trip leader needs to consider specific risks for that trip).
- Review of the list of participating students, if the SEND needs of a pupil may require reasonable adjustments to facilitate full or safe participation or the behaviour of a student may put the health and safety of that pupil or others at risk then this must be raised with the SEND Team/and or the Senior Leadership Team at an early stage, so that a risk assessment process can be commenced and where required suitable adjustments planned. Any necessary communication with parents/carers regarding the ability of a student to participate in a trip will be made by a member of the Senior Leadership Team and other staff should not discuss this directly with students or parents/carers.
- Financial viability of the trip, completion of 'Form B, Educational Visits Costing Sheet'.
- Regard to the School's Health and Safety Policy and health and safety advice from the HSE Committee.
- Insurance cover.
- Completion of 'Form D, Parental Consent' for the trip (including informed consent for activities and for the administration of medicines and medical treatment where required) / making parents aware of the activity and giving the opportunity to withdraw.
- Regard to child safeguarding procedures (taking into account the additional risks involved in adventurous, residential and overseas trips which require approval from the board of governors).
- All staff to be aware of the medical needs of any of the students (including medical emergency procedures). Consideration of the ratio of staff to students needed.
- First aid training has been completed by sufficient members of staff for the number of students involved. First aid kits are available at all times.
- Training needs of the staff on the trip considered and met.
- Staff and supervisors are appropriate and responsible people and have the relevant clearance – enhanced DBS.
- A preliminary visit to the venue to establish the adequacy of the facilities, equipment, and staff at the venue.
- Consideration given to the method of travel and its safety, the length of the journey, travel times, pick up points on the way and drop off points on the return.
- A contingency plan for returning home late, abandonment of the trip at an early stage, or cancellation of the trip altogether.
- A contingency plan for a major incident, including terrorist attack.
- Details of the liaison contact at school in case of emergencies.
- Emergency contact details for all parents and staff during the visit.
- Consideration given to the details of the school emergency procedures when off-site (considering

compatibility with the emergency procedures of any third-party providers) and that these are made known to staff, students, and parents/carers.

- A list of all participants with details of pupils' dietary needs and significant other needs (and that these needs are made known to all staff and are capable of being met).
- Parents/carers are to be made aware of the trip's food and drink arrangements, and the Operations Team is told of the trip so that school lunches can be cancelled and packed lunches ordered for free school meal students.
- Staff and any volunteers must be asked to make the Trip Leader aware of any medical conditions which are pertinent to the trip, and they must consent in writing for that information to be shared in a medical emergency.
- An evaluation of the trip afterwards to aid others who might be considering a similar project in the future.

4. Timescales for Planning

The proposal form for an educational visit must be submitted at least eight (8) school weeks in advance of the event (for late applications due to third parties last minute offers, or sporting cup competitions consultation, must be sought with the Head of School).

All applications must be accompanied by at least three key documents for them to be progressed. Applications made without these attachments will be returned to the Trip Leader. These key documents are:

- a. The Risk Assessment tailored for the trip
- b. The invite letter/instructions/consent to parents/guardians/students with the arrangements for the event, trip or fixture being attended. This could also include multiple key documents from the provider, including internal risk assessments, public liability documentation or activity schedules.
- c. A nominal roll with a list of students attending the trip, including an indication of those with significant other needs (medical, SEND or behaviour)

Sample / template for all documentation on trips are attached in this Policy (Appendix).

Residential trips must seek approval from the MOE and the Board of Governors.

5. Arrangements for day of Departure and Return

A member of the Senior Leadership Team must be assigned as the home contact.

On the day of departure an updated nominal roll is to be left with reception and staff members accompanying the trip should sign out using the normal procedure.

The trip leader must take the school trip's mobile phone and a first aid kit (to include emergency epi-pen and asthma inhaler).

Students must always be accompanied back to school at the end of a trip. On no account should they be allowed to make their own way home from the venue.

6. Adventure Activities Using Licensed Providers

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, The school will check that the provider holds a license. Further approval will be sought from the Board of Governors before proceeding.

7. Parental Consent for Off-site Activities

Parents/carers will be asked to sign a consent form (see template at Appendix 3). Parents will be told before each activity and must be given the opportunity to withdraw their child from any school trip or activity covered by the form, enough information will be provided to enable an informed decision.

Separate written consent will always be requested for activities that need a higher level of risk management or those that take place outside school hours. These include adventurous activities, residential visits, overseas visits, and all trips that take place outside the school day (except sporting fixtures).

8. Allocation of Pupil Places on Over-subscribed Trips

Where places on a trip are restricted, inevitably some will be over-subscribed and to allocate places we will:

- Look to see what other enrichment trips a student has already attended so that those who have previously been unsuccessful in an application are given priority over their next application.
- Look at attendance and punctuality patterns for applicants. Where attendance and/or punctuality is a concern, we may not permit the application, particularly if the trip is taking place in school time.
- Look at behaviour records. We must be assured that students are meeting our expectations in school before we consider taking them on an enrichment trip (considering any SEND needs). If there are concerns regarding behaviour these must be raised with the Senior Leadership Team and must not be raised by other staff with students or parents/carers directly.
- If, despite these factors being applied, the trip remains over-subscribed, we will rely on drawing names from a hat. This will be undertaken by the School Principal.

9. Inclusion

The school is required to ensure that students with SEND and medical conditions have full access to education, including school trips. We actively support SEND students and those with medical conditions to participate fully and safely in school trips and visits, making any reasonable adjustments required.

A risk assessment must be carried out so that planning arrangements take account of any steps needed to ensure that SEND students or those with medical conditions are included on trips and will consult with parents and students and take advice from relevant healthcare professional to ensure that students can participate safely.

If the outcome of a risk assessment is that the residual risk to the health and safety of the student or to others is unacceptably high as a result of the students SEND needs, taking into account all reasonable adjustments, then the decision not to include the student on that occasion will be communicated to the parents/carers of the student by a member of the Senior Leadership Team. The deposit and other monies paid will be refunded. Reference should also be made to our SEND Policy.

10. Charges and Refunds

Charges for all trips and visits are made in accordance with our Charging and Remissions Policy.

If a parent/carer withdraws a student from a trip or if at any point a student's behaviour prohibits them from participating in a trip, the cost will not be refunded unless another pupil can be found to take the place at short notice.

11. Insurance

Students and staff participating in domestic visits and activities are covered by the school's insurance. Separate insurance will be taken out for domestic trips which include adventurous activities and for overseas trips. The school will not accept responsibility for loss or damage to personal items brought on trips.

12. Volunteers

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained, and they will undergo induction and training in their role and responsibilities.

13. Information for Parents/Carers and Students regarding Behaviour

Appropriate behaviour is essential for all trips and visits and ensures that effective, memorable learning and enrichment can take place. Students and parents/carers will be given a full programme of the visit (including any specialist activities) and arrangements for the use of any remote supervision will be explained (for example shopping during a visit without direct supervision).

Students and parents/carers will be made aware of and must accept the Trips Code of Conduct attached at Appendix 5, which sets out the expectations of students, and the use of mobile phones and sanctions which may be invoked should these be breached (including exclusion from activities and being sent home early and responsibilities for collecting students in prescribed circumstances).

For residential trips, expectations regarding downtime, curfew times, bedtimes, alcohol, and smoking will be made clear. Reference should also be made to the Behaviour Policy.

Students may be excluded from any visit or trip where their behaviour presents an unacceptable level of danger to their own safety and/or others, the decision will be based on a written risk assessment (copy to be retained) and will be communicated to parents/carers by a member of the Senior Leadership Team.

14. Accidents, Incidents and Emergency procedures

A member of the Senior Leadership Team will be assigned as the home contact for the duration of all off-site visits and activities, providing 24/7 cover. They will have secure access to all details of the visit including medical and next-of-kin information for all students, accompanying staff and other adults. They will follow the procedures set out in the School Emergency Plan.

15. Evaluation

Following all residential visits and new trips, there will be feedback, review, and evaluation. For residential trips this should involve students, parents/carers, the leaders, and partner organisations. This can be used to assess the effectiveness of arrangements and outcomes for students and can help celebrate success and feed into planning future visits. Any significant issues should be shared with the Senior Leadership Team and Educational Visits Co-Ordinator.

Supporting Documents

- Safer Recruitment Policy
- Safeguarding Policy
- Health & Safety Policy
- Fire Evacuation Procedures

- First Aid Services Procedure
- Critical Incident Policy
- Emergency Response Procedures
- Hazard Identification, Risk Assessment & Control
- Heat Management Procedures
- Haze Management Procedures

Promulgation and Implementation

This procedure will be communicated and implemented throughout the school in the form of:

- Distribution of e-mails to Parents / School Staff / School Principal / CEO

Appendix – Documentation on Trips