



DANES HILL SCHOOL
STRONG & SAGACIOUS

Outings and Residential Trips Policy
Main School and Bevendean

Author/Reviewer responsible:	Head	Date of Review:	08/11/2022
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		Date of next Review:	01/09/2023

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Introduction

School visits and journeys form an important part of school life. They provide opportunities for personal development which may not be available within school. This Guidance Note is intended to help in the safe planning and execution of out of school activities and not to put undue constraints on these activities.

School visits, activities and journeys should be available to all who wish to participate irrespective of gender, religion, ethnicity, medical need or physical ability. All young people should be encouraged to take part in as wide a range of activities as possible.

Legal Framework

The Health and Safety at Work Act 1974 rests the responsibility for health and safety with the employer who is also responsible, so far as is reasonably practicable, for the health, safety and welfare of anyone else on the premises.

For the purposes of the Act, premises means anywhere that an employee is carrying out their duties. This responsibility does therefore extend to out of school activities.

The 1974 Act and the Management of Health and Safety at Work Regulations 1992 and 1999 place further responsibilities on employers including:

- Providing procedures for reporting accidents and incidents.
- Producing and implementing risk assessments.
- Developing methods of controlling risks including training of staff.
- Monitoring procedures and practice.
- This legislation also requires employees to.
- Co-operate with employers over safety matters.
- Take reasonable care of their own and others health, safety and welfare.
- Carry out activities in accordance with training.
- Inform their line employer of any serious risks of which they are aware.

These duties apply to school visits. All staff in charge of pupils have a duty to act as any reasonably prudent parent would in similar circumstances. The standard of decision making expected of adults in charge of pupils is related to their knowledge, experience and training. When pupils are in the care of teachers or other professional staff the duty of care expectations take account of their training and understanding of young people

Roles and Accountability

The Head bear ultimate responsibility for all educational visits in conjunction with the chair of governors. He or she shall

- Give approval for local and day visits;
- Ensure that all staff are appropriately trained, experienced and briefed; Considering Special needs, child protection, authority to make decisions, sufficient staff ratios.
 - Years 4 – 8 the minimum staff/child ratio is 1:10.
 - Year 2 and 3 require 1 adult to 6 pupils.
 - Bevendean (Year 1) 1:10 or 1:6 for field trips and museums. EYFS Statutory requirements for early years
- Ensure that the visit is appropriate for the suggested group of pupils and has an educational value.

Board of governors will then jointly share responsibility with the Head.

Governing bodies will:

- Be informed about proposed visits at an early stage in the planning procedure.
- Ensure that the visit has a stated educational purpose.
- Make sure that plans comply with regulations and guidance.

Educational Visits Co-ordinator (EVC) This role is mandatory in all schools. Acts as the contact point for the school on any educational visit issue; Ensures all paperwork is completed prior to and after visit; Ensures school has the relevant paperwork which needs to be signed off in advance of residential/overseas visits

- EVCs will need to ensure that visits are adequately staffed, depending on the abilities of the party members. All visits require staff with appropriate skills and pupils with special needs may require carers with specific skills.
- Check licences held by centres: The Activity Centres (Young requires that anyone who provides, in return for payment, specified adventure activities to young people under 18, must have a licence. The four activities which fall within the scope of the scheme are: Caving, which also includes mines; Climbing, which includes activities such as gorge walking and scrambling; Trekking, which means walking, pony trekking, mountain biking and off piste skiing in remote open country; Water sports which covers most unpowered craft on specified waters.
- Obtain venue risk assessments;
- Obtain insurance;
- Book travel tickets;
- Collect parental consent forms and payments;
- Issue school mobile phones;
- Ensure staff are aware of emergency procedure
- Establish lines of communication with staff
- Check first aid cover
- Keep records of visits including evaluations, accident reports and monitor procedures and practice. Inform Head of the conclusions of evaluations.
- Obtain parental consent after informing parents so that consent / refusal can be given on the basis of an understanding of what the visit entails.
- Follow up all trips with an email to parents and an evaluation with a child/children on the trip
- Avoid signing waivers issued by centres - does not look good to parents and are not legal documents. Make sure you have read all the small print etc before signing and pass through DFO.

Group leaders

- Obtain approval for the visit through the EVC, follow regulations and guidance.
- **Discuss choice of staff with Head or Deputy Head before asking staff if they are able to go. Where possible, staff with children on the trip should not be included in the staffing particularly on a residential.**

- Brief other visit staff and allocate tasks to ensure adequate staff supervision, including first aid cover, is available at all times.
- Ensure that the proposed visit is suitable for all the pupils involved and that all staff have details of special educational or medical needs of pupils.
- Have in place arrangements that will enable the visit to be stopped if considered necessary for the health, safety or welfare of pupils or staff.
- One member of staff should be designated as a deputy group leader who would be able to take over the role of the group leader should that person be incapacitated during the visit.
- Inform parents of the details of the visit. This should include the environments and activities (particularly outdoor adventurous activities) which are planned as well as the itinerary and costs. This may be done by holding a meeting for parents or could be done by letter. Parents can be asked to give consent for routine visits which take place during the school day in one letter covering a period of time rather than individual visits.
- Ascertain costs and inform parents how these costs will be covered.
- Check insurance requirements.
- Prepare lists of pupils for school, school contact and staff on the visit with EVC. In almost all cases the staff on the visit should be able to get in touch with the school or the school contact throughout the duration of the visit.
- Inform the pupils of what is expected of them during the visit. Make sure that they understand what they should wear and what to bring with them.
- Meetings should be held with pupils to make them aware of the risks involved and measures in place to ensure their safety.

Other staff on trip

- All staff should do their best to ensure the safety of everyone in the group (pupils and adults). Concerns should be referred to the group leader as soon as possible. If necessary, staff should consider stopping the activity or visit if they think that the risk to the health, safety or welfare of pupils in their charge is unacceptable.
- Teachers and other adults on the visit should be clear about their roles and responsibilities and should follow the instructions of the group leader and assist with the supervision and discipline of pupils.

DSL

Trip leader should speak to DSL before departing on trip to ensure they are aware of any pupils with concerns in their care.

Parents

Parents must:

- Sign the consent form.
- Provide emergency contact details.
- Give the group leader information which may be relevant to the visit regarding any change to their medical or emotional health that the school may not already be aware of.
- Be made aware of cancellation terms

Information to be left at school

Full details of the visit should be retained at school while the visit is in progress. This should include:

- The itinerary and programme for the visit.
- Contact telephone numbers for group leader.
- Contact telephone number for venue (centre, school, gallery, theatre).
- Contact names, addresses and telephone numbers of the parents / carers.
- Parental Consent Forms
- Signed copy of the Risk assessment

Risk Assessments for trips

RA in two parts – Compliance- paperwork but more importantly SAFETY – planning discussions on which RA is based.

STAGED

- **Staff**
- **Transport**
- **Activity**
- **Group – children**
- **Environment**
- **Distance**

A risk assessment is a careful consideration of what could cause people to be injured or to become ill and whether or not sufficient precautions are in place. The person who carries out a risk assessment should be trained in the process of assessing risk and be familiar with the activity being assessed. It is a legal requirement to complete a risk assessment and to manage the risks identified. Special educational needs and medical needs should be explicitly addressed. It is useful to think of the process of risk assessment in five stages:

1. Identify potential significant hazards. A hazard is anything which has the potential to cause harm. For example: crossing busy roads, slippery rocks, fast flowing water or long exposure to strong sunlight.
2. Identify the people who are at risk. For example: pupils with learning difficulties, staff, all pupils and nonteaching staff.
3. Record the existing measures which control the risks. For example: clear guidance given to pupils, staff have completed an exploratory visit, buoyancy aids provided. The existing measures may be contained in a policy document or guidance provided by an expert body in which case it is acceptable to refer to the policy or the section of a guidance document.
4. Decide how to control the hazards that are not sufficiently controlled under 3. List the hazard and the additional control measures. For example: long exposure to strong sunlight group members to wear long sleeved shirts and sun hats, sun barrier cream to be used on all exposed skin.
5. Ensure that you continually monitor the hazards during the visit.

Risk assessment for educational visits can be usefully considered as having three levels:

1. Generic activity risk assessments, which are likely to apply to the activity wherever and whenever it takes place.
2. Visit / site specific risk assessments, which will differ from place to place and group to group.
3. Ongoing risk assessments, which are discussions between group members and judgements made by staff during a visit to take account of changes in plans or circumstances.

A Danes Hill School Risk assessment must be completed before the trip after a meeting with staff to discuss the risks. This document must be passed by the EVC and copy submitted to the Head's Secretary at least 7 days before departure. This copy will be kept for 6 months. All staff on the trip must be given a copy of the RA and a copy must be signed by all staff on the trip once they have read it. The risk assessment is a live document and must be updated during the trip if there are changes to the trip that effect the risks. [See separate Risk Assessment Policy.](#)

Commencement of trip

Supervision during visits

Each adult should be aware at all times of which children they are supervising or helping to supervise.

The following points may help adults entrusted with supervision:

Each adult should carry a list of pupils and staff taking part in the visit.

Count heads regularly and particularly before moving on to a new location; Pupils can be identified if wearing uniforms, caps, T-shirts or badges with name of school (not name of pupil).

Establish a rendezvous point if appropriate.

Consumption of alcohol or drugs:

Duty extends to being prepared to respond to an emergency. All members of staff must abstain from alcohol consumption for the duration of the trip/foreign exchange.

School regulations apply throughout all trips and visits out of school. Trip leaders must also ensure that any additional laws that apply in the country being visited are respected at all times.

Transport and Travelling

There are many factors concerning health, safety and welfare of pupils and staff during travel which need careful consideration as part of the planning of school visits. As well as the safety and suitability of the vehicles great care is needed when preparing to board and disembark from minibuses, boats, planes and all other forms of transport. Whatever the mode of transport the following factors should be considered.

- The level of supervision should be considered as part of the risk assessment. A driver should not normally have any responsibility for supervision except possibly when small numbers of mature pupils are taken on short journeys.
- Booking seats well in advance so that groups can remain together.
- Briefing pupils on code of conduct.
- Briefing visit staff on supervision arrangements making it clear who is responsible for each pupil.
- Travel sickness medication should only be given when the consent of parents has been obtained.
- Ensure that wheelchair users and pupils with special medical needs can be accommodated safely.
- Head counts when embarking and disembarking.
- Arrangements in case of changes of plans. The group should remain under the direct supervision of the group leader or teachers wherever possible.
- Appropriate insurance.
- Group members are aware of emergency procedures / exits / rendezvous points. Depending on the maturity of the pupils the position of fire-fighting and first aid equipment may also be part of the briefing.
- Planning safe movement on foot between other forms of transport, particularly near roads. Pedestrian crossings, preferably controlled by lights, should be used and footbridges or underpasses should be considered if available.

Hired buses and coaches

- Professional operators of buses and coaches must have a Public licence. Group leaders should ensure that only reputable operators are used.
- Coaches must be fitted with seatbelts by law but it is not the responsibility of the driver to ensure that they are worn unless the seats are in line with or in front of the driver. Visit staff should actively encourage pupils to keep their seatbelts fastened throughout the journey.

School minibuses

- Must be fitted with forward facing seats and a seat belt for each passenger.
- Maintenance, usage and servicing should be recorded.

- The head teacher or chair of governors is ultimately responsible for maintenance, but the driver is responsible during the visit.
- The operator of the minibus has a legal and moral responsibility to ensure that the vehicle is roadworthy. testing. Safety related items should be checked regularly (every 13 weeks depending on amount of use) by a competent person.
- Safety checks and all use of the minibus should be logged.

Travel by Planes

In airports identify a suitable base and meeting place which pupils can find. Do not leave baggage unattended. Ensure that the group understand:

- The procedures for boarding an aircraft;
- That they should never carry anything on behalf of others;
- What they are not allowed to take on a plane; What they must not carry as hand luggage;
- The need to cooperate with security measures.

Communication during the visit

The group leader should normally be able to contact the school at any time during the visit. They should also keep a list of contact telephone numbers for parents of pupils, and next of kin of adults, who are on the visit.

In the case of residential visits group leaders should arrange for the parents to be informed of the groups' safe arrival and may wish to issue progress reports in the same way.

Parents should have an emergency contact number they can contact in case of emergency.

Emergency procedure

Despite good planning and organisation there may be accidents and emergencies which will require an on the spot response by the leaders. An accident or emergency is difficult to define but it could range from temporarily lost children, minor injuries or food poisoning, to more serious injury or fatality. A framework for immediate action, lines of communication and responsibility, and procedures for managing the incident over the following hours and days is outlined below.

See Critical Incident Checklist/Emergency Plan

Recognition and accreditation of outdoor activity providers - Licences

The Activity Centres (Young Person's safety Act 1995) requires that anyone who provides, in return for payment, specified adventure activities to young people under 18, must have a licence. The four activities which fall within the scope of the scheme are: Caving, which also includes mines; Climbing, which includes activities such as gorge walking and scrambling; Trekking, which means walking, pony trekking, mountain biking and off-piste skiing in remote open country; Water sports which covers most unpowered craft on specified water

Information should be obtained from unlicensed centres about activity management including staffing, equipment, health, safety, emergencies and insurance.

Learning Outside the Classroom Quality Badge LOTC

[The LOTC Quality Badge](#) provides a national award combining the essential elements of provision - learning and safety - into one easily recognisable and trusted accreditation scheme for all types of learning outside the classroom provider throughout the UK.

This includes museums, art galleries, adventure centres, nature reserves, science learning centres and farms among many other provider types. The scheme is managed and developed by the Council for Learning Outside the Classroom.

Adventurous Activities Licensing Authority (AALA)

Adventure activities licensing ensures that activity providers follow good safety management practices. A license indicates that the provider has been inspected, with particular attention being paid to their safety management systems with young people.

They will have been able to demonstrate compliance with nationally accepted standards of good practice in the delivery of adventure activities to young people, with due regard to the benefits and risks of the activity.

The AALA license only applies to centres which run activities within the scope of the licensing regulations.

If no information can be found regarding a licence, a provider statement must be completed. Sample in policies area of Sharepoint

Expenses

A small amount of the overall cost will be allocated to expenses i.e. coffee etc for staff. Staff are expensed to eat with the children.

Evaluations

Evaluations should be completed by Trip leader and one other member of staff recording all accidents and near misses. EVC will also speak to a couple of children post trip to record any comments. Parents can be emailed to ask for feedback. Forms can be found in policies area of SharePoint.

Monitoring

EVC will continue to monitor trips with desk bases reviews -this will involve checking policies, reviewing paperwork and checking qualifications and field observations – evaluations, participating in trips and attending briefings.

In the event of an incident, evidence will be required to show the process of what was happening in school to prepare and run trips and this can be done by showing EVC went on trips and attended meetings.

Bevendean Policy for trips

A Danes Hill School Risk Assessment form must be completed by the respective Head of Year before any trip. This must be read and signed by all accompanying adults prior to the trip and must also be passed and signed by the Head of Pre-Prep. A copy must then be submitted to the Bevendean office before departure. This copy will be kept for six months. In addition, a Danes Hill Pre-Prep school outing form (See sample below) must be filled in by each class teacher and collated by the Head of Year. These copies must be given to the Head of Pre-Prep and signed before departure. All staff at Bevendean are paediatric first aid trained.

Procedures to be followed when escorting children away from school premises

1. Outings by Coach

- To avoid any confusion, a trip leader should be nominated, usually the Head of Year
- The Head of Year leading the party should complete a pre-visit to check the facilities at the venue prior to the trip, paying particular attention to toilet availability, lunch-time arrangements, set-down and pick-up points
- The Head of Year in charge should have completed the Pre-Prep outing form, issuing copies to all accompanying adults and leaving a complete set of these forms in the Bevendean office
- The Head of Year may purchase refreshments and claim the expenses via Concur
- The Head of Year in charge should carry the telephone number of the school and all other group leaders accompanying the trip
- The Head of Year in charge should contact the school nurse for all children's medical, dietary and emergency contact details
- A letter to the parents of the children concerned should precede the arranged trip by at least a week. All arrangements should be approved by Head of Pre-Prep
- An adult must stand at the door assisting all children entering and leaving the coach. Children must remain seated, with seat belts on, whilst the coach is moving. The adults must spread themselves throughout the coach with at least one member of staff at the back. Children should not occupy the front seats of coaches nor the seat next to the Emergency Exit
- Parent helpers often need guidance in controlling groups of children. Each adult should carry a list of names of the children on the trip, to include the groups, so that stray children can be reunited with their group. Parent helpers must attend a Risk Assessment briefing, sign the risk assessment with the trip leader prior to departure
- Every adult should be made aware of an emergency meeting point, particularly in the case of a museum or theatre visit
- The ratio of adults to children will depend upon the age of the children attending the outing. Children in the Early Years will be supervised according to the EYFS statutory requirements. Children in Year 1 should not be less than 1:10 but preferably greater than this. Consideration must be given to the supervision ratios depending on the activity. In the case of field trips and museums 1:6 is safer and more realistic.
- Children and parent helpers should be made aware that pocket money is not allowed. Parent helpers should be discouraged from buying 'souvenirs' for their group
- Any transport used will be insured, as will the driver of that transport. All DH staff are insured to drive the school minibuses

Outings on Foot

- Inform Head of Pre-Prep that you are escorting a group of children off the premises. Please indicate how long you expect to be and where you are going
- The ratio of children to adults should not be less than 1:11. Consideration must be taken for supervision ratios depending on the activity and risk
- An adult should lead the group, one adult should be at the rear of the group and any other accompanying adults should be placed centrally
- Children should walk in twos, holding hands and be on their best behaviour whilst en route
- When crossing roads, children must walk quickly but not run. The leader of the group must lead the children across the road whilst the adult from the rear of the group stands centrally in the road until all the children have crossed
- Staff are responsible for making children aware of road safety
- On reaching the venue the children should be given strict parameters and they must return to the adults in charge on the whistle

Bevendean

Guidelines for Parents Escorting Groups Away from School

- Parent helpers must attend a Risk Assessment briefing with the trip leader prior to departure, the risk assessment must be signed to acknowledge that this has been read and understood
- Responsibility for all children on the school trip remains that of Bevendean staff. A teacher in charge will be nominated, in most cases this will be the Head of Year
- The teacher in charge will advise parents of the toilet and drinking water facilities available, set-down and pick-up points and times and the emergency meeting point
- The teacher in charge must issue you with a list of names of the children in your care who must remain close to you at all times, this list must include any medical or dietary needs. This is dependent upon the type of outing being undertaken each time
- During outings, parent helpers and their group should remain with a member of staff and their group at all times
- Pocket money is strictly forbidden on school outings, so please do not treat the children to any souvenirs or buy them food or drink
- **Mobile phones must not be used unless in an emergency**
- **Please do not take photos or videos of the children on any personal devices at any time**
- The teacher in charge will advise you of lunch and play arrangements and times. Please adhere to these
- The children are not allowed to eat or drink on the coach
- The children must at all times wear seat belts on the coach
- All Bevendean staff are first aid trained. In the event of an accident, please try to locate a member of Bevendean staff as soon as possible. If this is not possible, please treat the child yourself and inform the teacher in charge of the accident and treatment administered

Danes Hill Pre-Prep School Outing Form

Year Group: Transition & Mini Transition Classes involved: Coach company: Tel. no.: Classes on which coach? Coach 1: Coach 2:	Venue: Tel. no.: Depart school at: Lunch arrangements: Toilet facilities: Meeting Point: Leave venue at:	
Teacher in charge of trip:	School phone number: 01372 842 546	
.ss(es) participating :		
Children's Names:	Children's Names	Teachers and Parents with mobile numbers



Please indicate * which children have any allergies and ensure that the relevant group leader carries with her/him the appropriate medication if necessary.

Please note the following:

Children been informed about the purpose of trip		Date the information letter sent home	
Children been informed of expected behaviour		Insurance Number KSC- 252037 – 2073	
Children informed of risk assessments		Paediatric First Aider:	
Children informed which Teacher is in charge during visit		"Home" contact given details for emergency	
		Adult ratio whilst on trip	

Emergency Plan

Immediate Action

Establish the nature and extent of the emergency Account for the entire party and protect them from immediate danger Call emergency services and render first aid

At the incident

A) Give emergency service details of the Incident, including:

- Time of incident;
- Details of injuries;
- Number of injured;
- Names of injured or missing;
- Action taken;
- Contact number for group leader.

Restrict access by pupils to telephones.

Remove remainder of party to safety and give reassurance and support.

Ensure that a teacher accompanies pupils to hospital. One adult should remain at incident to liaise with emergency services. Advise other groups of the incident and ask them to return to base.

Refer press to the school

DO NOT MAKE STATEMENTS TO THE PRESS

Legal liability should not be discussed. Complete accident forms.

Write report of events, times and contacts while still fresh in the memory.

B) Contact School

Give school contact as much information as possible, to include:

- Time of incident;
- Names of injured or missing;
- Details of injuries;
- Action taken Action to be taken.

Establish lines of communication between Incident - group leader - school.

School contact should inform Head, DFO and EVC.

Head should contact parents of those involved giving a full factual account of incident.

For serious incidents, all the parents should be contacted in order to give reassurance.

Media should be referred to the Press Office.

Legal liability should not be discussed.

Notify insurers which may include emergency assistance.

MISSING CHILD POLICY AND PROCEDURE

EYFS AND MAIN SCHOOL PUPILS

If a child goes missing on an outing;

1. As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
2. One staff member searches the immediate vicinity and any other search area they deem reasonable.
3. The Deputy Head/ Head of Bevendean or another member of the SLT is contacted immediately to report the incident.
4. The lead member of staff on the trip then:
 - a. Checks the Trip Register to confirm that no other child has also gone astray;
 - b. Contacts appropriate external staff (e.g. museum security) to assist and widen search and review CCTV footage if available.
5. If the child has not been located after the above steps, the Deputy Head/ Head of Bevendean or SLT member coordinating the response at school will call the Police and contact the parents/guardian. This contact should be made no later than 20 minutes after the child has been discovered missing, regardless of other checks being completed.
6. The following actions will be taken by the lead staff member:
 - a. Speak to other staff on trip.
 - b. Talk to the pupils who last saw the child.
 - c. In conjunction with the Deputy Head or SLT member coordinating the response, liaise with the Police.
7. Whilst the child continues to be missing, Police will lead any further investigation.
8. Staff take the remaining children back to School or to the accommodation if on a residential trip with a member of staff staying to support with investigation and identification.
9. The SLT carries out an investigation once the Police investigation is completed. A Major Incident Report is completed by them and Governors are informed.

Trips PLANNING SHEET

Main School 2022-23

Author/Reviewer responsible:	Health and safety Officer	Date of Review:	October 2022
Reviewed by:	Health and Safety Committee	Date of Authorisation:	
		Date of next Review:	September 2023

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This policy is applicable to all pupils,
including those in the EYFS

Main School

PLANNING SHEET

Guidelines for the Organisation of Main School Residential Trips		
	Booking	Tick
1	<p>First discuss in outline your proposals with the Head, Deputy Heads or Educational Visit Coordinator (TJC) Complete Application for approval Form.</p> <p>Read Trips Policy to ensure nothing has been omitted from planning</p> <p>The School's policy and procedures will be followed when arranging such activities. The school has noted the Health and Safety on Educational Visits (2018) on legal duties and powers for local authorities, Heads, staff and governing bodies.</p>	
2	<p>Proposed staffing and staff: pupil ratios should be discussed with EVC/Deputy Head Pastoral or Academic and accompanying staff should be deemed competent and at least one first aider must attend. When the trip has been approved in principle, colleagues involved should be approached and consulted as soon as possible. Clearly as much advance notice as possible is essential for colleagues who have family and other commitments. When you consider your staff you should include someone with a formal first aid qualification.</p>	
3	<p>Costing for the trip needs to be carried out with meticulous care and include provision for emergency expenses. Final costings need to be discussed with the EVC, before holding deposits are paid out.</p>	
4	<p>If coaches are required, quotes can be obtained and bookings made by the school secretary. Seatbelts must be worn by all children on coaches. Minibuses must be booked.</p>	
5	<p>Make sure details of the confirmed trip go into the following term's calendar via the Deputy Head Academic</p>	
6	<p>Any proposed swimming or water activities must be discussed and agreed with the EVC before the trip – a consent form must be signed by parents. A copy of the licence for Activities Centres must be requested from centre.</p>	
	Letters to parents	
8	<p>Parents should always be informed by letter about the confirmed trip. It is essential that they receive accurate information concerning the aims and objectives of the trip as well as:</p> <ul style="list-style-type: none"> • Details of clothing to be packed and spending money to be brought. • Consent forms for activities involving risk particularly swimming • Current medical information • Correct contact information • Passport information if necessary • If and when clarions will be sent to parents • Permission requested for emergency medical treatment to be given on trip 	

	All letters to parents regarding trips must be seen by the EVC (TJC) & Deputy Head Pastoral or Academic	
9	Contact addresses and numbers should always be given in writing to parents. It is your decision as to whether you pass on your personal mobile number to parents or not.	
	Before departure	
10	Meetings to brief both children and staff on the forthcoming trip should be held beforehand outlining expected behaviour and risks. It is recommended that any formal meeting involving staff participating in any residential trip is recorded.	
11	The school kitchen must also be informed if children are out for any meal times.	
12	A Danes Hill School Risk Assessment form must be completed <u>before the trip</u> . This document must be passed by the EVC and a copy submitted to the Head's Secretary at least 7 days before departure. It should be updated during the trip.	
13	Estates Director must be notified of departure and return time of coaches etc to ensure school is open.	
14	A list of children going on the trip must be given to the accounts department, EVC, reception and school nurse. Any medical conditions or special educational needs must be highlighted to staff.	
15	Special dietary requirements need to be passed onto the kitchen in your accommodation preferably before you arrive.	
16	Monies required for the trip should be requested from finance department at least a week in advance. Trip insurance documentation will be given to all trip leaders with payment cards.	
	Commencement of trip	
17	On arrival at your accommodation, all fire exits must be checked and an emergency fire drill scheduled before bedtime.	
18	Ensure you always have a contact number for the Head or a member of the SLT who will be your 24/7 contact that can be used in the event of an emergency.	
19	Please only return passports to children once the coach is on the school drive and not before.	
20	In the interest of public relations, it is often worth considering sending a (positive!) report of the trip to parents on your return. This could for example be achieved via the weekly Newsletter or the school website.	
21	Critical incident card with contact details must be carried by all staff at all times.	
22	An evaluation should be completed by trip leader and one other member of staff and filed with EVC.	

Main School Day Outings

Educational trips and outings form an integral part of the curriculum at Danes Hill and are encouraged. The school has a pleasingly full, but very complicated calendar each term. This means that staff have to be very careful about checking availability of dates and colleagues when planning outings. Please note that outings that take children out of classes must be approved in advance. **Therefore, before announcing the outing to any children/parents it is imperative that the following be addressed:**

When undertaking any outing, the following rules **must be obeyed:**

1. Children should normally wear school uniform unless the nature of the trip indicates otherwise. They must be informed in good time.
2. The ratio of adults to children should ideally be 1:10.
3. A roll call, or head count, must be made every time the pupils board the coach or mini bus.
4. Staff must insist on impeccable behaviour when pupils are on view to the public.
5. No food or drink should be consumed on hired coaches or in the school mini buses.
6. When travelling on a vehicle fitted with seat belts, they **must** be used.
7. Risk Assessment must be completed whenever children are taken off-site.
8. Children must not take mobile phones.
9. For Theatre/museum visits – tutor groups or form groups must enter and leave the premises as a group, not leave as a whole year group.