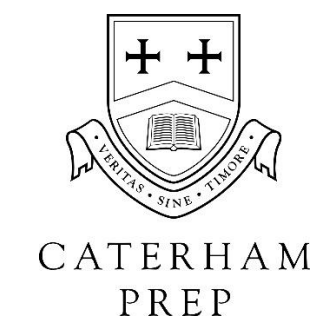
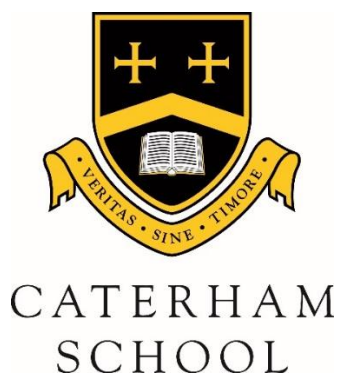


Educational Visits and Trips Policy



Policy Author:

Alex Moore, Assistant Head
(Co-curricular)

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Next Review Due:

September 2024

CATERHAM SCHOOL ETHOS AND AIMS

Inspiring Education for Life

Caterham School is one of the leading co-educational schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be and one in which pastoral care and wellbeing underpin academic, co-curricular and sporting excellence. The majority of our pupils are day pupils but we are also a thriving boarding community, which enriches the educational opportunity and experience for all. We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is in our view an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic achievement alone: it is also about developing a passion for learning, a capacity for independent and critical thinking, self-awareness and resilience, self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators, confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others. In so doing we remain true to our founding Christian principles and values.

Policy Statement

The School places a high value on fieldwork, excursions, visits and organised holidays. Such trips are of enormous benefit. It is a central part of the ethos of the school to provide the opportunity for educational visits and school excursions.

Pupils' physical and moral safety is of paramount concern. The School accepts that trips, visits and outdoor activities cannot be completely without risk but it requires that those staff in charge take all reasonable precautions to protect the health, safety and welfare of pupils and staff, and minimise the risk of untoward or dangerous situations (in accordance with DFE Guidance Health and Safety of Pupils on Educational Visits). This policy (along with the procedures and Risk Assessment) is supported by and works in conjunction with the School's Behaviour and Anti-Bullying Policies, the Safeguarding Policy, Recruitment and Appointment Procedures and is overseen by the Educational Visits Coordinators, who are Alex Moore, Assistant Head Co-Curricular (Senior School) and Ben Purkiss, Prep Head (Prep School).

All lead supervisors of educational visits must be aware of the procedures of the **Critical Incident on a Trip or Excursion** and **Emergency Procedures**, which are found on the final two pages of this document and are drawn from the School's Critical Incident Management Plan.

The Headmaster or the Head of the Preparatory School and Trustees must be satisfied of the competence (training, assessment and experience) of staff to undertake and supervise

the various activities. The lead member of staff will brief all accompanying staff about all aspects relating to the health and safety of pupils accompanying the educational visit or outing. This may include designating specific tasks to specific staff e.g. care of medication. All staff supervising a trip will have undergone a Disclosure and Barring Service (DBS) check, and will be as well informed about the proposed visit as the leader. They will need preparation before the visit.

Equal Opportunities

Every effort will be made to ensure that School journeys, visits and activities are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender, religion etc.

Pupils with Learning Difficulties and Disabilities, Special Educational and Medical Needs

Wherever it is feasible, pupils with learning difficulties and disabilities should be included, whilst maintaining the safety of everyone in the group. Any problems/limitations should be considered at the planning stage and when carrying out the risk assessment. Special attention is made to supervision ratios. Each leader, for information, should hold summary sheets containing details of the pupil/pupils' special needs. Where any pupil currently has a Health Care Plan (drawn up by the Health Centre) this information should accompany the visit. This will include pupils who have allergies that require them to be prescribed an adrenaline auto injector, and pupils who have an asthma condition requiring them to be prescribed inhalers. All pupils who have prescribed adrenaline auto injectors and inhalers are required to take these on any school visit-day, including sporting fixtures, or residential trips, and the teacher leading the trip should carry a spare injector, or inhaler (in the case of a residential trip) for each child to whom this applies. Pupils should not be allowed to accompany any visit without their adrenaline auto injectors/ epipens or inhalers. Group leaders should discuss the visit with parents of those children with special needs to ensure sufficient support is in place for each child and the teacher.

This policy and procedure is informed by:

- a. The School's Health and Safety Policy
- b. Health and Safety advice on legal duties and powers, 2014 (DfE)
- c. Guidance for Health and safety on educational visits (26 Nov 2018 – Gov.uk)
- d. (Standards for local Health and Safety of Pupils on Educational Visits (HASPEV) – Gov.uk, Feb 2014)
- e. National Guidance October 2020 (updated and including Document 4.4K "Coronavirus"), OEAP
- f. Adventure Activities Licensing Regulations <https://www.hse.gov.uk/aala/>
- g. Keeping Children Safe in Education 2023
- h. National Minimum Standards for Boarding Schools 2022
- i. All relevant government advice and regulations concerning Covid-19 current at the time of the visit
- j. It is equally informed by the need to ensure that individual activities and visits are complying with Employer requirements and Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Any planned activity that involves caving, climbing, trekking, skiing or watersports must involve a check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales). Risk Assessments for such activities, as well as the policies, documentation and procedures of Third Party Providers, will be checked by the Head of Outdoor Learning. Providers should also hold an LOfC Quality Badge or similar, or should be subject to appropriate checks as detailed in Health and safety on educational visits guidance, Gov.uk, Nov 18.

School Procedures

Criteria for Departmental Trips

These should have a genuine educational value and/or academic relevance and benefit. Obvious examples would include Geography and Biology Field Trips, Modern Languages trips and Work Experience, History trips to the World War I Battlefields. They can be day or residential trips. There will always be exceptions, but in order to ensure balance and to avoid disrupting the timetable, Heads of Department should in broad terms plan for one whole year group trip per year in each of first, second and third year, one whole year group trip during the GCSE course and one during the A-level course. Within the Prep range, Heads of Department should work with Form Tutors and the Senior Deputy Head and Deputy Head Pre-Prep to ensure a balance to the number and range of trips, with the number for a given year group not generally exceeding one in a given Half Term.

Criteria for Recreational Holidays

There are a number of purely recreational trips that take place during the year. A variety of weekend activities and excursions are provided for boarders. There are also some trips abroad. New recreational trips would be considered.

Planning the Trip

- Day Trips (Senior School): At the earliest opportunity gain the permission of the Assistant Head (Co-curricular) for the trip through an informal discussion
- Day Trips (Prep School) The overwhelming majority of trips are day trips. These are often repeat annual visits aligned to our curriculum and are agreed by SMT before they are accepted onto the termly school calendar. Where new visits are proposed these need to be approved by SMT through a combination of informal discussion and completion of a trip proposal form.
- Residential Trips (Senior School): Trip leaders should propose a trip for an academic year, in the preceding Autumn Term. This proposal is made to the EVC and considered by SMT. Trip leaders are advised as to whether their trip can proceed. Parents are notified of upcoming residential trips in a communication sent out early in the Spring Term, in order to assist with future planning and budgeting. The balance of trips and costs is considered. The Sports Department, both boys and girls, should be asked to plan well in advance. Within a defined period of several years, it would be reasonable for each major Sport (rugby, hockey, cricket, lacrosse and netball) to have one 'long haul' tour and one shorter 'European' tour. A careful balance should be struck to ensure that both junior and senior tours are considered for all major sports and that no age group potentially misses out on

any possibility. Tours should be undertaken which have a reasonable chance of success on the field. The proposed plan should be submitted to SMT.

- Residential Trips (Prep School) There are currently three residential visits involving only Prep School pupils. These are annual repeat trips and approved by SMT on an annual cycle; both are Year 4, 5 and 6 residentials focused on outdoor and adventurous activities and team-building. All are planned for a year in advance and parents are notified so a deposit balance is sought and received. All such visits are well-established and led by staff who have accompanied such trips on numerous occasions. There is a joint Senior/Prep music-based residential visit on which the Head of Music at the Senior School takes the lead; however, there is close liaison with the Prep School Head of Music and Head.

Administration for a Trip

- The documentation concerning administration of trips is contained within the R drive.

The two main documents, The School Trip Template and Guidance to Planning a School Trip are supported and linked to other pertinent documents. Supporting systems used are WisePay and iSAMS.

Fundraising for Tours

Within the parental body, many of whom already make significant sacrifices to pay the fees, there is a finite pool of energy, good will and finance. To continuously make demands on the same group of people is unfair. It is essential that fund-raising fatigue and potential clashes should be avoided.

Principles of Fund-Raising

- Fundraising events organised by the Parents Association take precedence as their aim is to benefit all pupils (i.e. school minibuses, equipment in the Hall) rather than tours/trips which by definition only benefit a limited number.
- School fundraising activities are co-ordinated through the Assistant Head (Partnerships). No fundraising event in school should take place unless it has been agreed by the Assistant Head (Partnerships).
- Fundraising in school should be carried out to support “charitable projects” i.e. not to benefit the students or teachers themselves through fares, kit etcetera. Exceptions to this may include formal ‘enterprise’ projects such as ‘Young Enterprise’ which are fully costed, including insurance and tax.
- There is a great deal to be said for fundraising involving the pupils themselves. They are the chief beneficiaries of an exciting and wide-ranging array of overseas trips and should therefore whenever possible be encouraged to take a lead role in fund-raising. Furthermore, fundraising forms an essential component of the purpose of some trips, such as the trip to Tanzania.

Supervision Levels

There need to be some standard arrangements for this so that the School is confident that:

- a) Legal requirements regarding supervision and safety are fully met
- b) Best Practice guidelines are fully met
- c) Pupils are well cared for
- d) Parents are not unduly subsidising unnecessary staff.
- e) No trip is accompanied by fewer than 2 staff (unless this is deemed appropriate by the EVC and a risk management plan is in place).
- f) Mixed parties contain at least one male and one female member of Staff. If all pupils are over 16, there may be circumstances in which this rule need not apply on a day trip. Equally, it may not apply where a Third Party Provider is involved and provides a tour guide. (Seek advice from the EVC as far in advance as possible).
- g) On all overnight trips involving a mixed group there is to be at least one male and one female member of staff (see above).
- h) Volunteers accompanying residential trips should be DBS checked.
- i) Ten pupils per member of Staff on non-hazardous trips abroad or on residential trips in this country is the guideline.
- j) For day trips in this country the number of pupils to teacher may be higher, but there should never be a ratio of fewer than one teacher per 20 students.

In most cases the travel company gives a standard number of free or subsidised places. (This normally varies from 1:12 to 1:8). If the member of staff organising the trip believes that there is a particular reason for having additional/fewer staff this **MUST** be discussed with the EVC during the planning stage of the trip. An enhanced risk management plan will be required in the case of a higher ratio.

At least one member of staff accompanying the trip should carry a relevant, up to date first aid qualification.

The school's best practice accompanying staff to pupil ratios are:

- a) UK Day Trips 2 : 12, 3 : 24, 4 : 36, etc
- b) UK Residential, Non UK Residential and Day Trips 2 : 10, 3 : 20, 4 : 30, etc
- c) Visits that involve pupils from Reception should have supervision ratios of 1:5, and be accompanied by a qualified paediatric first aider.
- d) Visits that involve pupils in Years 1 to 3 should have a supervision ratio of 1:6 adults to pupils.
- e) Visits that involve Years 4 to 6 should have a supervision ratio of 1:10 adults to pupils.
- f) For Prep School students, residential visits should be at a supervision ratio of 1:10 adults to pupils
- g) For Prep School students, residential visits abroad should be at a supervision ratio of 1:8 adults to pupils.

Financing of Trips

All trips should be self-financing or funded from subject budgets. The financing of trips is overseen by the Finance Bursar.

Safety and Welfare

The Guidance to planning a School Trip and the School Trip Template describe how safety and welfare are addressed when planning a trip. Please refer to these documents.

Behaviour on the Trip

All pupils should observe the highest standards of politeness, courtesy and conduct at all times. Particular care needs to be taken when on public transport or in residential accommodation. Even out of school time pupils are representing the school and should do everything in a way that reflects positively on them as well as on their school. The expectations of good behaviour must be explained to pupils before any trip and reiterated as appropriate. The Trip Leader will be responsible for pupil discipline in accordance with School policy. A member of The Senior Management Team will be available to give advice and to contact parents as necessary. Poor behaviour on School Trips must be reported to the Assistant Head (Co-curricular), or in the Prep School, to the Senior Deputy Head on or before return to School. Pupils must be made aware that there may be further repercussions on their return to School and that they may lose the right to participate in future trips.

Drinking Alcohol

The normal procedure is that pupils should not be allowed to drink alcohol when on School trips. There may however be exceptions to this if pupils are of legal drinking age in both the UK and the destination country, the EVC has been consulted and parents have given written consent.

Smoking

Smoking is not permitted on School trips.

Pupils Sent Home

It should be made clear to parents in advance that if a pupil is sent home for misbehaviour then parents will be expected to cover all costs incurred.

Minibus Trips

Minibuses are booked via the Transport Manager, Capt Michael Jones, via the email transport@caterhamschool.co.uk.

All drivers must meet the school's criteria, including having passed any relevant course overseen by the Transport Manager, before transporting pupils.

A spreadsheet of eligibility for driving a school vehicle is held by the Transport Manager. Please consult the Transport manager or the Assistant Head (Co-curricular) to check your eligibility for driving a specific vehicle.

Pre-departure checks

Although the School Driver is responsible for the maintenance of minibuses, the law directs that the driver is responsible for ensuring that the vehicle is fit for use. Therefore before departure basic visual checks on the vehicle ought to be carried out:

- Lights (including hazard warning lights)
- Tyre pressures and wear
- Fluid levels: oil, brakes, radiator, windscreen washer
- Wipers and horn

If in the driver's opinion the bus is not roadworthy it should not be used and the School Driver should be informed immediately.

Seatbelts

The driver should check that all passengers have correctly adjusted and fastened their seatbelts.

Doors

The driver should check that all doors are properly closed before departure.

Luggage

The driver should ensure that any loose items (bags etc) are safely stowed at floor level and are not blocking the way out of the minibus.

If the minibus has a roof rack, the driver must check that it is secure. It is the driver's duty to make sure that anything stowed on the roof rack is secured safely at all times.

Length of Driving

For all but short journeys, it is strongly recommended that there should be two drivers

After three hours of driving, drivers MUST take a break of at least 20 minutes (except where a relief driver is available)

Speed Limits

Speed limits must be adhered to at all times.

Accidents / Incidents / Vehicle Faults

Any of the above must be reported to the Estates Bursar on returning to school.

Taking a Minibus Abroad

Caterham staff may not drive a minibus outside the UK.

Publicity for Trips

The school can always make use of video clips and photos of trips and tours. If staff wish to borrow the school digital camera they should please see the IT department.

Photographs which might be of sufficient quality for either newsletters or the press should be passed to the marketing department. Staff should not publish photographs or video clips publically without having first checked the permissions given to do so for participating pupils.

Recording and Reviewing

It is the responsibility of the lead supervisor of each trip to report accidents and 'near accidents', sometimes known as near misses. Reviews of each trip and monitoring of good practice should always be shared with the EVC.

If staff are in doubt about any aspect of a school trip they should consult the EVC.

Critical Incident on a Trip or Excursion

The following guidance is given to help Trip Leaders deal with any critical incident occurring off the campus.

- 1) Establish the nature and extent of the incident / emergency.
- 2) Make sure all other members of the party are accounted for and are safe.
- 3) Call the appropriate emergency services.
- 4) If there are injuries, establish their extent and administer appropriate first aid if you have been trained and feel capable. Be aware of consequences that might follow were you to give incorrect treatment. Have regard to your own safety vis-à-vis blood contact.
- 5) Advise other party staff of the incident and of actions taken. Decide, if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.
- 6) Ensure that an adult accompanies any casualties to hospital. If only one adult is available, in the circumstances a decision will have to be reached as to the best course of action.
- 7) Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
- 8) Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for.
- 9) Inform the Headmaster, or failing that the Principal Deputy Head (or Senior Deputy Head for Prep) or Bursar, or a member of the Incident Management Team, as soon as possible. Give full details of the incident including:
 - a) nature, date, location and time of the incident;
 - b) details of injuries, etc;
 - c) names and home telephone numbers of those involved;
 - d) action taken so far;
 - e) telephone numbers for future communication.
- 10) Seek to control pupil use of phones and social media until the school has contacted parents/others directly involved.
- 11) Do not discuss matters with the media.
- 12) Make notes on the incident as soon as possible, and encourage other people involved to do the same. A record should be kept of the names and addresses of any witnesses or people involved.
- 13) Do not discuss legal liability.
- 14) Ensure accident forms are completed as soon as possible.
- 15) Inform parents of any delays that will be necessitated.

**A COPY OF THIS PAGE SHOULD BE CARRIED BY ALL MEMBERS OF
STAFF ACCOMPANYING A TRIP OVERSEAS**

Emergency Procedures

Despite good planning and leadership, unforeseen emergencies, accidents or injuries may arise. The following guidelines are designed to ensure the rapid transfer of accurate information while dealing with the situation sensitively and effectively.

On the Trip

- Inform all members of staff of the problem as soon as possible; clarify the actions to be taken.
- Account for all trip members and ensure their wellbeing.
- Establish the names of people involved in the incident and the nature and extent of any injuries.
- Ensure that any injured people are accompanied to hospital whenever possible by an adult who knows them.
- Clarify with the group what has happened and explain the consequent course of action.

Communications

- Notify the Headmaster and the emergency contact at school immediately.
- Restrict as far as possible pupils' use of mobile phones and social media platforms until the Headmaster and emergency contact at school have been alerted with precise details.
- If possible do not speak to the media until authorised to do so by the Headmaster.
- Do not allow pupils to speak to the media.
- Do not release the names of anyone involved in the emergency until their families have been informed.
- In the case of serious injury or illness the pupil's family must be informed as soon as possible to avoid the possibility of inaccurate rumours and before the news spreads through the media. The contact would normally be made by the Headmaster, the Principal Deputy Head or the pupil's Head of Year depending on the severity of the emergency and the particular circumstances of the case. The School's insurers may also need to be contacted in such circumstances.
- In the event of a death overseas the nearest British Consul should also be contacted as soon as possible. He will inform the F.C.D.O. in London which has a 24 hour open line service.