

St Joseph's College
SCHOOL TRIPS' POLICY

THIS POLICY LINKS WITH:

- **EXPEDITIONS POLICY**
- **FIRST AID AND MEDICAL NEEDS POLICY**
- **HARDSHIP POLICY**

Date of Latest Review:	January 2018
Next Review Date:	January 2020
Policy Available for Staff at:	Website
Policy Available for Parents at:	Website
E. V. C	Mrs C Slattery

INTRODUCTION:

An Off-site Visit is defined as pupils going 'beyond the school gates' to pursue an activity organised through the school. Activities may take place during or after the school day, at weekends or in school holidays and will be educational, curricular or recreational based. All off-site visits must have an educational purpose and pre-determined clear educational objectives.

Safeguarding

The leader of the trip must ensure that all safeguarding procedures are followed. Anyone going on a trip or coming into contact with students on the trip must be DBS checked if the contact is '**frequent**' or '**intensive**'.

Frequent = once a week or more often

Intensive = 3 or more times in a 30 day period

Overnight = at any time between 2am and 6am with the opportunity for face to face contact.

These definitions recognize that the development of a relationship of trust with a child is usually built up steadily over a period of time and is less likely as a result of one-off or spasmodic contact.

SCHOOL TRIPS INVOLVING AN OVERNIGHT STAY

The leader of a school trip involving an overnight stay must ensure the following;

Information Evening:

- ☞ An Information Evening must be held prior to the trip
- ☞ Ensure all students and parents attend
 - Make it compulsory – write it into your initial “trip Information”, and give parents plenty of notice
 - Explain the health & safety procedures with reference to the Health and Safety Policy
- ☞ If someone does not attend, organise to meet parent + student at another time/date
- ☞ Make it clear to parents what free time will be available, and whether students will be allowed social time unaccompanied
- ☞ Explain your Code of Conduct – go through each point
 - Make it clear that parents may be asked to collect their child if the Code of Conduct is broken

Parental Consent:

Parental consent is required for all educational visits; this must be obtained prior to a student leaving on a trip. Parents can give consent for a particular trip when they make payment through 'Parent Pay'. Where parents have not opted in to the 'Parent Pay' system, where payment plans are created or where a student's place is subsidised by the college, a separate parental consent letter will be sent.

Information To Be Collected:

- Take Student and Parent contact numbers and a copy given to emergency school link person
- For a residential visit: issue and collect in medical forms within 7 days of the visit.
- Make sure that important medical details are shared with all staff on the trip

Code of Conduct (this can be altered according to the type of trip):

☞ **As a Student at St Joseph's College**, I agree to abide by the following general rules at all times:

- I will not buy or consume any alcohol during this trip
- I will not buy or use any cigarettes during this trip
- I will not buy or use any drugs during this trip
- I will not go into the bedroom of a student of the opposite sex
- I will be punctual at all times

☞ **On visits**, I agree to behave in a responsible manner at all times – in particular:

- I will listen to instructions carefully
- I will do what is asked of me by the Group Leader
- I will not go to places I have been told not to visit

☞ **In the Hotel:**

- I will report any problem(s) with my room to a member of staff immediately
- I will keep my room tidy
- If I cause damage to Hotel property, I understand that I may have to pay for any repairs

The Code of Conduct should be signed by parents and students

Signing In / Out Book:

☞ If students are allowed out of the hotel without staff, organise a signing In/out book:

- Leave the book at a specified place – ie hotel reception desk
 - Get the students to fill in who is going out and where they are going
- Students to be issued with school mobile number for the trip.

DUKE OF EDINBURGH

The college Duke of Edinburgh coordinator and assessor is Mr Jon Petyt.

The college's nominated person for verification of assessment is Katie Woolliscroft.

St Joseph's College is a directly licenced centre for Duke of Edinburgh. As such, DoE expeditions (and practice expeditions) fall under the category of residential visits and thus follow the college procedures for overnight stays.

In keeping with college policy, prior to students embarking on their first practice expedition, a parents' information evening will be held for each cohort. This evening will encompass all DoE expeditions for the academic year.

Further details regarding Duke of Edinburgh protocols can be found in the college's Expedition Policy.

APPROVAL / NOTIFICATION PROCESS

All trips must have the approval of the Headteacher, who should be satisfied with the purpose, planning and staffing for the proposed off-site activity.

A 'Trips Pack' containing the following documents can be obtained from the finance dept;

- Application form for an out of school journey/trip

- Risk assessment form – to be completed electronically
- Risk assessment guidance form
- Coach booking form
- Trip costing form
- Student consent medical questionnaire
- Emergency telephone numbers
- Insurance details

Once the trip has been approved, the completed pack of forms and information should be passed to the finance office.

Contact details and emergency numbers will be provided by the Finance Office prior to the trip leaving. A final register of the trip should be provided to the finance office either before or after the trip returns in order for final reconciliation to be made.

All trips are then entered onto the LA trips system EVOLVE where they can be approved and verified for safeguarding purposes.

Approval for residential trips and for off-site activities involving hazardous pursuits must also be obtained from the Standards and Support Committee and the LA, 2 months prior to the trip taking place. These activities could include a go-karting, rock climbing or canoeing.

COSTING

The trip leader must check with the venue and obtain costs. The Finance Office will help with costing the trip as far as transport, supply costs etc and calculating a cost per pupil. This cost needs to be stated on a letter to parents, and will also include insurance and contingencies for administration and emergencies. All educational visits will need to be paid for through the 'Parent Pay' system.

INFORMING PARENTS/GUARDIANS

All letters regarding school trips are to follow the standard format (as attached Appendix 1) and are to be sent out via the Admin Office. Any extra information, ie itinerary, can be sent out with this letter.

A parents evening must be arranged if the duration of the proposed trip includes an overnight stay. Health and safety must be discussed at the meeting and a Code of Conduct signed by parents.

Parents must complete a medical Information form for all residential trips (7 days before only), as well as give consent for attendance via 'Parent Pay' or through written communication.

It is not recommended that staff members with children in the school attending residential visits are part of this trip. Permission can only be granted by the headteacher on an individual basis.

PAYMENT

The Finance Office must be advised of numbers for the booking - ie who the trip is for, or if it is on a 'first come first served' basis. Payment schemes for trips should be discussed with the Finance Office and any monies that are paid by students and subsequently paid over to travel companies or venues etc are non refundable.

When costing the trip, insurance and contingency payments should be included.

Parents should be informed of when the payment is a voluntary contribution, and should also be made aware that if insufficient students contribute then the trip may not go ahead. In order to facilitate the payment method of 'Parent Pay', 4 weeks notice is needed when planning any trip.

All trips are to be paid for prior to the departure and any student who is being subsidised by the school must be with agreement of the Headteacher. The Finance Office will notify the trip leader of the students who have not met payment deadlines.

All invoices are to be passed to the Finance Office as quickly as possible to avoid unnecessary delay.

Cash and currency should be ordered through the Finance Office in sufficient time before departure.

- Foreign Currency = one week notice
- Sterling Cash = two days notice

Any unspent cash/currency must be paid back to the Finance Office on return from the trip, together with all receipts.

Where there is a surplus balance on a trip of £10.00 or more, this will be refunded back to parents. Any surplus balance of less than £10.00 per child will be added to the school's Hardship Fund.

SAFEGUARDING CHECK

For residential trips, the trip Leader will meet with the Head of Safeguarding to ensure all relevant documentation is completed and all students with medical conditions are catered for. Students with the most significant medical issues must appear specifically on the trip's risk assessment. A time will be arranged to revisit the risk assessment and any accidents or issues are logged.

For non-residential trips, the Head of Safeguarding will check all college systems and procedures have been followed before the trip is finally verified. Once the trip has returned, a follow up of the success of the trip will be obtained.

FIRST AID

The Trip Leader must ensure that adequate first aid arrangements are made bearing in mind the location and nature of the activity. In a situation where expert medical help is not readily available at least one member of staff should be a competent first aider. All first aid administered must be recorded in the accident book upon return.

CRITICAL INCIDENTS:

A critical incident is when a group undertaking an offsite activity, and a member of the group has been involved in an incidents where a group member:

- Has either suffered a life threatening injury or a fatality
- Is at serious risk
- Has gone missing for a significant and unacceptable period

In such a case the incident should be treated as a 'Critical Incident' and the head teacher Ms Melissa Roberts or the emergency contact for the trip (if residential) be contacted immediately. If the incident occurs during school hours, the school is contacted immediately.

Through the EVOLVE system the school receives critical incident support from the local authority. In any critical incident, the head teacher or emergency contact for the trip will make any necessary contact with the local authority through the system below.

Out of Hours Support: Call 01782 234567

Inform the Operator that you are a Trip Leader and a critical incident has occurred

Provide the Operator with details about the incident, including contact details

Ask 'Stoke on Call' to contact the 'Director on Call'

The Director on Call will contact you to obtain further information and help co-ordinate the city's response

During School Hours: If a Trip Leader requires LA support with a critical incident during school hours, they should call the Director of Children & Young People's Services on 01782 236100.

If the Director is unavailable you will be transferred to the Director on Call or you should call 01782 234567 and follow the above procedure

RECORDING ACCIDENTS:

If an accident occurs it must be recorded in the accident book at the venue. Where ever possible, a photograph should be taken of the completed accident book as evidence. Upon return to school the accident should also be recorded in the school accident book. If the accident resulted in a major injury i.e. fracture, concussion, hospital treatment etc. it is advisable to obtain witness statements. The reason for this is that children have until their 21st birthday to make a claim for compensation, it may be many years until the claim transpires by which time many members of staff who witnessed the event may have left or moved on, making it very difficult to compile the necessary information.

A death or incident where a student is taken to hospital from an accident site must be RIDDOR reported to the HSE (within 10 days).

The EFA and the school insurers must be informed of any RIDDOR reportable incidents.

MEDICINES AND MEDICATION

All medicines should be clearly labelled with name and dosage and handed to the trip leader, except for example, in the case of a student with asthma or anaphylaxis, a prescribed inhaler or epipen should remain with the student. In the event of a trip involving a flight, please check the airlines guidelines for guidance on carrying medicines.

AFTER THE VISIT

A report, either written or verbal, on the visit should be made to the Head of Safeguarding where the risk assessment can be revisited and any alterations/amendments to the risk assessments can be made at this stage if the trip is to be repeated at a later date.

APPENDIX 1

Ref
Date

Dear Parent(s) / Guardian(s)

The following trip has been arranged:

DEPARTMENT:	
TRIP ORGANISER:	
DESTINATION:	
DATE OF TRIP:	
COST OF TRIP:	
DEPOSIT:	
INSTALMENTS AMOUNT + DUE DATE:	
BALANCE DUE:	

ITINERARY ATTACHED: YES NO

Further details of the trip - eg clothing and equipment - will follow at a later date.

Parent Pay is the accepted method of payment. Consent for this trip should be given via the additional option in Parent pay.

All monies paid are non-refundable unless cancellation is due to illness supported by a Doctors note, or if the place can be filled by another student This will exclude the non-refundable deposit

Yours sincerely

ST JOSEPH'S COLLEGE

APPENDIX 2

Ref
Date

Dear Parent(s) / Guardian(s)

The following trip has been arranged:

DEPARTMENT:	
TRIP ORGANISER:	
DESTINATION:	
DATE OF TRIP:	
COST OF TRIP:	
DEPOSIT:	
INSTALMENTS AMOUNT + DUE DATE:	
BALANCE DUE:	

ITINERARY ATTACHED: YES NO

Further details of the trip - eg clothing and equipment - will follow at a later date.

Parent Pay is the accepted method of payment. Consent for this trip should be given via the additional option in Parent pay.

Whilst contributions are voluntary, if insufficient funds are reached to cover costs, the trip may have to be cancelled.

Yours sincerely

ST JOSEPH'S COLLEGE

Pupil Costing Form

Trip	Date			
Code	Trip Leader			
Costing your Journey / Trip - Please complete all red sections, Finance will complete the rest and confirm the cost per pupil				
Teachers Name	No of supply hours needed	Cost = £40 per hour per teacher	Actual cost	For Finance use only
Total Hours per teacher and costing				
Cost of Venue (i.e. Tickets, holidays)		£	:	£ :
Cost of Coach (Please tick type of transport below)		£	:	£ :
Hired Coach				
School Minibus (must have a designated driver - please state below)				
Designated Driver				
Own Transport (please state who's vehicle is being used)				
Other i.e walk				
Insurance @ £1.00 per pupil UK £5 overseas		£	:	£ :
Parent Pay @ 1.29% per pupil		£	:	£ :
Additional Costs if applicable, i.e After hours security, maintenance staff, etc		£	:	£ :
Contingency (please specify)		£	:	£ :

Grand Total of Trip / Journey	£	:	£	:
Number of Students Attending				
Cost per pupil (Total divided by Number of students attending)	£	:	£	:
Actual cost agreed with Finance	£	:	£	:
Checked by Finance		/	/	/

NB :- Free venues, does not mean that a trip is free, there are still costs occurred i.e Insurance, Supply Cover, etc

If a trip is cancelled, Please inform Finance to avoid any costs.

SCHOOL TRIP : CODE OF CONDUCT

As a student of St Joseph's College I agree to abide by the following general rules at all times:

- ↪ I will not buy nor consume any alcohol during the trip
- ↪ I will not buy nor consume any cigarettes during the trip
- ↪ I will not buy nor consume any drugs during the trip
- ↪ I will not go into the bedroom of a student of the opposite sex
- ↪ I will be punctual at all times

On Visits

I agree to behave in a responsible manner at all times - in particular:

- ↪ I will listen carefully to all instructions
- ↪ I will do what is asked of me by the Group Leader
- ↪ I will not go to places I have been told not to visit

In the Hotel:

- ↪ I will report any problem with my room to a member of staff immediately. I will not interfere with any fixtures or fittings in the room.
- ↪ I will keep my room tidy
- ↪ If I cause damage to Hotel property, I understand that I may have to pay for any repairs
- ↪ I will not make any undue noise, or disturb other residents of the Hotel after 11pm

ACTION WILL BE TAKEN AGAINST ANY STUDENT WHO DOES NOT ABIDE BY THIS CODE OF CONDUCT

Student Name:

Student Signature:

**AS A PARENT I UNDERSTAND THAT IF MY CHILD BREAKS THIS CONTRACT,
I WILL BE INFORMED AND MAY HAVE TO ARRANGE TO COLLECT HIM / HER – EVEN ON A TRIP ABROAD**

Parent / Guardian Signature:

Date: