

Off-site Visits Policy (Senior School)

*A copy of this policy is published in the following areas:
The school's website*

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Reviewed by: Zoe Jobling, Director of Co-curricular

A. Introduction

This policy outlines the procedures staff should follow when planning, undertaking and reviewing a trip, whereby a trip is defined as any organised excursion away from school excluding sporting fixtures and Wednesday Afternoon Activities, but including sport fixtures and tours which involve an overnight stay.

The school recognises that if there were to be an accident, the school runs the risk of being found wanting by the Health and Safety Executive. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, some accidents that occur within the auspices of a school must be reported to the HSE. Please see the section on reporting accidents and injuries for further guidance. Official advice and guidance can be found at <http://www.hse.gov.uk/riddor/>.

Staff undertaking trips must also be aware of the relevant sections of the following policies and procedural documents:

- Child Protection & Safeguarding Policy;
- Staff & Volunteers Code of Conduct;
- Health & Safety Policy;
- Vehicle Policy;
- Expenses Policy;
- Behaviour Policy: Rewards & Sanctions

B. Management structure for trips

The Headmaster is responsible for authorising all trips and educational visits, following recommendation from the Director of Co-curricular in their capacity as the Educational Visits Coordinator (EVC).

The main functions of the Director of Co-curricular are as follows:

1. To have oversight of all trips and to ensure that all trips comply with the legal requirements, school policies and best practice procedures;
2. To propose to the Headmaster whether a trip should be approved or not. Approval is granted by the Headmaster after consultation with the SLT. Trips and visits will be considered on their

educational merits, timing within the school calendar, relevance to the year groups involved and, where appropriate, financial value for money;

3. To review the policy annually or when a Post-Trip Review suggests a review of the policy would be prudent;
4. To ensure that staff are adequately prepared to organise and run trips safely, including assisting staff in organising visits, writing Risk Assessments and assisting in organising relevant training. Such support may involve other members of staff, such as the Designated Safeguarding Lead and the Health & Safety Advisor.
5. To hold all relevant documentation, group lists, and Risk Assessments for every trip.
6. For trips involving an overnight visit, or where an accident or incident has occurred, to undertake a Post-Trip Review with the Group Leader and act upon recommendations as required, including instigating a policy review as may be required.

During the planning, undertaking and follow up to a trip, one member of staff will be designated as the Group Leader. In addition, every trip that occurs outside of the normal school operating hours, including overnight, will have two members of SLT nominated as the link senior members of staff for the duration of the trip. This will usually be the Director of Co-curricular and the Deputy Head (Pastoral).

C. Planning a trip

The following sequence must be followed by the Group Leader organising the trip. At each stage of the process the relevant senior member of staff will sign off that section of the Trips Proposal Form (see Appendix for a copy of the form):

1. After consultation with the Director of Co-curricular to discuss the nature and purpose of the trip, year groups involved and possible dates and times, a *Trips Proposal Form* should be completed in as much detail at this stage and submit this to the Director of Co-curricular. This should be done *before* any bookings are made or contact is made with pupils or parents.
2. The Group Leader will then check the date against the calendar with the Director of Co-curricular and the trip will be provisionally entered into the calendar.
3. A *Trip Budget proforma* proposal should then be submitted to the Finance Manager (see Appendix).
4. Only when a *Trips Proposal Form* has been received, SLT will either grant or deny approval based on, but not limited to, the following considerations:
 - Costs;
 - Other calendared events;
 - Cover implications;
 - Nature of the trip;
 - Number of trips already undertaken or planned for that year group in the academic year.
5. Once SLT have granted or denied permission for the trip, the Director of Co-curricular will inform the Group Leader proposing the trip of the outcome. The Headmaster should then sign off the trip as granting approval in principle.
6. If a trip is approved in principle the Group Leader liaises with the Director of Co-curricular, initially drafting a letter to parents and arranging a parents meeting if required, contacting any

external activity providers, confirming transport requirements and costs and identifying any additional training required for staff to run the trip. An itinerary and corresponding Risk Assessment must also be submitted at this stage. If a parents' information meeting is required, this should be organised with the Director of Co-curricular and entered into the calendar.

The Group Leader should liaise with the Assistant Accountant when completing the budget breakdown and all letters to pupils and parents regarding a trip must be approved by the Director of Co-curricular before being sent. Letters sent to parents must go electronically, pupils should not be relied upon to take a paper copy home.

7. When communicating with parents, the Group Leader must ensure that, as a minimum, the following information is shared with parents:
 - Purpose of the trip/educational visit
 - Location/Venue
 - Date
 - Time & location of departure
 - Time & location of return
 - Method of travel
 - Cost
 - Food arrangements
 - Dress
 - Contact number(s)
8. For all overseas trip, a parental information evening should be held prior to the trip departing, in order to discuss the itinerary, transport and accommodation arrangements, H & S arrangements, contact details of staff and emergency SLT contacts and expectations of behaviour from pupils whilst on the trip.
9. If an overnight stay is included as part of the trip, a *Health and Medical Consent Form* must be completed for all pupils **and** staff on the trip.
10. *Risk Assessments* must be completed for all trips. Generic Risk Assessments are available from the Health & Safety Advisor and the Group Leader should complete a specific risk assessment in concert with the Director of Co-curricular. Risk assessments will be checked regularly by the Health & Safety Advisor.
11. For all trips, a copy of all documentation must be submitted by the Group Leader to the Director of Co-curricular at least five working days before the departure date. This will include, but is not limited to:
 - Itinerary, including departure and return times;
 - Summary information list of all pupils and staff on trip, indicating any medical conditions to be aware of;
 - Risk Assessments.
12. The Group Leader must ensure that a copy of the documentation listed below is distributed to the following people prior to the departure date.
 - Front Office: Itinerary, summary information list of all pupils and staff on trip;
 - Group Leader: Itinerary, summary information list of all pupils and staff on trip, risk assessments, health and medical consent forms for pupils and staff on trip, incident report form for completion if required;
 - Other staff on the trip: Itinerary, summary information list of all pupils and staff on trip, risk assessments, incident report form for completion if required;
 - Director of Co-curricular and Deputy Head (Pastoral): Itinerary, summary information list of all pupils and staff on trip, risk assessments;

- Pupils on Residential trips: information booklet to include itinerary, details of any hazardous activities and safety advice, contact details for staff, accommodation and SLT emergency contacts and Pupil Code of Conduct.
13. Two members of SLT will be nominated as the link senior members of staff for the duration of the trip. This will usually be the Director of Co-curricular and the Deputy Head (Pastoral) unless they are unavailable. The senior members of staff assigned to the trip will hold the itinerary, summary information list of all pupils and staff on the trip and risk assessments.
 14. All accidents on the trip must be recorded on the *Trips Accident Report Form* and submitted to the Health & Safety Advisor upon return to school.
 15. The Group Leader should take a copy of the Incident Report Form to use when recording incidents.
 16. After the trip, the Group Leader may be requested by the Director of Co-curricular to complete a *Post-Trip Review Form*. This will be required for all overnight trips and for any day trips where an incident has occurred that requires reporting.

D. Finance

1. **Funding:** All trips should be self-funding unless agreed with the Headmaster prior to advertising to pupils. This will be through departmental and parental contributions as appropriate. In principle, the following guidance will be applied:
 - a. If a trip is a compulsory requirement of a department's educational provision, such as a field trip or other visit, the cost will be met by the department **in full**. This will have been approved by the Deputy Head (Academic) and Finance Manager in the previous financial year and will be part of the departmental budget;
 - b. If a trip is useful, but not essential, for a department's educational provision, the cost will be met by parents, although departments may have had a portion of their budget allocated to partially cover these costs. This will have been approved by the Deputy Head (Academic) and Finance Manager in the previous financial year and will be part of the departmental budget;
 - c. If a trip is not a requirement of a department's educational provision, the cost will be met by the parents **in full**. Such trips should be voluntary;
 - d. If a trip is considered compulsory for a pupil's education, but in instances where the parent cannot afford the expense of the trip, the parent should contact the Headmaster to enquire whether the school may contribute to the cost of the trip, or fully fund the trip. This may result in an application for support to the Friends of Truro School or Truro School Former Pupils Association, at the discretion of the Headmaster.
2. **Organising a school trip:** To obtain the most cost effective prices for trips, where practical all trips should be organised at least one term in advance with notification of the trip and corresponding budgets provided to the Finance Manager. Planning for trips that carry a significant financial cost must have received approval more than a term in advance of the trip. If insufficient time exists between seeking approval for the trip and the proposed dates of the trip, approval may be denied.
3. **Staff Places:** The recommended school staff-pupil ratio will be used to determine how many staff can attend the trip. Details of staff-pupil ratios can be found in the next section of the policy. For the purposes of this policy, these staff will be referred to as 'designated staff' whilst any other staff, family or parents attending will be referred to as 'additional adults'.

Where a tour company or activity provider provides free staff places on a trip these must be allocated to the 'designated staff'. If insufficient spaces are provided by a tour company or activity provider, relative to the school's recommended staff-pupils ratio, the additional places must be budgeted for when submitting the full budget breakdown. Allocation of staff places should be discussed in advance with the Director of Co-curricular.

All staff, both teaching and support, should have the opportunity to attend trips as both 'designated staff' and 'additional staff'. Guidance for Support Staff attending a school trip can be found in the *Support Staff Involvement in School Trips Policy*.

4. **Budgeting for a trip:** All school trips should have a budget pre-approved by the Finance Manager to ensure all costs are covered by either the school's contribution or the pupil charges and the timings of the payments from the pupils covers the costs as they are incurred.

A budget pro-forma should be completed by the trip organiser. Below is a summary of costs and information that should be included: this is not exhaustive and is a guide only.

Cost

- Tour operator cost, including any free places for pupils and designated staff;
- Travel, including service provider (coach company, minibus hire, fuel, airport parking charges). School minibuses should be booked in advance via the normal procedure;
- Accommodation costs;
- Bank charges for overseas payments (can be obtained from the Finance department);
- Meal allowances for the pupils and designated staff;
- Admission charges and so on for planned excursions;
- A contingency should be added to all trip costs (see below for refunds to parents);
- General expenses;
- Payment schedule of costs to ensure the pupil payments cover all outgoing payments prior to them being incurred.
- Possible additional supply/cover cost of staff

Pupil Charges

- Total cost per pupil;
- Payment schedule for each attending pupil including non-refundable deposit;
- Methods of payment (see below).

5. **Cash:** Cash advances are available to 'designated staff'. The amount required, currency and date to be collected from the Finance department should be included on the budget pro-forma. Please note that should any additional foreign currency be required a minimum of one week's notice should be given to the Finance department. Pre-loaded foreign currency cards will be issued where applicable.

Staff must keep all receipts for expenses paid. At the end of the trip a full breakdown of these transactions must be submitted to the Finance office together with supporting documentation. Any remaining money/cheques should be handed back to the Finance department along with the supporting documentation. Expenditure in excess of the cash advance can be claimed via the normal expenses processes. Staff should consult the *Expenses Policy* for guidance on what it is acceptable to claim for.

6. **Pupil pocket money:** 'Designated staff' may be asked to hold pocket money for pupils. A maximum amount per pupil should be set prior to the start of the trip, and this should be communicated to the parents by the Group Leader. A record of all amounts received per pupil

must be kept by the 'designated staff' together with all amounts spent. Pupils must sign for all monies received.

7. **Pupil charges:** Once a trip has been approved by the Director of Co-curricular and a charge per pupil has been agreed with the Finance Manager, the trip can be advertised to the pupils and parents. The approval form completed by the parents giving permission for their child to attend should clearly set out the total cost of the trip and a payment schedule. Alternatively, it may indicate projected costs subject to confirmation at a later date, but payment schedules should be included where possible and appropriate.

Where a deposit is taken it should clearly state in the initial letter to parents that this is non-refundable.

Deposits should be paid for by cheque (made payable to 'Truro School'), credit/debit card payment or bank transfer. The balance of charges should be collected either via the school bill or through a final cheque, credit/debit card payment or bank transfer, as determined by the Finance Manager. Details of how parents can pay are available from the Finance department and must be included in the initial letter to parents advertising the trip. Where possible, the Finance department must be informed at least one term in advance of all pupils attending and the associated cost to be charged. Should one term's notice not be provided charges may not be collected via the school bill and must instead be paid by cheque, credit/debit card payment or bank transfer.

Prior to commencement of any trip the Group Leader should check with the Finance department that all charges have been paid by the attending pupils.

8. **Financial transactions:** All financial transactions in respect of trips must be processed by the Finance department and go through the school's bank account. The Finance department will make payments for all costs relating to the trip and bank any funds received. Each trip will be allocated a separate budget so we are able to monitor income and expenditure.

Where possible, staff must not use their own private bank accounts for any school trip transactions. If it is not possible to raise an invoice, staff may use their private bank accounts for a school-trip transaction once approval has been received by the Finance Manager.

9. **Fundraising and sponsorship:** Should fundraising or sponsorship be sourced for any trip this should be approved by the Director of Co-curricular and advised to the Events Manager prior to any activity being undertaken.

E. Insurance & Licensed Activities

1. The school's insurance provides cover to all pupils and adults who are authorised by the school to be part of that trip. This also includes parents or others who accompany the trip but pay their own expenses. It does not cover parents or others who may 'shadow' the trip but are not authorised as part of the trip. The policy should be checked to ensure cover is appropriate for the trip planned. If in doubt, staff should discuss it with the Bursar. Hazardous activities may not be covered.
2. All 'accompanying adults' must either be DBS or Children's' Barred List checked.
3. Where a trip includes activities that are not covered by the school's insurance policy, additional insurance must be taken out and budgeted for accordingly. In such instances, the Group Leader should check with the Bursar before taking out additional insurance to avoid unnecessary costs.

4. If a trip involves adventurous activities such as caving, climbing, trekking, skiing or watersports with an external provider, the trip organiser must ensure that the provider holds a license from the Adventure Licensing Activities Authority (AALA), as required by the Adventure Activities Licensing Regulations 2004. This requirement is for all trips or activities that occur as part of a school organised activity, which includes boarding activities at the weekends.

F. Staffing

1. **Staff-Pupil Ratios:** Unless agreed in advance with the Headmaster, all trips and educational visits must be accompanied by a minimum of two employees of the school. Staff-Pupil ratios for trips are not specified by law but the recommended ratios are as follows:
 - Day trips within the UK (non-adventurous activities): 25:2, 40:3, 60:4 etc.
 - Overnight trips within the UK: 15:2, 30:3, 45:4 etc.
 - Trips abroad: 10:2, 20:3, 30:4 etc.
 - Adventurous activities (UK and abroad): 10:2, 20:3, 30:4 etc.

The age of the pupils and nature of the trip should be taken into account. For example, a day trip with Sixth Form students may require few staff, but an overnight trip with Sixth Form students with the possibility of 'free time' may require more staff to mitigate against risks. In all instances, the Group Leader should discuss staffing ratios with the Director of Co-curricular.

If a tour or activity provider is being used and the number of free staff places is less than the required number to meet the Staff-Pupil ratio, the cost of additional staff members must be budgeted for in advance.

If a member of staff is accompanying a trip and their child is also undertaking this trip, they cannot be included as a 'designated staff' member when establishing staffing. However, they may accompany the trip as an 'additional adult'.

2. **Gender of staff:** Where possible, supervising staff should be of the same gender as the pupils attending the trip. Where this is not possible, parents must be informed of this in advance and give their consent to allow their child to undertake the trip in these circumstances.
3. **Adults not employed by Truro School:** If an adult is a 'designated adult' and is not employed by the school they must be DBS checked. 'Accompanying adults' must be at least Children's Barred List checked.
4. **Checks needed if students (Truro School or Visiting) are to be billeted out to host families:** If host families are to be used in this country, the main responsible adult in each family will need to be DBS checked. The cost of the DBS check will need to be covered by the trip funds and should be included in the budget. Parents will need to be warned of the checks when signing up for the trip and the DBS checks will need to be completed in good time.
5. **Using host families in Partner schools:** If host families are to be used overseas as part of the accommodation, it is the responsibility of the Group Leader to seek reassurances from staff at the partner school that any host families have undergone similar checks to our DBS checks, or the host school confirms the suitability of the host family.

G. Behaviour on trips

1. On any trip in the UK or abroad, staff should have written checklists of pupil and staff names and contact numbers for them at all times. For any trip that falls outside of the school day, both in the UK and abroad, staff should have a school mobile phone and issue the number to parents prior to the trip and to pupils prior to/at the beginning of the trip. The mobile phone should be booked through the Facilities Assistant prior to the trip and the number be given to pupils, parents and the members of SLT who are the emergency point of contact. In addition, the Group Leader should be issued with a mobile phone capable of accessing the internet, emails and other electronic resources.
2. For trips that involve an overnight stay, a contact card should be issued for pupils and parents that includes the number(s) of the staff running the trip, the number(s) of the accommodation if appropriate and the number(s) of the SLT members acting as the emergency contact.
3. It is the responsibility of the Group Leader to familiarise themselves with arrangements for the evacuation of buildings and to ensure that every pupil and accompanying adult is aware of the necessary drill.
4. Staff must ensure that all pupils are aware of staff expectations about behaviour. Pupils and their parents must always be told in advance that serious breaches of discipline are likely to lead to immediate sending home at the parents' expense. On trips abroad staff must ensure that they have funds available for such repatriation. In these cases the members of SLT assigned to the trip must be informed as soon as possible, and before the decision is taken to repatriate a pupil.
5. The school's policy -'Behaviour Policy: Reward and Sanctions' will apply to all pupils taking part in a school trip including in particular in relation to sanctions and an appeal against a sanction.

The usual school rules concerning behaviour, and in particular smoking, alcohol and drugs, apply on all school trips and this must be made clear in the advance information sent to parents.

Unless prior agreement has been received from the Headmaster, students are not permitted to drink alcohol whilst on a school trip. When in a country where laws on drinking alcohol are different to the UK, and in the case of those over 18, it may be appropriate to allow senior pupils to drink wine or beer, but only in controlled circumstances. Parental permission must be granted in advance of the trip, for example through a consent form. The school reserves the right to enforce a no alcohol consumption rule if individual trip circumstances are deemed to require it.

Pupils' dress regulations must be made clear to them in advance, especially when visiting countries where social or religious sensibilities may be offended through certain manners of dress. They must also be aware that they are representing the school throughout the duration of the trip.

6. If groups of pupils are given permission during a trip to go off without staff supervision they must always be aware of when and where they should report back, and **it is essential** that they know where they can find a member of staff at any time. Pupils must carry the emergency contact details for the trip, usually in the form of a card giving contact details of the member of staff on the trip, accommodation details and the contact details of the members of SLT assigned to the trip.
7. In no circumstances may pupils participate in any hazardous activity without the permission of staff, who must observe school policy where it applies. This should have been planned for

in advance as part of the itinerary and risk-assessed in conjunction with the Director of Co-curricular prior to the trip receiving final approval.

8. If a deviation to the planned itinerary is required whilst a trip is being undertaken, this must be discussed with the members of SLT designated as the emergency contact prior to the deviation occurring. This includes, but is not limited to, a deviation that involves a significant change to the itinerary such as a change to the mode of transport, an unexpected delay to the departure time affecting onward travel and/or accommodation arrangements, or an additional stay in a destination not previously expected, or an unplanned activity that has not been included in the initial risk assessment.
9. All staff must be familiar with the following school policies:
 - Child Protection & Safeguarding Policy;
 - Staff & Volunteer Code of Conduct;
 - Health & Safety Policy;
 - Vehicle Policy;
 - Expenses Policy;
 - Behaviour Policy: Rewards & Sanctions

H. Health & Safety

1. Maintaining the Health & Safety of all people is paramount. It must be considered at every stage of the trip and appropriate control measures applied.
2. Risk Assessment. It is essential that all aspects of the trip are included in the Risk Assessment. It must cover the following points:
 - Use of transport. This should include vehicle suitability and serviceability and driver competence. The Use of School Transport and Minibuses Risk Assessment can be used and provide further information.
 - The journey to the destination. This must include any breaks at Service Stations, accidents and breakdowns and in particular what to do with the pupils in a situation.
 - Waiting in and travelling through transport hubs and public spaces. This could include airports, train stations, ports, underground, public transport, city locations, theatres, museums.
 - Accommodation. This could include fire safety/evacuation, security/intruder protection, general site safety, standard of food.
 - Main activities. To include training/instruction, clothing, equipment.
 - Off duty activities.
 - Terrorist Activities. To include Run, Hide, Tell processes and identify a muster point.
3. Use of Contractors. If you are using a contractor to deliver a service during the trip they must provide copies of their:
 - Public Liability Insurance.
 - Risk Assessments.
 - Method Statements (if applicable).
 - Proof of membership of professional bodies.
 - Staff qualifications.
 - Staff DBS status.

It is also good practice to obtain a reference from another school.

4. Training. All staff going on the trip must have the appropriate qualifications and training and they must be in date. This should consider first aid as well as any activity related requirements.
5. Preliminary visit/recce. If it is possible the leader of the trip should visit the location of the trip in advance so that they have a better understanding of the area and any associated hazards which may not be apparent from Truro.

I. Accidents and injuries

1. A member of staff should be designated as the First Aider and must ensure they have suitable First Aid equipment available to them. A First Aid Kit is available in all school minibuses or can be booked through the medical centre for overnight trips. All injuries must be reported to the Medical Centre (pupils) and the Health & Safety Advisor (adults) upon return to the school.
2. All accidents, injuries or illnesses to pupils and staff requiring medical treatment that surpasses basic First Aid must be reported as part of the Post-Trip Review. In addition, certain injuries must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These include accidents that:
 - i. prevent the person from attending school for more than three days (after the day of the accident);
 - ii. result in death or major injury, which is defined as including:
 - a. “fractures except to fingers, thumbs or toes”;
 - b. “any other injury that results in admission to hospital for more than 24 hours, hypothermia, heat-induced illness, unconsciousness or the need for resuscitation”;
 - c. There are further injuries such as dislocations which must be recorded.

Injuries of these natures must be recorded in the appropriate Accident Record Log, which is held by the Health and Safety Advisor. When the HSE receives such a report, they may inspect the school.

3. The assigned members of SLT must be informed of any serious accidents or injuries as soon as possible.
4. In the event of a serious incident or crisis whilst on a trip, the assigned members of SLT must be informed immediately and the *Emergency Plan* will be instigated. It is important that the Group Leader is made aware of the procedures to be followed by the assigned members of SLT, especially when contact occurs with the media or pupils contact parents or post messages on social media.
5. Any near misses, an episode or incident which occurs which has the potential to cause harm but causes no injury or illness, must also be recorded and reported to the duty SLT member at an appropriate time and be included in any post trip report.

J. Responsibilities of staff and pupils before, during and after a trip

Director of Co-curricular

- To ensure that all trips are undertaken with due regard to the law within the UK and overseas, school policies and best practice
- To ensure that trips that are approved are done so in the context of the nature of the trip, year groups to be involved, position within the school calendar, educational or developmental worth and value for money

- To ensure that appropriate staff are assigned to the trip and are suitably trained, or receive relevant training, to undertake the trip
- To act as the emergency contact member of SLT for parents, pupils and staff throughout the trip, in conjunction with the Deputy Head (Pastoral)
- To ensure all trips are planned for appropriately
- To ensure that prior to departure, all relevant procedures have been completed
- To undertake a Post-Trip review with the Group Leader for all overnight trips or when an incident has occurred on a day trip

Group Leader

- To ensure all pre-trip procedures have been completed appropriately
- To ensure pupils and parents are fully briefed of all aspects of the trip, according to the nature of the trip
- To ensure all supervising adults on the trip are fully briefed on all aspects of the trip, including pupil information
- To ensure the boarding staff are fully briefed if boarders are in attendance.
- To provide the relevant staff with the required information, as indicated above
- To ensure the safety of pupils and staff throughout the trip, through risk assessments prepared prior to the trip and ongoing risk assessments throughout the trip, as appropriate
- To communicate with parents and the member of SLT as required, including when there is a change to arrival and departure times
- To undertake a Post-Trip Review with the Director of Co-curricular if required

Supervising adults on the trip

- To ensure they have completed all pre-trip procedures required of them
- To ensure they are fully briefed on all aspects of the trip, as relevant to them
- To ensure the safety of pupils and staff throughout the trip, through risk assessments prepared prior to the trip and ongoing risk assessments throughout the trip, as appropriate

Pupils on the trip

- To ensure they have completed all pre-trip procedures required of them
- To ensure they are fully aware of all aspects of the trip, as relevant to them
- To ensure the safety of themselves, other pupils and staff on the trip, through being aware of potential risks and risk-avoidance strategies, as well as behaving in a manner in accordance with the school rules and the rules of the trip, as outlined by the supervising staff

Appendix 1 – Trips Documentation



Trips Proposal Form (an interactive version of this form is available to staff in 'staff resources')

(Please complete both sides of this form)

Trip Name:

Year Group(s):

- 1st Year
 2nd Year
 3rd Year
 4th Year
 5th Year
 Lower Sixth Form
 Upper Sixth Form

Department:

From

Click or tap to enter a date.

To

Click or tap to enter a date.

Group Leader:

Person	Details	Notes	Initials
ZJ	Initial approval to undertake planning for trip. What is the educational outcome for the pupils?		
ZJ	Calendar check for proposed dates Provisional inclusion in the calendar		
LKE	Trip budget prepared and initial projected costs approved, including departmental contribution, parental contribution and contingency		
ASGB	Headmaster approval granted in principle		
ZJ	Draft information letter checked, to include dates, times, provisional/actual itinerary, costs, staffing, consent form. House style to be used.		
	Itinerary and detailed RA submitted and discussed		
	Staff ratios, gender and cover requirements confirmed		
ZJ	(if appropriate) Information evening for evening entered into calendar		
ZJ	Approval for letter to parents to be sent		
ZJ	Trip Leader to check medical forms and revisit risk assessment if appropriate. Send out anaphylaxis letter if necessary.		

I am satisfied that the arrangements for this visit have been made in accordance with the above advice and guidelines.

Signed: (Headmaster) _____ Date: _____

Group Leader: Please return this completed pack to ZJ once the letter has been sent out

Purpose of trip	
Destination & brief itinerary	
Details of any hazardous activities	
Tour Operator (if applicable), including contact details	
Transport arrangements (including proposed departure and return times)	
Number of pupils involved (which may be an approximate)	
Adults accompanying (including D1 qualified staff if school minibuses are to be used, and designated first aider)	
Initials of two SLT emergency contacts (ZJ & EKE unless unavailable)	
Are charges involved? If 'Yes', please include a completed Trip Budget proforma	Yes / No
Insurance cover (delete as appropriate)	School's policy Other – please include details relating to adventurous activities not covered by the school's policy

In applying for this educational visit to take place I confirm that I shall follow the Trips Policy (Senior School) when planning and undertaking this trip, including all other policies and guidance named in the Trips policy.

In submitting this proposal to ZJ I have also included:

1. Draft letter to parents
2. Itinerary and Risk Assessment
3. Completed Trip Budget proforma

Signed: (Group Leader) _____

Date: _____

Staff Trip Budget proforma

Name of trip organiser					School minibus required	YES / NO
					Expected mileage	
Name of Trip						
					Foreign currency required	YES / NO
Location					Currency required	
					Value	
Departure date					Date required	
Return date						
					No. of pupils	
					No. of staff	
EXPENDITURE					Staff names (please list below):	
				TOTAL COST		
Travel costs						
Flights						
External minibus/coach hire						
Train						
Underground/Metro/Bus						
Taxi						
Other						
Accommodation						
Food costs (pupils)						
Food costs (Staff)						
Excursions						
i)						
ii)						
iii)						

Other trip expenses							
i) Fuel for hired vehicles							
ii)							
iii)							
iv)							
v)							
Use of School Minibus							
Contingency fund							
(5% of all above expenditure - to be refunded to pupils if not used)				<i>To be completed by the Finance Department</i>			
TOTAL ESTIMATED COST OF TRIP							
COST PER PUPIL							
<i>(Total estimated cost/No. of pupils)</i>							
Signed by trip organiser							
Budget authorisation		Lorraine Evans (Finance Manager)					
Finance trip code							

Staff Health and Medical Consent Form

Name of Trip and dates	
Name of Staff	
Date of Birth	
National Health Number EHIC number (if applicable)	
Next of Kin's address and contact details during trip	Address: Home no.: Mobile no.:
Name, address and contact details of GP	Name: Address: Phone no.:
Have you been in contact with any infectious illness recently?	Yes / No If yes, please give details:
Do you suffer from asthma, hayfever, migraine, fits, fainting or any other illness or disability?	Yes / No If yes, please give details:

Pupil Health and Medical Consent Form

Name of Trip and dates	
Name of Pupil	
Date of Birth	
National Health Number	
EHIC Number (if applicable)	
Parents'/Guardians address and contact details during trip	Address: Home no.: Mobile no.:
Name, address and contact details of GP	Name: Address: Phone no.:
The following should be completed by the parent, or pupil if over 16	
Has the pupil been in contact with any infectious illness recently?	Yes / No If yes, please give details:
Does the pupil suffer from asthma, hayfever, migraine, fits, fainting, bad period pains or any other illness or disability?	Yes / No If yes, please give details:

Is the pupil allergic to anything?	Yes / No If yes, please give details:
Date of last tetanus injection (if known)	
Is the pupil receiving any medical treatment at the moment?	Yes / No If yes, please give details:
Please give details of any other medical information the Group Leader needs to be aware of	
Please indicate if the pupil has any special dietary requirements (if relevant)	
Please indicate whether or not you are happy for the staff to administer proprietary medicine to the pupil	

I CONFIRM THAT I HAVE INCLUDED ALL KNOWN AND RELEVANT MEDICAL INFORMATION.

<p>Pupil's signature (if over 16):</p> <p>Date:</p>
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<p>Parent's signature (parents of pupils of all ages to sign):</p> <p>Date:</p>
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In the event of illness or any accident requiring emergency first aid or hospital treatment I authorise the staff in charge to either administer first aid, or sign on my behalf any written form of consent required by the hospital authorities, if the delay to obtain my signature is considered inadvisable by the doctor or surgeon concerned.

Incident Report Form

Name	Form:
Date and time of Incident:	
Where did it take place?	
Names of any witnesses:	
A brief outline of what happened: (continue on separate sheet if required)	

Has there been previous incidents involving this person/people? Yes/No
If yes how often?

- Once or twice
- Quite a few times
- Regularly

Details

To help us deal with the situation effectively, please do not discuss this with other students. We will tell you when a resolution has been reached. If you don't follow these instructions it could affect the potential outcome

Signed (student)

Date

Recorded by

Post Trip Review Form

Name of Trip and dates	
Group Leader	
Tour Operator (if applicable)	
Please comment on the following aspects of the trip, indicating where you feel there are areas for improvement for future trips	
Organisation and pre-trip planning	
Travel arrangements	
Quality of instruction provided by external operators (if appropriate)	
Quality of equipment provided by external operators (if appropriate)	
Accommodation	
Food	
Evening activities	
Courier or external operator representative	
Details of 'near misses'	
Any other comments	

Group Leader's name:

Group Leader's signature:

Date:

Please submit the completed form to the Director of Co-curricular upon your return to school

Trips Accident Report Form

Name of Trip and dates	
Group Leader	
Tour Operator (if applicable)	
Date and time of accident	
Location	
Description of what happened	
Name of pupil/staff involved in the accident and age	
Nature of injury/injuries	
Treatment provided	
Has contact been made already with the insurers? If so, what action has occurred?	
What further action needs to be undertaken?	

Group Leader signature:

Date:

The completed form should be returned to the Bursar upon return to school, together with details of any claims being made, bills, receipts etc, where appropriate.

Emergency Contact Details

<p>Name and date of trip</p> <p><i>On trip contact numbers:</i></p> <p><i>Accommodation contact numbers:</i></p> <p><i>UK emergency contact numbers:</i> Mrs Jobling (school contact): +447730525259 Mrs Ellison (school contact): +447808731564</p>	<p>Name and date of trip</p> <p><i>On trip contact numbers:</i></p> <p><i>Accommodation contact numbers:</i></p> <p><i>UK emergency contact numbers:</i> Mrs Jobling (school contact): +447730525259 Mrs Ellison (school contact): +447808731564</p>
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Student Contract – Truro School trip to xxx

The following rules are to ensure the safety, security and wellbeing of all parties on the trip to xxx

1. Students must behave in a way that is appropriate and respectful towards the host country's culture. Care should be taken to refrain from causing offence.
2. Students must follow the instructions of members of staff at all times.
3. No alcohol may be consumed on the trip either while travelling to and from the host country, or in the host country itself, unless prior agreement has been received from the school. When alcohol is to be consumed, it must be under the supervision of staff and only by students legally entitled to consume alcohol in the host country.
4. Smoking is forbidden.
5. Students must not possess or use illegal drugs. Students who have received parental permission can administer their own prescribed drugs. If this is the case this should be made clear on the pupil Health and Medical Consent Form.
6. No student is to leave the premises of the accommodation unless permission is given by a member of staff.
7. Students must be in groups of at least three if they are not with a member of staff.
8. Students must speak up if there is a problem. Students should discuss any concerns or problems with a member of staff *before* contacting home.
9. At all times, students are representing Truro School and must behave accordingly, so not to bring themselves or the school into disrepute.

The accompanying staff are not responsible for any student breaking any of the above rules.

Breach of any rule may result in the student being returned to the UK at a cost to the parents.

I agree to abide by the above rules whilst on the Truro School trip to xxx.

Signed (student)..... Date.....

Signed (parent)..... Date.....

