

## Offsite Activities Policy

**Signed on behalf of**  
**The Governing Body:.....**

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## Recommended Good Practice:

- RBWM Offsite and Hazardous Activities Policy and Procedures

## 1. Philosophy

At Furze Platt Senior School we are strongly committed to the value of offsite activities and the contribution they make, not only to students' knowledge and understanding of curriculum subjects, but also their personal development.

A vibrant programme of offsite activities also enables us to meet the aspirations in our school vision statement. In particular it supports our commitment to help students to 'enjoy and value their learning' and to 'have broad horizons'.

The school takes the health and wellbeing of our staff and students very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for students and staff members while out on educational visits and school trips.

Finally, providing a wider range of offsite activities makes an important contribution to students' spiritual, moral, social and cultural development.

## 2. Guiding principles

- All curriculum areas will be encouraged and supported to provide extended curriculum activities, including off site activities, to enhance and enrich students' experience of their subject
- There will be planned opportunities in our curriculum which ensure entire cohorts/year groups have equal access to offsite activities (e.g. through Flexible Learning Days)
- When planning the residential trip programme, the school will ensure a balance between modestly priced opportunities and those which inevitably cost more (see Appendix A)
- The school is committed to supporting access to those students who suffer economic disadvantage and will provide financial support to students in receipt of Pupil Premium.
- All teachers leading or participating in trips will receive appropriate training

## 3. Processes

- All of our processes and procedures conform to the guidelines in the current **RBWM Offsite and Hazardous Activities Policy and Procedures**.
- We have a designated Educational Visits Co-ordinator (EVC) who advises staff, ensures appropriate training and monitors that processes are followed
- All requests to lead offsite activities are submitted to the senior leadership team for prior approval
- The Headteacher is responsible for granting permission for both day and residential trips as well as approving leadership and staffing of these trips.
- All paperwork for residential trips is reviewed and approved by the EVC and the Local Authority Off Site Activities Advisor's team, whose services the school purchases.

## 4. Legal Framework

4.1. This policy has been created with regard to relevant legislation including, but not limited to:

- The Health and Safety at Work etc. Act 1974

4.2. This policy has also been created with due regard to the following guidance:

- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

4.3. This policy should be used in conjunction with the following school policies:

- Complaints Policy
- Behavioural for Learning Policy
- Health and Safety Policy
- Charging and Remissions Policy
- Equalities Policy
- Child Protection and Safeguarding Policy

## 5. Definitions

- 5.1. **'In loco parentis'** means that the group leader of any school trip or educational visit has a duty of care over the students in place of a parent.
- 5.2. **'School trip'** means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes students and staff members off-site.
- 5.3. **'Residential'** means any school trip which includes an overnight stay.
- 5.4. Activities of an **'adventurous nature'** include, but are not limited to, the following:
  - Trekking
  - Caving
  - Skiing
  - Water sports
  - Climbing

## 6. Key Roles and Responsibilities

- 6.1. The governing body is responsible for:
  - The overall implementation of this policy.
  - Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
  - Handling complaints regarding this policy as outlined in the school's Complaints Policy.
  - Ensuring educational trips and visits positively impact on students' lives, teaching them new life skills and providing new experiences.
  - Promoting good safeguarding practices to ensure the safety of students when partaking in extra-curricular trips and activities.
- 6.2. The Assistant Headteacher in charge of Educational Visits and Trips is responsible for:
  - The day-to-day implementation and management of this policy.
  - Appointing an Educational Visits Coordinator and an Outdoor Education and Enrichment Leader, liaising with the LA as necessary to ensure the correct appointment is made.
  - Liaising with the Educational Visits Coordinator, Trip Leaders and communicating information regarding any planned trips to parents where necessary.
  - Liaising with the Headteacher and Deputy Headteacher regarding the organisation of extra-curricular trips and activities, including settling any disputes.
  - Being part of the approval process for extra-curricular trips and activities.
  - Ensuring the Educational Visits Coordinator is competent to oversee the coordination of off-site education, and arranging for training to be undertaken as necessary.
  - Ensuring the Educational Visits Coordinator is checking that all Trip Leaders complete all relevant paperwork, including risk assessments, for extra-curricular trips and activities in a timely fashion.
  - Ensuring Trip Leaders have put suitable safety measures in place prior to each trip or activity.
  - Overseeing the work of the Educational Visits Coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
  - Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.
  - Appointing an appropriate member of staff to be the designated leader of the trip where necessary.
- 6.3. The Educational Visits Coordinator has overall responsibility for:
  - Overseeing all issues and controls regarding extra-curricular activities and trips.
  - Liaising between all appropriate parties, including the school's Outdoor Education and Enrichment Leader, and the local outdoor education adviser, during the planning and organising of extra-curricular and off-site activities.
  - Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.

- Notifying the Outdoor Education and Enrichment Leader, and the local outdoor education adviser, when the necessary paperwork has not been submitted within the expected time frames.
  - Ensuring that Trip Leaders have conducted all necessary risk assessments prior to school trips and educational visits to ensure pupil and staff safety.
  - Liaising with the Trip Leader to ensure an itinerary is created prior to an educational visit or school trip and distributing it to parents and staff to ensure the day is well organised and safe.
  - Ensuring that any problems are raised in a meeting with the Assistant Headteacher in charge of educational visits and school trips.
- 6.4. The designated Trip Leader is 'in loco parentis' and has a duty of care to all students on the trip. They are also responsible for:
- Checking the schedule is free on the school calendar prior to planning an educational visit.
  - Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the Headteacher.
  - Completing all essential documentation for the trip, including risk assessments.
  - Informing parents of the proposed extra-curricular trip or activity six weeks in advance of the trip.
  - Distributing permission slips to parents six weeks prior to the trip and chasing up any permission slips that have not been returned two weeks prior to the trip.
  - Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
  - Delegating responsibilities to other staff members on the school trip.
  - Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the Child Protections and Safeguarding Policy.
- 6.5. Staff are responsible for:
- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
  - Ensuring the safety of the students is maximised throughout any educational visit or activity.
  - Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.
  - Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean and free from litter during the trip.
- 6.6. Students are responsible for:
- Following instructions from staff while on school trips.
  - Not taking their mobile phone or any other device which may have social media capabilities if the Trip Leader decides that they will not be allowed on the trip.
  - Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip.
  - Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
  - Behaving in a manner which matches the ethos of the school, and for following the behaviour rules set out in the school's Behaviour for Learning Policy with regards to this policy.

## 7. Training of staff

7.1. Staff will receive training on this policy as part of their induction.

7.2. Staff will receive regular and ongoing training as part of their CPD.

## **8. Planning School Trips**

- 8.1. Prior to planning a school trip, the following guidance will be read by the organisers:
  - DfE (2018) 'Health and safety on educational visits'
  - HSE (2011) 'School trips and outdoor learning activities'
- 8.2. A thorough risk assessment will be conducted by the Trip Leader during the planning of the trip, to ensure pupil and staff safety.
- 8.3. Adventure activities will always be identified at the planning stage and never added during the trip.
- 8.4. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.
- 8.5. The school will do everything in its power to ensure that all students are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all students.
- 8.6. Where there is a maximum capacity of students for a trip, places will be decided by a drawing names "out of a hat" (Ballot). This will be clearly communicated to parents in a letter home.

## **9. Risk Assessment Process**

- 9.1. Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.
- 9.2. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.
- 9.3. The process is as follows:
  - Identify the hazards
  - Decide who might be harmed and how
  - Evaluate the risks and decide on precautions
  - Record findings and implement them
  - Review assessment and update if necessary
- 9.4. A variety of generalised and amendable risk assessments (OA10) are available in the Educational Visits and School Trips section of FP-online. It may be appropriate to use a trip specific risk assessment depending on the potential risks of the trip.

## **10. Vetting Providers**

- 10.1. When considering external providers for activities, the Educational Visits Coordinator will liaise with the Local Authority Off Site Activities Advisor's Team to check whether they hold either the 'Learning Outside the Classroom Quality Badge', 'STF' or 'AALA' to indicate they meet nationally recognised standards.
- 10.2. If a provider does not hold the badge, the Educational Visits Coordinator will liaise with the Local Authority Off Site Activities Advisor's Team to check the following to ensure they are a suitable organisation to work with:
  - Their insurance arrangements
  - Their adherence to legal requirements
  - Their control measures
  - Their use of vehicles
  - Staff competency levels
  - Safeguarding policies
  - The suitability of their accommodation
  - Any sub-contracting arrangements in place
  - The presence of necessary licences
- 10.3. If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for.
- 10.4. If an organisation does not meet the school's standards, they will not be considered.

## **11. Equal Opportunities**

- 11.1. The school promotes values of equality and does not discriminate against any individual or group of students when organising a trip.
- 11.2. The extra-curricular trips and activities offered to students will provide new experiences and develop life skills.
- 11.3. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Equalities Policy.
- 11.4. Due to the popularity of some extra-curricular trips and activities, the school offers ballot system.
- 11.5. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of students will be subject to formal disciplinary action.
- 11.6. Where possible, students will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.
- 11.7. For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for students who cannot afford the initial fee.

## **12. Safe Use of Minibuses and Seatbelts**

- 12.1. The Facilities Manager is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax.
- 12.2. The driver will have a current driving licence, be aged 21 years or over and have held a full driving licence for at least 2 years in order to drive on a domestic school trip.
- 12.3. Before driving abroad, the Educational Visits Coordinator will contact the LA for guidance on which licence is required.
- 12.4. Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence.
- 12.5. If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle.
- 12.6. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.
- 12.7. The minibus will carry strictly one person per seat and seatbelts must be worn at all times.
- 12.8. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

## **13. Parental Consent**

- 13.1. Parental consent is not generally required for off-site activities that take place during school hours.
- 13.2. Written consent is required for:
  - Activities of an adventurous nature.
  - Residential trips.
  - Foreign trips.
  - Trips outside of school hours.
- 13.3. If preferable and appropriate, parents may complete an annual consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the school holidays.
- 13.4. Separate consent will be sought for trips which require payment.
- 13.5. Parents will be informed of activities by letter or email and will have the opportunity to withdraw their child from taking part.

## **14. Staffing Ratios**

There will be sufficient staff to cope in an emergency and generally. Staffing ratios are very dependent upon a variety of factors: age/maturity of students, nature of the trip and activities involved, level of training and experience of staff, the students on the trip, whether the school group are staying at a centre with external staffing etc. Therefore, the staff to pupil ratios below should only be used as a guide:

- Minimum of two staff for any residential
- Trip Abroad: 1/10
- Other residential: 1/15
- High risk: 1/8
- Day trip visits: 1/20

## **15. Insurance and Licensing**

- 15.1. When planning activities of an adventurous nature in the UK, the Educational Visits Coordinator will check that the provider of the activity holds a current licence.
- 15.2. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place.
- 15.3. Parents will be informed of the limits of any insurance cover.
- 15.4. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
- 15.5. Medical expenses will be recorded and stored in the school office.

## **16. Accidents and Incidents**

- 16.1. In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy.
- 16.2. In the case of accidents and injuries while on a school trip abroad:
  - Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.
  - The first point of contact within the UK will be the designated emergency contact SLT member who will contact the family of the injured person.
  - Students will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
  - The British Embassy/Consulate will be informed.
  - The insurer will be notified.
- 16.3. The Facilities Manager will keep written records of any incidents, accidents and near misses.
- 16.4. Media enquiries will be referred to the Headteacher or, if they are not available, the Deputy Headteacher.
- 16.5. Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack.
- 16.6. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels.
- 16.7. Students and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

## **17. Missing Person Procedure**

- 17.1. The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.
- 17.2. Before embarking on the trip, extensive risk assessments are undertaken in accordance with section six of this policy.
- 17.3. The Trip Leader will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.
- 17.4. When travelling with a pupil with SEND, the Trip Leader will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs in accordance with section 18 of this policy.
- 17.5. Everyone on the trip will be provided with an emergency contact sheet for all members of trip staff who possess a school trip phone, in the event they are unable to locate their group.
- 17.6. All staff members will be required to carry mobile phones with them at all times.



- 17.7. Upon arriving at every venue, the trip leader will identify a rendezvous point where students and adults should go if they become separated from the rest of the group.
- 17.8. Where possible students and staff will wear school branded clothing, in order to make them easily identifiable.
- 17.9. Regular head counts of all students and staff will take place throughout the day to ensure all persons are present at all times.
- 17.10. In the event someone goes missing whilst on a school trip domestically or abroad:
- The trip leader will ensure the safety of the remaining students and staff by taking a register to identify who is missing.
  - The trip leader will immediately identify at least one adult to start looking for the person, this member/s of staff will look for the person until, where necessary, the police arrive.
  - Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
  - If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities, e.g. the British Embassy, will be contacted.
  - If the police are called, the trip leader will contact the designated emergency contact SLT member, or other available member of SLT, back at the school and inform them of what has happened.
- 17.11. If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.
- 17.12. If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the Educational Visits Coordinator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.
- 17.13. If a member of the party has gone missing and is subsequently found, the Trip Leader will:
- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
  - Review whether more registers should be conducted throughout the day.
  - Assess which venues they attend to ensure they are suitable for the group.
  - Make recommendations to the Educational Visits Coordinator to ensure similar incidents can be avoided in the future.

## **18. Students with SEND**

- 18.1. Where possible, activities and visits will be adapted to enable students with SEND to take part.
- 18.2. Where this is not possible, an alternative activity of equal educational value will be arranged for all students.
- 18.3. students with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

## **19. Finance**

- 19.1. The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.
- 19.2. The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:
- Part of the national curriculum.
  - Part of a syllabus for an examination that the pupil is being prepared for at the school.
  - Part of religious education.
- 19.3. Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.
- 19.4. All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.

- 19.5. In the event that the trip is cancelled due to unforeseeable circumstances, it is at the trip leader's discretion (in consultation with the Headteacher) as to whether a refund is given to parents, taking into account the cost to the school, including alternative provision costs.
- 19.6. In the event that a pupil cancels their place on a trip, it is at the Trip Leader's discretion (in consultation with the Headteacher) as to whether a refund is given to parents, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else. Please note that if a refund is offered, a nominal administration fee will be due to cover the Wisepay fees.
- 19.7. The school will take a common-sense approach to refunds and cancellations, ensuring that all students are treated equally.
- 19.8. Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be offered where the excess is greater than £30 per pupil.
- 19.9. Any excess of expenditure will be subsidised by the school overall budget.

## **20. Foreign Trips**

- 20.1. When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.
- 20.2. Validity of passports and visa requirements will be dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.
- 20.3. Staff and students will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.
- 20.4. Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad.
- 20.5. Before the trip, students will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.
- 20.6. Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of students are known at all times.
- 20.7. Staff will check the town/city's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead.
- 20.8. A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.
- 20.9. At the start of the trip, all students and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.
- 20.10. When using external providers abroad, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will make checks in the same manner as Section 10.2 prior to agreeing to use the provider.

## **21. Evaluating Trips and Visits**

- 21.1. Following an educational trip/visit, the Educational Visit Coordinator and the Outdoor Education & Enrichment Leader will meet with the Trip Leader to assess the success of the trip in respect of both educational value and safeguarding effectiveness.
- 21.2. Based on this assessment, recommendations will be made to improve future trips and visits.

## **22. Monitoring and review**

- 22.1. The effectiveness of this policy will be monitored by the Assistant Headteacher in charge of Educational Visits and School Trips.
- 22.2. Any changes needed to the policy, including changes to the programmes, will be implemented by the Senior Leadership Team.
- 22.3. The governing body will review this policy annually.
- 22.4. The next scheduled review date for this policy is November 2020.

## Appendix A - Planning Residential Trips

At Furze Platt Senior School we recognise that residential trips offer a wide range of benefits to students educationally and socially. They broaden horizons, promote engagement through strengthened relationships with adults in a different setting and social and cultural understanding. Our aspiration is for every student to have at least one residential experience whilst at the school.

To ensure we support maximum participation in high quality, well organised trips we will ensure the following:

1. That a calendar of residential trips is published on an annual basis so all parents are aware of the opportunities available and can plan their finances;
2. Where possible and appropriate, departments offering international trips which, by their very nature, are costly, should also run a programme of less costly visits with the UK;
3. Parents will have at least 18 months' notice of a more costly international trip (£500 or more) so that they have adequate time to plan their payments. Parents will be offered the opportunity to pay in instalments for all international trips/ or all trips charging more than £100.

### Timing of residential trips

1. Trips which are an essential part of the curriculum can take place in school time. Colleagues are encouraged to plan smart to minimise teaching time lost in other subjects.
2. Extended curriculum/enrichment trips should take place in school holiday time. If it is necessary to request some school time to enable the trip to take place the reasons for this must be explained clearly to SLT. Colleagues will be informed within 7 days whether the trip can proceed.

### Calendar for approving trips

1. Applications 'in principle' need to be made to SLT by December in the academic year preceding the trip. Applications in principle for 'particularly costly' trips should be made approximately 21 months before the trip – so that parents can be informed 18 months in advance.
2. All decisions for the following academic year will be made by the end of January. Decisions regarding 'particularly costly' trips will have been made before this.
3. A calendar of trips for the next academic year will be published to parents in the last week in January.

## Appendix B - Processes

### TRIPS AND VISITS – DAY / RESIDENTIAL

#### DAY/EVENING TRIPS

A day/evening trip is any trip that takes place within the UK and is not overnight. These trips are internal with no paperwork required to go to RBWM.

#### RESIDENTIAL TRIPS

A residential trip includes any trip that is away for longer than one night, either in the UK or abroad. Trips abroad which last for only one night are also included in this category. These trips require paperwork to go to RBWM.

#### PLANNING

- The initial concept is agreed by line manager/Head teacher
- There is a clear (social) educational rationale for the activity
- The OA1 has been submitted to the EVC (Catherine Johnstone), and agreed by the Advisor
- Pre visits or evidence of potential has been done
- Individual young peoples' needs have been verified and the type of trip and its charging assessed.
- Trip leader should be experienced and qualified and with common sense.
- Ratios – eg Shine 1:3 if necessary / 2:40 for socially confident and adept students – no official limit but needs to be risk assessed and ensure male / female staff appropriate to gender of students
- If trip phone needed please let Catherine Johnstone know
- Advise parents to follow Twitter (@furze\_platt) for travel /info updates
- Costings for the following should be discussed with Mila Coombs:
  - Transport
  - Activities / entry fee (dangerous activities?)
  - Accommodation, does it comply with any DDA needs
  - Food (free lunches for PP students should be arranged with the café in advance) – food allergies?
  - Insurance
  - Clothing (hoodies etc, please see Sarah Hemsley to order)
  - Payment in instalments? Please note, no additional costs should be added in after the initial letter.
  - For PP students costings, please discuss with Emily Satterthwaite
- Initial letter has gone out on the visit (see model letter contents – information evening required?)

#### ONCE GROUP IS ESTABLISHED:

- The viability of the trip is reassessed
- Individual needs are reassessed
- Programme is planned
- OA2 is submitted
- Generic risk assessments read and site/person specific issues added
- Doctors letters attained for those with premedical conditions (see Sarah Hemsley for ECHPs)
- Any issues discussed with insurance
- Young people and parents understand policies of visit
- Medical consent forms
- Clothing, equipment and luggage arranged
- Emergency funding, visa card, insurance arranged
- Set up website / blog / gdrive to save photos – ensure all students have photo consent, share with Catherine Johnstone and Roseanna Chetwood for newsletter and banners

## **DAY/EVENING TRIPS FORM PROCESS**

### **1. DAY-EVENING TRIPS – APPROVAL FORM**

- Complete and e-mail to the relevant Head of Department (HoD) for initial approval.
- Please e-mail to Jacky Phillips for submission to a Senior Leader Team (SLT) meeting for approval.
- Please e-mail this form to Catherine Johnstone once it has been approved by HoD and SLT.

### **2. OA10 - RISK ASSESSMENTS**

Risk Assessment should be completed by a member of staff attending the trip and should be tailored for any specific risks for the trip. You must take reasonable steps to ensure students are kept safe at all times. View the Procedures for Risk Assessments for further information. When complete, these should be sent to Catherine Johnstone.

### **3. OA5 - RECORD OF PARTICIPANTS AND MEDICAL DETAILS**

#### **SIMs report**

E-mail details of students (full names and year groups) attending the trip within the UK to Catherine Johnstone. A completed OA5 - Record of Participants and Medical Details form will then be created and sent to you based on the student list you have provided.

This information is to be stored on a password protected device for the duration of the trip. The school can provide trip mobiles with this information if required.

This information will also be emailed to the Emergency contact. During school hours this is Main Reception and will generally be Andrew Morrison outside of school hours.

#### **WiseMail**

OA4s (Medical details) can be collected electronically through WiseMail, please see Mila Coombs on how to set this up.

#### **Other things to consider...**

A whole school trip spreadsheet is here:

[https://docs.google.com/spreadsheets/d/1feP48vXG\\_5Ppl5oan-6QFSfpxQrLdhFuapa8KnFTEa4/edit#gid=0](https://docs.google.com/spreadsheets/d/1feP48vXG_5Ppl5oan-6QFSfpxQrLdhFuapa8KnFTEa4/edit#gid=0)

Use this to help give an overview when planning your trip and to keep track of progress, a central place for paperwork to be stored.

Letters should be sent through Wisemail. Mila and Jacky can provide templates and send information out re trips. Letters can also be published on the website under > News & Events > Trips and visits – Information and letters

<https://www.furzeplatt.com/page/?title=Trips+and+visits+-+information+and+letters&pid=380>

#### **SUPPORT STAFF:**

Gill Dandridge needs to know for cover.

Jacky Phillips needs to know for calendar.

Catherine Johnstone books coaches / travel and supply trip mobile phone

Mila Coombs can collect payments and medical details via WisePay

Sarah Hemsley orders trip hoodies etc

## RESIDENTIAL TRIPS FORM PROCESS

### 1. RESIDENTIAL – APPROVAL FORM

- Complete and e-mail to the relevant Head of Department (HoD) for initial approval.
- Please e-mail this form to Jacky Phillips for submission to a Senior Leader Team (SLT) meeting for approval.
- Please e-mail this form to Catherine Johnstone once it has been approved by HoD and SLT.

### 2. OA1 - OUTLINE APPROVAL FORM (completed and sent prior to the trip being booked)

Once completed please e-mail to Catherine Johnstone.

This form will be sent back to you with the Outdoor Education Advisor's decision for approval and the requested submission date for the OA2.

### 3. OA2 - ACTIVITY MANAGEMENT (Completed 1 month before the trip is due to set off)

Once completed please e-mail to Catherine Johnstone.

This form will be sent back to you with the decision for approval, the emergency SLT contact for the trip and the requested submission date for the OA3 and list of students attending the trip.

### 4. OA10 - RISK ASSESSMENTS

Risk Assessment should be completed by a member of staff attending the trip and should be tailored for any specific risks for the trip. View the Procedures for Risk Assessments for further information. When complete, these should be sent to Catherine Johnstone.

### 5. OA3 - ACTIVITY SUMMARY and LIST OF STUDENTS ATTENDING (Completed 1 week before the trip is due to set off)

Once completed please e-mail to Catherine Johnstone.

This form will be sent back to you with the decision for approval.

### 6. OA5 - RECORD OF PARTICIPANTS AND MEDICAL DETAILS (Completed 1 week before the trip is due to set off)

An OA5 will be sent to RBWM and emailed to all staff attending and the emergency contacts prior to the trip leaving.

If the trip is taking place in the UK...

#### OA5 - RECORD OF PARTICIPANTS AND MEDICAL DETAILS

E-mail details of students attending the trip within the UK (full name) to Catherine Johnstone. A completed OA5 - Record of Participants and Medical Details form will then be created and sent to you based on the student list you have provided. This information is to be stored on a password protected device for the duration of the trip. Residential trips require that more than one member of staff has access to this information. This information can be collected either through a SIMs report run by the EVC or collected through WiseMail.

If the trip is taking place abroad...

#### OA4 - MEDICAL CONSENT

Parents or carers of students attending any trip abroad must fill in and sign an OA4 medical form.

**The original signed forms must be taken on the trip and kept with a member of staff at all times as the parent/carer's signature allows for hospital treatment overseas.**

Catherine Johnstone needs a copy of this information for the Emergency contact and RBWM.

## **OTHER THINGS TO CONSIDER:**

**Medical** - Medicine forms with medicine should be handed to teachers on the day before the trip departs. Medicines should be in a named, clear bag.

**Passports** - Passports should not be collected and stored by the school. Passport details should be collected through WiseMail and passports brought by the students on the day.

**Outside EU** - If there are any students travelling abroad whose country of nationality (collected through passport info) is from a country outside of the EU they need to be registered with the British Council Website.

<https://www.britishscienceassociation.org/>

**Identification & safety in groups** – hoodies / wristbands in pool etc, hotel / contact / meeting point info (on cards if abroad)

### **Travel procedures to consider:**

- Passports, visas, EHIC cards, non European travellers appropriate p/w
- Transport meets appropriate safety standards
- Travel stops. (All trips organised by school should meet and finish at school except train journeys)
- Transfer procedures
- Food
- Head counts, buddy systems
- Lost person procedures
- Delays, breakdowns, accidents
- Late arrivals
- Sickness, medication
- Insurance may not cover everything expected, please advise parents to check pre-travel

### **Accommodation**

- Sharing the accommodation with others
- Floor plan of accommodation
- Grouping of pupils for accommodation
- Grouping and location of staff
- Fire drill and emergency evacuation – there are secondary exits
- Signing out and in
- Security and assistance at night
- Location of any local hazards (busy roads, crime 'hot spots')
- Pocket money arrangements
- Emergency funds

### **Daily procedures**

- Code of conduct is known by young people and signed by parents
- Daily routines/timetables and staff /young people responsibilities
- Care of accommodation (bedrooms/tents/shared areas)
- Arrangements for the storage and administration of medicines
- Emergency medical procedures are known
- Duty staff are agreed
- Using swimming pools at accommodation
- Mobile phone agreement
- Rooming requests



## Activity procedures

- The daily weather forecast will be assessed against planned activities
- Plan A and Plan B cover all activity contingencies including bad weather
- Groups and supervisors are appropriately matched
- Emergency contact with the group leader
- Remote supervision is adequate
- First aid is available and medical emergency procedures are known to all staff
- Do staff have participant lists?
- Are remote supervision procedures appropriate?
- Are group numbers being checked at appropriate times?
- 'Down time' activities have been properly risk assessed

## Appendix C – Forms



# APPROVAL FORM

# DAY/EVENING TRIPS

This form is to be approved by the Head of Department. **Ideally this should be completed 2 months before the intended trip.** Once approved, this form will be passed onto SLT and the Headteacher for the final approval.

Form completed by (your name):	Date completed:

Description of visit:

Aim of visit:

**Site(s)/location(s) to be visited**

Site Name:	Address:	Postcode:

**Proposed dates of travel**

Departure Date:		Return Date:	
Departure Time:		Return Time:	

Year groups involved:

Proposed Party Leader:

Other proposed members of staff:

Have all members of staff attend the trip had trip training in last 18 months:

**Budget**

Budget must be approved by the Finance team first.

Expenditure:		Income:	
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If hazardous activities are involved, please list them:

**Line Manager Approval**

Name:		Date:	
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Comments:

**Headteacher Approval**

Name:		Date:	
-------	--	-------	--

Comments:

**For Office Use****Cover Requirements**

Date:		Date:		Date:		Date:		Date:	
Pd	Class	Pd	Class	Pd	Class	Pd	Class	Pd	Class
1		1		1		1		1	
2		2		2		2		2	
3		3		3		3		3	
4		4		4		4		4	
5		5		5		5		5	
6		6		6		6		6	

Date:		Date:		Date:		Date:		Date:	
Pd	Class	Pd	Class	Pd	Class	Pd	Class	Pd	Class
1		1		1		1		1	
2		2		2		2		2	
3		3		3		3		3	
4		4		4		4		4	
5		5		5		5		5	
6		6		6		6		6	



# APPROVAL FORM

# RESIDENTIAL

This form is to be approved by the Head of Department. **Ideally this should be completed the academic year before the intended trip.** Once approved, this form will be passed onto SLT and the Headteacher for the final approval.  
 Residential: Foreign – High Risk: This should be completed 12 months before the intended trip. Residential: Foreign – Low Risk: This should be completed 6 months before the intended trip.

Form completed by (your name):	Date completed:

Description of visit:

Aim of visit:

### Site(s)/location(s) to be visited

Site Name:	Address:	Postcode:

### Proposed dates of travel

Departure Date:		Return Date:	
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Year groups involved:

Proposed Party Leader:

Other proposed members of staff:

Have all members of staff attend the trip had trip training in last 18 months:

### Budget

Budget must be approved by the Finance team first.

Expenditure:		Income:	
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If hazardous activities are involved, please list them:

### Line Manager Approval

Name:		Date:	
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Comments:

### Headteacher Approval

Name:		Date:	
-------	--	-------	--

Comments:

### For Office Use

Cover Requirements

Date:		Date:		Date:		Date:		Date:	
Pd	Class	Pd	Class	Pd	Class	Pd	Class	Pd	Class
1		1		1		1		1	
2		2		2		2		2	
3		3		3		3		3	
4		4		4		4		4	
5		5		5		5		5	
6		6		6		6		6	

Date:		Date:		Date:		Date:		Date:	
Pd	Class	Pd	Class	Pd	Class	Pd	Class	Pd	Class
1		1		1		1		1	
2		2		2		2		2	
3		3		3		3		3	
4		4		4		4		4	
5		5		5		5		5	
6		6		6		6		6	



# OUTLINE APPROVAL FORM

# OA1

Please submit to the EVC ([catherine.johnstone@furzeplatt.net](mailto:catherine.johnstone@furzeplatt.net)) at least **8 months before trip departure date**. This form is to be completed electronically; all handwritten forms will be sent back to the trip leader. **Please wait until this form has been approved before any information is given to students/young people or parent/guardians.**

Name of School or Centre:		Form completed by (your name):		Date completed:	
Site(s)/Location(s) to be Visited					
Site Name:		Address:		Postcode:	Contact Number:

Aim of Visit (Educational/Social Education Purposes):

Travel Dates	
Departure Date:	
Return Date:	

Participants	
Possible Number of Students:	
Estimated Age Range of Students:	

Staffing	
Proposed Party Leader:	
Other Staff Members:	

Trip Activities
Proposed Programme:
Any Hazardous Activities involved?

If you are intending to use an external organisation please complete this section:
Organisation Name:
Organisation Website:
Do they have at least £5,000,000 public liability insurance?
Do they have a 'badge' (e.g. AALA, LOTC)?

## Outdoor Education and Visits Advisor Approval and Comments

Name:		Date:		Please send in completed OA2 by:	
Further Comments:					



# ACTIVITY MANAGEMENT PLAN

**OA2**

Please submit to the EVC ([catherine.johnstone@furzeplatt.net](mailto:catherine.johnstone@furzeplatt.net)) at least **6 months before trip departure date**. This form must be completed electronically; all handwritten forms will be sent back to the trip leader.

<b>Name of School or Centre:</b>	<b>Form completed/sent in by (your name):</b>
Furze Platt Senior School	
<b>Proposed Activity:</b>	
Brief outline, for example 'Ski Trip' or 'Home Based French Exchange'.	

## Site/Accommodation Details

Address of hotel, hostel, centre or campsite. If travelling from site to site please list all addresses separately. If an expedition, please state this clearly along with the area in the Site Name column e.g. 'West Brecons'.

Company or main site telephone number, landlines and/or mobiles.

Site Name:	Address:	Postcode:	Contact Number/s:

## Further accommodation details, type of catering, sleeping arrangements and what social space is available for the group:

It is important when taking groups to accommodation such as hotels and hostels that there are arrangements of socialising space so groups can be supervised and not allowed to gather in bedrooms. Rooms used must be adequate for large numbers and, as with the catering and sleeping, suitably equipped with fire escapes. It is also very important that groups can be isolated from the public when it involves sleeping accommodation.

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## What knowledge has been gained of the accommodation site/s, visit or acquired evidence:

See Section [The rationale of off-site activities](#), 2.0.3 Previous usage or advice from other users can be used but it must be in-depth knowledge, with which you could stand up in court and be able to justify.

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## Activity Dates

Beginning and end dates are required. Provide rough timings if possible, for example 'Morning' or 'Evening'.

Departure	Date:	
	Time:	
Return	Date:	
	Time:	

## Possible Numbers Participating

Proposed numbers attending the trip, definitive details must be entered on OA3 – ACTIVITY SUMMARY form.

<b>Total No. of Students:</b>	
<b>Sex of Students:</b>	<b>Male/Female/Mixed</b>
<b>Age Range:</b>	
<b>No. of Staff:</b>	
<b>Sex of Staff:</b>	<b>Male/Female/Mixed</b>

**If any members of staff are taking their own children please fill out the details below.**

Name of Staff:	Name of Student:	Age of Student:



<b>Travel</b>	
<b>Travel Itinerary:</b>	<b>Countries travelled through and visited if abroad:</b>
Itinerary of travel to and from residential/activity sites. (Not the programme of each day's trips out from base.)	Include any 'drive through' countries.
<b>Transport Arrangements. If minibus, whose is it? Whose is the minibus permit?:</b>	
<a href="#">See appendix 7 Transport and Driving Policies.</a>	

<b>Fill this section out if you are using an external organisation</b>	
Tour operators, charities etc. If using an LOtC, STF or AALA centre then name of centre is adequate as the Advisor can check on their authenticity. Any other organisation or planning (self-organised) then minimum public liability insurance, or equivalent, must be in place.	
<b>Name of Organisation:</b>	
<b>What is their Public Liability Insurance? Is it a minimum of £5,000,000?</b>	
<b>Any other relevant information on staffing, procedures etc.</b>	

<b>Activity Details</b>	
<b>Daily Programme:</b>	<b>If this is a self- arranged activity and programme providers are other than Borough Staff, what evaluation has been carried out?</b>
Anything that is not stated in the programme leaves the leader vulnerable if an accident happens on that aspect of the programme, it would be an area potentially without risk planning. Please state in depth what the anticipated programme is to be. If programme cannot be fully stated at time of submitting the OA2 then state when full programme will be sent in.	This is only relevant if the provider is having unsupervised access or the activity is hazardous.
	<b>When was the provider's Policy document or Health and Safety Document looked at?</b>
	This relates to the section directly above.

**At what times will the group be not directly supervised?**

It is quite acceptable that young people can be remotely supervised as long as relevant training and risk assessments have taken place (and parents have been informed that this will be the case). Generally, groups of 3 or more are necessary, particularly if abroad. Areas which provide the most hazard are seaside locations, busy towns, (especially if abroad as traffic moves on the other side of the road and numerous accidents occur from crossing roads and not looking the right way). Places of potential 'temptation' and areas with other groups of young people.

**What is your arrangement for the group when remotely supervised?**

This covers times to meet up - too long and incidents may become serious, too short and objectives may not be achieved. Managing potential problems, what to do in an accident, minimum numbers to break down into etc. and that there will be a member of staff at a set point at all times.

**Trip Information and Communication**

**Information carried by members of staff? OA2/OA3/OA5**

Medical consent forms, copies for other staff etc. if abroad, the original forms need to be taken to hospitals etc. You must also take a translation of the form in the relevant language.

**Do participants carry any information on the visit?**

Examples are given in section, [Preparing young people 2.6.6 and 2.6.7.](#)

**What information is held by external organisation?**

This is if the trip is running on marginal cover and an operator can hold information, e.g. a day trip to Auschwitz with two 6th form students and one member of staff flying with a charitable organisation. The organisation took the relevant information on how to contact the school in the event of an incident. There should be a minimum of two staff under the Policy, but if the organisation holds contact information in the case of the member of staff becoming incapacitated then this is an acceptable risk management for a closed organised trip.

**Expeditions only, what is the Incident Management Plan for activity?**

This is for expeditions where managing an incident will be more complex than calling for an ambulance.

**Parent/Guardian Involvement:**

Any evidence which will aid an inspection showing preparation of planning. Date for Parents' Information Evening/ opportunities for questions. Date for medical/consent forms to be in. Other dates/times of planning points in preparation, e.g. swimming tests, kit check, passport check, E11, training etc.

**Aim of activity, social/educational purpose?**

**Emergency and Contact Details**

**Hospital Details in the Locality**

<b>Hospital Name:</b>	<b>Address:</b>	<b>Postcode:</b>	<b>Contact Number/s:</b>

**If abroad, Consular/Embassy Details**

Anything, which deals with the law in a country, may have to be dealt with through the embassy, particularly in instances of death or imprisonment. In some countries imprisonment can occur in car accidents.

<b>Consular Service/Embassy:</b>	<b>Address:</b>	<b>Postcode:</b>	<b>Contact Number/s:</b>

**First aid available?**

If any of the staff are qualified. It is not a necessity in most trips but will need extra risk management if no one on site is qualified.

**Further relevant information, e.g. whose insurance if not the Borough's?**

Every trip is covered under the school's insurance but if as part of the tour organisation insurance is provided, a decision has to be taken as to which insurance will be claimed against, and stated.

**Who are the leaders from the school on the activity?**

All staff known at submission.

**Name of Staff Members**

**If teaching hazardous activity, what are their qualifications?**

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**Emergency Contact Numbers**

See Procedures for approval and validation of Off-site Activities 2.2.5

EVC to confirm SLT member.

**Trip Leader emergency contact**

**Trip emergency SLT contact**

**Name:**

**Number:**

**Name:**

**Number:**

**School number:**

**RBWM's out of hours emergency number:**

**01628 625308**

**01753 853517**

**Approval and Comments**

**Approved by:**

**Date:**

**Extra Comments:**

**OA3 and student information to be emailed to Catherine Johnstone by:**



## ACTIVITY SUMMARY

# OA3

Please submit to the EVC ([catherine.johnstone@furzeplatt.net](mailto:catherine.johnstone@furzeplatt.net)) at least **6 months before trip departure date**. This form must be completed electronically; all handwritten forms will be sent back to the trip leader. For all activities that are: residential; last more than 24 hours; are taking place outside of the U.K.; in Northern Ireland; includes a journey by sea or air, this form must be emailed to the Outdoor Education and Visits Advisor at least 1 week in advance. It must be accompanied by an OA5.

**Name of School or Centre:**

Furze Platt Senior School

### Emergency Contact Person for Trip

**Surname:**

**First Name:**

**Address:**

**Postcode:**

**Contact Number/s:**

### Site to be Visited

**Site Name:**

**Address:**

**Postcode:**

**Contact Number:**

### Travel Dates

Departure	Date:	
	Time:	
Return	Date:	
	Time:	

### Participants

No. of Female Students:	
No. of Male Students:	
Age Range:	
Total No. of Students:	
No. of Staff:	
Overall No. Attending:	

If any members of staff are taking their own children please fill out the details below.

Name of Staff:	Name of Student:	Age of Student:

### Trip Activities

List all Hazardous Activities Planned:

### Declaration

I confirm that all staff understand and agree to comply with relevant sections of Outdoor Education and Visits Policy.

**Date:**

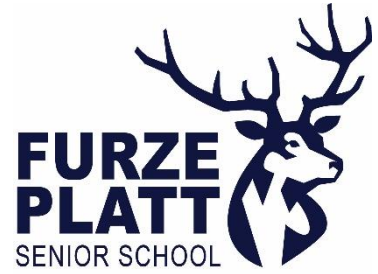
**Party Leader Name:**

**OA4 Medical and Consent Form**

School or Centre: Furze Platt Senior School

**NAME of participant:**  
male/female

**Important:** This form must be completed by the parent/guardian if the participant is under 18 years of age and by the participant if he/she is over 18 years of age.



Address of Participant:

Post Code:  
Date of Birth:  
Telephone No. (inc. STD):

Emergency Contact DURING PERIOD OF ACTIVITY

Name:  
Address:  
  
Post Code:  
Tel. No.  
Alternative Tel. No:  
Relationship to Participant:

DOCTORS name:  
Address:

Telephone No. (inc. STD)

Details of last Tetanus injection date:

Post Code:

OR, have you had one in the last 10 years?  
YES / NO

Please give details of any medical conditions/disabilities, e.g. diabetes, epilepsy or allergies to (e.g.) medication, plasters, etc.

Please give current treatment including medication.

Details of any special dietary requirements.

**STATEMENT**

I ACKNOWLEDGE RECEIPT OF AND UNDERSTAND THE INFORMATION REGARDING THE PROPOSED VISIT/ACTIVITY TO.....AND CONSENT TO THE ABOVE PERSON PARTICIPATING.

I have ensured that my child/ I understand(s) the information for their/my safety and for the safety of the group that any rules and instructions given by staff are obeyed. I undertake to inform the Leader of any changes in the fitness of the participant/myself prior to the date of departure.

I accept full financial responsibility if they/I have to return home before the end of the trip because of inappropriate behaviour.

I am in agreement that those in charge may give permission for the participant/me to receive medical treatment in an emergency.

Signed: Parent/Guardian/Participant

Date.



# RECORD OF PARTICIPANTS AND MEDICAL DETAILS

# OA5

Please submit to the EVC ([catherine.johnstone@furzeplatt.net](mailto:catherine.johnstone@furzeplatt.net)) at least **6 months** before trip departure date. This form must be completed electronically; all handwritten forms will be sent back to the trip leader. **Form to be completed for all offsite and residential activities and to include all participants' details including staff.**

Name of Organisation:		Departure Date/Time:	Return Date/Time:
Emergency Contact Name and Number:			

Surname	First Name	M /F	Participants' Emergency Contact(s)				Medical Details	Medical Contact Details		
			Relation	Name	Address	Number		Medical Practice	Address	Number