



Parkhall Integrated College

Educational Trips and Residentials Policy

To go to BoG 17th September 2019

To be reviewed: September 2022

Rationale

The Parkhall Integrated College encourages staff to organise day and residential trips which have a sound educational base and which offer a wide range of experiences to our pupils. Day and residential trips contribute to the College's aims:- to provide a range of learning experiences both inside and outside the classroom; to encourage the growth of moral, spiritual and cultural awareness so that our pupils may become responsible and tolerant citizens; to provide opportunities to participate in and enjoy a wide range of sporting and leisure activities.

Purpose

The purpose of this policy is to give guidance to staff who are involved in the planning and management of educational trips so that these are successful and safe. The College accepts that it has duties of care with regard to both civil and criminal law, and that teachers accompanying pupils on school visit are acting "in loco parentis". The standard of care that must be applied is that which would apply to a reasonable parent.

The organiser of trips must consider, where appropriate, the "Special Educational Needs and Disability Act 2001" which states that there should be no discrimination against disabled pupils and reasonable adjustments should be made so as not to treat such pupils less favourably.

Guidelines

Staff organising a visit must adhere to the procedures set out in this guide and **MUST** use it in conjunction with the EA Educational Visits Interim Guidance for Schools 2017 (A copy of this is in Private 1 in the folder "Edu Visits Forms&Guidelines" a paper copy is also available from the Principal or Vice Principals.

The procedure for organising such trips will entail

- Circulation of staff inviting them to submit proposals for trips.
- Details of proposed trip submitted to SMT
- Agreement on submissions by SMT
- Brochure prepared advertising proposed trips
- Brochure circulated to pupils and parents
- Interest collated recorded
- Confirmation of trips to SMT
- Final approval given by Principal

ALL INITIAL CORRESPONDENCE TO PARENTS ADVERTISING TRIPS MUST CONTAIN THE FOLLOWING SENTENCE.

"Participation in school trips is dependent on a pupil adhering to the school behaviour policy. The college reserves the right to refuse a pupil who is consistently in breach of the standard of behaviour outlined in this policy."

Transport Hire

Only Mrs P McHenry, Principal's secretary can book buses for trips and visits. Staff should give her details of their requirements well in advance.

Educational Visits

These are an integral part of the curriculum offered at Parkhall and include:

- Day visits - e.g. Farm, Factory, Zoo, Museum
- Day visits involving - e.g. Canoeing, Hill Walking, Orienteering
- Overnight stays at purpose-built residential centres e.g. Woodhall, Bushmills
- Overnight stays at a commercial facility e.g. Hotel, Holiday Centre
- Activity Centre visits e.g. Skiing, Multi-sport
- Overnight Camping
- Duke of Edinburgh Expeditions
- Coursework Projects
- Exchange Visits/Foreign Language Trips

Health And Safety Of Pupils On Educational Visits**Responsibilities For Visits****Approval**

The Principals' agreement must be obtained before a visit takes place. Form SV1 should be completed for ALL visits and SV2 where appropriate.

Principal

- Should ensure that visits comply with regulations and guidelines provided by EA and DENI and with the School's Health and Safety Policy.
- Should ensure that adequate child protection procedures are in place.
- Should ensure that all details on form SV1 and SV2 are adequate and appropriate.

Group leader

- Has overall responsibility for the planning and implementation of the trip.
- Should adhere to the guidelines as detailed in the booklet "Health and Safety on Educational Visits".

Other Teachers

- Should follow the instructions of the group leader and assist with control and discipline.
- Must do their best to ensure the health and safety of everyone in the group.
- Act as any responsible parent would do in the same circumstances.

Adult Volunteers

- Must be vetted.
- Should be clear about their roles and responsibilities during the visit.
- Should do their best to ensure the health and safety of everyone in the group.
- Should not be left in sole charge of pupils unless it has been previously agreed.

Pupils

- Should be clear about the aims of the visit.
- Should be clear about the standard of behaviour expected from them during the visit.
- Should be aware of the extent of participation required by them.

Parents

- Should agree to the visit based on the information given to them.
- Should attend briefing sessions where appropriate.
- Should prepare the child for the visit by reinforcing a code of conduct etc.
- Should provide the group leader with emergency contact information.
- Should declare any medical/psychological information about their child which may be relevant.

Planning Visits

This should be carried out as comprehensively and effectively as possible ensuring that risks are minimized.

Planning should include:

- Risk assessment
- Exploratory Visit – where appropriate
- Facilities/resources required
- Training needs
- Transport arrangements
- Insurance arrangements
- Staffing ratios
- Staffing responsibilities
- Communication with pupils and parents
- Emergency procedures
- Financial arrangements
- First Aid

Supervision

Irrespective of the type or size of the group there should always be ONE person with overall responsibility for the visit.

Ratios

These will vary according to the following factors:

- Sex, age and ability of the group
- Educational or medical needs
- Nature of activities
- Experience of staff
- Nature and duration of the visit
- Type of accommodation
- Requirements of the organization/location to be visited
- Competence and behaviour of pupils
- First Aid cover

Minimum ratios will vary from 1:8 for risk activities; 1:10 for trips abroad; 1:20 for general trips

Parents/Volunteers

- Must be vetted
- Should be carefully selected
- Should never be left in charge

Supervisors' Responsibilities

All adult supervisors should be fully aware of their roles and responsibilities BEFORE going on the visit.

Where risk activities are involved the supervisor must be qualified as required by the NEELB.

Supervisors should carry a list of all members of the group at all times.

Head Counts

These should be carried out on a regular basis as appropriate depending on the size of the group and duration of the trip.

Where the visit is to a densely populated area, then easily identifiable items of clothing may be considered i.e. caps, T-shirts.

Pupils should NOT wear name badges.

A rendezvous point should always be established in case some pupil might become separated from the group.

Remote Supervision

Depending on the age of pupils and the type of visit some time may be unsupervised. This should be established during the planning stage and parents must have agreed to this as part of the condition of the visit.

It is vital that both parents and pupils are fully aware of and accept the ground rules with regard to remote supervision.

Preparing Pupils

Pupils should understand:

- The aim and objectives of the visit
- The background information of the place to be visited
- Standards of behaviour expected from them
- Appropriate and inappropriate personal and social conduct
- Who is responsible for the group
- What to do if approached by someone from outside the group
- Rendezvous points and times
- Emergency procedures including telephone numbers if lost
- Ground rules for remote supervision
- Areas or activities that are out of bounds
- Why safety precautions are in place
- How to avoid specific dangers and why they should follow rules
- Safety rules for getting on and off transport
- Behaviour expected on transport
- Basic foreign words – where appropriate
- Relevant foreign culture and customs – where appropriate

Pupils With Special Educational / Medical Needs

The following factors should be taken into consideration.

- The suitability of the activity
- The capability of the pupil
- The need for additional resources and supervision
- The details of the medical condition
- The details of any medication a pupil may be taking
- Any allergies or phobias the pupil might have
- Dietary requirements
- Toileting difficulties
- Special mobility / transport arrangements

Communicating With Parents

Parents should be informed in writing of any off-site activity or visit unless it is a regular part of the school curriculum about which the parents have already been informed.

Before residential visits parents should be encouraged to attend a briefing meeting where written details of the visit should be provided. These should include:

- Dates
- Objectives
- Transport/travel arrangements
- Accommodation
- Supervision
- Emergency procedures
- Programme
- Standards of behaviour
- Details of host families if appropriate
- Insurance arrangements
- Contact names and telephone numbers

Parental Consent

This should be obtained for:

- Non routine visits
- Adventure/Risk activities
- Residentials
- Remote supervision

Medical Consent

Parents should be asked to agree to the pupil receiving emergency treatment including anaesthetic or blood transfusion as considered necessary by medical authorities.

Planning Transport

In planning transport arrangements the group leader must consider the following:

- Transport legislation
- Supervision on transport
- Hire of coaches
- Licenses and permits
- Use of private cars
- Use of school minibus
- Maintenance and checks of the school minibus
- A member of staff should be responsible for carrying out regular maintenance checks, as outlined in the DFES booklet "Health And Safety Of Pupils On Educational Visits"

Insurance

The groups' leader must ensure that adequate insurance arrangements are in place well before the group departs.

Extra insurance cover may be required to cover the following;

- personal accident
- medical treatment
- personal effects
- cancellation or delay
- repatriation

These policy Guidelines are translated into action through other policies and procedures, for example:

EA Educational Visits Interim Guidance; DFES booklet "Health And Safety Of Pupils On Educational Visits"

Child Protection Policy;

First Aid Policy;

Pastoral Care Policy;

Curriculum Policy;

Appendix 1

This appendix has examples of the Forms to be completed when planning Educational Trips and Visits are in this Appendix. Copies of these forms can be found in Private 1 Policies Folder in a folder called EduTrips&Visits.

- SV1 Trip Proposal Form
- SV2 Approval for Educational Visit
- SV3 Confirmation From Principal
- SV4 Risk Assessment Action Plan
- SV5 Trip Programme/Checklist
- SV6 Parental Consent Form - Residential Visits
- SV6a Parental Consent Form - Day Trips
- SV7 Consent For Swimming / Water Activities Form
- SV8 List Of Participants
- SV9 Emergency Contact Information

**Parkhall Integrated College****Trip Proposal Form - SV1****Teacher in Charge** _____**Total number of adults required for trip** _____**Number of teachers required** _____**Names of teacher who are willing to go on trip**
_____**Number of other adults required** _____**Names of proposed other adults**

_____**Destination** _____**Date/Month** _____ **Cost** _____**Year group(s)** _____ **Numbers involved** _____**Proposed itenary**

_____**Please continue over if required**

**Parkhall Integrated College****Approval for Educational Visit - SV2****Group Leader** _____

This form should be completed by the teacher in charge of the visit and given to the Principal for approval preferably one month before the visit.

Should the planned visit involve a hazard activity (see "Out of School" Booklet Appendix I) or overnight stay then a copy of the Check List should be forwarded to the NEELB for information **at least three weeks before the planned visit**. Should changes be made in the arrangements subsequent to that then the Board should be informed as soon as possible.

1 Purpose of the proposed visit and specific educational objectives:

2 Place(s) to be visited

3 Dates: leaving _____ returning _____**Times: leaving _____ returning _____****4 Transport arrangements - vehicle registration, company;**

SV2 continued**5 Name of organising company/agency (if any)**

6 Proposed financial arrangements

7 Insurance arrangements for all members of the proposed party in addition to Board Policies e.g. travel, insurance, theft.Insurance Company

Type of cover

Policy Number

Name of broker

Address

Telephone number

8 Accommodation to be used:Name

Address

Telephone No:

Name of Warden/Proprietor (if known)

SV2 continued

9 A detailed programme showing times for planned activities sessions etc, should be attached to this form.

Yes _____ No _____

10 Details of any hazardous activity and the associated planning, organisation and staffing

(a) Activity _____

(b) Venue _____

(c) Staff & Qualifications _____

11 Names, relevant qualifications and specific responsibilities of teachers accompanying the party.

NB Mixed groups require mixed staff.

SV2 continued**12 Names, relevant qualifications and specific responsibilities of other adults accompanying the party**

13 Have all staff been registered/vetted

YES _____ NO _____

14 Existing knowledge of places to be visited and if a preliminary visit is required

15 Emergency contact information

Name _____ Tel _____

Name _____ Tel _____

Name _____ Tel _____

SV2 continued

16 Size and composition of the party

Age range _____

No. of Boys _____

No. of Girls _____

Accompanying Adults

Male _____ Female _____

17 Names of pupils with special educational or medical needs

Signed _____ Date _____



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Confirmation From Principal - SV3

To be completed by the head teacher

To the group leader:

1. I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.

a. Please ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least seven days before the party is due to leave.

b. Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns.

Signed: _____ Date: _____

Principal's full name: _____

A copy of the completed application form and details of any subsequent changes should be available for the responsible authority (LEA and/or governing body).

The form may be modified where approval is sought from the governing body or the LEA.



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RISK ASSESSMENT - SV4

Place to be visited e.g. Paris _____

1. Potential hazards

- e.g. * walking in city streets * travelling by ferry
 * loss of passport * unsuitable hotel

2. List groups of people who are especially at risk from the significant hazards you have identified:

- e.g. * pupils * non-teaching staff
 * students * teachers
 * group leader

3. List existing controls or note where the information may be found:

- e.g. * ensure sufficient supervision * know details of consulate
 * clear guidance to pupils * exploratory visit

4. How will you cope with the hazards which are not currently or fully controlled under (3)?

List possible hazards and the measures taken to control them.

5. Continual monitoring of hazards throughout visit:

Adapt plans and then assess risks as necessary

**PARKHALL INTEGRATED COLLEGE****Risk Assessment Action Plan - SV4**

Activity/Situation/Hazard	Action Required	Target Date

Assessment and Action plan prepared by: _____

Date: _____ Next assessment due _____



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Trip Programme/Checklist - SV5

VENUE:

DATE:

Programme:

Day 1.

Day 2 .

Day 3 .

SV5 continued

Items required: (please tick)

Other details including remote supervision where appropriate:

**Parkhall Integrated College****Parental Consent Form SV6 - Residential Visits**

1. Venue : _____ **Date:** _____

I agree to _____ (name) taking part in this visit and have read the information sheet. I agree to his/her participation in the programme described. I acknowledge the need for him/her to behave responsibly and adhere to the conditions agreed.

2. Medical information about your child

a. Any conditions requiring medical treatment, including medication? YES/NO

b. Please detail the type of medication your child may be given if necessary:

c. Is your son/daughter allergic to any medication? YES/NO

If YES, please specify:

d. When did your son/daughter last have a tetanus injection?

e. To the best of your knowledge, has your son/daughter been in contact with _____ any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? YES/NO

If YES, please give brief details:

SV6 continued

I will inform the Group Leader/Head Teacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

4. Declaration

I accept the arrangements and conditions for the above named trip including those for remote supervision. I also agree to my son/daughter receiving medication as instructed, and any emergency dental, medical, or surgical treatment including anaesthetic or blood transfusion as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers:

Work: _____ Home: _____

Home address: _____

Family Doctor:

Name: _____ Telephone number: _____

Alternative emergency contact:

Name: _____ Tel. number: _____

Address: _____

Signed: _____ Date: _____

Full name (capitals): _____

**Parkhall Integrated College****Parental Consent Form SV6a - Day Trips****Trip**_____ **Date**_____

I hereby consent to my son/daughter _____ taking part in the above trip as detailed on the information sheet and accept the arrangements and conditions including those for remote supervision. I note that the group will leave school at _____ and will return at approximately _____

In the event of sudden illness or accident, I consent to any medical treatment which might include the use of anaesthetics or blood transfusion as considered necessary by the medical authorities.

Signed: _____ Date: _____
Parent/Guardian

Contact Tel: _____ Doctor Tel: _____

Photographs may be taken during the trip for publicity and promotion purposes; if you as a parent /guardian OBJECT to your child being photographed please indicate this by ticking the statement below.

I do not give my consent for my child to photographed. _____

Important

List, on the back of this page, any relevant medical information concerning your child's health such as any allergies that he/she may have and in particular any medication he/she may be receiving.

Pupils WILL NOT be allowed to go on the trip if a consent form is not returned.

**Parkhall Integrated College****Consent For Swimming / Water Activities Form - SV7**

Venue: _____ Date: _____

Departure Time: _____ Arrival back at School _____

SWIMMING ABILITY

- Is your child able to swim 25 metres? YES/NO
- Is your child water confident in a pool? YES/NO
- Is your child confident in the sea or in open inland water? YES/NO
- Is your child safety conscious in water? YES/NO

1. I would like _____ (name) to take part in the specified visit and having read the information provided agree to him/her taking part in the activities described.

2. I consent to any emergency medical treatment required by my child during the course of the visit.
Yes / No

3. I confirm that my child is in good health and I consider him/her fit to participate. Yes / No

Signed (parent/guardian) _____ Date: _____

Contact details and telephone numbers:

Full name of parent/guardian(capitals): _____

Work/Home phone number: _____ Mobile number: _____

Home address: _____

Family Doctor:

Name: _____ Telephone number: _____

Alternative emergency contact:

Name: _____ Tel. number: _____

Address: _____

THIS FORM OR A COPY SHOULD BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE RETAINED BY THE SCHOOL CONTACT.

**Parkhall Integrated College****LIST OF PARTICIPANTS - SV8****Trip:****Date:**

Name	Address	DOB	Contact Phone Numbers	Medical Information

Each adult responsible for supervising the pupils should have a copy of this information on the trip and a copy should be left with the Principal.

**Parkhall Integrated College****Emergency Contact Information SV9**

To be completed before the visit. Copies to be held by the Group Leader and School Home Contact.

1. **Name of group leader:** _____

Contact phone numbers: _____

2. **Venue:** _____ **Visit departure date:** _____

3. **Return information:** Date: _____ Time: _____

4. **Group:** Total Number: _____ Adults: _____

5. **Do you have an emergency contact list for everyone in the Group?**

(if no, obtain one. If yes, attach it to this sheet.) YES/NO

6. **Emergency contact information:**

a. During school hours:

School Tel: _____

Other: _____ Tel: _____

b. Out of school hours:

Head Teacher Tel: _____

Other: _____ Tel: _____

c. Travel Company:

Name/Address: _____ Tel: _____

Fax: _____

Company Travel Rep: Name: _____ Tel: _____

Fax: _____

SV9 continued

d. Insurance/Emergency Assistance: _____

Tel: _____ Fax: _____

Hotel: _____

Address: _____

e. Hotel contact (e.g. Rep/Manager): _____

Tel: _____ Fax: _____

Other Emergency Information: _____



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Evaluation SV10

Trip: _____

Group Leader: _____

Number in Group: Girls _____ Boys _____ Supervisors _____

Date(s) of visit: _____

Purpose of visit : _____

Venue: _____

Commercial Organisation: _____

Please comment on the following features:

Feature	Rate out of 10	Comment
The Centre's pre visit organisation		
Travel arrangements		
Content of Education Programme		
Instruction		
Equipment		
Suitability of environment		
Accommodation		
Evening Activities		
Food		
Courier/Representative		

SV10 continued
Other comments:

Signed: _____ **Date:** _____

Group Leader’s full name: _____

To be completed after all ventures and logged in the school’s central records.