



# THE DOWNS

## MALVERN COLLEGE PREPARATORY SCHOOL

### School Trip Planning Procedures

The school believes strongly in the educational value of school trips. Children should be given the opportunity to experience a wide variety of off-site activities whilst at the school. Any visit off-site carries risks and every effort must be taken to reduce the expected risks to a minimum. However, staff must appreciate that a 'risk free' trip is not possible and extreme vigilance must be taken at all times. Parents and pupils must be given as much detail as possible about all trips and each trip must be cleared and signed off by the EVC, Headmaster and, in the case of foreign or more hazardous trips, the Chair of Governors. In some cases all three signatures will be required. The following guidelines should be followed.

No trips shall be arranged without the full clearance of the Headmaster, or Deputy Headmaster, who must approve those staff organizing and attending any trips. The final arrangements and risk assessment must be approved by the EVC. The Chairman of Governors must be informed of any foreign or adventure activity trip.

All school trips are different and require different setting up. The following procedure must be followed in the first instance. This basic framework must be applied but may not cover all the requirements that may need further specialist research. Some, more local, trips will only require the early stages of this process. This process pays due regard to the DCSF publication 'Health and safety on Educational Visits'

#### Research

Once you have decided on the style of journey to be undertaken make detailed checks of the site and or company you plan to use, ie.

- Site visits.
- Questioning on routines.
- Questioning on safety.
- Request copies of qualifications.
- Check sleeping and security arrangements if appropriate.
- Phone other schools who have used them.
- Check with County Council to see if the site or company are approved.
- Provisional risk assessment cleared with EVC. When you know as much as possible, start your information flow to parents. Information about day trips should go to parents at least 2 weeks prior to the excursion. ALLOW AT LEAST 9 months to organize most foreign trips. Parents like to spread payments and children's passports are difficult to acquire.

A sample of letters and procedures follows :

#### Letter 1. Informing parents of trip, to include :

- a. venue.
- b. activities.
- c. dates.
- e. timings.
- f. price.
- g. consent form and signature of parent or guardian.
- h. deposit arrangements and final payment dates.
- i. safety checks that have been made on venue and travel company.
- j. insurance details.



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- k. reply slip.

Most day trips require only letter 1

**Letter 2. Letter confirming child's place on course with confirmation of further payment details (see letter 2).**

**Letter 3. Letter giving latest details and requesting:**

- a. last payment.
- b. full passport.
- c. completed E111 or current equivalent.
- d. insurance details and forms if necessary.
- e. give pocket money details.
- f. medical details and contact number for parents whilst away.

*This letter may give details of final travel arrangements*

**Letter 4. Final departure letter**

This letter must give emergency contact numbers:

- a. at school.
- b. at site.
- c. at travel company.
- d. journey arrangements and packed lunch arrangements, what to wear.
- e. luggage.
- f. pocket money and bank.
- g. valuables.
- h. passports and E111.
- i. medicines and consent to administer.
- j. sun creams.
- k. kit list.
- l. any centre information (see letter 4).

**Before departing on longer or foreign trips party leader must have:**

- a. Risk assessment.
- b. Valid tickets for all stages of journey.
- c. Passport for each child.
- d. E111 or equivalent and relevant medical insurance documents.
- e. List of all group members including staff.
- f. Copy of school emergency procedure.
- g. Normal and emergency contacts for all group members.
- h. Medical consent form for all group members.
- i. Copies of medical notes from Matron.
- j. Medical conditions and medicines for all group members.
- h. Pocket money for all group members.
- k. Copy of travel company and school emergency routines.
- l. First aid kit appropriate to trip (checked & approved by Matron).
- m. Travel sick bags.
- n. Where appropriate, mobile phone(s) for ease of communication.



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All group leaders **must** have copies of :

a, e, f, g, h, j, k

Headmaster **must** have copies of :

a, e, f, g, h, j, k

Emergency contact at school **must** have:

a, e, f, g, h, j, k

### **Expeditions**

#### **SAFETY :**

1. This covers ALL trips with pupils out of the school grounds.
2. The appointed teacher is responsible for the safety of the children.
3. The appointed teacher will ensure that the children are adequately supervised, commensurate with the risks involved.
4. The appointed teacher must instruct other teachers or adults with regard to their duties for the safety of the children and, if necessary, ensure that all adults are adequately trained for the job in hand. All adults including Volunteers must have a CRB check if the trip involves an overnight stay and the adults have any supervisory role. It is not always necessary to CRB volunteers accompanying a day trip. Advice on who should receive a CRB check must be obtained from the headmaster. From October 2009 new regulations from ISA will require that all adults included on a trip will require training on child protection issues. This will be particularly pertinent to 'exchange style' events.
5. The appointed teacher will ensure that he/she knows the whereabouts of all children on the trip.
6. Mobile phones and/or walkie talkies should be carried by all members of staff and, if possible, volunteers who accompany trips.

The following pages give examples of the information and planning required for three different styles of trips. Whilst not wanting to prescribe exactly what is placed in letters or planning notes, they do act as a useful aide memoir and cover a minimum requirement.

APR 11/08