



Trips & Visits Policy

1. Aims

Runnymede College recognises the significant educational value of visits and activities which take place away from the immediate school environment and believes that staff should be encouraged to organise and take students on school trips to:

- stimulate the mental, emotional and physical development of the student
- enable a student to spend time intelligently and happily sharing experiences with others
- enable the student to acquire resourcefulness, initiative and self-reliance
- fulfil the requirements of the curriculum

Runnymede College encourages trips linked to all aspects of the curriculum; academic, sport, music, art and theatre, cultural, social and volunteering. All trips will be appropriate and relevant to the age group and the needs and development of the students participating.

The school is committed to equal opportunities and will make every effort to ensure that these activities will be available and accessible in some form to all who wish to participate or are required to take part. This will be irrespective of their special educational or medical need, ethnic origin, sex or religion. All students are entitled to participate, and:

- good accessibility does not always mean the same activity, but it is important that all students participate alongside their peers.
- where integration is not possible the alternative activity must be of equal value and meaningful for the student.

2. Objectives

- To ensure all Health and Safety requirements are met
- To identify the roles of group leaders, Educational Visits Coordinator (EVC), supervising staff and students and parents
- To detail the procedures required when organising and during a school trip
- To identify the standards expected from all the staff and students participating in school trips

3. Roles of Responsibility

Our system is based on everyone concerned understanding and using this policy and the procedures set out by the school.

3.1 Child Protection and Safeguarding: All staff involved in a trip have a responsibility for child protection and safeguarding. The Headmaster, EVC, Group Leader and Supervisors must all recognise their responsibilities in relation to official school outings. Specifically for:

- Evaluating the suitability of any adult that will come into contact with the group (Headmaster & Group Leader). No person shall be left in charge of any students unless

their suitability has been guaranteed by a recognised body (eg. monitors in a centre for A-Level coursework in the UK).

- Ensuring that children on official school outings are not exposed to situations in which there is a risk of physical or emotional abuse (Headmaster, Group Leader and Staff). Our pupils should feel safe at all times when in our care. We need to encourage them to express their worries, and we must take the necessary action in order to dispel them. All staff must be alert to possible situations and cases of abuse, and refer concerns to the group leader or a senior member of staff.

3.2 The Headmaster

During school hours, or on organised school activities off the premises, the ultimate responsibility for all of the pupils at Runnymede College lies with the Headmaster. He must satisfy himself that an adequate risk assessment has been carried out, that appropriate safety measures are in place, and that the supervising staff are equipped and trained to carry out their roles.

The Headmaster should ensure that the group leader has the necessary skills and competence to lead the people in his charge, and monitor the potential risks that could be encountered during the visit.

The Headmaster will also ensure that:

- anyone who is accompanying the group from school (non teacher supervisors, eg. parents) are appropriate people to supervise children;
- the group leader is aware of child protection/safeguarding issues (see below), especially in relation to people who may come into contact with the group (eg. monitors, instructors, guides, etc);
- the ratio of adult supervisors to children is correct;
- the mode of transport is appropriate;
- travel times out and back are known including pick-up and drop-off points;
- an appropriate risk assessment has been completed;
- there is adequate and relevant insurance cover;
- The school office has the address and phone number of the visit's venue and has a contact name;
- a school contact has been nominated (if not the Headmaster) and the group leader has details;
- the group leader, staff supervisors and nominated school contact have a copy of the agreed emergency procedures;
- there is a contingency plan for any delays including a late return home;
- parents can contact their child via the school contact and the group leader in the event of a home emergency;

3.3 Education Visits Coordinator (EVC)

The booking, administration, sending of letters, finance, billing and collection of documents is the responsibility of the EVC and the School Accounts Department. This includes:

- Help and support for staff in the planning of trips and in following school policies;
- Booking of buses, accommodation, flights etc.
- Instruct all new staff on the procedures of the Trips & Visits Policy;

- Ensuring all parents have signed consent forms on the Parent Portal;
- Ensuring parents have an overview of the trip itinerary;

3.4 Group Leader

The group leader is approved by the Headmaster, and has the responsibility of 'Duty of Care', which is:

- A duty to act in a professional capacity at all times;
- To have a responsibility for all students in their care throughout the entire trip;
- To safeguard the health and safety of students both on the school premises and in authorised activities elsewhere;

The group leader should:

- abide by the planning procedure outlined in the Trips Policy;
- ensure no pupils with behaviour concerns or with concerns around academic effort are invited on the trip
- undertake an appropriate risk assessment of all activities;
- effectively communicate key safety information to supervising staff and students;
- let other teachers/supervisors know what the trip entails and clearly define each adult's role;
- discuss and agree an acceptable code of conduct with both the accompanying staff and the students to promote good behaviour, consider asking pupils to sign;
- ensure parents are provided with emergency school contacts (in and out of hours);
- ensure that pupils have necessary documentation for travel;
- obtain photocopies of all documentation/health insurance cover;
- ensure all supervising staff are aware of child protection/safeguarding issues (see below) including pupils' special educational or medical needs; If medication is required by a student, the group leader will ensure that details are received from parents (via the consent form) and the leader will either look after the medication, or delegate this responsibility to another supervisor;
- ensure that adequate first-aid provision will be available;
- be aware of the available local emergency services and have the associated telephone numbers, including those supported by the school's insurance provider;
- ensure that the school office has up-to-date trip information including: a list of pupils attending the trip; mobile phone numbers of all the trip supervisors; the address and telephone number of the trip venue where possible;
- have the means to contact emergency services and/or the school contact at all times. A mobile phone will be provided by the school for the group leader;
- ensure that group supervisors and the school contact understand the school's Missing Pupil Policy and have a copy of the Emergency Procedures (see below);
- consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;

3.5 Supervising staff:

The Headmaster must be satisfied that any adults wishing to accompany a trip or visit are "responsible adults".

All staff accompanying a trip have a duty of care to the students. They must provide welfare, support and supervision throughout the visit and exercise the same level of care as would a reasonable and careful parent. Supervising staff should:

- follow the instructions of the group leader;
- help with pupil supervision and maintenance of appropriate pupil behaviour;
- consider stopping the visit or the activity, notifying the group leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable;
- be aware that it is important that they keep in mind that, although their participation and support for school trips is appreciated, teaching staff must also consider the impact of their absence on the delivery of the curriculum to the classes they teach;
- non-teacher supervisors should not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;

3.6 Pupils:

The group leader should communicate trip expectations to students and parents before (and during) the trip. They must make it clear to pupils that they must:

- follow the instructions of the leader and other supervisors including those at the venue of the visit;
- not take unnecessary risks;
- dress and behave sensibly and responsibly and understand that school polices still apply when away from the school site;
- abide by the code of conduct of the outing, if applicable (e.g. mobile phone rules);
- be sensitive to the other adults or children who coincide with them at a given venue;
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it;

Note: Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit, or continuing on the visit. Students with behavioural concerns must be discussed with the Headmaster in the planning stages.

3.7 Parents:

All parents have a responsibility to:

- read and understand the trip information and sign the relevant consent form(s) on the Parent Portal;
- provide relevant information regarding their child, including identification documents (where relevant) contact details and medical information;
- For international trips parents will have to obtain travel authorisation from the police. Speak to the EVC for guidance.
- in the case of a trip being obligatory, if a parent does not want to allow their child to take part, he/she must make his/her wishes clear in writing to the relevant member of staff/ Headmaster;
- organise and fund the transport home of a child whose behaviour whilst on the trip contravenes school policy or is considered to be a danger to themselves or the group.

Policy Review:

Reviewed and revised Aug 2024

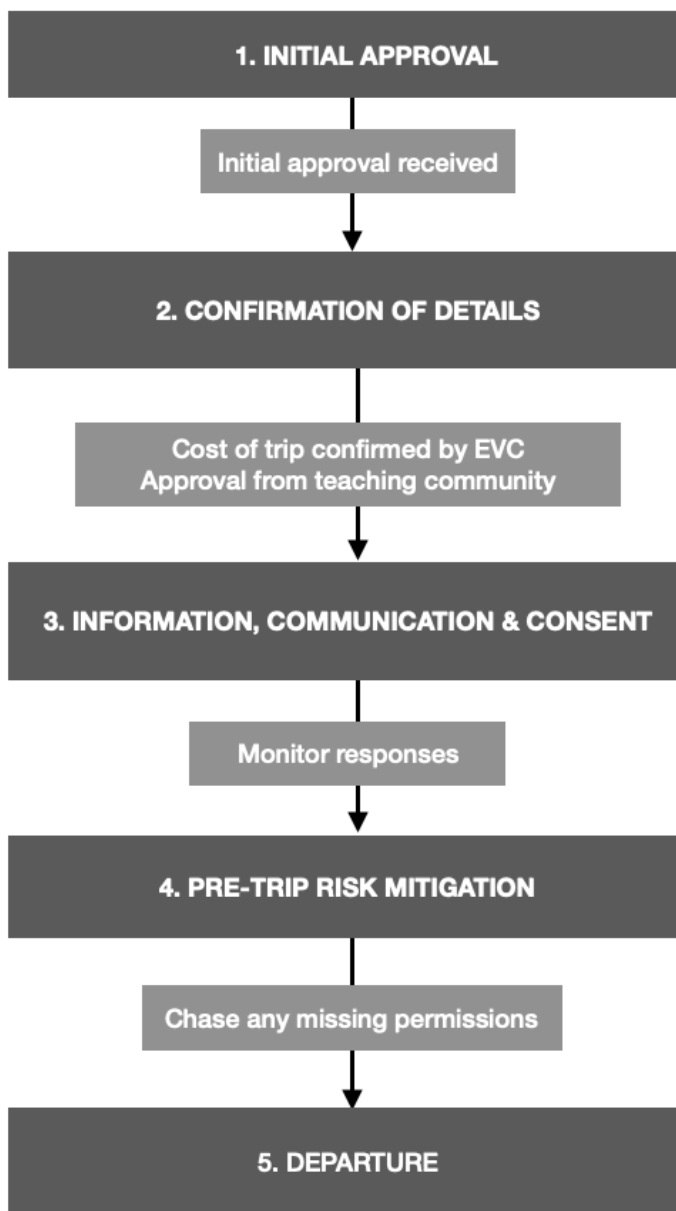
Next review Aug 2025

This policy should be read alongside the following:

- Trip Planning Procedure
- Runnymede College School Rules
- Promotion of Positive Behaviour Policy
- Safeguarding & Child Protection Policy
- Staff Handbook and Code of Conduct
- Missing Pupil Policy



Trips & Visits Planning Procedure



1. INITIAL APPROVAL

- The Headmaster, SLT & EVC must be informed of any proposed outings at the earliest possible opportunity before any bookings are made, at least a term in advance.
- **Section 1 of the Trip Planning Form** should be completed and emailed to the Headmaster, SLT & EVC This includes key information about the purpose, value and timings of the trip. (See appendix).

2. CONFIRMATION OF DETAILS

- Once initial approval has been received, trip timings and logistics must be communicated to Heads of Year & Heads of Department via Slack to ensure minimum disruption to the delivery of the curriculum.
- Depending on the nature of the feedback at this point, the trip organiser would either confirm to the Headmaster, SLT & EVC that the trip is going ahead (via e-mail), or consult with them as to possible solutions to issues that have been pointed out.
- **Section 2 of the Trip Planning Form** should be completed (see appendix) and sent to EVC as soon as possible, so that firm bookings can be made and best prices attained.
- All staff should be made aware of the timings, students & staff involved on the trip via Slack. This must happen at least 7 school days before (day trips) or 17 school days before (residential) the event.

Notes:

- Priority will be given to previously established trips and those which are compulsory for the delivery of syllabus content, such as coursework field trips.
- Outings scheduled to take place either in the evening, at weekends in term time or during the holidays will be looked upon favourably.
- Group leaders and accompanying staff members should bear in mind that although whilst it is difficult to create a quota for trips for pupils and teachers, it is important that disruption of classes does not interfere with the delivery of the curriculum in a particular year group. All trips should be scheduled so as to affect the minimum possible number of school days.

3. INFORMATION, COMMUNICATION & CONSENT

Parents must be able to make an informed decision on whether their child should go on the visit. The group leader should ensure that parents are given sufficient information in writing and are invited to any briefing sessions where necessary. If a visit is to be considered obligatory for the given group of students, this should be made clear to parents, along with the reasons for the trip and its relevance to the curriculum.

Information to parents: Letters to parents of students involved in any trip must be approved by SLT before being sent via IT. These should be sent at least 14 days (30 if it involves travel abroad) before the trip, bearing in mind the time it takes to obtain a full set of completed permissions. The following information (where appropriate) must be sent to parents:

- dates of the visit - including times of departure and return;
- visit's objectives;

- details on the cost of the visit and forms of payment;
- the location where the pupils will be collected and returned including pick-up/ drop-off and any contingency plans;
- mode(s) of travel;
- the nature of the group (Year 10, Sixth Form artists, etc.);
- names of leader, of other staff and of other accompanying adults;
- what pupils should not take on the visit (e.g. money, clothing and equipment) and anything they should not take;
- any times when remote supervision may take place;
- details of accommodation with security and supervisory arrangements on site;
- details of the activities planned;
- guidelines on the use of mobile phones by students on the trip and details of times when students will be able to call home (on longer, residential trips).
- details of the school contact for parents - when absolutely necessary, through the school office (daytime) and through the emergency school contact (evenings and weekends);
- standards of behaviour expected. This information may take the form of a code of conduct which parents and students may be asked to sign
- any additional documentation needed (e.g. ID card, Passport).
- for overnight and overseas trips, parents must be made aware that the school holds travel insurance and that the school will automatically use this group policy for any incident on the trip.
- If a child does not attend the trip after parents have completed the permission form, they will not be reimbursed. Some instances of absence may be covered by the school insurance.

Information from parents: The following information must given by to the school by the parents of all children attending the trip, together with electronically signed consent form on the Parent Portal. An absence or part of all of the details may mean their child is unable to attend. If there is a cost involved

Note: for international trips parents will have to obtain travel authorisation from the police. Speak to the EVC for guidance.

- The **standard questions** on all permission forms are:
 - name of child
 - DNI and photocopy (if over 14 years of age)
 - emergency contact and phone number, and an alternative parent phone number
 - child's medical conditions or allergies
 - medication required during trip
 - dietary requirements or food allergies
 - any information about their child's emotional, psychological and physical health which might be relevant to the visit;
 - agreement to the terms and & conditions and details of the school insurance with a statement to say: "This trip is automatically covered by the school

insurance policy with Iris Global. If you do not wish for your child to be covered by this policy, please contact us via the school office”.

- **Consider any additional questions** which may be specific to the nature of the trip and communicate those to the EVC & Data Manager on section 2 of the Trips & Visits Planning Form (e.g. shoe size for skiing, passport details if overseas).

4. PRE-TRIP RISK MITIGATION

Group leaders have a responsibility to plan all elements of a trip carefully, including transportation, accommodation, activities appropriate safe supervision and pupil-specific needs, in order to ensure that pupils are safe and healthy.

Group leaders are also responsible for assessing the potential risks within a trip and consider any mitigation procedures that should be put in place for their particular group. This will include:

- i) Risk Assessment
- ii) Emergency Procedures
- iii) Insurance

4.1 Risk Assessment

A risk assessment is a careful examination of what, in a particular situation, could pose a risk to people, so that necessary precautions can be taken to prevent harm. Risk assessments provide the fundamental information about the hazards, risks and precautions for carrying out an activity.

All Group Leaders must undertake a risk assessment for the trip and provide a copy to the Headmaster & EVC. Exemplar risk assessments can be provided. Prior to writing a risk assessment, Group Leaders must ensure they have sufficient and up to date “local knowledge” to support a comprehensive risk assessment.

- The pre-trip risk assessment should involve:
 - Generic risk assessment - The risks inherent in the activity
 - Site-specific risk assessment - The risks associated with the site
- Group Leaders will also need to consider:
 - Dynamic risk assessment - The risks at the time and be ready to respond to them as appropriate

Key components of the risk assessment:

The following summary should be considered advisory, not exhaustive, as hazards and risks will naturally vary depending on the nature of the trip or visit.

a. Staffing

The Group Leader must identify the staffing required to run a visit safely. Staffing should never be decided just by a simple numerical calculation of the ratio of children to adults, but should also include the experience and competences of the staff team.

Staff to pupil ratios: when deciding the pupil/teacher ratio, the following points must be taken into account:

- sex, age and ability of group;

- pupils with special educational or medical needs;
- nature of activities;
- experience of adults in off-site supervision;
- duration and nature of the journey;
- type of any accommodation;
- competence of staff, both general and on specific activities;
- requirements of the organisation/location to be visited;
- competence and behaviour of pupils;
- first aid cover.
- As far as possible, all residential trips should have a member of each sex. Some non-residential visits with mixed groups may need a teacher from each sex.
- Parents/volunteers may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group. The suitability of potential supervisors should be assessed by the group leader and the Headmaster at an early stage of the planning process.
- A general guide for visits to local historical sites and museums or for local walks, in normal circumstances is:
 - 1 adult for every 6 pupils in school years 1 to 3 (under 5s reception classes should have a higher ratio);
 - 1 adult for every 10-15 pupils in school years 4 to 6
 - 1 adult for every 10-15 OR 15-20 pupils in school Year 7 onwards. In the case of an outing that involves a large number of students, each supervisor can be designated a group of students who are under his/her direct supervision;

b. **Supervision arrangements**

Supervision on official school outings should be considered for the duration of the excursion. The precise arrangements must be clearly stipulated in the risk assessment and communication with parents (including "free" time where remote supervision is in place). Supervision arrangements should be outlined in the risk assessment, taking account of factors such as the age and maturity of the party and the characteristics of the venue.

- **Registration:** regular registration/head counting of pupils must be undertaken:
 - always before leaving any venue or mode of transport, or after a period of remote supervision.
 - by a member of staff (never a pupil). In the case of an outing that involves a large number of students, each staff supervisor can be responsible for a group of students when head counts are undertaken.
- **Remote supervision:** The aim of visits for older pupils may be to encourage independence and investigative skills, and some of the time on visits such as trips abroad and field-work may be unsupervised. In this case:
 - The group leader should decide during the planning stage whether the students have the maturity and competence for remote supervision and should ensure parents are aware of the nature of this aspect of the visit.
 - Pupils must remain in groups of a minimum of three.

- The group leader must establish clear rendezvous points and times and ensure that pupils know what to do if they become separated from the group.
- The group leader remains responsible for pupils even when not in direct contact with them.

c. **Transportation**

Different forms of transportation may be taken during a trip. A risk assessment must include mitigation of risks involved during movement between locations.

d. **Activities**

The risk assessment should cover:

- both the main activities and consider “Plan B” alternative activities included in the visit plan in case the primary activity is undeliverable
- dynamic risk assessment including:
 - reluctance of the participants to do it on safety grounds
 - any warning from others about the ability to do it safely
 - any changes in actual (or perceived) environmental conditions or physical capabilities of the participants.

e. **Equipment**

The equipment, including clothing and rescue equipment, should be appropriate for the environmental conditions and should take account of the findings of the risk assessments, including dynamic risk assessments.

f. **Participants**

Parents should be provided with sufficient information on hazards and risks to allow them to make informed decisions about their child’s participation. Any additional information they provide on the child can be fed back into the risk assessment. All participating pupils must be made to feel that they can raise concerns about any activity during the trip.

g. **Emergencies**

Risk assessments should consider how the party might respond to a serious incident, including identifying any procedures for contacting sources of help. (See Emergency Procedure below)

4.2 Emergency Procedure

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They should be prepared to act as a reasonably prudent parent would and not hesitate to act in an emergency. The Group Leader should communicate with parents to confirm safe arrival, and thereafter only as needed.

2. Emergency procedures framework during the visit

- The group leader takes charge in an emergency and ensures that emergency procedures are in place and back up cover is arranged.
- Initial response from the Group Leader (or Supervisor if GL is involved) must include:
 - establish the nature and extent of the emergency as quickly as possible;

- ensure that all the group are safe and looked after;
- inform the relevant emergency services;
- establish the names of any casualties and get immediate medical attention for them;
- contact the school insurance company (details below) prior to medical treatment, if this is practical and does not affect response time for casualties;
- ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures;
- ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together;
- inform the Headmaster of the following:
 - location of incident; nature, date and time of incident;
 - names of students involved and details of any injuries;
 - action taken so far; action yet to be taken (and by whom);
- The Headmaster should be accessible at all times during the visit and will automatically assume the role of school contact, linking the group with parents, and providing guidance and assistance as necessary.
- After the initial response, the Group Leader must also:
 - write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
 - keep a written account of all events, times and contacts after the incident;
 - ensure that no-one in the group speaks to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to the HM.
- The main factors for the Headmaster to consider include:
 - ensuring that the group leader is in control of the emergency and establishing if any assistance is required from the school base;
 - contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The school contact should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency;
 - liaison with media contact;
 - the reporting of the incident appropriately.

4.3 Insurance

a. **Day trips:** The standard school insurance with Generali Insurance covers travel to and from school, lessons, CCAs and this also automatically includes day trips.

The contact number for Generali Insurance is (+34) 900 903 433 or 911 123 443

b. **Overnight trips:** For trips which include an overnight stay or trips abroad, an additional school insurance policy will need to be contracted by the school.

- Details required for all those travelling including staff: Full Name, DNI, DOB.
- A copy of the contracted insurance policy will be given to the Group Leader who must take a copy of that policy with them. This will include an emergency contact number which the group leader must use in the event of an incident.
- For trips to the EU, pupils should be encouraged to take their EHIC card.

The school insurance company for overnight trips is Iris Global and the 24 hour assistance contact number is (+34) 91 572 43 43.

5. DEPARTURE

a. The Group Leader is responsible for ensuring the school office and Senior Deputy Head have copies of the following information:

- Final list of pupils and staff attending - including medical details, DNI (if relevant);
- Contact and emergency details for staff;
- Itinerary (if there are significant changes to this during the trip, the Group Leader must notify the school office);
- Transport details;
- Details of which pupils are assigned to which bus (if travelling in more than one bus);
- Accommodation information and contact details;

b. The Group Leader is responsible for taking with them (and providing for accompanying staff):

- Final list of pupils and staff attending - including medical details, DNI (if relevant);
- Pupil medication and instructions for administration;
- Emergency contact details for pupils and staff;
- Copies of relevant identification, such as DNI cards or passports;
- First Aid Kit (number will depend on the size of the group and nature of itinerary);
- Copy of the Trips & Visits Policy and Trips Procedure - including Emergency Procedure;

APPENDIX

TRIPS & VISITS PLANNING FORM

SECTION 1: Initial Approval - Complete and send to SLT & EVC

	Trip details
Destination(s):	
Purpose of the trip:	
Proposed activities:	
Students involved (groups, numbers):	
Departure date/time:	
Return date/time:	
Teachers involved: (for staff/pupil ratio see Trips Policy)	

SECTION 2: Confirmation of Details - Complete and send to Senior Deputy Head, SLT, EVC & Data Manager

	Trip details
Any changes to Section 1	
Accommodation details - including which meals to be provided there	
Additional requirements at the accommodation (e.g. meeting room, projectors..)	
Itinerary of the trip - including places to be visited with website links	
Transport - what transport will be used whilst on the trip (e.g. plane, train) and any preferences of times/airline	
School buses - are they required	
Packed lunch required from RC kitchen?	
Names of pupils attending	
Any additional/specific information to be included on the Parent Portal permission form e.g. shoe size for skiing, passport details if overseas. Any copies of additional information (e.g. passports, health cards) collected by group leader	
Deadline for parents to complete the permission	

** Bookings of accommodation, flights etc.. should be made centrally by the EVC. Once the information in Section 2 has been received, the EVC will put a quote together. Only after this should parents be notified of any cost. Please allow sufficient time for this process to be completed.*