

TRIPS & VISITS POLICY

USE OF COLLEGE MINIBUSES

College minibuses may only be driven by drivers who hold a full D1 driving licence and who have attended and passed an approved MiDAS training course. Drivers who do not have a D1 endorsement will be required to obtain a full PCV licence by passing the PCV theory and practical tests set by the Driving Standards Agency. Further details and arrangements for these tests are available from the Bursar.

SCHOOL TRIPS AND VISITS

It is an entitlement of each individual student to be given opportunities to experience learning and personal development outside the classroom. Academic study alone and the confines of the classroom can limit the pupil to a restricted education. Well planned, purposeful and well conducted activities outside these confines can offer the pupils enjoyable and memorable learning experiences which can have a lasting impact on their personal, religious and social development. Such opportunities are therefore to be encouraged.

AIMS

- *to support and enhance class-based work and to broaden the students' experience*
- *to provide the opportunity to take part in activities which would be difficult to provide within the College*
- *to provide stimulating and enjoyable experiences*
- *to encourage students to integrate with others and make social contacts*
- *to use the outdoors as an extension of classroom activities.*

SAFETY AND STAFFING

Staff are required to fill in an educational visit form to obtain permission from the Deputy Headmaster. A first-aid kit and a mobile telephone should be taken on all out of school activities. This applies to each minibus if the trip involves more than one minibus.

GUIDELINES

- *follow procedures laid down for school trips and visits*
- *school visits should have an educational purpose and should be linked with curriculum work*
- *wherever possible, staff should make a pre-visit check of facilities and arrangements and to assist in effective planning. A risk assessment should be prepared where necessary.*
- *the venues chosen should be appropriate for the age, ability and experience of the pupils concerned*
- *a letter must be sent to parents giving information, cost and advice about arrangements, etc. Always make the estimated time of arrival back at the College clear to parents and remind them that they are responsible for meeting their sons at the College if the time is different from normal school*

finishing time. A return slip must be completed by the parents, giving permission for their sons to take part in the visit

- pupils should wear their school uniform on all educational trips as it aids identity and helps discipline. However, exceptions can be made when the nature of the visit demands more appropriate clothing
- any member of staff who is in any doubt about the suitability of taking a particular student for any reason should consult the Headmaster or Deputy Headmaster
- use of staff cars: follow the guidelines in the Staff Handbook. Check to ensure that insurance is suitable to transport pupils; parental permission in writing is essential.
- staff should correctly calculate the cost of excursions and charge the parents accordingly
- a check should be made regarding students' allergies – e.g., to penicillin or to stings – and a note made of relevant steps to be taken. Medication needed by individual pupils should be handed to the teacher on departure. The **Medical Questionnaire** should be completed by the parent/guardian of all students. These are available in the school office.
- for residential visits a programme should be left in the College as well as given to the parents
- full details of all students out of school for a day, or longer, must be left in the file in Reception. For all trips of more than 24 hours a full programme of events must be left with the Headmaster and Deputy Headmaster with names and addresses of all pupils and members of staff. If travelling on more than one coach or minibus, a breakdown of all pupils on each coach or minibus must be given. This must be strictly observed on outward and return journeys.
- for day outings full details must be left in Reception in the appropriate file. The mobile phone must be taken and an accurate list of all pupils left in Reception with details of which pupils and which members of staff are on which coach or minibus and, if relevant, with the name of the company and the registration numbers of the vehicles
- it is the responsibility of the teacher in charge to inform the kitchen and make arrangements for packed lunches.
- for routine sports fixtures or other activities (e.g., chess) team sheets / details should be left in the appropriate folder in Reception.

PROCEDURE FOR SCHOOL TRIPS

The trips procedure form **ST1**, once approved, must be completed whenever it is proposed to take a party of pupils out of the College. The form should be submitted to the Headmaster for approval as far in advance as possible. The request for permission must be made in writing. Where appropriate only ABTA Bonded Companies can be used. Form **ST2** must be completed and approved before any letters to parents or any advertising of a trip is undertaken. Full costs must be declared on this form. The true cost must include:

- travel from and return to the College
- accommodation including all meals unless clearly stated in writing
- full insurance from the earliest possible date

STAFF/PUPIL RATIO

The ratio of adults to pupils varies according to the activity to be followed. For non-hazardous activities the following ratios apply. These are the minimum and more adults can accompany the party.

LOCAL STUDY VISIT

For a short local study visit during a lesson 2 adults per class with a maximum of 20 pupils – e.g., a class of pupils exploring or investigating the immediate environment beyond the College.

For overnight stays there must be at least two members of staff; a female member of staff must be accompanied by a male member of staff for such visits.

EDUCATIONAL DAY VISIT

1 adult per 15 pupils. Deep water habitats and coastal sites present additional hazards and so at least 2 adults should accompany the party. Some field studies centres provide staff to teach and organise activities. The party leader should confirm the extent of such assistance before finalising staff requirements.

RESIDENTIAL VISITS TO ALL TYPES OF CENTRE INCLUDING SELF-CATERING

Where visits involve an overnight stay or are likely to extend beyond midnight on the day of the visit, the ratio of adults to pupils is 1 : 15 with a minimum of 2 adults.

FAMILY/PUPIL EXCHANGES

For visits and journeys abroad involving exchanges with families the general ratio will be 1 : 15. This ratio will apply when pupils are with the host families. For purposes of travelling to the destination (surface travel only) the ratio will be 1 : 10. It should be noted that these ratios are only for family/pupil exchanges.

RESIDENTIAL TRIPS ABROAD

All residential visits abroad require a ratio of 1 : 10 with a minimum of 2 adults.

FIRE DRILL

On all overnight stays a Fire Drill must be held on the first day.

REGISTER AND AUTHORISATION

Requests for authorisation must be submitted at least one month in advance – excluding school holiday periods – on form **ST3**. One approval form may include a series of visits of a similar nature. It is normally possible to process requests within this period, but later requests may not be approved.

APPROVAL IS NOT AUTOMATIC AND THE ACTIVITY MUST NOT TAKE PLACE IF APPROVAL HAS NOT BEEN RECEIVED.

These activities include:

- *all residential courses*
- *all water sports*
- *any visit where pupils stay away overnight*

- *caving and mine exploration*
- *expeditions and field study courses in remote areas*
- *rock climbing*
- *skiing*
- *visits to coastal sites*
- *all sponsored activities*
- *camping*
- *cycling*
- *horse riding*
- *mountain and fell walking*
- *sea or river bathing*
- *visits abroad and exchanges*

Activities that involve booking with a commercial operator should be notified before any non-refundable deposits are paid. It is appreciated that this may be up to one year in advance and details such as names of participants may not be available. However, the form should be submitted with whatever information is available.

Visits and activities which do not require approval by the Governors, but for which forms **ST1** and **ST2** must be submitted before approval is given include:

- *adventure and theme parks*
- *amusement parks*
- *factories and farms*
- *ice skating*
- *libraries*
- *local fieldwork*
- *museums*
- *parks*
- *safari and wildlife parks and zoos*
- *sports events and golf*

It will, however, be necessary for these visits to be authorised by the Headmaster or Deputy Headmaster. At least one week's notice must be given to the College caterers so that arrangements can be made for meals. A notice of the names of those involved should also be submitted at least a week before the event and should then go on the staff room notice-board with a signature of approval from the Headmaster or Deputy Headmaster.

SUMMARY

Once permission has been obtained by means of the **ST1** form, details of the specific outing must be completed on form **ST2** which must be completed and signed before letters giving the details can be sent to parents.

Form **ST3** (lists of pupils involved, etc.) must be completed at least one month before the proposed trip.

Form **ST4** (evaluation of the trip) must be completed and returned to the Deputy Headmaster within 14 days of return.

RISK ASSESSMENT

A risk assessment is a careful examination of what in your work could cause harm to people so that you weigh up whether you have taken every precaution. The College has a duty of care to demonstrate that they are aware of these risks and have taken all reasonable precautions. When organising a trip, it is desirable that the party leader visit the location beforehand, preferably at the same time of year as the planned

visit. Preparation should identify potential dangers and difficulties. Questions that should be addressed include:

- *what is known about the staff competence in the activities to be undertaken. This is particularly relevant to activity weeks (e.g., Year 7 Lake District trip)*
- *what is known about the special needs of the group*
- *what is known about the venue – appropriateness, security, other groups?*

Prior to any detailed organisation, permission for the visit to take place must be obtained from the Headmaster or Deputy Headmaster, and permission for the pupils to participate in whatever the visit involves must be obtained in writing from their parents or guardians.

The group leader must be satisfied that the proposed visit poses no risk to pupils or staff.

A **RISK ASSESSMENT FORM** must be completed prior to approval being granted. This should be submitted to the Deputy Headmaster or Bursar. (A copy of this form can be found on page 73.)

For regular activities out of school there are general risk assessments that can be accessed (see Bursar for details).

FORMS FOR SCHOOL TRIPS

There is a specimen of all four forms on the following pages. ST1 and ST2 do not apply to routine fixtures.

These may be photocopied.

VISA APPLICATIONS

Salesian College is registered with the British Council under the List of Travellers Scheme. The Headmaster is the registered 'Trip Owner' and all applications for non-EU students must be referred to him.