

# Events and trips policy

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**Last Updated by:** Andrea Robson (Head of Primary)

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[Link to trips and events folder](#)

## Philosophy

All members of the school community should benefit from special events that are organised by the school. Examples of such special events are not limited to, but include:

- Educational trips
- Sports meets
- Social events for students, teachers, parents
- Events to mark special occasions such as UN Day
- Information sessions and Open Days for students, parents
- Adventurous expeditions

Such events help to develop and extend learning for all and form part of the identity of the school.

## Objectives

This policy aims to ensure that the following objectives are met:

- All events are planned and have a key educational / pastoral purpose
- Details of all events are communicated effectively to the appropriate members of the school community – ideally 2 weeks in advance
- Parents / guardians will be invited to a Google Meet to explain the Covid protocols 2 weeks before residential trips
- Trips / events are all published in a timely manner on the school calendar
- All events are safely executed and are well supervised and due diligence has been taken in terms of prior risk assessments / Covid protocols
- Inherent risks in any activity taking place are identified and steps are taken to minimize these risks.

## Management structure and responsibilities

Approval: the Headteacher or Head of School gives the school's approval for each trip after the submission of an application form stating the nature and purpose of the trip, the age and number of children involved, the costs, where and for how long the trip will last, travel arrangements and a completed risk assessment.

**Staff organising the trip should ensure they have:**

- Up to date in-house medical form / completed questionnaire that the trip leader has a copy of and has shared with each member of staff on the trip
- A printed copy of accurate list of attendees with permission to attend the trip
- Parent contact numbers – being aware of families with parents who are separated – we need the appropriate number at all times
- Medical notes / allergies
- A school issued, fully charged, mobile phone with the school number, the Head of School and Head teacher's phone number
- If attending a residential, full awareness of internet access should be known and the interny box taken from school should there be a need for it
- A first aid kit supplied by the school nurse (see more below)
- A member of staff in the group is Spanish speaking



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**Pupil Behaviour:** responsibility for the behaviour of pupils on any trip lies with the party leader.

- It is the expectation that students on school trips represent the school and are therefore ambassadors for St George Madrid.
- Where a child's behaviour is unacceptable, the parents and the school will be notified and as appropriate, the children removed from the trip / residential. In this case, funds are not reimbursable by the parents.
- Students who have repeatedly demonstrated that they cannot be trusted in school time eg on the patio, will not necessarily be invited to participate in school trips. Being invited on a school trip is a privilege, not an expectation.

## Procedure for planning trips

The procedure is:

- An outline schedule of school trips is updated at the start of each year and any planned trips should be included on this outline
- Staff should then complete the first proposal stage of the trips procedure form and submit to the headteacher or Head of School, at least two months before the trip wherever possible. For residential trips, this should be a minimum of four months where possible. Potential impact on examination groups and student learning should always be considered when planning trips.
- Outline approval must be obtained before moving onto the next stage in the process (including making any bookings or letters sent to parents).
- Other sections of the trip procedure should be completed in a timely fashion. Medical forms are required for any overnight trip or those involving a higher level of risk
- Trip information should be easily available for the parents. A meeting, whether online, or in person, should take place before all residentials, preferably with the company involved. parents should have the opportunity to ask reasonable questions.
- A Frog page should be built with the appropriate information, including the name and contact details of the company running the trip, relevant risk assessments and credentials /licenses.

## Risk assessments, certification and first aid

The object of a risk assessment form is to enable the staff undertaking a trip to adopt proactive procedures to manage identified risks. Risk Assessments are compulsory for all trips unless the trip is to another educational establishment in Madrid.

The risk assessment section of the trip procedure should be completed at least 48 hours ahead of the trip and checked with the person that authorised the trip.

All staff on a trip must be issued with a copy of any risk assessment with which they are expected to comply.

It is the School's responsibility to check the credentials / certification / licences of the company running the trip / residential. furthermore, it is the responsibility of the School to ensure that we are aware of country related regulations and requirements well in advance of the trip / excursion / residential taking place.

First Aid provision must be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad, it is advisable that there should be at least one trained First Aider in the group or at the centre of the overnight trip. The trip leader should be able to access and organise the facilitation of first aid throughout the trip and all adults should be aware of how to contact the emergency services. First Aid kits should be readily available, though the contents will depend on the planned activities.



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For any residential trip, full medical forms must be sent out to all parents and received back. The information should be transferred onto a spreadsheet and distributed amongst all supervising staff.

Travelling First Aid kits are available from the Medical room by prior arrangement with the School Nurse. They are standard kits, but special requirements can be accommodated provided a few days' notice is given.

All incidents or accidents, however minor, should be recorded in an incident book and reported to the School Nurse and the headteacher on return from the trip using the standard School incident form. In the event of an injury resulting in hospital admission for more than 24 hours the trip leader must inform the headteacher who will take appropriate action to inform parents.

## Supervision

Members of staff are reminded that in all circumstances they have a duty of care to ensure that the pupils are safe and a common law duty to act as a reasonably prudent parent would do. Supervision for all trips should conform to the recommended minimum staffing levels (see ratios below).

The staffing ratio and relevant experience of staff on the trip will be considered by the trip leader and the headteacher when planning the trip. The trip leader should also take into account the children's age, experience away from home, capabilities, discipline and nature of activities. Hazardous and adventurous activities (e.g. Duke of Edinburgh's Award Scheme expeditions, climbing, sailing and fieldwork) will require fully trained staff. Such trips may require the employment of qualified staff from Activity Centres.

Staffing / adult ratios for visits are difficult to prescribe as they will vary according to the activity, age, group, location, and the efficient use of resources. However, there must always be enough supervisors to cope with an emergency situation. Parents can and should be used to support the ratios below. Removing support staff and Learning Assistants from other year groups impacts on the standard of teaching and learning in the school. This does not apply to residential trips.

There are the following general guidelines on trip ratios:

Pre nursery, Nursery and Reception – 1:4

Year 1 and 2 – 1:8

Year 3 to Year 6 – 1:12

Year 7 upwards – 1:20

Residential Trips:

This can vary between 1:8 and 1:12

For trips/visits involving coach travel there should be at least one member of staff per coach and two members of staff per journey. Co-educational groups should wherever possible contain at least one member of staff of each gender. Trips that involve handing over students to organisers who then run the programme throughout your time with them can have lower ratios than those indicated above as often the only part of the trip directly supervised by school staff is the bus journey, where one member of staff is required to be on each bus.



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Each member of staff should receive written or oral instructions specifying his or her duties, although ultimate responsibility for ensuring these duties are fulfilled rests with the party leader. It is accepted that on residential trips pupils cannot be supervised throughout the full 24 hours of any day, but staff must use their professional judgement when assessing how much freedom pupils are given when unsupervised. Much will depend on the age and maturity of the pupils concerned and on the potential hazards of the location.

If pupils are to be unsupervised, they must be given clear instructions to stay in groups of a minimum of three, to confine themselves within a certain area, to obey instructions about what is and what is not permissible, and to rendezvous at a predetermined point within a specific space of time. Pupils should carry a form of personal identification and the trip leader's emergency contact details with them at all times; cards may be issued at the start of the trip (see details of card below).

For overseas trips, this information should include a note in the relevant foreign language giving the reader instructions on how to contact the trip leader. Members of staff are urged to err on the side of caution.

On any trip, whether at home or abroad, there should be regular headcounts; staff should have written checklists of names with them at all times.

## **Whilst on a trip: communication with school**

It is imperative that members of staff communicate any issues with the Head of School immediately. This includes but is not limited to:

- staff / illness and the need to have the child collected from the trip
- safeguarding issues: either from St George Madrid staff or staff onsite. This includes but is not limited to:
- inappropriate language - where inappropriate includes the use of sarcasm, belittling words or behaviours or the intent to cause harm or demean
- inappropriate behaviour - where inappropriate includes the use of sarcasm, behaviours or the intent to cause harm or demean
- inappropriate physical contact- where inappropriate means the physical contact with a student or member of staff outside the realms of the need to physically intervene for safety purposes, and any and all sexual contact or actions that can be viewed as sexual in nature

The Head of School will notify the Headteacher.

## **Preparing students and communication with parents**

There should always be an educational value to any proposed School trip/visit. This value will be considered by the Head before they decide that the trip may go ahead. Pupils will be informed of the purpose of each trip and should be involved in the risk assessment process as far as is practicable.



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It is important that parents are given full written details relating to the organisation of all visits outside the School site. For all such visits, including residential ones, a letter specific to that trip will be sent to the parents of participating pupils. Parental consent must be received acknowledging receipt of the letter and giving permission for students to take part in each trip. For all residential visits parents the School's expectations of behaviour should be included in the permission letter, and a Medical Consent Form. These documents include essential elements for parents to consider:

- overall consent for the pupil's inclusion on the trip
- consent if the parent cannot be contacted, for emergency medical attention (including an operation or anaesthetic considered necessary by a qualified medical practitioner)

A separate Consent/Medical Form is required for each residential trip except when there is more than one excursion relating to the same event (e.g. training walks, weekends and organised events such as Duke of Edinburgh's Award Scheme expeditions). In this case parents are requested to inform the trip leader of any changes in medical condition and contact details. During the planning process, the trip leader will ask the School Nurse to provide medical information of the pupils involved in the trip. This is in addition to the medical information provided by the pupil's parent on the Medical Form required for residential trips. Full contact details of parents are included in the Consent/Medical forms.

It is the School's responsibility to include all pupils who might wish to participate in a school activity/trip/excursion regardless of ethnic origin, religion, sex, etc. The requirements of pupils with Learning Difficulties or Disabilities and/or Special Educational Needs will also be taken into account during the planning process. These will be included when writing risk assessments and may affect the staff to pupil ratio. Any such information must be taken on the trip.

Parents should ensure their child understands his responsibilities during the trip and understands the implications of signing the School's Good Conduct Agreement.

The School will provide parents with key contact details. Before the trip, pupils should know:

- who is in charge of the trip
- how to behave
- what to do if they get lost or into difficulties
- during any trip pupils should always know how to contact a member of staff
- students are not allowed to bring phones / devices on the trip in the primary school

During trips involving overnight accommodation pupils need to know the location of staff rooms. A pre-trip information meeting should be held for staff, parents and pupils involved on residential trips (adventurous activities, ski trips, foreign exchanges, sports tours etc.). Any parent not able to attend the meeting will be given the information in writing, usually by email.

Contact with parents will usually be via email, Frog or a telephone tree for overseas or large-scale trips.

Parents of children from smaller trip groups will be contacted individually via telephone/mobile. Parents are to be informed that if a pupil has to be returned home for serious disciplinary matters, it will be at the parents' expense. Children exhibiting behaviour of concern before the trip, may be disallowed from attending the trip. This decision is to be made in consultation with the Head of School and Headteacher,

All pupils are made aware of the safety arrangements on all modes of transport. These details will be included in the risk assessment for that trip.



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# Planning transport

The School recognises that two of the major risk areas that must be managed are travel to/from a trip venue and the mode of transport used to do this.

The trip leader is responsible for ensuring that coaches and other reservations have been organized by the admin support team.

## Insurance

The school has an insurance policy which covers all transport and medical needs for most trips.

Trip leaders will have details of this and parents can be issued with the details upon request.

Pupils are not insured for pre-existing medical conditions and parents are advised of this in the consent forms.

Parents should organise additional insurance in such cases.

## Types of trip

At St George, pupils are given significant opportunities to participate in a wide variety of trips. In the primary school, the aim is one trip per theme – 2 a term. These include day trips and residential trips. Examples include:

- Day Trips
- Theatre productions
- Concert performances
- Local visits (e.g. to university departments)
- Fieldwork and coursework trips (e.g. Art, Biology, Drama, Geography and History)
- Outdoor pursuits trips
- Residential Trips
- Ski trips
- Sports tours
- Foreign exchanges
- Outdoor pursuits (e.g. Duke of Edinburgh expeditions, Adventure Society trips)

Trips may be school-led or organised by an external activity provider. For adventurous activities, providers may be either licensed or non-licensed providers. However, it is the duty of the trip leader to carry out checks to ensure whether the provider is legally required to hold a licence for the activities it offers and, if so, that the provider actually holds a licence. If a provider is not required to hold a licence, the trip leader should check necessary details such as safety arrangements and qualifications of staff/instructors.

The member of staff leading the trip is required to assess the safety arrangements of the venue and the activities to be carried out. If any external leaders are involved, the trip leader should ensure these external leaders are competent and adequately insured. Furthermore, they have a continuing duty of care to ensure that external leaders who have control over any pupil demonstrate an appropriate level of skill and exercise a proper level of care towards that pupil. A written agreement should be sought in advance of the trip, indicating in which circumstances centre staff will expect to be responsible for pupil safety. Any transfer of responsibility between School and centre staff must be clear to both pupils and all adults. A contingency plan for the unforeseen withdrawal of adult supervisors should be drawn up before each session.

In situations in which remote supervision is required, all staff, helpers and instructors will have relevant experience and training. Pupils will be given information regarding safety and contacting staff. This information will be written in the risk assessment and/or in the risk assessment of the activity provider. The school's risk assessment must always be used in conjunction with the activity provider's risk assessment.



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## **Trips abroad**

When organising a trip abroad it is good practice to make an exploratory/inspection visit to the location. If this is not possible the group leader should gather as much information as he/she can about the area to be visited. The minimum staffing ratio detailed above is required and there should be enough staff to cover an emergency.

For all foreign trips (to countries which require passports) parents will be requested to provide a photocopy of their son/daughter's passport, which will be checked by the trip leader to ensure that it is valid. These photocopies will be taken in the hand luggage of the member of staff responsible for that pupil on that trip. On the day of departure, all pupils will be asked to provide their passport for checking.

For trips to countries where the European Health Insurance Card (EHIC) can be used, parents are asked to provide a photocopy of this. These photocopies will be taken in the hand luggage of the member of staff in charge of that pupil on the trip.

## **Staff expenses**

For any overnight trips, staff can claim expenses of €40 per night away (trips in Spain) or €60 per night away (trips outside of Spain). Please be aware that these costs should be budgeted when planning the trip.

## **VLE presence**

Trips / events should have a Frog page if they are a trip and a page on the primary site if they are a whole school event. This page is set up, completed and managed by the person organising the event, in collaboration with year group colleagues / colleagues.

For residentials, the page is updated at the end of the day so parents can see their child, where possible.



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