

# **Trips and Visits Policy**

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## **1. Aims**

Tring School has a strong commitment to the added value of learning outside the school day and beyond the classroom. Trips and visits are an integral part of the educational experience and all students are offered a range of opportunities during their time at school. A huge variety of trips are organised each year, details of which can be found on the school website under Trips and Visits. The following types of activities all constitute a trip or visit: out of hours clubs; sports teams; regular visits to nearby schools, museums, places of worship and shops; day trips for year groups; adventurous activities; residential and overseas visits.

## **2. Procedure and Planning**

a) The Trips and Visits Coordinator is a nominated member of the Leadership Team who is supported by the Trips and Visits Administrator. The Governing Body, through Students and Families, has a nominated Debbie Turner to act on their behalf.

b) The Trips and Visits Coordinator is responsible for:

- emergency, accident and critical incidents planning
- supervision and staffing, including competence, safeguarding and training
- development and implementation of a whole school procedure for the training, support, planning, monitoring and approval for trips and visits
- working with Trip Leaders to provide sufficient details of a trip or visit in order to allow parents to consent or otherwise on a fully informed basis
- making sure trips and visits are planned with reference to Hertfordshire County Council inclusion practice and advice from SEN professionals
- submitting electronically details of residential trips and those involving establishment staff-led adventurous activities to the County's Offsite Visits Advisor
- keeping records of individual trips and visits
- reviewing systems and monitoring practice

c) All trips and visits need to be approved by the Leadership Team through completion of the Change/Addition to the Calendar Form. Factors such as curriculum impact, calendar clashes and cover issues will be considered

d) The nominated Trip Leader will complete a Trip or Visit Details form having first discussed the content with their Subject Leader and/or the Trips and Visits Coordinator/Administrator. This will include factors covered in section c in addition to student numbers and ratios, additional staffing and budget details

e) The Trips and Visits Administrator is responsible for supporting the organisation of the trip or visit in terms of typing letters and distributing via ParentMail, updating Moodle, informing staff and the Attendance Manager, making transport arrangements, undertaking risk assessments and individual student risk assessments, tour company details, group lists including contact and medical details

f) All residential trips and those involving establishment staff-led adventurous activities have to include completion of paperwork using the EVOLVE computer system

g) Written permission is required from parents accept in the case of PE fixtures and when large cohorts of students are involved in an activity during the school day

h) School staff must always be given the opportunity to take part in a trip or visit before other adult volunteers

i) Every Trip Leader is given a trip pack containing all the necessary paperwork one week before departure. This must be checked and taken on the trip by the Trip Leader

j) Wherever practicable the Trip Leader will be given the opportunity to make a preliminary visit beforehand, especially when the venue or destination is new to the school or to the staff accompanying the trip. This may also include overseas destinations where the tour operator being used makes provision for staff to do so. In these cases the cost for this pre inspection visit would be added to the total cost of the trip

k) A decision as to whether a currently qualified first aider should accompany a trip or visit will be made on a risk assessment basis, where consideration has been given to the availability of alternative sources of qualified first assistance and the accessibility of the group members to paramedical support should it be required

l) It is the responsibility of the Trip Leader to see the Facilities Manager to ensure that the appropriate fully stocked first aid kits are taken on the trip

### **3. Student Entitlement and Behaviour Expectations**

a) All efforts are made to ensure that trips and visits are made accessible to all who wish to participate irrespective of special needs, medical conditions, ethnic origin, gender, religion or financial circumstances. Discussion with the SENCO team is an essential part of this process when SEN students are involved

b) The school has a clear code of conduct for trips and visits based on the school's behaviour policy

c) The school operates a strict no smoking and no drinking alcohol policy on all trips and visits

d) There is a behaviour contract in the Student Planner which all students and parents agree to and sign at the start of the school year

e) The parents or guardians of any student who fails to meet these expectations may be contacted and in extreme circumstances this could involve the withdrawal or removal of their child from a trip or visit. Parents would be expected to cover any cost implications

### **4. Staff Responsibilities**

a) The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety

b) The selection of staff to lead and participate in trips and visits is vitally important and this is closely matched to the experience and knowledge of that individual

c) All staff are expected to act in a professional manner and, in particular, are not permitted to smoke or drink alcohol whilst in charge of students

d) Where appropriate the school will ensure that CRB checks are carried out for volunteer adults involved in a trip

e) The Trip Leader is responsible for ensuring that all evidence for arrangements put in place is as clear and accurate as possible and that there is an auditable trail of paperwork. Any changes or amendments must be reported to the Trips and Visits Administrator

f) The Trips and Visits Coordinator is the emergency school contact for each trip and visit but with other members of the Leadership Team being available in their absence

### **5. Finance**

a) Careful consideration is given to the cost of all trips to avoid putting some families under excessive financial pressure

b) The Trip Leader, Trips and Visits Administrator and Finance Officer work closely together to ensure that all trips and visits are financially viable

c) Parents can apply for financial assistance in line with the school's 'Charging and Remissions Policy'

- d) There are a small number of trips that are a statutory requirement for that subject and students following these courses can apply for financial assistance from the Trips and Visits budget
- e) Although parents can apply for financial assistance this could make a trip unviable and therefore liable to cancellation
- f) High cost trips will incur an initial non-refundable deposit of up to 25% of the total trip cost. Deposit dates will always be provided with the initial letter of information and regular reminders will be given by the Trip Leader
- g) Trips that are likely to fall in to a deficit or have insufficient numbers will be cancelled. Oversubscribed trips will be decided by an open ballot on the closing date. Parents, will in both cases, be informed immediately and where applicable reimbursed
- h) Cover teacher costs are built in to the trip costs in line with the school's 'Charging and Remissions Policy' for more details
- i) A 5% charge is added to all trips and visits to cover administrative costs
- j) If a trip or visit has a surplus then a refund will be given to the parent in line with schools 'Charging and Remissions Policy'
- k) All payments will be made through the Finance Office using cash, cheques or the Tring School Internet Payment System
- l) For further details please refer to the school's 'Charging and Remissions Policy'

## **6. Training**

- a) Tring School has adopted the Hertfordshire County Council 'Policy Statement of Management of Learning Outside the Classroom (LOtC) and Offsite Visits'
- b) All new staff receive training on how to organise a school trip or visit as part of their Induction Programme
- c) Staff must have been on a comparable school trip before they can be considered as a Trip Leader for that type of trip. These details will be added to their 'Trips and Visits Experience' file and updated annually
- d) All staff are provided with an 'Organisation at a Glance' sheet as part of planning their trip
- e) All Subject Leaders will receive in-house EVOLVE computer system training
- f) Ski trips must be led by a Trip Leader with the Ski Course Organisers Certificate and must have previously accompanied an experienced Trip Leader

## **7. Evaluation**

All trips and visits must be evaluated by the Trip Leader through the completion and return of an evaluation form. In particular any accidents or potential accidents must be reported and recorded to ensure the safety of future trips and visits.

The Trips and Visits Policy needs to be reviewed by Students and Families on a triennial basis.

Governing Body  
Tring School  
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