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DAME ALLAN'S SCHOOLS

EDUCATIONAL VISITS AND TRIPS POLICY

Introduction

Learning outside the classroom environment is an essential part of our curriculum. The Schools provide a wide range of supervised co-curricular activities which take place during normal school hours (usually on site but certainly not always) and outside normal school hours (often off-site).

Successful educational visits and trips (hereafter referred to as trips) require the following:

- competent and effective leadership
- thorough planning
- proportionate risk management
- effective supervision
- sound selection and use of providers
- preparation for emergencies
- monitoring, review and evaluation.

Trips must always have clearly defined educational aims which can be evaluated at the conclusion of the trip. The balance of risk and benefit ought to be clear to pupils, parents/ guardians (hereafter referred to as parents) and staff involved, and the objective ought to be to make pupils risk-aware rather than risk-averse. At every opportunity, pupils should be involved in the planning, operation and evaluation of the trip, and their contribution to risk management during the trip should not be under-estimated. The relevant DfE guidance is contained in the document "[Health and safety on educational visits](#)" (November 2018).

Note: for quick reference, there is a policy table of contents beginning on page 20 of this document.

1. Types of trips

1.1 Early Years Foundation Stage (Nursery and Reception pupils) trips

EYFS trips usually last no more than half a day and may include visits to wildlife and nature activities, museums, carol services and theaters.

EYFS pupils are not taken on overnight or trips abroad.

1.2 Trips for non-EYFS pupils

Trips for pupils in the Junior School, Senior School and Sixth Form may include, but not limited to, the following:

- Day trips to places such as historic sites, museums, galleries, natural features, farms, drama productions
- Field trips, e.g. geography, history, art
- Choir concert tours
- Sports teams and ski trips
- Language trips abroad
- Adventure activities, e.g. canoeing, climbing, trekking, horse riding, sailing
- Duke of Edinburgh Award programme

1.3 CCF Royal Marine section

Activities involving the Schools' CCF Royal Marine section operate separately and are controlled by Ministry of Defence regulations and insurance.

2. Roles and accountability

2.1 Governors

The Governors, as employers, have the legal liability for ensuring the safety of all employees and pupils of the schools, including appropriate leadership, proper planning and organisation for all trips.

2.2 Principal

The Principal has ultimate responsibility for all trips. The Principal delegates the responsibility for managing trips, including the completion of risk assessments, to the Director of Co-Curriculum (DCC).

2.3 Vice Principal Pastoral

The Vice Principal Pastoral (VPP) is the line manager of the DCC and oversees all non-academic matters including pastoral issues which includes behaviour management.

2.4 Head of Junior School

The Head of Junior School (HOJ) has responsibility to oversee all Nursery and Junior School educational trips. For trips other than Category 1 and 2, the DCC must also approve the trip.

2.5 Educational Visits Coordinator / Director of Co-Curriculum

The Schools' Educational Visits Coordinator (EVC) is the Director of Co-Curriculum (DCC).

2.5.1 Responsible for overseeing, approving and monitoring all trips including records of visits and accident/ incident reports.

2.5.2 Ensures, as far as possible, that trips are spread through different age groups and throughout the school year.

2.5.3 Reviews all risk assessments to ensure there is proportionate risk management. This includes providing guidance on risk reduction strategies.

2.5.4 Organises induction, training or briefing for trips. All new staff and early career teachers will receive trip training as a part of their induction.

2.5.5 Works with trip leaders to develop a plan for emergency procedures.

2.5.6 Prior to and during educational trips, is available for advice and assistance, especially in emergency situations.

2.5.7 In conjunction with the Head of Outdoor and Leadership Education (OLED) and the OLED instructors, guide and support members of staff who are planning trips.

2.6 Trip leader

The trip leader, in particular, and all accompanying adults are *in loco parentis*. They have a duty of care to pupils and staff under Health and Safety legislation.

2.6.1 Responsible for obtaining approval for the trip and completing the trip risk assessment.

2.6.2 Must adhere to best practice as outlined in the Trip Leader Guidance document.

2.6.3 Brief other trip staff and allocate tasks to ensure adequate staff supervision, including first aid cover, is available at all times.

2.6.4 Ensure that the proposed trip is suitable for all the pupils involved and that all staff have details of special educational or medical needs of pupils.

2.6.5 Inform parents of the details of the trip. This includes environments, activities, travel and costs.

2.6.6 Obtain parental consent; please refer to [Section 8.2](#) for further details.

2.6.7 Check insurance requirements.

2.6.8 The trip leader, in discussion with the Principal and DCC, has the power not to accept onto the trip any pupil whose wellbeing they feel could be compromised during the trip, or a pupil whose past record of behaviour means they pose a significant risk to the safety of the party. A list of such pupils exists, and is used to ensure that no pupil who has acted in an unsafe or ill-disciplined manner in the past will be allowed to participate in future trips, at the Principal's discretion.

2.6.9 Primary responsibility for the safe conduct of the trip rests with the trip leader. They have sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions (dynamic risk assessment).

2.7 Point of Contact

The staff Point of Contact is usually the curriculum link Head of Department, provided that the HOD is not on the trip. The Point of Contact will always be named in the trip risk assessment document.

The staff Point of Contact can be contacted during the trip by the Trip Leader to deal with administrative details or minor incidents. For example, delays in transport arrangements, contact with parents about disciplinary issues or pupil illness.

2.7.1 The Point of Contact for the Nursery/ Junior School is always either the Head or Deputy Head of the Nursery/ Junior School.

2.8 Pupil

Once on a trip, it is the responsibility of the pupil to obey any code of conduct drawn up by the trip leader as well as normal school rules of acceptable behaviour.

2.8.1 If a pupil has a medical condition, then the Schools will make reasonable adjustments to enable them to safely participate in the trip. If, after taking into account all reasonable adjustments, it is felt that the risk to the pupil or others taking part in the trip is too significant, then it may not be possible to accept the pupil onto the trip. In these circumstances, every effort will be made to cooperate with a medical insurance claim for any reimbursement.

2.8.2 Within the Schools, regulations clearly define the behaviour required of pupils. It is the responsibility of the Schools to see that on outings and residential trips, when pupils are away from the controlled environment of the Schools, great care and control are exercised.

2.8.3 Where a pupil's prior behaviour suggests that they may not be trusted to behave sensibly outside the school environment, the Schools reserve the right not to allow a pupil to take part in a trip.

2.8.4 Payment of a deposit will only guarantee a pupil a place on a school trip provided their behaviour has been in keeping with the school rules and that they have demonstrated normal standards of acceptable behaviour, both prior to the trip being announced and leading up to it. The School Trip Terms and Conditions clearly states that in the event that a pupil is no longer able to attend a trip after a deposit or further monies have been paid, then any possible refund will only be considered once the trip has been completed. Such refund would be subject to the costs of processing the ParentPay transaction and cannot be guaranteed and the Schools accept no responsibility or liability for losses incurred through cancellations beyond the Schools' control. In the event that a replacement cannot be found for a pupil's place on the trip, then parents may be liable for any costs already committed to by the Schools.

2.8.5 Where it is agreed by both the trip leader and the management team that a pupil's behaviour has not warranted inclusion on a trip then a decision to remove a pupil from a trip will be made by the leadership team and this decision conveyed to pupil and parents. There could well be a situation in which a pupil was accepted on one trip but not on another due to the type of trip and the nature of any activities there might be on one trip and not another.

2.8.6 Pupils who misbehave on any trip can expect to be sanctioned while on the trip and, depending on the nature of their misbehaviour, when they return to school after the trip.

2.8.7 Where a pupil has behaved in a way that compromised, or was likely to compromise safety on a trip, or made a gross violation of the code of conduct/school rules during a trip, they may also be prevented from taking part in trips in future for a specified period to be defined by the Principal. Such a pupil's name will be added to a register of banned pupils held by the DCC. Names shall only be added to this register jointly by the DCC and Principal, and parents must be informed in writing if this has been the case.

2.9 Parents

Parents have an important role in deciding if a trip is suitable for their child. In order to make their decision, they will be given sufficient information.

2.9.1 Responsible for providing updates to the Trip Leader about any changes in the pupils' health or pastoral needs.

2.9.2 If pupil behaviour is such that they need to leave the trip early, the cost of this return will be met by the parents; depending upon the trip location, the parents may be expected to collect

their child from the trip location and accompany them home. For older pupils, parents may give written consent to the trip leader for the pupil to travel home unaccompanied.

3. Planning of trips

Members of staff are asked to refer to the Trip Leader Guidance document for further information relating to the sequence to be followed for the approval, planning and organisation of a trip.

Where practicable staff should have prior experience of the type of outing to be arranged and whenever possible should undertake a preliminary visit.

3.1 Trip approval

3.1.1 Nursery and Junior School - A Trip Proposal Form must be submitted to the Head of the Junior School for review and approval. For trips other than Category 1 and 2, the DCC must also approve the trip. If the trip is approved, the trip will be placed on the Schools' calendar.

3.1.2 Senior School - A Trip Proposal Form must be submitted to the VPP for review and approval. For trips other than Category 1 and 2, the DCC must also approve the trip. If the trip is approved, the trip will be placed on the Schools' calendar.

3.1.3 The following information is required for the Trip Proposal form:

- Trip Leader
- Trip location and brief description of trip
- Dates, times, duration
- Proposed staffing
- Year groups and mix of pupils (boys and girls)
- Proposed costs
- Trip category ([see section 3.2](#))

3.2 Trip category

Trips are assessed in the following categories:

CATEGORY	EXAMPLE
1. Simple local trip during school time 08:00 – 17:00h	Theatre, museum, zoo, university, Centre for Life, place of worship, revision conference, quizzes and competitions
2. Simple local trip after school hours or at a weekend	Dance workshop, theatre, musical concert, day walk (without climbing)
3. Residential trip during school time or holidays - UK	Geology / Biology fieldwork, Dance residency
4. Residential trip outside the UK at any time	Trips which are usually organised by a third party trip provider: Sports tours, cultural visits, World Challenge expeditions, ski trips
5. Adventure activities with an outdoor pursuits element	Expeditions, day walks, canoe trips, climbing activities, etc., which are run solely by Dame Allan's staff

3.3 Insurance

All pupils and staff of the schools are insured via the Schools' group insurance policy which covers medical and dental costs while on trips, virtual medical consultation, costs due to travel delay, repatriation from abroad, theft of personal/ schools' property and public liability. Full policy details are available from the Bursar.

3.3.1 When medical expenses, or travel for medical treatment, is incurred, all receipts must be kept to make a claim.

3.3.2 If a theft were to occur, a report must be made to the local police and confirmation obtained that this has been done by means of a crime number to allow the Schools to make a claim.

3.3.3 A European Health Insurance Card (EHIC - if still valid) or Global Health Insurance Card (GHIC) should be obtained for each member of any party visiting the EU.

3.4 Use of Third Party (TP) providers

Many visits involve placing staff and pupils into the hands of a third party provider of activities/ visits. A provider means any person or organisation external to DAS contracted to organise and/or lead all or part of a visit or activity, e.g. a museum where their staff lead educational activity, an activity instructor, tour operator, ski school.

3.4.1 It must be made absolutely clear by the trip leader what the School staff are responsible for, and what the TP is responsible for. In particular:

- At what times are pupils under TP supervision and when are they not?
- Exactly what liabilities are the TPs accepting?
- Who is the legally responsible person on the TP's staff?

Parents should be aware that when a TP is organising the trip/ activity, the person with immediate responsibility for their child at times during the trip may not be a member of Dame Allan's staff.

3.4.2 TPs are expected to hold the Learning Outside the Classroom (LOtC) Quality badge or similar. Organisations not holding such a badge should provide the Schools with evidence that they have appropriate insurance, risk assessments and staff qualifications.

For overseas trips, there may not be an equivalent accreditation in the TP's location; however, we will ensure that we take all reasonable steps to check that the TP is meeting appropriate safety standards.

4. Staff to pupil ratios

There are many variables which govern appropriate staffing ratios. In deciding the level of supervision, the Trip Leader will need to take into account the ages, experience and maturity of the pupils, any special or medical needs, duration/ residential requirements, expected weather conditions at the time of year, as well as the capabilities and experience of the accompanying staff.

4.1 The trip will be in the charge of a single, clearly identified member of staff. There should normally be at least two members of staff.

4.2 If a member of staff offers to go on the trip as a paying extra, the trip leader should speak to the VPP/HOJ to discuss this before any agreements are made. Should this be allowed, no costs will be met by the pupil members of the group and any free staff places must go to members of staff who will be able to supervise (staff related to pupils on trips do not count in supervision ratios). The paying member of staff will not be part of the supervision ratios.

4.2.2 Where the trip leader is likely to have a pupil on the trip to whom they are related, and it is clear that there is no other member of staff who can assume responsibility for leading the trip, then in the first instance the trip leader must discuss this possibility with the VPP/HOJ and the DCC at the time that the trip is proposed. This also applies to any member of staff who offers a specific skill.

4.3 At least 50% of the minimum number of adults required to accompany the visit (see ratios below) should be staff. Permission must be given by the VPP/ HOJ for any individuals who are not employed by Dame Allan’s Schools to accompany a trip. Details of any non-staff helpers who will have unrestricted access to pupils must be provided to the Schools (either the Bursar or the Head of Human Resources) to carry out the mandatory checks through the Disclosure and Barring Service process. These details must be with the Schools at least two months before the trip departs to allow clearance of the person involved.

4.3.1 Non-employed adult helpers should also be added to the insurance cover list held by the Bursar’s Office.

4.4 If the group contains a mixture of girls and boys and does not include an overnight stay then it is good practice, but not essential, to have male and female staff on the trip. Any visit including overnight accommodation involving pupils of both sexes must have both a male and female adult present. Staff should talk to the DCC about this if unsure.

4.5 Trips require a risk assessment and the ratios listed below are the minimum ratios and must be considered in regard to the level of risk involved. The adult/ pupil ratio should be increased if required by the assessed risk.

4.6 EYFS and Junior School

No trip involving junior school pupils will ever take place with one member of staff only - there will always be at least two.

As a general guide and in normal circumstances:

<u>Year Groups</u>	<u>Minimum adult/ child ratio</u> depending on the nature of the visit
Nursery	1:5
Reception	1:6
Years 1 & 2	1:8
Years 3-6	1:10

4.7 Senior School

<u>Year Groups</u>	Minimum adult/ child ratio depending on the nature of the visit	For an overseas trip: Minimum adult/ child ratio depending on the nature of the visit
Years 7-11	1:15-20	1:10
Years 12-13	1:25-30	1:10-15

4.8 Some TPs (especially airlines) may stipulate different, tighter ratios for the part of the visit for which they are responsible. Enough staff ought to be present to meet these demands, which must be checked before departure.

4.9 Water based activities

Any activity involving swimming should be a minimum 1:10 ratio for all ages, and must be conducted in the presence of a qualified lifeguard in the UK. Overseas, where a lifeguard is not available, at least one member of staff must be on duty out of a swimming pool to supervise the pupils.

4.9.1 Swimming in open water and the sea outside the UK ought to be considered only with extreme caution and its management should have been discussed with the DCC before the trip.

4.9.2 Water activities like canoeing, gorge scrambling and sailing must be instructed by suitably qualified instructors commensurate with the age, ability of the pupils and the demand of the activity. These will often require ratios of 1:8. Paddling near water margins or fieldwork involving entering shallow streams may qualify under these rules, but should be discussed with the DCC before being planned or promised to pupils.

4.10 Supervision and staff ratios for adventurous activities

An experienced member of staff, with recognised competence and appropriate qualifications, must be in charge, not an Early Career Teacher.

4.10.1 The risk assessment for an adventurous activity should always conclude that a qualified first aider should attend the trip. Ideally, the trip leader will have a first aid qualification; if this is not the case then one member of staff amongst the party should be a qualified first aider.

4.10.2 The **MINIMUM** ratio of adults to pupils is as follows, depending on the nature of the visit:

<u>Adventurous Activities</u>		
<u>Year Groups</u>	Trips in the UK Minimum adult/ child ratio depending on the nature of the visit	For an overseas trip: Minimum adult/ child ratio depending on the nature of the visit
Junior School	2:15	
Senior School	1:15	1:10

There should be sufficient staff to cover an emergency requiring staff to supervise an injured/ill pupil in hospital.

4.10.3 Leaders of residential adventure trips must ensure that supervisors of activities have all necessary qualifications and experience. Whilst qualifications do not guarantee safety, if there is an accident and the trip leader or instructor is not appropriately qualified, the courts will be critical of the system that allowed this to happen. In the case of an Adventure Activities Licensing Authority (AALA) licensed provider the AALA license number must be sought. When using a private instructor, the trip leader must see and retain a copy of their qualifications to run the specific activity and evidence of their public liability insurance.

4.11 Close and remote supervision

4.11.1 Close supervision occurs when the pupils remain in the presence of supervising adults at all times. Depending on the activity, the location and the task, this would be the normal type of supervision for all pupils in the Junior School and lower years of the Senior School.

4.11.2 Remote supervision, (often referred to as “free time”) could be considered for older pupils in low/medium risk environments when the following conditions can be met:

- A clear meeting point and time are agreed
- Consideration should be given to the length of any “free time” granted to pupils. Factors such as their age, the location, specific risk factors (e.g. water hazards) and the time of day should be considered
- Clear boundaries are set so as to narrow any later search area
- Pupils will not be in groups of less than 3
- Pupils have an effective way of contacting supervisors in the case of emergency
- In the case of a pupil not appearing at the agreed time/ place or missing, the trip leader will follow the Trip Missing Pupil procedure ([see section 9.5](#)).

Remote supervision has distinct educational benefits in some activities (e.g. Duke of Edinburgh expeditions) but the decision to use it must be based on a clear risk: benefit analysis, and meet the criteria above.

5. Risk assessment

5.1 Every trip must be risk assessed. The trip leader is responsible for assessing risk for any trip. Most routine trips will not require a totally new RA form; previous RAs can be updated to include new information and updated pupil information.

5.2 In addition to the trip planning information, the risk assessment form includes the following information:

- Educational aims
- Existing knowledge of the location/ activities
- Risk assessments from the venue
- Names of all participants (pupils and staff)
- Specifics regarding pupils with health plans and other special needs
- Potential hazards and who they may affect, their risk rating without controls in place, risk probability, severity, control measures to reduce risk and residual risk. From this information, the overall risk is determined to be either unacceptable, acceptable or low risk.
- Post trip reflection.

5.3 If a visit is to a third party organisation which has already assessed the risks in a specialist environment, this document should be sought and included as part of this process only where it does not hold an LOTC quality badge or comply with BS8848. If a TP does hold one of these, the trip leader should have had sight of their certificate or award. The nature of the risks will vary considerably according to the details of the outing, some of which require special precautions, e.g. visits to open farms.

5.4 If the DCC considers it necessary after reviewing the trip documentation, including the risk assessments submitted by the trip leader, they will hold a meeting with the trip leader to discuss any issues of concern.

5.5 It is clear that the trip leader will be making many decisions on the ground during a visit to safeguard pupils as a process of Dynamic Risk Assessment continues. Not every eventuality can be foreseen and parents must appreciate that the trip leader will act in good faith to exercise their duty of care to the pupils, other staff and others involved in any developing situation.

6. Accommodation of pupils with host families

In order to maintain safeguarding for pupils and staff, no arrangements where pupils are accommodated with host families will be granted without the express approval of the Principal.

7. Transport arrangements

The majority of trips will use either hired coach transport or use minibuses. Trains and aircraft are used less frequently. Occasionally pupils may be carried in the private car of a staff member.

7.1 Minibuses

School minibuses are available for use on trips. Minibuses of less than 3.5t do not require drivers to hold a D1 endorsement on their licence. Drivers must hold a D1 endorsement on their driving licence, or have obtained a Passenger Carrying Vehicle (PCV) licence if they wish to drive minibuses over 3.5t.

A driver is not usually in a position to supervise the pupil passengers. Therefore a second adult will usually be needed in a minibus. For longer journeys, involving lengthy periods of driving, especially motorway driving, a second driver should be available to share the driving. The person in charge of the trip may determine as part of their risk assessment that a second member of staff is not required. Instances where this MIGHT be appropriate could be local journeys within a 5 mile radius of the Schools or trips where all of the pupils being carried in the minibus are in Years 12 and/or 13.

More detailed guidance for staff is listed in the Trip Leader Guidance document.

7.2 Coaches

Reputable local companies are regularly used for travel within the UK. All UK operators must use vehicles fitted with seatbelts. Staff should consider where in the coach they are seated so as to achieve the best possible supervision of the pupils.

7.3 Aircraft

Pupils must abide by all airline arrangements, and are responsible for any excess baggage costs incurred or security breaches regarding sharp objects or fluids. Arrangements for pupils/staff with disabilities or injuries should be made in advance with the airline. Trip leaders should resist any attempt to separate a party into two different aircraft. Refer to Supervision Ratios above for particular points on staffing for aircraft.

7.4 Private Car

7.4.1 Staff Car

In rare cases pupils may be carried in a private vehicle belonging to, and driven by a member of staff. This should normally only happen for short, local journeys or in the case of an emergency where delaying someone's movement would risk serious harm. In either case the member of staff must ensure that they have adequate motor insurance, which covers business use, including the carriage of pupils. The Schools do have a motor insurance policy, which allows members of staff to use their own vehicle for "occasional business use," but any member of staff proposing to carry pupils in their own vehicle must check with the Bursar before starting their journey to determine whether that journey would be covered by the Schools' insurance or whether they

must arrange their own insurance cover for this purpose. The adult driver should never be alone with a pupil in the vehicle.

7.4.2 Pupil's car

Senior pupils who are drivers **are not** encouraged to use their cars for trip transport. A parent may give written permission for a pupil driver to transport themselves to and from a trip, but the **pupil may not transport any other pupil in their car**. For sports' fixtures, licence holding senior pupils may travel to and from a fixture in their own car, and may convey other pupils with the parental consent of the passenger. These senior pupils will not be part of the school fixture or under the teacher's supervision until they arrive at the fixture's venue and will leave the teacher's supervision at the moment they get back into their own car.

7.4.3 Parent's car

Parents who attend a trip or fixture may, with the knowledge of the teacher in charge, drive their child to and/or from the event, but other pupils will not be released into their custody for transportation without the written consent of the other pupil's parent. A member of staff should never ask a parent to transport pupils, other than their own child, to or from a school trip or sports' fixture.

8. Communication

8.1 Information to pupils

Pupils will be thoroughly prepared for the trip so that the maximum educational benefit can be derived from their experience. The aims of the visit will be clear, support materials provided where applicable, and clear links to the curriculum will be made.

Safety considerations and behavioural expectations will be set out before the trip begins.

8.2 Parental consent forms

8.2.1 Every EYFS trip requires a specific parental consent form.

8.2.2 Parents of all pupils are asked to complete an annual consent form prior to entry to the Schools and at the start of each academic year thereafter. The responses completed by parents are stored electronically by the Data Manager. In signing the form, parents are consenting to the named child taking part in trips and activities organised by the Schools (including residential trips) which take place during term time, school holidays, or a weekend, adventure activities at any time and off-site sporting fixtures outside the school day. As a result, separate consent forms will not normally be sent for each trip. Planned activities which appear in fixture lists or the Schools' calendar would also be covered by this consent.

8.2.3 Trips involving substantially higher risk activities (watersports, caving, skiing, etc.) *will still require a specific consent form* which will be sent with the activity details.

8.2.4 Pupils who have not returned their annual consent form may be excluded from the trip. Verbal permission given by a parent over the phone may be sought for short trips in the local area, but a written record of the conversation must be made immediately giving the time, name and telephone number of the person contacted. This person must be contactable for the duration of the trip for emergency purposes.

8.3 Communication to parents about every trip

Parents will be informed well in advance about every trip and have the opportunity to revoke this consent in writing to the teacher in charge of a particular activity.

Information via email/letter will be sent to parents giving them the details of the trip. The communication may include the following information (note not all listed are applicable to every trip):

- Date, times, duration
- Trip location
- Brief description of trip
- Aims/ educational objectives
- Proposed staffing
- Restrictions on numbers and how spaces will be allocated (if applicable)
- Proposed transport
- Activities
- Accommodation
- Expected costs
- Process for expressions of interest and date by when deposit must be paid (the payment method is always via ParentPay)
- Kit list
- Passport/ visa requirements
- Opportunity to revoke consent
- School Trip Terms and Conditions which includes cancellation and refund details

Briefing meetings/ videos may be held for residential/ overseas trips to ensure that pupils, parents and staff have a shared understanding of the expectations of the trip.

8.3.1 Cost of trips

If there is a cost for the trip, parents will be given details of the cost, as well as the opportunity to withdraw their consent for the specific trip. Parents should be aware that a lack of numbers may prevent the trip taking place or cause the quoted cost of the trip to increase, although the Trip Leader will consult with parents about any cost changes.

Trip costs may include the following expenses (note not all listed are applicable to every trip):

- Entrance fees
- Transport
- Accommodation
- Transport
- Activity fees
- Meals
- ParentPay processing fee

8.3.1.1 Deposit

Many trips will require a deposit in order to secure a place on the trip.

8.3.1.2 Deposit/ Trip costs in relation to pupil behaviour

Parents should be aware that payment of a deposit will only guarantee a pupil a place on a school trip provided the pupil's behaviour has been in keeping with the school rules and they have demonstrated normal standards of acceptable behaviour, both prior to the trip being announced and leading up to it. In order to keep everyone safe and for the trip to go well, pupils must show that they can be relied upon to follow instructions, behave sensibly and meet high standards of politeness. If a pupil has shown that they are unable to behave in an acceptable manner they may not be allowed the privilege of being part of the trip at all, or have their deposit returned if they have seriously misbehaved leading up to the trip. This decision would not be taken lightly nor would it be made for a minor infringement. There could be a situation in which a pupil was accepted on one trip but not on another due to the type of trip and the nature of any activities on each trip.

8.3.1.3 Financial assistance for bursary pupils

Financial assistance may be available for bursary students to contribute towards the cost of some trips. Parents may apply directly to the Bursar for this assistance. There are limited funds available for this purpose, so unfortunately not all requests can be met.

8.3.2 Communication during the trip

Parents may be contacted by the Schools during the trip in the following instances:

- Delayed return
- Incident/ accident
- Behavioural issues

8.4 Trip cancellation (by the Schools)

The Schools will consider if there are alternative options before cancelling any school trip. However, from time to time circumstances may arise that means a school trip cannot proceed and must be cancelled.

Prior to any cancellation, parents will be contacted and notified of the possible need to cancel the trip. Parents will be given the opportunity to make representations in response to any proposed cancellation, and details of how these can be submitted will be made available in the notification to parents. The relevant Head of Department for the trip and the Principal will meet to consider the representations prior to a final decision being taken.

Not all reasons for cancellation can be foreseen. Each trip at risk of cancellation will be considered separately.

It may be necessary for individual students to be removed from a school trip. Parents will be contacted separately about the reasons for this should it arise.

8.4.1 Impact of cancellation on trip deposit

The Schools may be required to pass on deposits and further payments to travel companies and the terms on which such deposits and payments are then held will be subject to the contractual terms of the travel company. In other situations the travel company may contract directly with the pupil (e.g. World Challenge). Parents are advised to satisfy themselves as to the terms and conditions of any third party provider organising any trip.

In the event that a deposit is paid by parents and then the trip does not progress due to insufficient numbers the Schools will seek to recover a full refund. If the trip is cancelled for any other reason, the Schools will make reasonable endeavours to secure the return of deposits and any other monies paid. Recovery of monies paid may be dependent on the amount the Schools are able to recover from either the trip provider or insurers. Parents with concerns about trips, for example due to Covid may wish to consider taking out their own travel insurance.

The Schools accept no responsibility or liability for losses incurred through cancellations beyond the Schools' control.

8.5 Trip cancellation (by parents/ pupils)

In the event that a pupil is no longer able to attend a trip after a deposit or further monies have been paid, then any possible refund will only be considered once the trip has been completed. Such refund would be subject to the costs of processing the ParentPay transaction and cannot be guaranteed and the Schools accept no responsibility or liability for losses incurred through cancellations beyond the Schools' control.

In the event that a replacement cannot be found for a pupil's place on the trip, then parents may be liable for any costs already committed to by the Schools.

Please note that the Schools' group travel insurance policy no longer covers for cancellation due to COVID 19 or other pandemics.

9. Emergency procedures

It is the Schools' wish to take as many pupils as possible on the wide range of trips and visits that are organised by the staff. The overriding concern has to be one of safety – anything which could potentially compromise the wellbeing of the party must be avoided. Risk assessments help to avoid emergencies, but emergencies do happen and are planned for.

Many emergencies will require 'on the spot' responses by the trip leader and staff, who should take the action required and then inform their school Point of Contact as soon as possible. The Point of Contact and the DCC can be contacted for assistance and advice. The DCC and Point of Contact are not expected to be "on call" in the sense of being contactable immediately at any time of day or night, but can expect to be contactable during office hours. However, they should be available to offer help and advice as the trip leader manages a crisis situation. If the DCC is on a trip or otherwise unavailable for a particular period, their duties will be delegated to another member of the senior leadership team.

9.1 Contact details

For trips taking part outside of the normal school day, trip leaders must carry copies of the emergency contact details of all those present on the trip (including members of staff [as well as themselves]). This allows rapid contact with the next of kin of pupils and staff so that appropriate medical care can be quickly administered. It is vital that parents provide the school with up to date emergency contact details by emailing data@dameallans.co.uk

9.1.1 EYFS trips

For EYFS trips, a printed copy of the pupil emergency contact details will be taken on the trip by the trip leader.

9.2 First aid

As a part of trip risk assessment, first aid arrangements are determined.

9.2.1 A first aid kit (provided and stocked by the School Nurse) may be taken on trips; EYFS trips must carry a first aid kit.

9.2.2 Every trip will either have a qualified first aider on the trip or:

- other adult supervisors at the venue are qualified, or
- the visit entails no more risk than that to which pupils are exposed in a normal school day, e.g. pupils are within standard ambulance response times.

9.3 Illness or accident

If a pupil has a minor accident or becomes ill, the trip leader or another member of staff will contact the parents emergency contact number and arrange for the child to be collected. If contact cannot be made, the pupil will be supervised at the venue or taken to the local hospital. A member of staff will remain with the pupil until a parent arrives.

Accident and first aid reporting should be completed in line with any accidents that happen or first aid that is given while in school.

9.4 Serious accident/ incident

9.4.1 Emergency services

The trip leader will contact the emergency services for the injured pupil (if needed). One of the accompanying members of staff should accompany the injured pupil to hospital and remain until a parent arrives.

9.4.2 Major Incident Plan

A serious accident/ incident may require initiation of the Schools' Major Incident Plan.

In the event of an emergency other than an accident or near miss (for example, an outbreak of war or terrorism, cancellation or severe delay in travel arrangements, other medical emergencies [for example, an outbreak of Covid-19]), the trip leader will follow the advice given by their school Point of Contact/ DCC, as well as advice provided by the travel operator and any official guidance provided by government in that location, including police and local health authorities.

9.5 Missing pupil

If a pupil does not appear at an agreed time/ place or is determined to be missing, the following sequence of events will be followed:

1. Collect all other pupils together;
2. The trip leader will attempt to ring the pupil if the pupil has a mobile phone;
3. Determine place and time missing pupil(s) was last seen and what they were wearing;
4. One staff member returns to location pupil(s) were last seen to determine if pupil(s) is still there;
5. Trip leader phones school Point of Contact to inform of situation;
6. Trip leader to check pupil's health information to determine relevant information;
7. Contact pupil's parents to determine whether the pupil has contacted home and to explain that the pupil is currently unaccounted for. Explain to the parents what has been done so far and what will happen next.
8. If pupil(s) is still missing, emergency services are to be contacted;
9. Trip leader to document events that have happened using the aide mémoire sequence prompts;
10. DCC and Principal to convene a Major Incident Team;
11. Contact with parents and media to be done by DCC and/or Principal.

10. Data Protection/ GDPR Considerations

Some personal data relating pupils and parents (for example, full name, date of birth, emergency contact details, medical information and dietary requirements) will need to be taken on trips. This information will only be used for the purposes of the trip, on the basis of parental consent. The Schools are the Data Controller in respect of this data.

For details of how the Schools handle this data, please see our Privacy Notices, Data Protection Policy, please see our website: <https://www.dameallans.co.uk>

It may be necessary to share some personal data with suppliers (such as airlines, hotels, transport companies and/or activity providers) in order that they can make appropriate arrangements on the Schools' behalf. For international trips, it may also be necessary for information to be given to public authorities, such as customs/ immigration, if required by them or by law.

The Schools' Data Protection Coordinator needs to check that TP organisations with whom pupil and staff personal data is shared are compliant with data protection legislation. No personal data should be shared with them unless these checks have been carried out and parents have been informed. All forms to be completed prior to the trip must have an appropriate data processing notice on them.

Personal data must be kept safe and never left unattended and the trip leader must make sure that any TPs who are given personal data do the same. Any personal data taken on the trip must be destroyed securely afterwards, unless an event requires it to be kept such as an accident. TPs should be reminded to destroy any data passed on to them, after the trip. The loss or theft of any data while on the trip must be immediately reported to the Data Protection Coordinator back at school.

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