

# School Visits Policy

## September 2022

Approved by Local Governing Body

Chair of Governors: John Garner

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# School Visits Policy

## 1. Aims

Ruislip High School believes strongly in broadening the experience for all its students by offering a range of visits related to subject areas and extra curricular activity.

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all students, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.

This school recognises its duty of care and statutory responsibilities for the health, safety and welfare of students, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable. This policy seeks to ensure that:

- Every student has the opportunity to benefit from educational visits;
- All visits are safe, purposeful and appropriate to meet the educational needs of students taking part;
- The school identifies appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, students and providers involved in educational visits;
- Whenever appropriate, further advice is sought from the LA and from other technically competent sources.

## 2. Key Principles

### 2.1 Staff

- All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning. The governing body will include in its role the support of school policy and procedures for educational visits including the reporting of visits.
- The Assistant Headteacher for Educational Visits, alongside the Educational Visits Co-ordinator who will particularly review and co-ordinate risk assessment procedures, will be responsible for approving all visits in line with school policy.
- There will be a named and approved Event Leader (and where appropriate, deputy) on all educational visits. The Event Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Event Leader will assume full responsibility during the visit, including ongoing risk assessment.
- The Event Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed.

## **2.2 Parents/Guardians**

- The school will provide parents/guardians with information about policy and procedures relating to the safe management of educational visits.
- Parents/guardians will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details.
- Expectations with regard to behaviour and codes of conduct will be explained to parents/guardians. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.
- The school will ensure that parents/guardians are made aware of the school's expectations on school visits in part through the signing of the Visits Agreement Appendix A.

## **2.3 Students**

- Wherever possible, students should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour
- Students should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.
- The Head of Year and Senior Leader linked to the relevant year group should check student lists to ensure that students who have demonstrated poor behaviour in school or on previous trips are removed from the trip, or a Visits Behaviour Contract Appendix A is completed with parents and students before the trip to establish clear expectations.

## **3. Links**

Although this policy focuses on the management of health, safety and welfare, educational visits are an integral part of the strategy for learning and the curriculum plan. The policy should therefore be linked to complementary policies concerned with such issues as equality of opportunity, special educational needs, social inclusion and staff development.

## **4. Visit Proposals**

4.1 Staff wishing to propose a visit off-site for any length of time must seek approval in principle from the Senior Leader for Educational Visits by completing an approval form Appendix B. Once this approval in principle has been given by the Assistant Headteacher (AHT) for school visits all information regarding the trip should be completed on the Evolve online system, including financial planning, risk assessments, staffing and student lists. The trip information will be approved at specific stages as outlined on the Evolve online system. Financial planning should be completed with the Visits Administrator (TKE) on the Trips Finance Form Appendix D.

- Visits taking place in school time must have a clear curricular objective to raise achievement;
- Visits not taking place in school time may be recreational but should add value to the development of students wider educational experience;
- Visits should normally be approved during the first half of the summer term for the following academic year as part of the calendar planning process;
- Only under exceptional circumstances will visits be approved during the academic year in which the visit takes place. It is recognised that one off events, theatre visits and invitations for students to participate in an activity will need to be considered as they arise;
- Visits will not be considered for approval if there are fewer than four school weeks between receipt of the visit proposal form and the date of departure;
- Visits are unlikely to be permitted if several others are already scheduled for the target group – this causes financial pressure for parents and disruption to lesson time in school. Such proposals will be given further and equal consideration if resubmitted when scheduling begins for the following school year.

- 4.2 Each May, the Senior Leader in charge of Educational Visits will consider visit requests for the following school year, taking into account educational value, parental expense, balance of opportunities across the school, health and safety implications and any effect a proposed visit may have on the smooth running of the school. A summary of all proposals and a suggested visits calendar will then be presented to a leadership team meeting in June for final approval. Visit requests will sometimes need to be made on a more casual basis during the year for example, to theatre productions, and these will be considered by the Senior Leader in charge of Educational Visits on a case by case basis.
- 4.3 Proposals for residential visits will be presented to the next available full governors' meeting for their approval. Day visits are recorded for information at the next available governors' meeting as part of the Headteacher's termly review.

## 5. Visit Preparation

Once a visit proposal has been accepted, the Event Leader may work with the Visits Administrator to plan the visit. National guidance for educational trips and visits can be found online at: <https://oeapng.info>

The following are minimum requirements for Event Leaders to complete at least one month before the visit:

- Letter to parents: These must be approved before publication by the Senior Leader in charge of Educational Visits. For all curriculum visits taking place in school time, any monies requested must be asked for in the form of "voluntary contributions." A reply slip with parent / guardian signature and up-to-date emergency contact details / medical information must be collected. A deadline for replies should be stated on the letter and should be no less than 2 weeks before departure date so that registers and medical information can be prepared and events / monies confirmed. The school reserves the right not to take students for whom a permission slip has not been received two weeks in advance. The visit must not go ahead if there is financial loss to the school that has not been approved by the Senior Leader in charge of Educational Visits in conjunction with the school Finance Manager;
- Cover must be organised in line with the relevant school policy and in liaison with the Assistant Headteacher (Staffing);
- Full itineraries must be produced for the visit and a meeting held in advance of the trip with staff and then with students. This meeting must convey at the very least, health and safety guidance alongside behaviour expectations. Reference must be made to the risk assessment and final itinerary;
- All students are bound by the Visits Agreement which all families are obliged to sign on entry to the school (Appendix A);
- Families experiencing financial hardship are encouraged to contact the Headteacher or Senior Leader in charge of Educational Visits should they need the school to consider financial assistance or extend payment deadlines. These cannot usually be considered for extra curricular / recreational trips that take place mainly out of school time. Other student payments must not be used to subsidise financial assistance for some students;
- Event leaders must have participated in at least two residential visits before leading their own overnight trip, or two day visits in order to lead a one day trip. Ideally they will have previously been a deputy group leader. For some smaller scale visits, for example those involving only a few students, the senior leader in charge of education visits may authorise a less experienced group leader.
- All reasonable adjustments will be made to arrangements in order to include students with disability on educational visits. The school will endeavour to meet these needs, but on occasions when this is not possible, parents will be informed. When this is the case, the school will endeavour to organise alternative provision to provide disabled students with a similar educational opportunity.

When additional costs arise for providing accessible arrangements for students with a disability, e.g. increased cost for accessible coach transport, the school will try to meet the cost. Teaching Assistants will provide support when necessary for day visits, and will be asked to volunteer to participate in residential visits. When no Teaching Assistants volunteer for residential

visits, parents of students requiring carer support in order for them to participate will be invited to join the trip.

- At least two weeks in advance of the visit, finances must be finalised and any currency to be brought on the trip must be requested through the finance department using Appendix G – Sterling/Foreign Currency Requisition form.
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After all payments have been made, itemised receipts must be returned to the finance office. The finance team will report on the surplus/loss made by the visit, and this information is passed to the member of SLT responsible for school visits. Losses will always be discussed with the trip leader. Any surplus of £10 or more per student will be refunded, any smaller amount will move to a hardship fund which will support those who would otherwise be unable to participate due to financial hardship, and those with disability who require, for example, special transport arrangements.

### **5.1 Trip refund policy**

- Trip organisers must include a contingency amount in the overall trip cost to cover potential shortfalls and non-payers.
- Deadlines for payment dates to parents should be at least one month prior to the event.
- The trip organiser and the trip administrator should review the payment status of the trip within one week of the payment deadline and one week prior to the trip and should agree the actions to take.
- Students that have not paid in full should be excluded from the trip. Refunds will be made where possible.
- Students that decide to withdraw from a trip may be given full or partial refunds; this will be dependent on the costs committed by the school or if a replacement student can be found and must be mentioned in every trip letter and on the signed permission slip.
- If the school decides to exclude a student from a trip, refunds will be given where possible; this will be dependent on the costs committed by the school
- Where a student has not paid in full and there are reasons that the student must attend the trip, the headteacher or head of school must agree in advance that the school will cover the cost for that student.
- Following completion of the trip, the trip administrator will produce a total cost trip summary and review with the trip organiser to understand reasons behind any surplus or deficit balances.

The current policy states that if a school trip has a surplus balance of £10+ per student, refunds will be made:

- The surplus amount will be divided by the total number of students on the trip, regardless of whether they have paid in full or not.
- Refunds will only be made to those students that have paid in full and to the school where contributions have been made for DA students.
- Refunds will be made via ParentPay where possible as this gives parents the opportunity to transfer the funds to the school's nominated charity account if they wish to do so. The onus is on the parent not the school to make the transfer.
- Communications should be issued to parents advising of the refund and highlighting the option to transfer money to the charity account.

## **6 Off-Site Procedures**

6.1 All students must be registered and medication checked by a defined group leader before leaving the site. Where students are listed in our school information as needing medication such as asthma inhalers and epipens, these must be carried on the trip. They will be asked to show medication to a member of staff before leaving the school. Parents should ensure that medication is within date and has sufficient supply. As a back-up, all asthma pumps and epipens held in the welfare room will be taken on school trips and held by a member of staff. If a student does not have an inhaler/epipen on them and a spare in school, or parental permission to use a spare

school inhaler, they will not be permitted to go on the trip (i.e. students must have access to two separate inhalers or epipens).

- 6.2 The Event Leader must distribute staff throughout the group for the duration of the visit.
- 6.3 For coach travel, at least one member of staff should be in the front and one in the rear section of the vehicle. More and less experienced staff should be distributed throughout the group and between different vehicles and activities as applicable. A member of staff driving the school or hired minibus must be fully MIDAS certified, and must have at least one other adult travelling with him/her in the main saloon of the vehicle if travelling outside the London Borough of Hillingdon. If travelling by minibus within the London Borough of Hillingdon, one member of staff who is MIDAS certified is permitted to travel alone with students. All guidance contained in the London Borough of Hillingdon Vehicles Safety Management System document June 2010 must be adhered to.
- 6.4 All staff must carry copies of the risk assessment with them and be vigilant in supervising all students in a public place.
- 6.5 The London Borough of Hillingdon Outdoor Education, Visits and Off-site Activities publication (May 2003) recommend a minimum staff: student ratio of 1:15, which should be followed unless the Event Leader has gained approval via the risk assessment for a reduced ratio of staff to students.
- 6.6 Alcohol must not be consumed by staff on duty during an educational visit. Alcohol can, however, be consumed by staff off duty only after the activities of the day have been completed. Staff choosing to consume alcohol must do so in moderation, always being mindful of the need to be available for assistance in the case of an emergency.
- 6.7 Poor student behaviour must be dealt with in line with school policy. Activities or forward travel must not proceed (unless it is unsafe to stop) until good conduct has been restored (see Visits Agreement Appendix A).

In particular, student use, purchase or carrying of smoking products (including e-cigarettes), alcohol, illegal substances and items perceived to be weapons is strictly forbidden and likely to result in being sent home early from the visit in addition to normal school sanctions and public laws. All students participating in school visits must adhere to all normal school rules and be subject to usual school sanctions (see school Positive Behaviour Policy). In particular, students must accept that whilst on visits the following will not be tolerated:

- individual or group behaviour that is destructive to the aims of the trip;
- individual or group behaviour that could harm others on the trip;
- individual or group behaviour that insults our hosts, transport staff or other visitors at the location.

A temporary or permanent ban from future school trips may be issued as a consequence of poor conduct in addition to usual school sanctions.

#### Right to Search on School Visits

If a member of staff leading or assisting with a school visit believes a student to be in possession of a prohibited item, the Headteacher delegates the power of search in accordance with the school's positive behaviour policy and the statutory guidance. The power to search when abroad is not legally granted in the same way as the UK, but parents/guardians, in signing the Visits Agreement including the School Visits Contract, agree to the same protocols being followed by staff and students in relation to the school's conduct. This includes the right to search.

Any search on a school visit should be undertaken by a member of the Senior Leadership team (SLT) or Head of Year or Pastoral Manager (PM) if they are available, and should be witnessed by a second member of staff. The staff conducting the search should be of the same gender as the student being searched if at all possible. Any search conducted on a school visit should be recorded and reported to the Headteacher, via the SLT emergency contact for the visit at the earliest opportunity.

6.8 The Event Leader should carry a school mobile, and make contact with the Visits Administrator or out of school hours, a text message should be sent to the first SLT contact for the visit on arrival at the first destination. The Visits Administrator must have an accurate record of staff and students participating in the visit, including distribution of staff and students on where multiple vehicles are being used to transport the group.

6.9 For Sixth Form students, staff may agree to meet students at the trip destination. This should only be considered where students can safely and easily travel independently. In such cases, staff must accompany students to the agreed location for return home, supervise students making a telephone call to parents / guardians informing them of return journey intentions, and supply a mobile number on which the event leader can be contacted in case of emergency during the return journey and for a reasonable period afterwards. Consent forms must clearly seek permission from parents for any independent travel. Staff may not need to attend some local events at all with Sixth Form students, but such an arrangement should be clearly notified in the initial letter to parents. Such proposals should be noted by staff when they submit a Visits Proposal form.

#### 6.10 The use of Mobile Phones

Mobile phones can act as a distraction and can distract students from making full use of the educational opportunities offered by the visit. Carrying expensive phones can expose students to the risk of loss or theft; students who choose to bring a mobile phone will be **fully responsible for their phones at all times**. Mobile phones are not covered by the school's insurance policy. Any insurance claim for lost or damaged phones would have to be made by parents/guardians under their own policies.

If the visit is abroad, parents and students are reminded that the costs of using a mobile phone may be much higher than in the UK depending on the trip destination. This also applies to calls and texts being made to others on the same trip. Students and parents should disable internet roaming to prevent huge bills being incurred, as most smart phones will update applications, even when not in use. However, there will be circumstances where the use of mobile phones on educational visits is allowed and encouraged. They can be used to:

- Take photos for a personal record
- Listen to music/play games on long journeys at times permitted by the trip leader
- Maintain contact with parents during residential visits (although for some children homesickness can be made worse by frequent contact home)
- To contact the trip leader during an emergency
- Contact parents to inform them of a change in arrival time

There will also be times where mobile phones must not be used, or will be required to be switched off, which will be stipulated by the trip leader. If it comes to the attention of staff that a student has posted photos or messages on social media whilst on the trip they will face a sanction on return to school.

If a student contacts their parent/guardian with an issue during the trip, they should be told to speak to the teachers immediately. The issue will be dealt with during the trip or on return to school. Parents/guardians should refrain from contacting staff with non-emergency queries that may have come to their attention during the trip.

In the unlikely event of a serious incident occurring, students' phones will be collected as per our school Critical Incident Policy; the reason for this is that in the event of a serious incident it is important that parents are informed through the appropriate channels before an incident becomes public knowledge. Depending on the seriousness of the incident and the age of the students, the trip leader may allow students to contact their parents/guardians once the emergency situation is over. Usage will be closely monitored by an adult. Under no circumstances should students post any messages on social media sites about the incident.

## 7. Emergency Procedures

7.1 There must be a defined member of the Senior Leadership Team (SLT) to co-ordinate any necessary emergency response should the need arise. For residential visits, a second SLT emergency contact will also be assigned. He/she must be given a pack by the visit leader, at least three working days before the trip, which contains hard copies of each item listed below with the tick-box cover sheet (Appendix H). This must be discussed in a pre-visit briefing between SLT emergency contacts and the visit leader. It is the responsibility of the appointed emergency contact to receive this information. He/she has the opportunity to stop the visit from departing should this information not be received.

- Visit itinerary;
- Copy of final letter to parent/guardian;
- Address and telephone details of places visited;
- Address and telephone details of any accommodation;
- Address and telephone details of any transport company;
- Mobile numbers for lead and other staff;
- Mobile numbers for school phones;
- Register list (divided up by vehicle if the group; is travelling on separate coaches);
- Emergency contact and medical information for each student;
- Risk assessment.

7.2 In the event of an emergency, the Event Leader or delegated colleague should make immediate contact with the relevant emergency services and then with the designated member of the Senior Leadership Team at the school. Staff must not make public statements to the media or other third parties about any accident or emergency.

7.3 On return from the trip, the visit leader should contact the SLT emergency contacts to inform them of their safe arrival. Medical bags from the medical room must be returned at the earliest opportunity and school mobiles returned to the Visits Administrator.

7.4 When the account has been settled, any surplus will be placed in the general visits fund, unless £10 or more per student remains unspent, in which case refunds will be made to parent/guardian.

7.5 There will be an accident report book in each blue medical bag taken on a school visit. The group leader should complete a form for any accident that takes place on a school trip which leads to medical consultation or treatment. These must then be returned to the medical officer on return to school who will provide a copy to the health and safety team.

Any accident involving medical attention from a specialist should be reported by phone to the SLT link for that trip, and notified to a parent / guardian as soon as possible.

7.6 Medical bags will also contain a set of clear plastic bags with cloakroom tickets. These should be used to collect all communication and recording devices in the event of a critical incident, should it be safe to do so. This should help to ensure that the emergency response is coordinated using clear communication protocols as outlined in the Critical Incident Policy. Staff leading trips should notify parents / guardians as part of the final letter ahead of the visit that in the event of a critical incident, communication and recording devices are likely to be collected by staff in order to facilitate clear lines of communication regarding the incident.

## **Appendix A - Visits Agreement**

### **Important Information regarding School Visits Policy**

The school believes very strongly in developing the cultural capital of all students by offering a range of visits, both related to subject areas and extra-curricular, across the school year. The school is aware of the increased risks that external visits involve and ensures that administration of risk assessments, registers, student health information and insurance is absolutely accurate. Staff need time to administer these aspects of the visit, as well as to ensure transport and other costs are arranged at the best value possible; this usually means committing funds several weeks or months before visits take place. For all these reasons, it is very difficult to add students at short notice to visit lists and essential that the following guidelines are always adhered to:

### **Permission Slips**

The final deadline for the return of reply slips will be indicated on each specific visit letter. If a student is absent on the day when letters are given they will be able to collect one on their return to school, but students have a responsibility to ensure that letters they receive are given to parents / guardians in good time. Students cannot usually be added after deadlines have passed.

### **Parental Contributions and Payments**

With regard to payment for trips, this is done via Parent Pay. Contributions should ordinarily, like permission slips, be made in advance of deadlines, but it is understandable that, from time to time, circumstances make this difficult. In situations where finances do cause difficulties, parents should contact the visit organiser. However, contact needs to be made as soon as possible as this could affect whether the trip can run.

### **Medication**

Where students are listed in our school information as needing medication such as asthma inhalers and epipens, these must be carried on the trip. They will be asked to show medication to a member of staff before leaving the school. Parents should ensure that medication is within date and has sufficient supply. As a back-up, all asthma pumps and epipens held in the welfare room will be taken on school trips and held by a member of staff. If a student does not have an inhaler/epipen on them and a spare in school, or parental permission to use a spare school inhaler, they will not be permitted to go on the trip (i.e. students must have access to two separate inhalers or epipens).

### **Absence**

Parents need to be aware that if their child is absent on the day of a visit, it is not usually possible to refund money paid. The reason for this is that group bookings (usually at preferential rates) are paid in advance on a non-refundable basis. Coach costs depend on the size of vehicle hired, and therefore there is not a refund for individual coach seats. However, on rare occasions where payments for admission to venues are made on the day of the visit, it may be possible to return a portion of money paid. For residential visits where tour operators are used, the school is bound by usual company regulations, which usually stipulate no refunds of deposits and / or a sliding scale of refunds for cancellations made which decreases with proximity to the visit date. However, for such trips, additional insurance is usually provided in the event of proven illness.

### **Visits Contract**

Good conduct by students whilst on school visits is clearly essential in order to ensure the safety of the school party as well as the general public. In line with good practice recommendations, a Visits Contract needs to be signed by all students and their parents/guardians. Without this document, students will be unable to participate in future visits.

## The Visits Contract

**All students wishing to participate in school visits, and their parent(s) / guardians(s) must agree to the following guidelines in order to participate in excursions away from the school grounds:**

### Students

*Students understand that the main aims of school visits are to:*

- Allow them to learn and experience

***In order to achieve this students agree to:***

- Be willing to take part in all aspects of the visit;
- Represent the school in a positive manner, including consideration for the general public, staff working at locations visited, and the environment;
- Behave safely at all times to ensure the well-being of themselves and others;
- Be willing to take responsibility for themselves and for their own actions;
- Return reply slips, other documents and contributions by the specified date;
- On occasions where phones are permitted, they must be switched off unless a staff member has given specific permission for their use. Phones will be confiscated as per school policy if necessary for the duration of the trip;
- Not use, purchase or carry smoking products (including e-cigarettes), alcohol, illegal substances or items perceived to be weapons. Students are likely to be sent home early from the visit in addition to normal school sanctions and public laws should this term be broken.

***Students accept that they should NEVER participate in:***

- individual or group behaviour that is destructive to the aims of the trip;
- individual or group behaviour that could hurt themselves or others on the trip;
- individual or group behaviour that insults our hosts or other visitors at the location.

If students do not follow the rules above, normal school sanctions will be applied and for serious incidents, a temporary or permanent ban from future school trips will be issued.

The school reserves the right not to allow students who have exhibited poor or dangerous behaviour whilst in school/on the way to and from school to participate in educational visits. This ban can be for one visit, temporary or permanent.

### Parents

Parents agree to support the school in all the above matters and understand that any serious breaches of the behaviour policy whilst on a residential trip may result in a request for the parent/guardian to collect their child from the location of the trip.

## Declaration

I/we agree to support the Visits Agreement as set out in the terms above.

**Signature of Parent/Guardian** ..... **Date** .....

**Signature of Student** ..... **Date** .....

**Signature of Staff Member** ..... **Date** .....

## APPROVAL FORM FOR A SCHOOL VISIT

<b>Proposed Trip Details</b>			
Trip organiser:			
Location of visit:			
Nature of visit e.g. geography field work, extra- curricular			
Visit objectives:			
Year group(s):			
Proposed date(s):			
Method(s) of travel:			
Number of students:			
Number of adults (including organiser):	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>No. of teachers:</b></td> <td style="width: 50%; border: none;"><b>No. of Support Staff:</b></td> </tr> </table>	<b>No. of teachers:</b>	<b>No. of Support Staff:</b>
<b>No. of teachers:</b>	<b>No. of Support Staff:</b>		
Approximate departure time from school (please specify departure point if not from school)			
Approximate return time to school (please specify return point if not to school)			
School day / evening / weekend / school holiday:			
Organising body e.g. school organised, LEA, name of tour operator			
Approximate cost per head:			
Number of free staff places:			

<b>Approval given by (AHT for visits):</b>	<b>Date:</b>

**On signed approval the trip should be entered onto the online Evolve system**

# Appendix C – Planning a visit flowchart

School visits planning flowchart Feb 2019 - Word

Cotton Joanne

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    graph TD
      A[Completion of an approval form for a school visit - send to JCO] --> B[JCO approves trip]
      B --> C[Trip leader liaises with TKE for financial planning and completes Trips Finance Form]
      C --> D[Seek advice from JBA for Risk Assessments if needed]
      D --> E[Enter all trip details and documentation on the Evolve online system]
      E --> F[Final approval given on Evolve]
      F --> G[Trip leader must pass trip launch letter to RHI and TKE for checking and approval before being issued]
      G --> H[Trip launched to students and parents/guardians. Submit cover forms if needed.]
      H --> I[Student list checked by relevant HOY and SLT for behaviour record, and safeguarding team. Place offered/behaviour contract shared with parents/student where appropriate.]
      I --> J[Check the student list to see if a disabled access bus would be required and liaise with TKE]
      J --> K[All correspondence with parents to be checked by RHI and TKE until trip takes place]
      K --> L[Final payment date: TKE and trip leader to meet to review payment status. TKE to arrange]
      L --> M[4 weeks before trip leaves: trip leader reviews risk assessment with JBA and updates if necessary. Check with SKN if additional diabetes or epilepsy training is needed.]
      M --> N[Final information shared with parents/guardians and students by letter and in meeting]
      N --> O[Final information packs passed to SLT link(s) by trip leader at least one week before the trip leaves]
      O --> P[One week before trip leaves: JCO checks all final processes have been followed and agrees that trip can leave]
      P --> Q[Day before the trip: Trip leader collects medical bags/contacts list/medical list/mobile phone(s)/FSM lunches/registers for LTU]
      Q --> R[On the day of the trip: Ensure LTU has a register of students attending/absent if the trip occurs on a school day. Inform SLT contact on arrival at destination and when students have been dismissed at the end of the trip]
      R --> S[After trip: Return all medical bags/mobile phones/shred student information. Trip cost reconciliation to be signed off with TKE. Complete trip review and evaluation form.]
  
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## APPENDIX D Trips Finance Planning Form

### Trips Finance Planning Form

<b>Date of cost estimate:</b>	
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**Points to Note:**

- Visits must try not to make profit
- Visits must be organised to ensure that, except in the event of an unforeseen emergency, they do not incur a loss.
- Once the nature of visit has been approved, the group organiser must liaise with finance office to check costs. The group organiser must ascertain accurate costs in all boxes below before the visit will be considered for approval.
- **All costs should exclude VAT in the budget plan**

**Part 1: Trip details**

RHS School Trip / Activity budget plan	
Trip organiser:	
Trip going to:	
Date of travel:	
Number of students:	
Number of staff:	
Total persons on trip	
Number of free organiser places	

**Part 2 : Trip Cost analysis**

A :Residential Trips Package tour costs				
This section is for all costs covered by the tour operator package				
EXPENDITURE (all costs should exclude VAT)	QTY	Cost Each £	Total Cost £	Cost per student £
<b>Accommodation included in package cost:</b>				
Accommodation costs				
<b>Food &amp; Drink included in package cost</b>				
<i>Number of breakfasts included in package cost</i>				
<i>Number of lunches included in package cost</i>				
<i>Number of dinners included in package cost</i>				
<b>Transport included in package costs:</b>				
Transport costs airfare				
Transport costs other				
<b>Tickets and entrance fees included in package cost</b>				

Tickets or Admission fees students Venue 1				
Tickets or Admission fees staff Venue 1				
Tickets or Admission fees students Venue 2				
Tickets or Admission fees staff Venue 2				
<b>A: Total residential package tour costs</b>				
<i>Please note the final costs of flights and other costs may vary from the original quotation due to availability and changes in numbers.</i>				

B: Non Residential trips and costs not included in Package tour costs				
EXPENDITURE (all costs should exclude VAT)	QTY	Cost Each £	Total Cost £	Cost per student £
<b>Tickets and entrance fees</b>				
Tickets or Admission fees including staff Venue 1				
Tickets or Admission fees including staff Venue 2				
Tickets or Admission fees including staff Venue 3				
<b>Transport:</b>				
Coach Hire				
Public Transport: Tube/ Rail / Bus				
Ferry cost				
Taxis				
Parking fees				
School minibus mileage costs at £0.45 per mile			£0.45	
Toll fees				
<b>Food and Drink</b>				
Meals for staff				
Drinks & Snacks for staff				
Drinks & Snacks students i.e. ice cream / drinks s				
<b>Other Costs</b>				
Collective passport				
Reprographics				
Miscellaneous costs - prizes, driver tips etc				
<b>B: Total non residential package trip costs</b>				

<b>C: Total residential and non residential package trip costs (A+B)</b>				
Contingency cost allowance to cover, non payment of fees, unforeseen costs Approx 3% - 5%	3%			
<b>SUB TOTAL</b>				
<b>ParentPay costs 1.275%</b>	1.275%			
<b>D: Total trip costs including parent pay and contingency cost</b>				
<i>Please note the final costs may vary from the original quotation due to availability and changes in numbers. It is the schools policy to refund any surplus greater than £10 per student.</i>				

**Part 4: TOTAL COST TO CHARGE PER STUDENT:**

Total COSTS of residential and non-residential trips (part D)	
Total number of students estimated on trip	
<b>TOTAL COST PER STUDENT (TOTAL COSTS DIVIDED BY NUMBER OF STUDENTS)</b>	

*I confirm that I have completed the budget plan for all known cost and estimated income. I have followed RHS procurement guidelines in terms of quotations required for package deals / coach hire and other costs. Supporting documentation is provided where necessary. I confirm that I have liaised with the finance department to discuss the budget plan.*

Trip leader signature \_\_\_\_\_

\_\_\_\_\_

**Part 4 : QUOTES AND PROCUREMENT REGULATIONS**

<b>A. Coach Hire</b>	
1. Three quotations are required for all coach hire in order to ensure best value. Please list them here:	
<b>Coach Company</b>	<b>Total Quote cost £</b>
a.	
b.	
c.	
<b>2. Coach Company selected</b>	

<b>3. Have you selected the Coach Company offering the cheapest quotation?</b>	<b>Yes / No</b>
<p>If your answer to question 3 'is No' please state your reasons for accepting a more expensive quotation. Please note that it is perfectly acceptable for best value judgements not to procure the cheapest quotation if there are reasons for this. For example, previous excellent service, safety, quality of provision, better capacity/flexibility</p>	

<b>B Tour Operators Package costs</b>	
1. Three quotations are required for all tour operator procurement in order to ensure best value. Please list them here:	
<b>Tour Operator</b>	<b>Total Quote cost £</b>
a.	
b.	
c.	
<b>2.Tour Operator selected</b>	
<b>3. Have you selected the Tour operator offering the cheapest quotation?</b>	<b>Yes / No</b>
<p>If your answer to question 3 'is No' please state your reasons for accepting a more expensive quotation. Please note that it is perfectly acceptable for best value judgements not to procure the cheapest quotation if there are reasons for this. For example, previous excellent service, safety, quality of provision, flexibility, specific facilities such as teaching spaces or recreational spaces.</p>	

**PART 5 : REVIEW OF LETTERS TO BE ISSUED AND PAYMENT SCHEDULES**

**A: LETTERS TO PARENTS/GUARDIANS**

Letters	Approximate dates to issue letter (to be agreed with finance)
1. Initial letter to parents to advertise trip: This letter must include full trip costs to be paid and the payment schedule. If a residential trip then a full information request form will be attached	
2. Permission slips deadline for day trips	
3. Payment reminder letters to be issued	
4. Reminder for passport / passport details if applicable	
5. Reminder for EHIC information to be returned if applicable	
5. Full Itinerary of trip and schedule of what students are required to bring on the trip	

**B: PAYMENT SCHEDULE TO BE AGREED WITH FINANCE**

<i>Payment schedule Guidance</i>	
<i>If one payment required</i>	<i>Payment received at least 4 weeks prior to activity</i>
<i>Residential trips</i>	<i>Spread out evenly from initial letter to 12 weeks prior to travel</i>
<b>Date of final payment by RHS to the external company for trip / activity</b>	
<b>Frequency of payments</b>	<b>Proposed payment dates</b>
Initial payment / Deposit	
Payment 2	
Payment 3	
Payment 4	

## SECTION 2 APPROVAL – COST OF VISIT

**Finance Approval: To be completed by a member of the finance team:**

*I confirm that I have reviewed the budget plan with the trip organiser for the cost and estimated income as stated. Costs and income may vary in future. I can confirm that RHS procurement guidelines in terms of quotations required for package deals / coach hire and other costs have been adhered to. Supporting documentation has been provided where necessary.*

Signature:

Date:

Name :

Position:

**SLT Approval of costs: To be completed by Assistant Headteacher** to confirm review of the budget plan.

Costs Approved?	SLT Signature	Date approved	Reasons / Points to note
YES / NO			

## **Appendix E – Checklist of essential items to include in letters to parents / guardians for educational visits**

- Dates and times for visit;
- Contribution / cost of visit; (contribution for curriculum trips in school time);
- Medication procedures: students must carry their own essential medication and asthma inhaler with them;
- Permission slip with updated emergency contact details;
- Reference to visits agreement;
- Paying-in date schedule (as agreed with finance team);
- Payments should be made by Parentpay;
- Note any free time without adult supervision;
- Time and location from which students will be dismissed. It should be clearly stated that parents/guardians are responsible for their child from the time stated. Students will be allowed to make their way home without adult supervision unless parents expressly request for them to be kept until they are collected. However, as part of assessing the risk of a school visit, it is recommended that visit leaders insist on collection by a responsible adult in certain circumstances. For example, a trip which returns after dark would usually be deemed to require collection by a responsible adult if the child is aged sixteen years or under, as would a trip ending at an unfamiliar location such as an airport terminal.

## Appendix F – Emergency Procedures

### Framework for party leaders

Despite good planning and organisation there may be accidents and emergencies which will require an on the spot response by the leaders. These cannot be comprehensively defined but range from temporarily lost children, minor injuries and food poisonings to more serious injuries, even fatalities. A recommended framework of procedures to be followed in the event of an incident resulting in serious or fatal injury is provided below.

Activity centres will have their own emergency procedures. Organisers should request a copy of these in advance of the visit and compare them with the recommended framework. If the centre procedures are significantly different or are deficient by comparison, before the visit gets under way, organisers should agree with the centre management exactly what procedures will be followed. Centre staff and school staff supervising the party should be made fully aware of what is agreed. If there is any doubt about the safety of the arrangements, the trip should not take place.

The recommended procedures are:

- Establish the nature and extent of the emergency;
- Make sure all other members of the party are accounted for and are safe;
- Establish immediately, in the case of injuries, their extent, so far as possible, and administer appropriate first aid;
  - Establish the name(s) of the injured and call whichever emergency services are required; call 999 for all urgent cases and 111 for non-life-threatening emergencies following the advice of NHS England <https://www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcareservices/Pages/responding-to-emergencies-FAQ.aspx>
  - Advice must be sought from the NHS services above where there is any doubt about medical treatment required
- Advise other party staff of the incident and that the emergency procedures are in operation;
- Ensure that an adult from the party accompanies casualties to hospital;
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base;
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for;
- Control access to telephones until contact is made with the Headteacher, emergency contact point or designated senior member of staff and until he/she has had time to contact those directly involved. Give full details of the incident, i.e:
  - Name
  - Nature, date and time of incident
  - Location of incident
  - Details of injuries
  - Names and telephone numbers of those involved
  - Action taken so far
  - Telephone numbers for future communication
- Complete all accident forms and contact insurers and the Health and Safety Executive

## **General Points**

- For serious incidents where the media may be involved, staff should try to identify alternative 'phone numbers at "home" and "off-site base" as other lines will quickly become jammed; it is not for the party leader or other party members to discuss matters with the media, procedures for this are given below. Under no circumstances should the name of any casualty be divulged to the media.
- The party leader should write down all relevant details while they are still fresh in the memory. Other party staff members might also be asked to do so. A record should be kept of names and addresses of any witnesses. Any associated equipment should be kept in its original condition.
- Legal liability should not be discussed or admitted.

## **Headteacher's and Chair of Governor's Responsibilities**

- The headteacher or designated senior staff member will alert the Chair of Governors. He/she may identify further actions or help required (which might include financial assistance). Alternative and additional telephone lines may need to be identified at an early stage.
- The headteacher will arrange to contact parents/carers of those involved. For a serious incident the headteacher will contact parents of all party members. It is also the headteacher's responsibility to act as a link between the group involved, the Chair of Governors and the parents.
- If it is necessary to liaise with the media, the Chair of Governors will take the lead. A designated person shall then act as the ongoing point of contact with the media to whom all involved should direct questions and requests. This person will need to liaise with the emergency services, perhaps on site, effectively invoking the critical incident procedure.

**Appendix G**

**RUISLIP HIGH SCHOOL**  
**Sterling/Foreign Currency Requisition Form**  
 (minimum 2 weeks' notice required by finance team)

Date Funds Required by: \_\_\_\_\_

School Trip/Name: \_\_\_\_\_

Budget holder/Trip Leader: \_\_\_\_\_

Amount Required:  Currency:

Funds will be made available in both cash and money travel cards

Cash Amount Required:

Money Travel card amount required:

Reason for requested funds:

Funds Received by: _____	Date _____
Authorised by: _____	Date _____

**Amount of Unused Funds Returned**

Funds Returned By: \_\_\_\_\_ Date \_\_\_\_\_

Authorised By \_\_\_\_\_ Date \_\_\_\_\_

Total Currency Used		
Sterling Equivalent of Currency used	FX Rate:	
Trip Cost Centre		

<b>RUISLIP HIGH SCHOOL</b>					<b>Journal</b>		
<b>School Trip Cash Expenditure Record</b>							
					Currency		
<b>Name of School Trip:</b>					FX Rate		
Date	Description	Qty	Cost each	Currency Amount	Net £	VAT £	Total £
Please obtain receipts for all expenditure where possible			TOTAL				
Cost Centre							
Authorised By:							

## Appendix H – Cover Sheet for Information Provided Emergency Contact Staff for a School Visit

This form must be completed in full and forms the agenda of the pre-visit safety briefing between the group leader and SLT emergency contact.

Destination	
Date	
Lead Staff Member	
Other adults	

I have enclosed the following hard copies.

Item	Tick where provided
1 Visit itinerary	
2 Copy of final letter to parent/guardian	
3 Address and telephone details or places visited	
4 Address and telephone details of any accommodation	
5 Address and telephone details of any transport company and any organising tour operator.	
6 Mobile numbers for lead and other staff	
7 Mobile numbers for school phones to be taken	
8 Register list (divided up by vehicle of the group is travelling on separate coaches)	
9 Emergency contact and medical information for each student	
10 Copy of the risk assessment (you will need to add risks at their final stage relating to any individual students requiring special consideration)	

**As trip leader, I have read and agree to abide by all information contained in the School Visits Policy. I will text / phone the senior leader emergency contact on arrival at the first venue and arrival back at school / end location stated in letter to parents/guardians.**

Signature \_\_\_\_\_

Date \_\_\_\_\_