



EXCURSIONS POLICY

General

1. Westonbirt School supports extra curricular activities and acknowledges that out of school excursions enrich students' knowledge and experience. Thus such activities are welcomed and encouraged. However, the school also realises that an excursion for one subject can impact negatively on another subject. So, the Senior Management Team endeavours to monitor excursions and maintain an overview to ensure that the curriculum remains balanced and fair. In order to support this, especially as students prepare for external examinations, Years 11, 12 and 13 are not normally allowed to go out during the day in the Spring and Summer Terms, before their public exams are completed. Members of staff must ensure that all girls are absolutely clear about the educational purpose of the excursion.

Aims and Objectives

2. The aim of the policy is to ensure that those undertaking excursions do so in the full knowledge that they are worthwhile, and are conducted in a manner that minimises any risk to pupils and staff.

Control Measures

3. Permission for the excursion must be obtained from the Headmistress who must be given precise details about the nature of the excursion. Teachers/organisers must check the calendar on the Staff Zone in order to avoid clashes with other events. A copy of the Excursion Request Form (page 7) must be completed by the organiser of the excursions and submitted to the Network Manager for approval.

4. A Risk Assessment must be completed prior to the excursion taking place. This should be done on the form held on the Staff Zone – Risk Management. Examples of completed forms may also be obtained from here, this should be emailed to the Risk Manager for initial assessment. Once he has cleared it one copy is to be handed to the Headmistress for final approval. For more details on the Risk assessment aspects please see paragraph 9 et seq.

Staffing Ratios

5. Staff pupil ratio is 1:15, though at least two adults must accompany years 7 – 11. Staff should use their own discretion for Sixth Form outings. Please note, a female member of staff should accompany all school excursions involving Years 7 – 11. Two staff must accompany a coach, unless prior approval has been given by the Headmistress.

6. For overseas excursions a check will need to be undertaken to ensure that legal staffing ratios for that country are maintained. It is the School's policy that there should be one member of staff for every ten pupils, unless a lower ratio is required by national regulations.

Roles and Responsibilities

7. Every participant (girls and staff) on an excursion has a "duty of care" to behave in a safe and responsible manner.

8. The member of staff in charge of the excursion has full responsibility for its conduct, and must take a completed copy of the Risk assessment with them. He/She may delegate specific tasks to others, but is responsible for the coordination and briefing of all those going on the excursion, including staff and pupils. All staff participating in the excursion are responsible for upholding standards of behavior of all members. The organizer should define the role of each accompanying staff member so that they and the girls are aware of their duties and responsibilities. Clear aims and objectives ensure safe practice.

Health & Safety

9. Risk Assessment and Risk Management are legal requirements in observing Health and Safety law. A properly conducted Risk assessment can give the organizer confidence in that all eventualities will have been thought through and the likelihood of problems minimized. Any occurrence should have a response plan, prior to it occurring.

10. The Health and Safety Executive has identified five basic stages in Risk Assessment: -

- a. Identify Hazards: These are conditions which have potential to harm. Hazards do not become risks unless there is some form of human intervention.
- b. Decide who could possibly be harmed and how.
- c. Look at how risks can be reduced, removed or managed.
- d. Keep a record of what you do. This provides evidence of good practice, forethought and planning.
- e. Review procedures. Risks need reviewing as they change i.e. weather on a field trip. It is also good practice to re-evaluate the visit – what went well and what not to do again.

11. It may be a good idea to "brainstorm" the risks of the excursion before completing the Risk Assessment Form and ask colleagues about previous excursions.

12. The following should be considered as you carry out the Risk Assessment: -

- a. Transport, route and time of excursion.
- b. Venue
- c. Type of Activity
- d. Staff Ratios
- e. Competence and qualifications of accompanying staff.
- f. Parental consent if girls are participating in a physical activity where some risk is involved.
- g. Weather; safety equipment for paintballing; noise
- h. Confirmation that any venue used has full insurance.
- i. Any special needs of the girls, including medical will need to be addressed

- j. Emergency procedures in the event of problems. Specifically in loco parentis you are expected to hold details of medical, religious or other constraints upon medical provision without parental guidance.
13. All coaches booked must have safety belts and it is the responsibility of the member of staff to ensure that girls are wearing them.
14. Two members of staff should be on every coach. One member of staff should sit towards the back of the coach to take charge of that area if it is necessary to evacuate the coach in an emergency. Very clear instructions should be given regarding embarking and disembarking.
15. The staff leader must always carry a first aid kit and a mobile phone. No member of staff should lead an excursion on which his/her child is going. Staff should have a detailed list of participants with medical conditions. There should be adequate first aid supplies available according to the type of excursion and the number of pupils taking part. The San will be able to provide appropriate guidance and a suitable First Aid Kit.
16. All staff must refer to the Health and Safety Policy and assess all risk before embarking on the excursion.
17. At the end of the excursion all girls must be seen back into school especially if it is an evening excursion with a late return.

Administration

19. Transport.

- a. Consult the Bursary for the booking of transport. The Bursary will confirm that the transport has been booked, and which firm is providing it.
- b. Staff are responsible for ensuring that all vehicles are left clear of rubbish and belongings at the end of the excursion.

20. Food.

- a. Liaise with the Catering Department regarding food arrangements. Alternative meal times can be arranged to facilitate early evening departure for particular events.
- b. Packed lunches/teas should be ordered using appropriate forms (on Notice Board in Staffroom) and given to the Catering Department. Remember to let them know how many pupils will be missing for a particular meal in school. Also check dietary requirements of individual girls. Arrange for at least two girls to be responsible for collecting packed food and returning rubbish.

21. Bookings. When booking a visit staff can pay using their own money/credit card/cheque and then claim it back, with an accompanying receipt, from the Bursary, or a cheque made payable to The Box Office (etc.) can be obtained from the Bursary in advance. If the latter method is used the exact amount required must be specified.

22. Lists.

- a. A list of girls on the visit should be placed on the Staffroom Notice Board one week before the excursion at the latest and **departments who deliver paid extra lessons must be given at least one week's notice in writing, if possible.** Prior to departure,

- leave a final list in reception and with the Duty Housemistresses, of everyone, including staff, parents and pupils who are on the excursion.
- b. On return, present a completed charge form listing girls alphabetically to the Bursary.

23. Liaison.

- a. At all times liaise with Housemistresses, giving details of excursion including return times. Consult with them to find out if any girl should not be going on an excursion for any reason.
- b. If you intend to return to school very late please inform the Night Watchman (Security).

Pupils

24. Pupils should be given relevant details regarding the excursion including times of departure and return. Girls should also be briefed regarding the expected Code of Conduct on the excursion (no smoking, no drinking of alcohol, suitable dress, keeping in groups and adhering to times). The Code of Conduct should be devised by the leader in consultation with other staff members. Encourage girls to participate in the assessment of risk and code of conduct, so that they have ownership having been part of the decision making process.

25. The briefing, which should where felt necessary be backed by written instructions should cover:

- a. Standard of dress. Any special clothing that is required should be made clear prior to the excursion.
- b. Emergency procedures e. g First Aid, Fire, Mobile Numbers.
- c. Clear instructions about meeting times and places. Regular head counts should take place especially when leaving a venue. The group leader has overall responsibility for pupil safety at all times.
- c. Food and drink including special dietary requirements.
- d. First aid and medical requirements.

Residential Excursions

26. In addition to **ALL** of the above, the following guidelines apply when arranging residential excursions, including overseas.
- a. **A full copy of the programme should be sent to parents, given to pupils. Housemistresses, the Deputy Head and the Headmistress, must also have a copy of the programme, as well as a list of Girls' name and contact numbers.**
 - b. **The staff leader must arrange to have at least two members of staff as contact numbers at home. Parents should also be given the staff contact names and numbers, and a contact number of the excursion leader. The staff should have a copy of the programme, the girls' names and their contact numbers.**
 - c. Written permission must be obtained from a parent or guardian before a pupil can participate in a residential excursion.
 - d. Staff must only use travel agents or tour operators who are members of ABTA. All coaches must have seat belts.
 - e. Staff must ensure that there is adequate insurance covering all activities. Swimming must not be allowed unless supervised by a fully qualified life saver.

- f. Parents must sign a Code of Conduct form (see p8) accepting responsibility for the behaviour of their child and any cost incurred in escorting the student home in the case of unacceptable behavior.
- g. The staff leader must liaise with the school sister to identify any medical problems of participating students.
- h. Students should be advised on the amount of spending money they should take with them and this should be kept to a minimum. Students are usually responsible for their own money and possessions whilst on the excursion and this should be made clear to parents.
- i. The staff leader is responsible for all passports, however these should be kept together throughout the excursion as much as possible and should be given to the Housemistresses on return to school, **not** directly to the girl.
- j. The staff leader is responsible for ensuring that all visa arrangements are in order, ringing the appropriate foreign offices as necessary. Liaise with the Housemistress on this matter. Staff must ensure that all documentation is in order well before the excursion takes place.
- k. Girls should not be left unsupervised or without a specific focus for any great length of time. Girls should know the location of at least one member of staff at all times.

Insurance

Details of the school insurance are as follows: -

27. Public Liability Insurance for School and Colleges indemnifies collectively or individually:

- Governors
- School staff
- Pupils whilst under the control of the School
- Voluntary Helpers (e.g. Parents who are assisting).

28. Cover applies 24 hours a day and anywhere in the United Kingdom (on or off the School premises) provided the persons concerned are, at the time, engaged in activities organised by and/or for the benefit of the School/College.

29. The policy covers legal liability for bodily injury to persons (including pupils but excluding staff) or legal liability for damage to third party property. The policy will, subject to the terms and conditions contained in the Certificate of Public Liability Insurance pay for monetary damages awarded including legal defence costs up to the limit of indemnity for any one incident unlimited during any one period of insurance.

30. Injuries sustained by staff, for which a legal liability attaches, will be covered under Employers' Liability Insurance. It can, therefore, be confirmed that insurance is in force protecting staff in respect of 'out-of-School activities' provided such activities are deemed to be School/College activities and/or activities for the benefit of the School/College.

31. The school carries travel insurance to cover:

- a. Medical Expenses. European Health Insurance cards, where applicable, should be obtained for all those going on foreign trips).
- b. Cancellation and Curtailment.
- c. Travel delays on trips outside the UK, where delays are in excess of 12 hours.
- d. Baggage and Personal Effects, within prescribed limited.

e. Personal Accident.

32. Excursion leaders should confirm details with the Bursary.

33. Staff, or parents/helpers, who have registered their cars with the Bursary, and whose cars are otherwise road legal, are also covered by business use insurance, which includes taking pupils to matches or other school organised activities.

PROPOSED VISIT, EXPEDITION or EXTRA ACADEMIC COMMITMENT (involving girls)

(To be completed in the event of a date to be included in the internal or published calendar)

Please give all the information required before placing this request in Caroline Adler's pigeon hole. After review the date will be entered in the calendar on the Staff zone. Please take this entry as confirmation that permission has been given subject to the proviso at the bottom of this page.

**The times should relate to the time you leave school and the time you anticipate returning.*

Date of Request: _____ Initiating Member of Staff: _____

Please place a tick in the box to confirm that you have checked the date on the online calendar and there are no conflicting events already entered and that you will undertake to give at least one clear week's notice, where possible and in writing to departments who provide lessons for which there is an extra charge e.g Music, Learning Support, ELT etc.:

Date of Visit/Event: _____ *Time (From) _____ (To) _____

Description of event (exactly as it should appear on the calendar)

Venue: _____

Girls involved (please attach list if easier):

N.B. Please accept that agreement from MMT will be needed if girls will be missing lessons.

Staff involved (All names incl. initiator if necessary and give staff: pupil ratio):

NOTES: (Relevance of visit, etc.)

Proviso: Permission is given on the understanding that it is the initiating staff member's responsibility to have read and understood the Excursions Policy and to have completed the necessary risk assessment and

safety checks. Please ask the Bursary for guidance in completing the necessary forms if required. Initiating staff are responsible for ordering packed meals from the catering department well in advance.

CODE OF CONDUCT FORM
For Girls Going on Excursions

Name of Girl	
Date of Excursion	
Destination of Excursion	
Details and Time	
Member of Staff in Charge	
Accompanying Staff	

I agree that

- My daughter will behave in a way that will not affect the health and safety and enjoyment of the other members of the group adversely.
- She will not break the law or school rules.
- She will obey the instructions given by the staff in charge.
- She will not leave the group
- She will have in her possession the emergency contact numbers of the excursion organiser school.
- If she fails to comply with the above Code of Conduct, I will accept any sanctions given and will be liable for any expenses incurred through her actions.

Signature of Parent/Guardian _____ **Date** _____