



## School Trips and Residentials Policy

### A) Introduction

The benefits of school trips are many including:

- to stimulate the mental, spiritual, and physical development of the child;
- to enable the child to spend time intelligently and happily, sharing experiences with others;
- to enable the child to acquire resourcefulness, initiative, and self-reliance;
- to enable the child to cultivate good fellowship and unselfishness;
- to fulfill requirements of the National Curriculum orders through first-hand experiences
- to enable children to develop through personal and social education.

For the purpose of this document;

A *Trip* is a student outing that departs and leaves school on the same day.

A *Trip* can also include overnight stays for academic competitions.

A *Residential* involves at least one night away involving activity-based learning.

### B) General Guidelines

- The overall responsibility for all residentials rests with the Principal who must approve each one. Primary Trips can be approved by the Head of Primary. Secondary Trips must be approved by the Principal.
- Each will have a designated Group Leader who will plan and run it.
- The Principal must be satisfied that the Group Leader is competent to lead the Trip or Residential.
- All Group Leaders must complete the school's Risk Assessment Form and follow the Planning Checklist.

### C) Fixed Residentials

- The following Residentials will take place each year –

YEAR GROUP	PERSON RESPONSIBLE
Years 12 and 13	Head of Sixth Form (SAL)
Years 10 and 11	Outdoor Education Leader (SEB)
Years 7, 8 and 9	Outdoor Education Leader (SEB)
Years 5 and 6	Outdoor Education Leader (SEB)



## School Trips and Residentials Policy

- The International Award expedition takes place for Year 10 students and is led by the IA Programme Leader (MLE) and IA Coordinator (ABR).
- Other Residentials may occur with the Principal's permission.

### **D) Staff**

- The staff team that goes on a Trip or Residential must be carefully selected.
- In addition to the Group Leader, the team must also include at least one other person from the school staff.
- There should be an appropriate mix of male and female staff. A female member of staff is required if there are female students.
- There must be one staff member on each mode of transport e.g. One member of staff per minibus etc.

### **E) Travel**

All trips taken by coach will follow the guidelines below:

- Seat belts must be worn.
- Adults will sit at intervals throughout the coach. A minimum of one member of staff per minibus.
- All coaches will be booked by the School Registrar who must be given adequate notice to do this.

### **F) Responsibilities**

#### **Directors**

- are responsible for setting the School Trips and Residentials Policy.

#### **Principal**

The Principal must ensure that –

- this policy is implemented;
- all school trips comply with school regulations in every respect;
- pupils' safety is paramount in the planning;
- the Risk Assessment Form and Planning Checklist have been properly completed;
- the Group Leader is fully prepared;
- the contact details of any outside providers are at hand, and those of all staff involved;
- all school Trips and Residentials have a clear educational value;
- the school can run efficiently in the absence of anyone involved.



## School Trips and Residentials Policy

### Group Leaders

The Group Leader must ensure that –

- signed Parental Consent Forms have been returned by all students going. This form should include details of any special dietary requirements, allergies and other medical issues, including medication that the child may be taking. If medication is being taken the staff member in charge of First Aid is responsible for ensuring the medication is administered as required;
- all adults are fully briefed on their roles and responsibilities;
- a list of everyone going, that includes their emergency contact numbers and any medical/dietary issues is emailed to all Outside Providers; the Principal's secretary, and the School Office Staff. Hard copies should be given to the other adults going;
- all adults have each other's cellphone number;
- adequate first aid provision is available at all times;
- any insurance that is required has been organized with Khun Amp;
- the Risk Assessment Form is completed and submitted to the Principal at least three weeks before a Residential begins or three days before a Trip;
- the Planning Checklist is completed. This should be kept, and available if requested;
- the health and safety of pupils is paramount at all times;
- all adults are aware of any medical issues or special needs of the students;
- good order and discipline are maintained;
- a deputy has been briefed to take over the role of Group Leader if necessary;
- The Head of Primary and Director of Studies have been informed of which staff will be absent so that cover can be arranged.

### Staff and Other Adults

Staff and other adults must –

- be aware that they are responsible for all children at all times and behave responsibly;
- be aware of their individual responsibilities on the trip, including any night time supervision;
- hold a fully serviceable mobile phone at all times that has the phone numbers of all other adults in the group. For Residentials they must also have the phone number of both Traill Office and the Principal or the Head of Primary;
- fulfill their roles as defined by the Group Leader;
- carry a complete list of everyone in the group and their emergency contact details;
- if they are teachers, set appropriate work for the classes that will be covered in their absence and give this work to the Senior Manager: Curriculum or Head of Primary.



## School Trips and Residentials Policy

### Pupils

Pupils must –

- follow the instructions of the Group Leader, teachers and non-teachers at all times;
- behave sensibly and responsibly, as though in school;
- be aware that a serious breach of discipline may result in them being taken back to school early and that their parents will be liable for any costs incurred in doing so.

### Admin

- Contact the transport companies, business admissions, and cost the trip.
- Admin completes permission slip/letter for Principal's Approval, once this has taken place then admin gain the teachers signature.
- Admin send the permission slip to the parents in conjunction with the teacher's cover letter.

### Principal's PA

- Informs all teaching staff of the impending educational Visit

## G) Supervision

### Ratios

The lowest permitted *adult to students ratio* on any trip is:

LEVEL	ADULTS	CHILDREN
PKG-KG1	1	4
KG2	1	5
Y1-Y2	1	8
Years 3-6	1	12
Years 6-11	1	12
Years 12 – 13	1	15

The lowest permitted *adult + specialised support adults to students ratio* on any residential is:

LEVEL	ADULTS	CHILDREN
Years 6 – 13	1	10

- Wherever possible these ratios must be improved.
- A female adult is required if there are female students.
- No residentials will run with fewer than three adults, this may include specialised support staff.
- For residentials that include Primary pupils, it is helpful if one adult can speak Thai.



## School Trips and Residentials Policy

### Head Counts

- Regular head counts must take place on all Residentials and Trips, especially when leaving any venue.
- All adults should carry a list of all pupils and adults at all times.
- The Group Leader should establish a rendezvous point and inform children and adults what to do if they get separated.

### H) Preparatory Visits

- These should be undertaken by the Group Leader as necessary. The purpose is to both be aware of the requirements of the risk assessment and to familiarize themselves with all aspects of the visit.
- When a Trip or Residential is planned to be repeated over several years, the Group Leader should open a file on Staff Shared to assist future Group Leaders. This file should be added to after each trip.

### I) Risk Assessments

- For all trips a risk assessment must be completed beforehand and submitted to the Principal. This should be completed by the group leader between one and two months prior to the trip and distributed to other adults before the trip.
- The risk assessment must be approved for the trip to proceed.
- If the Group Leader has led the trip the previous year and the same accommodation is being used the risk assessment can be completed using prior knowledge and the trip evaluations; a preparatory visit may not be necessary.
- There is no such thing as zero safety and a risk assessment is a clear way of structuring risk control decision making.

### J) First Aid

- A fully equipped first aid bag must be carried on all journeys.
- The Group Leader is responsible for liaising with the school Nurse to ensure that an appropriate first aid bag is prepared.
- The Group Leader should delegate a person to be responsible for first aid who must collect the first aid kit from the school Nurse or School Office.
- This person must also check the contents of the First Aid kit and make themselves familiar with its contents.
- All adults must be made fully aware of any specific medical needs of individuals.
- If practicable, one of the school nurses will join the residential.



## School Trips and Residential Policy

### **K) Communication with Parents.**

- No child will be able to join a trip without written consent.
- Parents must be kept fully informed about any Trip or Residential that their child might be involved in.
- For Residentials, a briefing for parents shall be organized by the Group Leader; for Trips a letter to parents that gives all details will suffice.
- Both meetings and letters should include full details of:
  - a. purpose and destination;
  - b. times and dates;
  - c. outside providers being used;
  - d. transport;
  - e. staff team;
  - f. contact details
  - g. cost.
- It will be made clear to parents before a Residential begins what communication they can expect during their child's absence. Parents of primary children for instance, might want to be informed the party arrived safely at their destination.
- Parents must be given details of the places that the children will be staying at so that they can communicate in an emergency.

### **L) Safeguarding (Accommodation)**

- Accommodation used for residential trips must be appropriate. If accommodation is deemed to be unsuitable on arrival, an alternative should be sought. In all cases the health and safety of our children is paramount.
- Students must be separated by gender as much as is possible in the circumstances. It is the responsibility of the Group Leader to organize the staff to enforce this policy.
- The Group Leader must also ensure that:
  - a) organise adult supervision to patrol outside the rooms until half an hour after lights out.
  - b) pupils know where to go for assistance during the night if necessary;
  - c) the group's accommodation is exclusively for the group's use wherever possible;
  - d) teachers have sleeping accommodation immediately adjacent to the pupils;
  - e) in the absence of 24-hour staffing of reception, external doors are secured and windows closed to prevent intrusion;
  - f) where possible, internal doors are lockable but staff have reasonable access to the pupil accommodation at all times;
  - g) all staff and pupils know the emergency procedures/escape routes in the event of a fire. Where windows and doors are locked against intrusion at night, alternative escape routes are known and all fire doors function properly.



## School Trips and Residentials Policy

### M) Safeguarding (Third Party Providers)

- Before entering into any agreement with a third party who will provide services for our students on Trips or Residentials, the Group Leader must carefully consider the following aspects of the organization involved:
  - a) Codes of Practice: do they exist? Do they include such things as Emergency Response Procedures, Employee Conduct, Child Protection Policies, Areas of Responsibility etc.
  - b) Emergency Response Procedures: are they realistic? Do they identify local medical facilities and are these accessible? What level of first aid training do their staff have?
  - c) Liability Insurance: is it comprehensive? Does it cover all the activities our students will be involved in?
  - d) Sites and venues: are they suitable?
  - e) Accommodation: is it clean, well-maintained and appropriate?
  - f) Staff: are they properly trained and certified for the activities involved?
  - g) Transport: is it safe?

### N) Insurance

- Legally a written risk assessment must be carried out before any trip is undertaken. We have a duty of care towards all pupils under our supervision and in an activity where there is an element of risk, we must show that we have considered the risks, and as a result taken all reasonable precautions. As part of our health and safety duties we must show that there is effective communication at all levels. We must be careful as being careless is, in legal terms, being negligent.
- The insurance that we have at Trail International School provides cover for personal injury, medical and related expenses and public liability, the School Registrar will arrange the insurance for trips.