

# LYCÉE INTERNATIONAL DE LONDRES

## WINSTON CHURCHILL

(The “School”)

### Policy #20: Educational Visits and Overnight trips

#### **Mission**

Through a rigorous, bilingual programme and innovative methods, we educate pupils to become responsible, creative, and principled global citizens. We teach them to think critically and act ethically, to form and express their own opinions and respect those of others, to define their own life goals, and to make sense of and embrace change.

Our values are excellence, creativity, integrity, awareness and community.

In support of these aims and values we are committed to ensuring the following:

#### **Introduction**

The school values cultural education and wishes to offer our students of all ages a variety of opportunities to learn beyond the classroom. This guidance is applicable to all those involved in the organisation of educational visits and trips.

#### **1. Objectives**

- To ensure that visits are well planned and significant risks are identified and managed through careful and systematic risk assessment.
- That there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable.
- That those in charge of visits have the necessary competence to manage situations appropriately.

## 2. Guidance

1. The Head of Secondary and the Head of Primary will be responsible for the implementation of this policy, assisted by the Global Travel Programme Coordinator and the Duke of Edinburgh (DofE) coordinator.

2. Learning outside the classroom environment is an essential part of our curriculum. Trips and visits include the following (non-exhaustive list):

- day trips including historic sites, museums, galleries, natural features, farms, drama productions
- language exchanges abroad
- adventure activities, e.g. canoeing, climbing, trekking, horse riding, sailing, etc
- service learning trips
- choir concert tours
- sports teams and ski trips, including competitions
- Duke of Edinburgh Award programme or similar.

3. The school portal will list the regular or known trips and visits that are due to take place over the forthcoming academic year, together with planned home and away sports fixtures.

4. Parents and carers will be notified in advance of:

- the selection of a child for a sports team where they will be given a list of fixtures;
- a child attending a day trip/ visit, including details of any extra charge and details of visit duration;
- planned trips and visits for year groups. Parents and carers of students opting for trips will attend the school for a full briefing where appropriate.

5. Individual written consent will be obtained where students are taken on a trip or visit that:

- extends beyond the normal school day;
- involves an overnight stay;
- involves collection from a different venue;
- is an overseas visit;

- involves extra cost to a parent / carer.

6. The completed and signed consent form will include details of how to contact a parent in the event of an emergency. The form must be returned to the school at least three days before the start of the trip.

7. Parents and carers are expected to support the school in ensuring that students follow instructions given by those in charge of the trip. Those in charge of the trip may send home early any student who declines to follow reasonable instructions.

8. The Global Travel programme Coordinator in collaboration with the Head of Primary or the Head of Secondary, as appropriate:

- support the process of approving visits;
- ensure, as far as possible, they are spread through different age groups and the school year;
- help staff involved with organising tours;
- check parental consent forms;
- keep records of previous visits, including details of accidents and incidents.

The Global Travel programme Coordinator is not responsible for field trips, or trips related to ASP and Duke of Edinburgh. These fall under the responsibility of the ASP Coordinator and DofE Coordinator as relevant.

9. All new staff will receive training on planning school visits as part of their induction.

10. Every planned trip or visit will have a nominated Group Leader ("GL") who is responsible for organising and running the trip. A deputy GL may also be nominated.

11. The Global Travel programme Coordinator will hold a briefing session for all those nominated as a GL, which will cover:

- conducting risk assessments
- emergency procedures
- school insurance cover
- budgeting for visits
- reporting incidents
- circumstances when a trip may be terminated.

12. The GL will hold a valid first aid certificate or ensure that one of the accompanying staff members does.

13. In the event that the School needs to hire a coach or a minibus, the GL and the The Global Travel programme Coordinator will use a contractor pre-authorised by the school management (list held by COO).

#### 14. Personal Liability

- The GL acts "in loco parentis". This means that they "have a duty under common law to take care of students in the same way that a prudent parent would do".
- The School as employer of the GL will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines.

#### 15. Insurance

The school has Employers Liability Insurance and Public Liability Insurance.

- It also has a group travel policy that covers all visits in the UK and overseas. Any new trip or activity will be discussed and reviewed with our insurance.
- The Global Travel programme Coordinator and/or Group Leader must check with the COO when planning trips relating to hazardous/adventurous activities for the applicability of insurance and arrange for an extension where required - notice period to do this (6 -8 weeks in advance).
- The GL should ensure that they have a copy of the school travel insurance with them on the trip.
- Travel involving staff using their own cars is strictly forbidden without discussing first with the COO.

#### 16. Trips and visits planning.

The following list relates to planning for longer trips, which must always be pre approved by the Head of School and finance must be discussed with the COO.

At least *four months* in advance it is recommended to:

- seek assurance that suitability checks have been carried out for any staff or another organisation taking responsibility for the school's students on a site other than the school
- discuss key elements of the visit, including purpose, location, transport, accommodation, activities, itinerary, number and age of participants
- calculate the staff to student ratio
- prepare a draft itinerary
- decide on the mode of transport for the whole journey
- prepare a costing for the visit, remembering to allow a contingency for delays and emergencies
- check that the provider is licensed and individual instructors possess a recognised qualification (such as the Adventure Activities Licensing Authority) if an adventurous activity is involved
- obtain relevant details from the intended Centre regarding acceptance of responsibility and copies of risk assessments before committing to the visit
- prepare your own risk assessment
- find other members of staff who are willing to participate, remembering:
  - male / female ratios (see para 3.17 below.)
  - language skills
  - medical assistance
  - nature of activities
- whenever possible choose a tour company / airline which is ATOL / ABTA / IATA bonded so that cover is provided in the event of the bankruptcy of the provider
- whenever possible undertake a reconnaissance visit to the location if the school has not visited it before, or obtain a reference from another school where this is not possible
- establish the minimum and maximum numbers for the visit to be viable
- establish any visa and medical requirements
- establish the cost of any deposits required both for travel and the activity provider and calculate the deposit required from participant.
- check with the travel advice unit of the Foreign and Commonwealth Office depending on the location
- In the case of an exchange programme, necessary checks are being carried out to ensure the safety of students while staying with a host family (DBS in UK, equivalent in other countries). Evidence of this is received

The School may permit parents and carers and office staff to assist with day trips and sports fixtures, and where parent volunteers participate enhanced DBS disclosure and

safeguarding training must be arranged if they may have unsupervised responsibility for children.

17. Typically, the following ratios will be applied to school trips. However, each trip will be assessed on a case by case basis and ratios may be adjusted dependent on the risk assessment:

- 1:4 for 3 years old
- 1:8 for Reception-Year 3 inclusive
- 1:10 for Years 4-10
- 1:15 for Years 11-13
- 1:10 for all visits abroad

#### 18. Risk Assessment

- GLs are trained in undertaking risk assessment and how this relates to the visit, trip or activity they are planning. The school adopts the model risk assessment from the DfE ([www.education.gov.uk](http://www.education.gov.uk) and <https://oeapng.info/guidance-documents/>), which is downloadable and covers:
  - identifying potential hazards of the location being visited
  - listing the groups of people that are at risk from significant hazards
  - listing control measures that are in place
  - allowance for hazards which may not yet be fully understood due to lack of information
  - monitoring hazards during the visit
- The GL should ask for copies of risk assessments at the planning stage from professionally operated licensed activity centres and tour operators. These will form part of the overall school risk assessment
- Risk assessments from previous visits can be used as a starting point for a revised assessment, but they must never be adopted without checking for changes which may have occurred
- The Global Travel programme Coordinator maintains a file of generic risk assessments relating to sports activities, regular school visits and theatre/ museum visits as a start point for reviewing each new trip.

19. After permission for an overnight trip has been granted (at least *4 months* in advance for longer trips), The Global Travel programme Coordinator or the GL must:

- Provide a document with information to parents outlining the following:
  - purpose of the trip

- programme
- expected maximum cost
- process for expressions of interest and date by when deposit must be paid
- restrictions on numbers
- Brief students about the visit, its dates and purpose;
- Check the names of all students wishing to participate with the School Nurse and the Head of Pastoral. Discuss any requirements with The Global Travel programme Coordinator (including those for special educational needs and dietary requirements);
- Send application forms to families;
- Collect both parents' agreement and signatures;
- Collect the payment for the trip and arrange for accounting procedures with the COO;
- Arrange with the COO to pay any deposits on accommodation, travel, activity centre etc;
- On exchange trips, students to host families.

20. For overnight trips, at least *three months* in advance The Global Travel programme Coordinator or the GL must:

- Finalise costs with the travel company;
- Where possible confirm that all coaches are fitted with seat belts;
- Confirm the cost for parents and carers (including contingency provision);
- Inform parents and carers of medical and visa requirements. Any non-British passport holders parents and carers should be advised that it is their responsibility to ascertain any visa requirements for their child;
- Obtain copies of each student's passport (check expiry dates);
- Arrange with the COO for the parents and carers to be billed for the balance of the cost of the trip / collect the balance of the money for the trip from students and pass to the COO for crediting to the trip account;
- Arrange for the COO to pay the travel company /airline / hotel etc with the balance required;
- Arrange access to financial resources in case of emergency for the duration of the trip;
- Arrange for the assignment of a school phone number to be redirected to GL's own mobile. When previously approved by The Global Travel programme Coordinator, arrange for purchase of disposable phone or SIM card abroad;

- Brief students and ensure any specific advance requirements have been communicated.

#### 21. *Six weeks* in advance of an overnight trip

- Send the list of students to the Conseiller culturel of the French embassy (if abroad)
- Give the COO details of any foreign currency needed
- Primary: Send the list of students to the Conseiller culturel adjoint of the French embassy (if abroad) + IEN, not later than 3 weeks before the trip
- Secondary: Send the list of students to the Conseiller culturel adjoint of the French embassy (if abroad), not later than 3 weeks before the trip

#### 22. *Two weeks to one week* in advance

- Follow-up with parents and carers who have not returned their consent forms, pointing out that their child will not be able to participate unless the form is received 3 working days before departure;
- Check all travel tickets and store in a safe place;
- If collecting currency / travellers cheques etc arrange for storage with the COO in the school safe and make a note of any serial numbers etc;
- Meet with accompanying staff members to discuss all practical arrangements for the trip and roles and responsibilities;
- Prepare packs for the School Office and each member of staff containing:
  - the itinerary, with all addresses of locations during the trip etc
  - The GL mobile number
  - mobile numbers of participating staff
  - a list of students with parental contact details and medical conditions
  - copies of all passports and travel documents
  - emergency contact numbers for the Head, Global Travel programme Coordinator or the designated member of staff on-call
  - out of hours contact numbers for school security
  - address and contact details of nearest British Consul and Consulates for other countries for which students hold passports
  - on exchanges contact details / addresses for schools and host families
  - copy of travel tickets and insurance documents
  - copy of the trip risk assessment
  - location of nearest hospital
  - copies of serial numbers of travellers cheques



- Arrange trip briefing with parents and carers, which will cover:
  - Itinerary, including meeting and collection points
  - contact details for hotels / hostels/ names and addresses of host families
  - the number of the school mobile phone issued to the GL
  - kit, equipment, dress code of country and money requirements for students
  - expected rules of behaviour for the trip and the arrangements where such rules are not followed by students (including possibility of sending students home at parents and carers expense). This includes, alcohol, tobacco etc usage
  - arrangements for dealing with emergencies and informing parents and carers about them
  - arrangements for communicating with parents and carers in the event of return from the trip being delayed
  - the need to notify the school of contact with an infectious disease before travelling
  - the reasons why a consent form is essential
  - the need for a copy of each student's passport
- Send all parents and carers a copy of the consent form (example appendix 1 and 2 or 3) and the return date;
- Arrange for any catering requirements with the catering department;
- Brief students on expected standards of behaviour and cultural differences;
- Book travelling first aid kit with the School Nurse.

### 23. Day prior to departure / day of departure

- Collect tickets, foreign currency, travellers cheques etc from the safe;
- Give trip information packs to nominated persons;
- Give each student the names, addresses and phone numbers of their accommodation;
- Remind students about expected standards of behaviour and sanctions if not followed;
- Remind students to bring passports;
- Collect travelling first aid kit (check contents);
- Collect from the nurse any relevant equipment for student with particular needs
- Collect school mobile phone and charger if one has been assigned for the trip;
- Collect any catering provisions.

- Keep a record of all special dietary requirements and allergies

#### 24. During the visit or activity

Primary responsibility for the safe conduct of the visit rests with the GL. They have sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. They will liaise with the partner school in the event of difficulties between a student and their host family. They may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc;
- Checking that all students wear their seat belts;
- Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every student walks through the emergency escape route at each hotel;
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor);
- Setting times for students to be in their rooms at night. Conducting checks (using the other staff);
- Ask all students to write their mobile numbers on a sheet of paper. Give all students the number of the school's mobile if they are going to be allowed out in small, unsupervised groups;
- Setting agreed times and locations for checking students when they work or are allowed out unsupervised in small groups;
- Enforcing expected standards of behaviour;
- Looking after (or reminding students to look after) valuables;
- Storing cash, travellers cheques, tickets and passports or IDs in the hotel safe;
- Keeping an account of all expenditure;
- Recording all accidents and near misses.

#### 25. Illness or minor accidents

If a student has a minor accident or becomes ill, the GL, or another member of staff, will take him/her to the local hospital or clinic. If the trip is outside the UK, he/she will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may

arrange for the student, accompanied by a member of staff, to be repatriated to the UK. The GL will phone the student's parents/ carers if their child has suffered an accident or injury that is serious enough to require medical treatment - as opposed to minor cuts and bruises.

## 26. Emergency procedures

- In the event of a serious accident resulting in the death or injury of one or more of the students and staff, the GL first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured student(s) to hospital.
- After ensuring that the rest of the group is safe and looked after, the GL will:
  - inform the Head of School (HoS) or on-call member of the SLT of what has happened
  - ensure that follow-up communications with the HoS are maintained even where the full facts have not yet emerged
  - arrange for the school's insurers to be contacted as quickly as possible, together with the British Consul and/or French Consul, if the accident happened overseas
  - a full record should be kept of the incident, the injuries and of the actions taken
- Where appropriate the school's critical incident plan will be implemented
- No staff member should give any comments to the media without the express permission of the Head of School.

## 27. Delayed return

If the return from a visit is delayed, the GL will phone the school office, who will in turn phone, text or email all the parents and carers to alert them to the delay and the revised time of arrival.

## 28. On Return

- The GL will provide The Global Travel programme Coordinator with a report on the visit
- The GL will return all school property (together with a report of any lost or damaged property)
- The GL will instruct all students to delete their records of the school mobile.

- The GL will remind all staff to delete any records of students' mobile numbers that they may have acquired during the visit
- The GL will return any financial documentation, currency or similar items.
- The GL will produce a schedule of all expenditure on the trip.

## 29. Report for Governors

The HoS's termly report to the Governors will contain a synopsis of the planned trips and visits that have taken place since the last meeting of governors. The Global Travel programme Coordinator, who prepares this report, will invite the GL to draft a short report and how such a trip fits in with the curriculum.

### References:

DfE Health and safety advice for schools:

<https://www.gov.uk/government/publications/health-...>

<http://www.hse.gov.uk/services/education/school-tr...>

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