



# Arranging a School Trip

## Guidance for Staff

**Trip Procedures for Day Time Curriculum visits  
(Do not include an overnight stay)**

<b>Person(s) responsible for this policy</b>	<b>Assistant Head Co-Curricular and Community</b>		
<b>Last review by</b>	<b>T Philipsen-Allen</b>	<b>Review date</b>	<b>September 2024</b>
<b>Date of next review</b>	<b>September 2025</b>		

These procedures must be followed for all day trips apart from sports fixtures that take place after school during the school week and appear in the school diary or regular and routine off-site activities (e.g. sports at Crystal Palace, Tooting Bec Track) that are covered and identified by the consent form completed by parents at the beginning of each term.

Curriculum day trips for whole-year groups should be planned with at least one full term's notice, preferably more. Details of the trip should be added to SOCS using the House Style and appear in the term diary, as well as the appropriate curriculum booklet. When organising a trip, a reconnaissance trips should be carried, if possible, to assess potential risks, travel arrangements and the suitability of the venue or activities. If this is not possible, the EVC coordinator, staff at school, or other GDST schools should be consulted before deciding on the suitability of the proposed trip.

Under Part IV of the Disability Discrimination Act 1995, it is unlawful for schools to treat a disabled pupil less favourably, because of her disability, than her non-disabled peers. Staff must therefore ensure that they are inclusive and consider carefully the suitability of the journey, venue and activities involved, in the light of the needs and abilities of any disabled pupils to whose class/Year Group the trip is to be offered. Staff should also consider if an alternative venue or activities could be arranged to enable the disabled pupil to participate and discuss with the pupil and her family what adjustments to the proposed trip (e.g. additional adult supervision, ground-floor accommodation, alternatives to water-based activities) could reasonably be made.

It will not be acceptable to impose any blanket restrictions (e.g. pupils with epilepsy cannot go on the trip because there will be swimming sessions, or a pupil in a wheelchair cannot go because a long hike is planned); each pupil's needs must be assessed on a case-by-case basis, and possible difficulties anticipated and addressed at the initial planning stage. Staff should consult the school's provision map and discuss individual cases with the SENDCo or school nurse as appropriate.

**Any safeguarding concerns arising on any trip or visit should be reported on the same day to Ms Smith, via CPOMS if possible (if you are unable to remotely access CPOMS, these should be reported via email or telephone).**

**In order to proceed with a trip, please follow the [linked flowcharts \(Prep and Senior\)](#). You must not book a trip without submitting a form via Evolve and gaining approval from the EVC.**

You will need the following details to complete the form allowing adequate time for the request to be processed, parents to be informed of the visit, and consent given -

- i. Destination, purpose and proposed date of trip and timings for the trip / or a possible range of dates
- ii. Number of pupils and year groups involved
- iii. Proposed staff / number of staff required for the trip including experience of accompanying a school trip
- iv. Travel arrangements
- v. Meal arrangements, if applicable
- vi. Whether any members of staff accompanying the trip have up-to-date first aid training as indicate on The Hub, or availability of facilities at the venue. One member of the team should be first aid trained.
- vii. A budget plan for approval against the central trips budget
- viii. Letter for parents
- ix. Risk assessment
  - o Specific Activity Risk Assessment (SARA)
  - o Standard Operating Procedure (SOP)
  - o Any provided by the venue, activity provider, or other relevant assessments
  - o Provider declaration if required
- x. Any other details to provide justification for running the trip

- xi. The name of the Base SLT, which will always be Mrs. Tiffany Philipsen-Allen (Senior) or Ms. Helen Loach (Prep), unless otherwise directed.

Before the trip please ensure you –

- Set cover work if appropriate
- Made lunch arrangements if appropriate via Mrs. Rebecca Marriott. These will need to be made with an absolute minimum of one week's notice and will be done via your Evolve form.
- Booked travel (TfL group travel must be booked at least 14 days before the visit. Coaches are booked through Mrs Rebecca Marriot and minibuses through Mr. Michael Corbin.) By completing the appropriate section on the form, the relevant colleague will be informed.
- Agreed emergency backup procedures with Mrs Philipsen-Allen (EVC/Assistant Head) - you will need to have an SLT mobile number if the trip is outside school hours.
- See the nurse to check about any medical considerations for pupils on the trip
- Speak with Heads of Year (Senior) or Deputy Head Pastoral (Prep) about any pupil welfare issues
- Briefed staff and pupils about risk assessments
- Take the register on Evolve

Please ensure you take on the trip –

- A school mobile phone for use in an emergency and to access medical and contact information via Evolve. No paper copies other than a standard register should be produced.
- First aid kit
- Specific medication required for pupils with specific conditions

On your return from the visit, you must complete a trip evaluation form on Evolve.

## Trip Procedures for Residential Visits – UK or Abroad

An application for residential trips should be completed at least a year in advance of the proposed trip, and a letter sent to parents before the end of the summer term of the preceding academic year, to enable parents to have a clear idea of the visits on offer. If an opportunity arises outside of this timeframe, please speak to Mrs Philipsen-Allen, who can assess the request on a case-by-case basis.

When you are considering taking pupils out of school, in the first instance, please arrange a meeting with Mrs Tiffany Philipsen-Allen (Assistant Head Co-Curricular and Community) to review your plans.

You should then complete a **RESIDENTIAL TRIP APPLICATION FORM on Evolve** and submit this to the EVC to check **BEFORE** making any bookings.

You should arrange to meet with Ms Alison Bullock to go through your proposed budget in detail ahead of submitting it on Evolve.

You will need the following details to complete the form -

- i. Destination, purpose and proposed date of trip and timings for the trip / or a possible range of dates
- ii. Number of pupils and year groups involved
- iii. Proposed staff / number of staff required for the trip including experience of accompanying a school trip
- iv. Travel arrangements and itinerary
- v. Details of high-risk activities
- vi. Whether any members of staff accompanying the trip have up to date first aid training.
- vii. Details of the proposed travel company
- viii. Insurance arrangements
- ix. A budget plan for approval against, an indication of cost per pupil, and payment schedule
- x. Draft letter for parents and consent form
- xi. Risk assessment
  - o School pro-forma
  - o Any provided by the venue, activity provider, or other relevant assessments
  - o Provider declaration if required
- xii. Any other details to provide justification for running the trip including required checks for coach providers not approved by the school

If the trip is approved, the trip will be signed off on Evolve. At this point you should liaise with Ms Bullock and the Finance team about payment plans and Parent Pay. The trip should also be added to SOCS using the House Style.

At least **2 months before the trip**, please verify the following details:

- i. Final staffing arrangements– The Assistant Head (Co-Curricular and Community) will contact you if there are any queries about staff accompanying the trip.
- ii. Final transport arrangements
- iii. Final itinerary
- iv. Final risk assessment considerations
- v. Proposed date and time for a parent meeting and a proposed date for a pupil meeting.
- vi. Signed Pupil ‘Code of Conduct’ forms.
- vii. The trip leader should arrange a meeting with the Assistant Head (Co-Curricular and Community) to discuss all the final documentation when it is complete and ensure that all risk assessments and emergency procedures have been considered. At the meeting you will also discuss items for the parents meeting, and details for communication during the trip, and emergency procedures

Before the trip please ensure you –

- i. Set cover work if appropriate –
- ii. Agreed emergency backup procedures with the Assistant Head (Co-Curricular and Community)
- iii. Meet with the nurse to discuss any medical considerations for pupils on the trip

- iv. Meet with the Head(s) of Year (Senior) or Deputy Head Pastoral (Prep) about any pupil welfare issues.
- v. Meet with the SENDCo about any high-need SEND pupils.
- vi. Read the GDST 'The Hub' and check for amendments
- vii. Brief staff and pupils about the risk assessments

Please ensure you take on the trip –

- i. A school mobile phone for use in an emergency and to access medical and contact information via Evolve. No paper copies other than a standard register should be produced. Electronic copies of documents may be stored provided are secured by password or other similar security measure. The recommend way would be using OneDrive. All files should be deleted at the end of the trip.
- ii. First aid kit
- iii. Insurance details
- iv. Up to date photo of each girl (available on Class Charts)
- v. Accident report forms
- vi. A pocket summary guide of relevant information
- vii. Remote text code

On your return from the visit a meeting should take place with the Assistant Head (Co-Curricular and Community) and DSL, and a trip review form should be completed on Evolve.

## TRIP CHECKLIST

### Curriculum Visits and Day Trips

Check list for curriculum trips in the vicinity of the school and day / evening trips not involving an overnight stay. This does not include school matches or sports fixtures after school (as long as consent forms have been completed at the beginning of the year) or evening theatre trips for 6<sup>th</sup> formers (as long as letter has been approved).

#### Before the trip

Trip application form completed	
Approval given by Assistant Head (Co-Curricular and Community)	
Letter sent to parents	
Budget plan completed	
SARA completed with SOP	
Request for absence forms completed for all staff	
GDST 'The Hub' read and checked for amendments –H&S School Trips	
Insurance arranged if necessary	
Cover arranged and work set if appropriate	
Lunch arranged if appropriate	
Back up emergency procedures agreed	
Member of staff accompanying the trip with appropriate in-date first aid qualifications	
Reconnaissance trip	
Check with nurse re students with medical conditions or specific requirements re emergency medication / HOYs / Deputy Head Pastoral for any welfare arrangements	

#### To take on the trip

Mobile phone	
Emergency contact numbers via Evolve	
First aid kit	
Copies of consent forms if needed accessed via OneDrive	
Copy of emergency procedures in case of serious or fatal injury	
Accident forms	
Adequate money/credit card to cover emergencies	
Bags, cloths etc in case of travel sickness	
Litter bags	
Booking forms/contracts relating to the visit stored on OneDrive or Evolve	
Any medication required by students, e.g. EpiPens, insulin injections etc	

## TRIP CHECKLIST

### Residential UK or Abroad

Check list for educational trips, which involve an overnight stay.

#### Before the trip

Trip Application form completed	
Approval given by Assistant Head (Co-Curricular and Community)	
Approval given by the Head	
Budget plan completed	
Travel company checked	
Insurance arranged	
Letter sent to parents	
Parental consent forms completed via Evolve	
Code of conduct forms completed via Evolve	
Res-SARA completed with Res-SOP	
Provider declaration, as required	
Confirmation that coach company meet requirements if not pre-approved	
'Request for Absence' forms completed for all staff	
Read the GDST 'The Hub' H&S - Trips Section	
Back up emergency procedures agreed	
<ul style="list-style-type: none"> <li>• What to do if a girl needs to come home (ill or breaks code of conduct).</li> <li>• What to do if a member of staff is ill and needs to come home.</li> <li>• What to do if accommodation unsatisfactory.</li> <li>• What to do if a girl breaks code of conduct and needs to come home.</li> <li>• What to do if transport fails.</li> </ul>	
Briefing meeting held for parents	
Briefing meeting held for girls	
Code of Conduct signed by pupils	
Passport and visas checked if applicable	
Communication chain in place for parents	
Cover arrangements agreed and work set	
Member of staff accompanying the trip with appropriate in-date first aid qualifications and trained to administer any required medications (for example, EpiPen)	
Reconnaissance trip where possible	
Check with nurse re students with medical conditions or specific requirements re emergency medication	

#### To take on the trip

Mobile phone	
<b>Itinerary and daily contact numbers for the group - on Evolve and/or stored securely on OneDrive</b>	
Emergency contact numbers via Evolve	
First aid kit	
<b>Copies of consent forms stored securely on OneDrive</b>	
Budget sheets	
Copy of emergency procedures in case of serious or fatal injury	
Up to date photograph of each girl, available on Class Charts	
Address cards for each girl giving contact details for the hotel / hostel and an emergency contact tel no.	
<b>Copy of insurance policy</b>	
<b>Copy of any contract / booking forms relating to the visit</b>	
<b>Copy of the Trust directory - home contact numbers for the CEO of the Trust / Director of People/Innovation and Learning and Trust Office.</b>	

Allergy cards in foreign language, if required	
Adequate money/credit card to cover emergencies	
Bags, cloths etc in case of travel sickness	
Litter bags	
Evaluation Form	
Any medication required by students, e.g. EpiPens, insulin injections etc	
Passports, visas, European Health Insurance if appropriate	
Emergency Card	

- During the trip the leader must make sure that briefings are held on a regular basis for both staff and pupils to go through rendezvous procedures, grouping arrangements, emergency procedures, standards of expected behaviour, anticipation of hazards and to ensure a regular roll call.
- If pupils are to be remotely supervised arrangements must be in place for staff to be at a fixed place in the locality. Pupils should always be in groups of 4 or more.