



King's College  
*The British School of Madrid*

Soto de Viñuelas

## School Trips Policy

### The Trip Procedure Checklist

Procedure	To do or document needed	Initial Complete	
Research main features of trip, obtain preliminary approval to investigate	See Paula Parkinson or Tom Parkinson and Michael Stearman. Proposal form found <a href="#">here (residential)</a> , <a href="#">here (day trip)</a> and <a href="#">here (primary day trip)</a>  <b>If the trip is over 3000 Euros 3 quotes must be obtained to prove the best venue and most cost effective trip is being considered. Staff members will provide their normal one proposal and Ines will obtain the other two.</b>		
Check school calendar	The school calendar must be checked to ensure no other events that may be an issue for the students and staff involved are taking place at the time the trip is to run. See Cristina Canalda if unsure.		
Submit a trip proposal form	See above links		
Discuss trip finances and cost	See Sara Franklin regarding travel. Cost in teachers travel and accommodation. Headmaster to sign off. 5% must be added to the total cost as an administration fee. Any payments must be requested fifteen days in advance.		
Fill out trip costings form and send to Luz at Pio XII	Send <a href="#">this form</a> to Luz <a href="mailto:luz.fernandez@kingsgroup.org">luz.fernandez@kingsgroup.org</a> and await trip confirmation code before proceeding		
Receive official confirmation before any money is spent	Trip approval form to be signed by Headmaster and code received from Luz.		
Ensure the trip is put onto the school calendar	Complete a King's college calendar booking form and give it to Cristina Canalda.		
Draft initial letter to parents	Modify <a href="#">generic trip letter</a> and give to Head of Secondary / Primary, Tom Parkinson/Paula Parkinson and Michael Stearman to approve.		
Collect Consent Forms and passport copies (only for residential and paid trips)	Parents and students. Collect photocopied passports with authorization form and check expiry date of passport.		
Email Parents confirmation once place is confirmed	Set up list on Isams		
Secondary Day Trips	The process for arranging a secondary day trip has been simplified and the majority of steps can be completed using a google form ( <a href="#">here</a> ). Please watch		

	the Youtube video for explanation ( <a href="#">here</a> )		
Book travel and accommodation if relevant	See Sara Franklin regarding booking, bus should be booked at least three days in advance. <a href="#">Form here</a>		
Check any VISA requirements	Embassies websites		
Communicate list of students to accounts	Send via Sara Franklin. Please cc in Paula Parkinson or Tom Parkinson, Head of Department (if relevant), and Michael Stearman		
Book mobile phone	Email Sara Franklin. Share mobile number with parents and before trip to students.		
Staff the trip	Include first aid trained staff and a mix of sexes.		
Insurance	Decide if extra insurance is needed (see Sara Franklin and Head Teacher) and make note of policy number and contact of company. See more details <a href="#">here</a>		
Check dietary and medical issues	Information through consent forms (except for day trips in which Isams has information.) See Nurse for further information.		
Contact kitchen to order packed lunch (if a day trip)	Email <a href="mailto:cocina.soto@nexaliaservices.com">cocina.soto@nexaliaservices.com</a>		
Finalise itinerary and organise travel documents and any tickets needed.	Pass copies to Michael Stearman, Paula Parkinson or Tom Parkinson		
Complete Risk Managements. Include details of any student with IEP's and medical issues and collect first aid kit.	Link to blank <a href="#">risk assessment</a> Link to <a href="#">primary risk assessment</a>		
Meet parents and students.	Only for residential trips.		
Copy of this initialed sheet to Michael Stearman	Paula Parkinson for primary trips		
Arrange cover for lessons and duties	Ensure Simon Holdsworth has all cover needs so that lesson cover has been sorted for all staff.  Ensure duties are covered for all staff on the trip. Ensure cover has been set by staff on trip and given to appropriate colleagues.		
List of students involved to be sent to all staff.	A full list of students involved in the trip to be sent to all staff to inform them of who is out of school and on what dates.		
Day before trip leaves information regarding the trip to be left with Director of Co-Curricular plus a list of student names, trip itinerary and contact numbers to be left at reception and with Head of School.	Full pack of Information regarding trips is to be kept by Director of Co-Curricular.  This includes: - Trip Itinerary and travel details (including hotel address and phone number) - List of student names and forms - Contact Telephone number for trip leader and any other staff contacts - Copies of student Consent form - Name and contact number of tour operator and any contract with centre or company - Risk assessments		

	A list of student names, trip itinerary and contact numbers to be left at reception and with Head of School		
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## Introduction and **Rationale**

King's College encourages its staff to arrange suitable visits and activities for students outside the school as we believe they are of great educational benefit. Good forward planning is therefore essential and the procedures laid down in this document are designed to make the planning, the trip and the experience run smoothly.

The following procedures and guidelines are designed to provide a framework within which teachers at King's College may plan such visits with confidence.

The potential risks referred to should not discourage teachers from undertaking worthwhile trips. Good planning and attention to safety will reduce the risk of accidents occurring and protect both the individual teacher and the College from parental complaint or litigation.

The policy sets out principles and good practices rather than trying to cover every eventuality, leaving it to teachers' professional judgment how best to apply those principles in a particular situation. Under Common Law all teachers have a 'duty of care', that is to act as careful parents would. This responsibility to act in loco parentis remains throughout the duration of an outside visit or trip. The level of care will vary accordingly to the age of the pupils and the circumstances. Teachers are expected to judge what is appropriate.

These guidelines formalise the procedures we already have in place.

## **Aims**

- to provide a framework within which teachers at King's College may plan visits with confidence
- to make the planning, the trip and the experience run smoothly
- to reduce the risk of accidents occurring and protect both the individual teacher and the College from parental complaint or litigation
- to set out principles and good practices to enable teachers' to use their professional judgment regarding how best to apply those principles in a particular situation
- to formalise the procedures we already have in place

## **Who was involved in the writing of the policy**

- Director of Co-Curricular Activities
- Head of Secondary
- Head of Primary
- Headmaster
- Deputy Head

## **Responsibilities:**

It is the legal responsibility of the Headmaster to ensure that these guidelines are appropriate and that you observe them.

It is the Director of Co-Curricular's and the Headmaster's responsibility to approve your funding arrangements.

## **Provision of Employment Guidance**

King's College has used UK national guidance as the backbone of this policy and further information can be found on the following website <http://oeapng.info/> and [Gov UK Guide](#)

It is vital that staff follow the above guidance and if independent contractors are used they should adhere to the above advice or if working outside of the country their policies and procedures should not be less than the Outdoor Education Advisers' Panel (OEAP) equivalent.

## **Types of Trips**

All students at King's College are actively encouraged to attend the many differing types of trips that are offered. Planning and requirements vary for the trips listed below:

- Day Visits within school hours which involve travel to and from the college in one day
- Day visits outside the school hours which do not involve overnight accommodation
- Residential trips which involve overnight accommodation from one night and up to a week
- Major expeditions or tours for a period of time longer than a week

Any differing aspects of trip organization from the above checklist will be detailed below. Please be aware that every one of the trip procedure checklist is relevant for every trip. If in doubt please see Michael Stearman to clarify.

### **Day Visits within School Hours**

- Where there is an additional charge involved, a letter explaining the rationale behind the trip, the sum of money being charged and a section in which the parent can indicate whether they accept the charge. In this case a letter should be sent out. If there is no charge an email through Isams informing the parents will suffice.

### **Day Visits Outside School Hours**

- Where there is a charge, this must be included in a letter explaining the rationale behind the trip, the sum of money charged and a section in which the parent can indicate whether they accept the charge to their account.
- The time and the venue the student will be dropped off must be clearly stated. If students are to be collected in a place away from the school site then this must be clearly stated.

### **Residential Trips (Up to a Week)**

- Follow procedure above. A lead time of at least ten weeks is expected for this type of trip.
- Where a tour operator is being used all documentation and risk assessments they may provide should be included and copied

### Major expeditions or tours for a period of time longer than a week

- Where a tour operator is being used all documentation and risk assessments they may provide should be included and copied
- A lead time of at least six months is expected for this type of trip.

## **1. Approval and Notification of Activities and Visits**

### Approval

All visits are approved at Headmaster and Director of Co-Curricular level. The approval process is documented in the above checklist and shared resources are available in the staff room and through google drive (consent forms, emergency cards, trip letters etc.)

Sports fixtures are approved by the Head of PE in conjunction with the head of the Primary and Secondary school.

All school trips have a named leader who must be a serving teacher at King's. The approval paperwork is to be completed by the Trip Leader.

The following trips should be sent for approval in the following time frames.

Day Visits within school hours- 4 weeks

Day visits outside the school hours- 6 weeks

Residential trips which involve overnight accommodation from one night and up to a week- 10 weeks

Major expeditions or tours for a period of time longer than a week- six months

## **2. Costing**

Once a trip has been sanctioned costing must be considered. Emergency funds are obtainable from Sara Franklin and should be included in final costing. The following costs should be estimated as accurately as possible in order to give parents a reasonable idea of total cost:

1. Transport Costs including local ground transport. If booking flights (unless with Easyjet) then the airline group department should be contacted for a quote. Alternatively you can contact our Travel Agency, Halcon Viajes.
2. Accommodation and food
3. Any further insurance
4. Additional excursion and activity costs
5. Clothing/Equipment
6. Teachers' costs (not including spending money)
7. A further 5% must be added as an administration cost
8. Staff expenses of thirty euros per staff, per day should be included. Emergency money of five euros per student should be added.

### **3. Risk Management**

For further information refer to the National Guidance [Risk Management](#).

As an employer, King's College has a legal duty to ensure that risks are managed, requiring them to be reduced to an 'acceptable' or 'tolerable' level. This requires that suitable and sufficient risk management systems are in place. The risk management of an activity should be informed by the benefits to be gained from participating. King's College promotes a 'Risk Benefit Assessment' approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes of a trip. This appreciation of the benefits to be gained through participating provides objectivity to a decision that has any residual risk is 'acceptable'.

The Health and Safety Executive endorses this approach through their [Principles of sensible risk management](#) and advocate that it is important for young people to be exposed to well managed risks so that they learn how to manage risk for themselves. Dfe also make clear they support this approach through their guidance here [Dfe advice](#).

There is legal a requirement for the process of risk assessment to be recorded and for suitable control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual, or harm several people. HSE case study examples of sensible school trip risk management can be found here [HSE Case studies](#).

Risk management should continue throughout the trip as the group leader and staff respond to situations or unplanned visits during the course of the visit.

Generic King's College risk management plans exist for a wide range of trips and components of trips and can be found on the [staff drive](#). The primary school use a different format to secondary and this can be found on the staff drive.

Risk assessments should be handed to the Director of Co-Curricular and the Head of Primary/Secondary for checking and signing at least a week before the trip.

### **4. Security and Remote Supervision**

Regular head counts are essential, particularly when leaving any venue and on boarding a form of transport.

On any walk there must be an adult at the front to lead and an adult at the back to prevent anyone losing the group. Supervision when crossing the road is essential, especially so for younger students. Students should be reminded of any differing traffic laws, such as driving on the left in the UK. These requirements may be modified according to the age and maturity of the students.

#### **Remote Supervision**

Rendezvous points should be established and students should be briefed on what to do if they are separated from the main group. On all residential visits students should have the phone number of the group leader and should carry the address and contact number of their hotel, this may take the form of a card. Students should be aware of any out of bounds areas or activities.

### **5. Emergency Planning and Critical Incident Support**

A critical incident is an incident where any member of a group undertaking an off-site activity has:

- either suffered a life threatening injury or fatality;
- is at serious risk;
- or has gone missing for a significant and unacceptable period.

As an employer King's College is committed to providing emergency planning procedures to support in the event of a critical incident. For more information refer to [Critical Incident Management for Visits](#).

## **6. Requirements to Ensure Effective Supervision**

The law does not prescribe activity-specific staffing ratios; but it does require that the level of supervision is "effective".

Effective supervision should be determined by proper consideration of:

- Staff competence
- Activity- nature and location of the activity
- Group- age of the group; ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics etc).

However as an exception to the above, Ofsted and Dfe guidance prescribe ratios for Early Years.

See link here: [Early Years Foundation Stage](#)

Refer to NG document [Ratios and Effective Supervision](#) and [Group Management and Supervision](#).

Whilst some guidance documentation does set out ratios (see below) they should only be considered as starting points for consideration. The factors listed above should help a trip leader at King's College plan a sensible staffing ratio, as follows

- Years 1-2- 1:6
- Years 3-6- 1: 15
- Years 7 onwards- 1:15
- Trips Abroad 1:10

Any mixed gender group travelling, where possible, should include both female and male staff.

Primary trips should have at least two adults per class supervising on a day trip regardless of the advice above.

## **7. Preliminary Visits and Provider Assurance**

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Whilst it is often difficult to carry out a preliminary visit, wherever possible it is recommended. A pre-visit is usually required where there is a high complexity factor and the visit (or a similar one) has not happened previously.

It is good practice for Visit Leaders to take full advantage of the nationally accredited, provider assurance schemes. Below are some examples of UK based accreditation schemes.

[LOTC](#)

[AALS](#)

[Adventure Mark](#)

[School Travel Forum](#)

## **8. Insurance for Off-site Activities and Visits**

King's College has an annual insurance policy which covers school trips. Group leaders should check with the Headmaster and the Director of Co-curricular if further specialised insurance is to be purchased. This may be needed for certain foreign trips and adventurous activities. If in any doubt regarding insurance, please see Sara Franklin. Our current policy covers accidents on trips that last less than fifteen days. It does not cover illness, lost baggage or cancellations. If sports are involved in the trip please see Sara as some are not covered by our insurer.

The insurance that we have at King's College School covers personal injury, medical and related expenses and public liability. When children are on the grounds of the hotel they are covered by the hotel's third party public liability insurance. This has been checked before the trip stays at the hotel. When children are on the coach/flight they are covered by their third party insurance. School insurance covers the children when they are in all other areas. Parents should also be given full details of the insurance cover in place to protect their children. – ROSPA recommendation

Our current trips policy is with InterMundial and the number of the policy is 55/0682313. The companies contact number is 933001050.

Please refer to National Guidance document [Insurance](#)

## **9. Medical and First Aid**

Medical details for students and staff taking part in the trips are collected by the trip leader through a specific medical consent form for residential trips, or by reference to the school database for day visits on Isams. The school nurse can also be consulted for residential visits. As a school we agree it is vital that a first aider attends each trip. If this is not possible the issue must be discussed with the Director of Co-Curricular. A First-Aider must be present at every residential trip. The school nurse will provide a first aid kit for every trip, communication in advance is vital when planning what you will need to take.

## **10. Transport**

Whilst the majority of day trips led by King's College use the schools Avanza Bus Company it must be considered that the transport presents a greater risk than activity. All buses must be fitted with seat belts and staff should regularly check these are being worn. Adults should sit at intervals throughout the bus. Spanish regulations state that a child below the age of 16 must not sit on the back row in the middle seat, a member of staff can sit there should there be a full bus.

### Minibus

The level of supervision should be considered as part of the risk management process when planning the journey, giving proper consideration to the issues of driver-distraction when considering what supervision is required for the specific group of passengers being transported in a minibus.

Refer to NG document [Transport in Minibuses](#)

Transporting young people in private cars requires careful consideration. Staff cars should only be used to transport students in 'unplanned' or 'emergency' situations.

Trip leaders are responsible for organising head counts at every point of embarkation and for supervising safety in stops

## **11. Consent**

There are some activities for which consent is not required from parents, when there is no cost and/or when permission may be assumed simply by students being members of the school. It is recommended that an email is sent as courtesy to inform parents. Such activities may include:

- Participation in Sports Fixtures
- Participation in concerts
- Activities organised for boarders at weekends.

For academic field trips with no charge it is generally sufficient to simply inform parents about the trip by a letter or through Isams, whilst inviting them to contact you if they have any concerns about their sons' or daughters' involvement. Parents sign a form at the beginning of the school year agreeing to give consent for the academic year.

### **Parental Consent**

Written parental consent is needed for the trips that involve:

- A day trip in school hours that requires payment
- A day trip out of school hours
- Any trip that involves remote supervision
- Any residential trip in Spain or abroad

## **12. Information held at the College**

Information regarding trips is to be kept by Director of Co-Curricular. The following information should be left with the Director of Co-and the Head of Secondary or Primary.

- Trip Itinerary and travel details (including hotel address and phone number)
- List of student names and forms
- Contact Telephone number for trip leader and any other staff contacts
- Copies of student Consent form
- Name and contact number of tour operator and any contract with centre or company
- Risk assessments

## **13. Parental Meetings and Communication**

### **Student Meetings**

Students who are more involved in the planning and organisation of trips will make more informed decisions about potential risk. They should be invited to attend any parental briefings that are organised and separate meetings must take place at school. Students should clearly understand the plan for the trip and should know the expectations concerning behaviour. A lack of expectations and control can be the cause of accidents. It is the Group's Leaders decision whether a certain student is able to take part in a planned activity. Whilst students should be encouraged to take on appropriate challenges during adventurous activities any individual student should not be forced or coerced into activities they are genuinely fearful of. If a group leader is concerned about the conduct of the student they have to right to remove this student from any planned activities. In extreme cases a group leader may decide that a student needs to be sent home early from a residential trip, communication in this instance with staff and school

and parents is vital. This should have been previously discussed with parents at a briefing prior to departure and arrangements about how the student will travel home and who will bear the cost should be clarified.

#### **14. Inclusion.**

Every effort should be made to ensure that visits are available and accessible to all, irrespective of special educational needs or medical need, ethnic origin, gender or religion. If a visit needs to cater for young people with special educational needs, every reasonable effort needs to be made to find a suitable and accessible venue.

Under the 1995 Disability discrimination act it is unlawful to:

- Treat a disabled young person less favourably
- Fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage with justification.

Further information can be found from the [National Guidance on Inclusion](#)

#### **15. Expenses**

Staff are provided with expenses for each residential trip. A receipt must be provided for each purchase and a [Hoja Gastos form](#) must be returned to Sara Franklin within five working days of the trip with expenses itemised, this should be authorised by Michael Stearman, Tom Parkinson or Paula Parkinson. Please note that alcohol cannot be expensed by the college and should not be consumed.

#### **16. Catering**

If a trip requires the students to have a packed lunch, an email must be sent to [cocina.soto@nexaliaservices.com](mailto:cocina.soto@nexaliaservices.com). This email should contain the amount of lunches required, including staff and drivers. Food allergies must be included in this email.

#### **17. Website and Reporting**

King's College staff members should write a short article containing the 'highlights' of the trip and a photo to be sent to the Head Teacher's secretary for loading onto the website. A student may write this article so as long as the grammar and appropriateness are checked before submitting. This article must be submitted within three working days of the trip returning and sent to Michael Stearman.