

Kings School Trips and Activities

Date 1st June 2022

Approved by:	Policy Review Group	Date: 1 st June 2022
Last reviewed on:	1 st June 2022	
Next review due by:	As required as legislation changes	

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1 Aims

- to provide a clear and coherent structure for the planning and evaluation of educational visits and activities in order to enhance curricular and recreational opportunities for students
- to adopt best practice when assessing and conducting school trips and activities
- to ensure the welfare, safety and effective supervision of all students on all school trips and during school activities

2 Legislation and guidance

While we acknowledge the 1988 Education Reform Act which clearly states that collective worship should be 'wholly or mainly of a broadly Christian character', Kings is a secular environment where collective worship is not included as part of the school curriculum and we do not provide a daily act of collective worship for students

3 Roles and Responsibilities

3.1 Role of Proprietor

- delegated to the Principal the appointment of a member of staff to be in charge of activities outside of class, the Educational Visits Coordinator (EVC);
- nominated the Director of Operations to visit the school regularly, to liaise with the Coordinator and to report back to the Board of Directors;
- the right to be consulted and to give permission for all overseas, outward bound and residential school trips;
- responsibility to ensure that the school complies with all health and safety regulations and procedures;
- responsibility for the effective implementation, monitoring and evaluation of this policy

3.2 Role of Principal

The Principal will:

- be responsible for the sanctioning and authorisation of all educational visits whatever the duration or purpose, or authorising a delegated member of staff to do so (i.e. Director of Studies or EVC for routine or regular trips)
- appoint a member of staff to be in charge of activities outside of class, the Educational Visits Coordinator (EVC);
- ensure that the EVC and Activity Leaders have appropriate training and are sufficiently competent and experienced;
- ensure that the EVC and Activity Leaders follow the *Kings Activity Leaders' Handbook* (Appendix C) in their practices and procedures;
- monitor the effectiveness of this policy
- request feedback from the students on the policy through student consultation

3.3 Role of Governors

The Governors will:

- regularly visit the school's Educational Visit Co-Coordinator to ensure the policy is implemented effectively
- report back to the Board of Directors

3.4 Role of Educational Visit Co-ordinator

The EVC will:

- undertake appropriate training and is competent and experienced to undertake the role;
- ensure that all documentation is in place before a Visit Plan can be authorised by the Principal (or Board of Directors, where applicable);
- ensure that the Activity Leader complies with the advice and guidance of the *Kings Activity Leaders' Handbook* in practices and procedures;
- ensure that the *Kings Activity Leaders' Handbook* and all practices comply with current government guidance from the Department of Education;
- ensure that First Aid training is given to an appropriate number of Activity Leaders and other supervising adults;
- ensure student medical information is obtained for each student prior to a visit or activity taking place and ensure adequate supervision is in place for student with medical needs, where necessary;
- review the planning, documentation and competence of the Activity Leader before recommending the authorisation of any educational visit

3.5 Role of Activity Leaders or those taking Educational visits or activities

Activity Leaders will complete the a Visit Plan before any visit is authorised, containing the following information:

- a Risk Assessment(s)
- the nature, purpose and length of the visit;
- the age groups involved and student numbers;
- student names;
- contact details;
- emergency contact details;
- student medical records;
- the number of adults;
- DBS checks of helpers;
- Supervisor-student ratio;
- costings of the visit;
- contact details;
- travel arrangements;
- itinerary of visit;
- medical and first aid supplies;
- the appropriate number of qualified First Aiders;
- school mobile phone;
- emergency procedures

An adequate number of first aiders should be present on every activity or visit. It is Kings policy that all regular Activity Leaders are first aid trained.

The Visit Plan Form is Appendix B to this policy.

3.6 Role of Other Supervising Staff

The Activity leader will ensure that all supervising adults are:

- trained in supervisory procedures for educational visits and activities
- allocated a group of named students
- given student information
- know emergency procedures
- aware of the nominated First Aider

3.7 Role of Parents and their Representatives (if Parents are the fee payers)

Parents/Guardians/Parents' representatives will:

- be informed of all educational visits by the school via the Kings Colleges website;
- have already provided consent to the trips either as part of the agreement to the school's Terms and Conditions, or as it is an integral part of their child's chosen course;
- supply standard medical information before their child starts their course at Kings so that medical conditions, allergies and special dietary needs are covered;
- submit emergency contact details before their child starts at Kings. For children of compulsory school age, this will be their guardian

3.8 Role of Students

Students will:

- abide by the ground rules and the standards of behaviour for the educational visit;
- know which adult is responsible for them;
- know the relevant emergency contact numbers;
- have given their mobile phone number to the supervisor;
- have a working mobile phone with them during the activity;
- know the relevant emergency phone number(s) and the meeting time and place, if applicable;
- look after their possessions and spending money

4 Risk Assessment Procedures

Risk Assessments will be completed prior to each visit and will cover:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the Activity Leader put the safety measures in place?
- What steps will be taken in an emergency?

We will use or adapt risk assessments that have been produced by venues who provide instructor-led activities.

Risk assessments should cover the whole trip, from the point of leaving the college or meeting point to the students return. A risk assessment of the mode/s of transport will be undertaken.

5 Procedures to follow in the event of a Student of Compulsory school age going missing

All students should be made aware of their role and responsibilities during trips and activities (See 'Role of Students' below). However, in the event that a student of compulsory school age has gone missing off site, the member of staff should:

- Inform the party leader
- Attempt to contact with the student by phone
- Search the area
- Speak to the person(s) last in contact with the student
- Review medical Information
- Inform the police
- Notify the school

When the student is found, review security procedures with the student and in the school

- with us. A separate policy exists for student consultation which explains these processes in more detail.

6 Recommended Adult Student Ratios

We will use the following adult-student ratios (England):

- secondary schools 1:15-20

This ratio is based on guidance and recommendations from the Department for Education and HSE and takes into account the proportion of Kings students above compulsory school age.

7 Authorisation of Education Visits

Short term or day educational visits will be authorised by heads of departments and the EVC or delegated to an appropriate member of staff with relevant training.

Staff will seek approval from the Principal for overnight visits

8 Planning & Information for Parents of compulsory school age children

Kings currently offer residential visits to our GCSE and IHSP cohorts. Kings students are all international and are all from overseas. They are rarely, if ever, accompanied by their parents to the UK. When Kings offer a residential or overseas visit, parents are advised in an email and/or letter containing planning and information about the trip before any residential or overseas visit took place.

In the email and/or letter, parents are informed of the following:

- the name of the activity Leader and other staff
- the dates and time of departure and return
- the full contact details of the destination
- the method/s of travel
- the itinerary of the educational visit and of the activities planned
- the total cost
- the date when the deposit needs to be paid and when the final travel cost has to be paid (if it is not included in fees)
- checklist of clothing and other essentials
- checklist of equipment
- insurance requirements
- ground rules for the visit

9 Student Consultation

We wish to consult our students and to hear their views and opinions as we acknowledge and support [Article 12 of the United Nations Convention on the Rights of the Child](#) that children should be encouraged to form and to express their views.

Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways.

The methods will include:

- A Student Forum/Council (which will meet regularly and also be consulted by the Principal)
- An appointment system and means of contact with the Principal and key staff members
- Operating an 'open door' policy in school whenever possible
- Student Questionnaires (on a variety of matters relating to the school and/or and social issues)
- Open Class discussion (on a variety of matters relating to the school and/or and social issues)
- Suggestion Box (allowing anonymity if desired)

Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends a course at Kings will be encouraged and given the opportunity to provide feedback on every aspect of school life during their stay with us.

A separate policy exists for student consultation which explains these processes in more detail

10 Training

The EVC will:

- undertake training organised by the LA or other professional body;
- train all Activity Leaders and volunteer helpers
- ensure First Aid training (with reference to the First Aid Coordinator) has been provided to Activity Leaders where and when appropriate
- ensure all Activity Leaders and helpers are clear

11 Incidents

Any medical or Health and Safety incidents should be recorded in an Activity Incidents File, to be reviewed annually by the Principal and the Educational Visit Coordinator.

12 Monitoring arrangements

This policy will be reviewed by each school and feedback presented at quarterly/termly review meetings. Comments will be passed to the Policy Review Group (PRG). The PRG will meet annually to discuss reviews and updates. At every review, the policy will be approved by the Governors with responsibility delegate to the Policy Review Group

13 Links with other policies

This policy has been written with reference to and in accordance with the following policies:

- Kings Safeguarding Policy
- Kings Child Protection Policy
- Kings Behaviour and Discipline Policy
- Kings Curriculum Policy
- Kings First Aid Policy
- Kings Activity Leader's Handbook
- Kings Personnel Code of Conduct Policy (handling monies) (Kings HR Manual)
- Kings Aims and Ethos of the School

14 Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Appendix A Policy Review Sheet

Appendix 6 : Annual Policy Review Sheet

(to be used by schools to review the policy annually)

Review Date	Primary Reviewer Name (Policy Coordinator)

This Appendix A should be completed **regularly** by the Policy Coordinator and Principal with specific details of each individual Kings college.

Date of Last Review:	
Date of Next Review:	
Is this policy being implemented fully, with all outlined procedures followed as prescribed?	YES/NO
If this policy is not being implemented fully, as prescribed, please outline what you have put in place instead and the reasons behind the change.	
How are staff made aware of this policy?	
Does this policy require any specific/specialised training for staff, if yes please specify what it is and whether it has been done?	
Monitoring the Effectiveness of the Policy	
The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.	
Please comment on the overall effectiveness of this policy – giving any suggestions or recommendations for improvement.	

Coordinator:	Policy Review Group	Date:	May 22
Policy Review Group	Annually	Date:	May 22
Name of School:	Kings Brighton		
Next Review Date:	As required		

Trip Planning forms etc