

## TRAVEL POLICY

### 1. Introduction

This policy is for the guidance of all members of staff. A firm code of practice will help to minimise risk and ensure the smooth running of any off-site activity. The party leader must ensure that this policy has been read by the accompanying staff.

Forms are provided at the end of this document which are to be used on all visits.

All accompanying adults on a visit should take a copy of the Northwood College Disaster Policy and Dealing with a Disaster on an Excursion or Trip with them. These are available on the network at:

*RMStaff/Staff Resources/Staff/Handbook (whole College)/Handbook 10-11/Visits Forms*

All staff organising visits should refer to 'Health and safety of Pupils on Educational Visits' (DfEE). A copy of this document can be found on the network at:

[RMStaff/Staff Resources/Staff/Handbook \(whole College\)/Handbook 10-11/Visits Forms](#)

The file name is HSPV2.

### 2. Classification of Visits

Visits abroad.	<a href="#"><u>Form 1)</u></a>
Residential visits in UK.	<a href="#"><u>Form 1)</u></a>
Day visits in UK.	<a href="#"><u>Form 2)</u></a>
Evening visits or short visits.	<a href="#"><u>Form 3)</u></a>

Please note that reply slips must not contain information needed by parents.

### 3. Aims of Visit

A sound educational reason for any visit must be established.

The visit should be billed as an educational excursion, not a 'holiday'. Details of the visit must be outlined to parents in the letter of invitation.

### 4. Authorisation of Visits

Using the organising form, Permission to take a School Trip/Visit and Risk Assessment, approval should be obtained from the Assistant Head (Senior School) or Head of Junior School. The Head should always be notified of regular events. A risk assessment should be made before and during the visit and given to the Assistant Head or Head of Junior School. A further risk assessment should be written when circumstances change during a visit, e.g. inclement weather. Where a site/centre/provider produces risk assessments, these should also be passed on.

## 5. Planning

Wherever possible, an inspection visit should take place before permission is sought for a visit. The inspection visit should inform the risk assessment. For regular visits, such inspection visits are not required but previous experience should be taken into account when drawing up the risk assessment.

Any special or medical needs of girls should be taken into account when planning a visit.

## 6. Supervision

The guidelines for supervision in *'Health and Safety of Pupils on Educational Visits'* (DfEE) are:

- 1 adult for every 2 pupils in the Nursery
- 1 adult for every 4 pupils in Reception
- 1 adult for every 6 pupils in school years 1 to 3
- 1 adult for every 10-15 pupils in school years 4 to 6
- 1 adult for every 15-20 pupils in school year 7 upwards

However, the supervisory ratio may vary according to the activity and the availability of site/centre staff. The Assistant Head or Head of Junior School will provide guidance on the number of adults needed for a visit.

For residential visits abroad, a ratio of 1 adult for every 10 pupils is used. For such visits, one member of staff must be first aid trained.

With parental permission, Sixth Form girls may travel unaccompanied to/from venues.

Girls leaving the train or school party before return to Northwood must have written parental permission.

Normally, at least two members of staff must accompany all visits; one member of staff should be female. For field trips and matches, only one member of staff is required as centre staff/other adults will also be present.

Where parents are accompanying a visit, care should be taken over their selection and they should ideally be well known to the school and the pupil group. A parent should not supervise her own daughter. Anyone without a CRB check should never be left in sole charge of pupils. Any volunteer involved in overnight stays must be CRB checked. Parents are covered by insurance and should complete the Agreement for Supervisors Form.

Where centre staff may be in sole charge of pupils, written confirmation should be sought from the centre that all such staff have a valid CRB check. This confirmation can be by letter, email or fax

## **7. Before the Visit**

Letters giving details of the visit, along with relevant Visit/Health Forms and the Code of Conduct should be posted to parents. Documentation for parents must include full centre/site contact details for residential visits. For visits abroad, the documentation must also include full details of all travel arrangements.

All Visits Forms have a section authorising medical treatment if parents cannot be contacted.

For residential visits, a meeting should be held for parents and girls in advance of departure.

Mobile phones should be booked through the Bursar's PA and first aid kits booked through Matron.

The purpose of the visit should be explained to the girls along with details of activities. Medical or special needs should be discussed with the relevant girls and, where necessary, parents. Expectations of girls should be made clear and the Code of Conduct should be explained to girls.

## **8. During the Visit**

At least one member of staff must be designated as on duty at all times. The number of staff on duty should reflect the number of girls on the visit and the activity taking place. This number may also take into account the time of day (for example, fewer staff may be on duty overnight during a residential visit).

The visit organiser is responsible for updating risk assessments should conditions/circumstances change.

Regular head counts or roll calls should take place during a visit.

For other responsibilities, see [Appendix E](#), Procedure during Visit

On return from a visit, at least one member of staff should remain until the last girl has been picked up.

## **9. Emergencies**

The Hotel/Hostel should have available a 24 hour emergency telephone contact number.

A school mobile telephone is recommended for each staff member who should carry numbers of their colleagues' phones. Costs will be refunded if staff telephone is used.

Fire arrangements must be checked in hotels and hostels, with a fire practice taking place on arrival if possible. Girls should be aware of fire exits etc.

In case of minor illness, liquid medicines such as Calpol or Piriton may be given. Senior School girls should carry their own medical supplies. Junior School staff carry medical supplies for Junior girls. These should be checked before departure and labelled with appropriate dosage. The taking of medication must be overseen by a member of staff. A list of all medication carried by girls should be retained by all staff throughout the visit. An asthma spacer must accompany each coach or group of girls.

## **10. After the Visit**

The visit organiser should pass on any concerns about the visit to the Assistant Head or Head of Junior School.

Articles should be produced for the weekly bulletin and school magazine. It may also be appropriate for girls to participate in an assembly about the visit.

## **11. Appendices**

[Appendix A: Preparation for a Visit – administration](#)

[Appendix B: Liaison with Parents via Jane Norton](#)

[Appendix C: Residential Visits](#)

[Appendix D: Travel Arrangements](#)

[Appendix E: Procedure during Visit](#)

## **12. Forms**

Risk Assessment & Permission to Take a School Visit

Code of Conduct

[Form 1: for residential/overseas visits](#)

[Form 2: for full-day visits](#)

[Form 3: for evening and short visits](#)

## APPENDIX A: PREPARATION FOR A VISIT – ADMINISTRATION

<b>Staff</b>	<b>Jane Norton</b>
1) Make (provisional) booking via reputable company (consult Bursar to ensure company is suitable), having checked diary with Assistant Head or Head of Junior School. Consult Bursar to ensure company is	1) Liaise with staff re letter to parents.
2) Work out finance – liaise with Finance Office. The Finance Office needs the original invoice for the visit in case of insurance claims.	2) Receive details and list of possible girls.
3) Write letter to parents outlining full details of visit. Parents must be informed of the reputable Travel Company being employed by Northwood College e.g. PGL, World Travel and that the named company would be responsible for any Health & Safety incident. Eileen Ross or Jane Norton and Wendy Staff to receive copies of letters sent to parents so that they are aware of all arrangements.	3) Collect replies (+ cheques) via subject staff, form tutors or post. (Cheques for residential visits to be passed to Finance Office.) N.B. Cost of day trips, theatre visits etc. is added to the account.
4) Liaise with Jane Norton, informing her of visit as outlined in letter. Arrange a deadline of 1 week after sending letter for parents' agreement.	4) Answer queries from parents via telephone number supplied on letter.
5) Supply Jane Norton with a list of possible girls.	5) Liaise with staff as final booking deadline approaches.
6) Give girls the letter and deadline, a Health Form and Code of Conduct. (N.B. Letter to contain contact details for Jane Norton.)	6) JN will send clarion call as letter is given out.
7) Liaise with Jane Norton re numbers.	7) Collection of replies (+ cheques).
8) Final appeal to girls if numbers are not sufficient.	8) If deadline reached, missing forms sought via phone calls to parents.
9) Confirm booking and pay company as appropriate.	9) (Collect passports and EHIC cards. Order visa forms if relevant. Photocopy passports, check EHIC cards.)

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| <p>10) Decide deadline for passport &amp; EHIC cards. Warn girls that if the deadline is not kept, they will be unable to participate. Liaise re health problems.</p> <p>11) For residential visits – arrange meeting for Parents and girls</p> <p>12) Liaise with Jane Norton after meeting.</p> <p>13) (Receive foreign currency from Jane Norton.)</p> <p>14) Decide on teacher groups and coaches.</p> <p>15) Give final list to Reception before departure (with own personal details if residential).</p> <p>16) Liaise with LT for standby.</p> | <p>10) Photocopy Health forms. Make list of medical problems on composite list. Liaise with matron and staff re health problems.</p> <p>11) Attend Parents' Meeting for residential trips.</p> <p>12) Order mobile phone, first aid supplies, disaster policies, rubbish bags, packed lunches, cancel school lunch as relevant; list staff cars to be left in car park late at night (order foreign currency).</p> <p>13) Give passports, EHIC cards, Health forms and Code of Conduct forms to staff, divided into teacher groups, with composite list of girls.</p> <p>14) Give mobile phone, health first aid supplies, spare inhalers etc (see above list) to staff.</p> <p>15) Appointed member of LT to be given full details of trip, including all documentation.</p> <p>16) Jane Norton will inform all parents of the school mobile phone number held by the appointed member of the LT.</p> |
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## **APPENDIX B**

### **Liaison with Parents via Jane Norton (Senior School only)**

It should be noted that parents cannot legally remove teacher liability in the event of an accident attributable to the teacher by signing any document.

Parents must be informed of details of visit: i.e. cost, dates, times, insurance, travel, accommodation etc.

Consent forms, signed by parents, should be retained until return. Parents must be fully aware of any dangerous activity e.g. skiing.

Parents must declare their daughter's medical problems on appropriate form together with dietary requirements. It is important that parents realise that all details must be supplied. (See Forms 1/2/3) All participating staff must have copies of these details during the visit.

Staff must have authorisation by parents to act on their behalf in case of emergency medical treatment..

A meeting for parents must be arranged prior to residential visits to discuss insurance, clothes, pocket money and behaviour. Parents must attend meetings. Copies of insurance policy should be provided. Those unable to attend must be informed in writing after the meeting. Letter to parents with details of visit is required for field trips. The meeting must include details of proposed itinerary with educational justification. Jane Norton will aim to attend meeting.

Emergency telephone numbers of participants must be retained throughout the visit by all staff, the Head or designated member of the LT having the same in case of problems. Any designated member of staff must retain such details during day or evening visit.

## APPENDIX C

### Overseas Visits

For travel abroad, passports and visas must be obtained in good time by Jane Norton. Well in advance, passports and visas should be checked for validity and copies made. (N.B. Most countries require passports to be valid for a minimum period of six months with effect from the date of the passport holder's return to the UK.) To avoid forgotten passports, collection well before departure is essential. All documents should be checked and numbers recorded in case of loss. Any girl with a foreign passport must have the appropriate visa. Visa forms must now be applied for only when required from the British Council. EHICs must be new style and are easily applied for online. Flight tickets must be checked 24 hours before departure.

EHIC cards available online – [www.dh.gov.uk/travellers](http://www.dh.gov.uk/travellers) should be obtained before departure. They must be held by staff throughout the visit. A photocopy or record of the numbers must be made.

The telephone number of the British Consul should be retained.

For residential visits, an appropriate sum of money will be provided by the Bursar for emergency use. A school credit card is available for the USA and Europe.

Copies of the school insurance are available in the staff room.

## **APPENDIX D**

### **Travel Arrangements**

Travel arrangements must be made only with reputable companies (consult Bursar).

Only staff who have undertaken the ROSPA training course, or who have passed a PCV driving test, should drive the mini-bus.

Staff offering lifts in their own vehicles should check their insurance.

Seat belts should be requested for coach travel. Staff must ensure that they are worn.

Northwood College has insurance to cover all types of school journey.

### **COACH SEAT BELT POLICY**

- 1 Accidents involving coaches have demonstrated that coach passengers should wear lap and diagonal seat belts in order to have the best chance of avoiding serious injury in the event of a crash.
- 2 It is compulsory for coaches used primarily to transport children to have seat belts.
- 3 We require the best available protection for pupils and staff and thus it is Northwood College policy that:
  - a) Only coaches with lap and diagonal seat belts will be booked for school trips or in connection with other Northwood College transport for pupils.
  - b) Pupils must never be carried with three children on a seat designed for two passengers.
  - c) Staff must ensure pupils wear the seat belts at all times on the journey.
  - d) No movement by pupils around the vehicle whilst it is in motion will be permitted.
  - e) Luggage must be safely stowed on the floor or in overhead racks.

## **APPENDIX E**

### **Procedure during Visit**

Accompanying staff must act as "Careful Parent" at all times.

Meeting times should be clearly stated and be strictly maintained.

Girls must always be in small groups when not accompanied by staff. They must be restricted to specific designated areas.

It is recommended that girls be organised into groups so that a member of staff is responsible for about ten girls.

No girl is allowed to drink alcohol or smoke.

Girls on family stay must be instructed to obey their hosts at all times and never to leave their company unattended. They should always have the telephone number of the party leader.

Tidiness must always be maintained on coaches, in hotel rooms and other public places. Many staff organise a tidiness prize as an incentive.

Swimming and paddling should only take place as formal activities, preferably in recognised bathing areas with qualified lifeguard cover. Parental permission is needed for participation in such activities.

Parental permission is also needed for participation in other hazardous activities. If in doubt about whether an activity should be classed as hazardous, consult the Assistant Head or Head of Junior School.

On skiing visits, skiing must be supervised by local, qualified ski instructors.

The member of staff who is designated on duty must not drink alcohol. Smoking by Staff must not take place in front of the girls.

Senior School girls are allowed to take mobile phones on school trips but they must ask permission from a member of staff before using them.

Misuse of phones will result in confiscation.

Parents should be warned of the possible cost if the phone is used in America.

Girls must be responsible for their own well labelled luggage at all times.



Staff bedroom doors to be labelled for girls' use in emergency or girls told of location of staff bedrooms.

When coaches leave early, parents should park in the Staff Car Park to avoid disturbing the neighbours. Girls should wait on the Terrace until the coaches arrive in Maxwell Road.