

HALCYON

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Educational Trips Policy **(incorporating off-site day or overnight trips and health & safety of students outside the School)**

This policy is available from our website (halcyonschool.com) and in hard copy on request. It has been formulated using: DfE [Health and Safety on Educational Visits \(2018\)](#), HSE [Guidelines on School Trips and Outdoor Learning Activities](#) (June 2011).

This policy should be considered alongside and in conjunction with the suite of policies concerning the safety and welfare of students: Anti-Bullying; Behaviour & Discipline; Educational Trips; Fire Safety; First Aid; Health & Safety; PSHEE; Risk Assessment; Safeguarding & Promoting Welfare of Children; Supervision; Student Wellbeing

1. GENERAL INFORMATION

A. Introduction

Halcyon London International School believes that the educational experience of our students is greatly enhanced by trips outside of the School. This experiential learning is an important component of the International Baccalaureate Programme, and London provides unique learning opportunities linked to all areas of the curriculum. Furthermore, the School will avail itself of outside facilities to enhance learning (eg: local parks and sports facilities for physical education and after-school clubs and sports; local institutions to support classes in drama and music, etc.). Students may engage in voluntary community and service activities with organisations based outside the School. Students may also participate in overnight trips in the UK or abroad for community-building, or to support areas of the curriculum. UK trips will heighten their understanding of British civic and public institutions, as well as organisations and charities that represent the many cultural facets of the UK.

This policy is written to safeguard students and ensure Halcyon delivers purposeful, high-quality, secure, well-planned and -resourced, curriculum-linked educational trips. It also provides direction and support for trip leaders, teachers, the Director, the Board of Trustees and all other stakeholders to ensure that any risk is minimised, and to optimise the safety and health of all students participating in school activities off-site. The policy enhances students' learning experience and should provide parents with the confidence to support off-site learning.

B. Equal opportunities

Every effort is made to ensure that the school activities off site and trips are available to all eligible students who wish to participate, irrespective of educational or health special needs, ethnic origin, gender, religion, etc.



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C. Definitions

- I. **Off-site classes:** Where the School uses facilities outside of the School for regular classes (ie: physical education), this will normally be incorporated into the timetable and well publicised. The School may use a variety of sports facilities and these may change at relatively short notice subject to availability and the curriculum. This is a compulsory part of the overall educational programme.
- II. **Off-site community and service activities:** Community and service learning activities are an inherent part of the International Baccalaureate programmes and venues will be organised each term and all parties notified of off-site locations.
- III. **Trips and day outings in the Greater London area:** This is a compulsory part of the overall educational programme and parents will be made aware of these trips in advance. While it is preferable to have ample notice of these outings, some may be organised at relatively short notice (not less than one week) in response to an area of interest or learning generated by class activities or discussion.
- IV. **Overnight curriculum (including Service) trips:** These trips will be included in the School's annual calendar and publicised well in advance. Occasionally, overnight trips may be organised by teachers in response to particular interests or needs of students and therefore may be organised at shorter notice; however, at a minimum, parents will be notified at least six weeks in advance (eight weeks for trips that may require visas). These trips may be compulsory or strongly recommended as they may be integral to or support the regular curriculum. Detailed written information will be issued at least four weeks in advance, along with a parental consent form, which must be returned at least three weeks before the trip (see Appendix C).
- V. **Extra-curricular Activities trips:** These activities and venues will be organised each term and all parties notified of the possible use of off-site locations. In the case of activities such as local sports fixtures and competitions, visits to exhibitions, theatres, lectures, concerts, etc., notice of the off-site venue will usually be given at least two weeks in advance. Written parent consent will be sought as part of the registration for off-site extra-curricular activity trips.
- VI. **Overnight Extra-curricular Activities trips:** These are trips associated with the School's extra-curricular activities and are likely to be offered in order to participate in conferences or competitions organised by external organisations. Alternatively, they may be related to a school-supported community and service project. The School will publish these trips in the calendar, while reserving the possibility of adding new opportunities that may arise during the year. These trips are optional. Detailed written information will be issued at least six weeks in advance (eight weeks for trips that may require visas), along with a parental consent form, which must be returned at least four weeks before the trip (see Appendix C).

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D. Communication with parents

Halcyon, consistent with the International Baccalaureate, believes strongly in parental involvement and engagement with the programme. The importance and frequency of off-site classes, activities and trips will be communicated to parents as part of the student admissions process.

I. Calendared Trips

At the beginning of the school year, all major trips, and especially those including an overnight stay and/or incurring any significant additional cost for parents, will be published on the school calendar. All subsequent planned curriculum trips will be added to the school calendar as soon as possible, and notified to parents.

II. Consent

Specific written parental consent is not normally required for the majority of trips *which take place during the normal school day*. When a child joins the School, parents sign a general consent allowing their child to be taken off-site as such trips are an important part of Halcyon's approach to learning and development. Parents will be given details in writing about all significant trips in advance. Prior to such trips, the School will provide information for parents, by email and/or by holding an information briefing. Parents who wish to opt-out must inform the School in detail stating their reasons either in writing or by speaking to the Director.

If consent differs between parents, the School reserves the right to refuse to allow the student to take part in the trip.

For compulsory trips, there is no alternative provision of supervision at the School and absence from the trip is regarded as absence from the School. The only exceptions would be where a student has been unsuccessful in obtaining a visa to travel, or where some physical or learning impairment makes participation or access difficult. In such cases, alternative work will be provided.

All communication to parents about trips must be approved by the Director or by a member of the SLT.

E. Safety

Safety is the first priority. The School expects parents to support the School in ensuring that their children follow the instructions given either by a member of staff, or by a qualified instructor, or accompanying volunteer, and that the children use the proper equipment. The School reserves the right to send any student home early, or ask them to sit out activities (at

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their parents' expense), if they decline to follow reasonable instructions given for their own and others' safety, or if they do not follow the School's behaviour policy.

F. Parents on off-site trips

All parents who take part in off-site trips will be checked and assessed in accordance with the School's Safeguarding & Promoting Welfare of Children Policy.

G. Day trips or activities

Parents may be invited to accompany a group on a day trip but at no time is a parent left solely in charge of a student/s. Parents are asked to assist in managing a group or an individual student, but only under overall supervision of a teacher. In such cases, parents will be properly briefed.

H. Overnight or overseas trips

Parents and any other suitable adults may accompany the group with the approval of the Director and the requisite DBS clearance. Their costs must be budgeted for when planning the trip.

I. The number of subsidised staff on trips

This calculation is made by fulfilling the following requirements:

- legal requirements regarding supervision and safety must be fully met
- students must be well cared for
- staff members' wellbeing will be considered, ensuring staff allocations do not place a workload on teachers that would impair their ability to supervise effectively
- parents must not unduly subsidise unnecessary staff.

In many cases school travel companies offer a standard number of free or subsidised places (from 1:12 to 1:8). This figure should be made clear in writing on the trip proposal form (see Appendix A). If the member of staff organising the trip believes that there is a particular reason for having additional staff this must be approved by the Director during the planning stage of the trip.

J. Trip Costs

Parents must be confident that all trips are financially sound and efficiently managed. All trips must be budgeted for by the Field Trip Leader and this budget must be approved by the Learning Systems Coordinator, the Financial and Operations Director, or the Director, each of whom may ask for competitive quotes for services be provided. Travel companies organising overnight or overseas trips must be ATOL/ABTA bonded.

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PART 2: GUIDANCE FOR STAFF INVOLVED WITH SCHOOL TRIPS

A. Introduction

Halcyon has a large number of trips and off-site activities and they are an important part of the School's educational ethos and of the International Baccalaureate pedagogical approach. Halcyon expects that every member of staff endorses the educational value of activities outside the classroom. The School encourages everyone to participate in, and support, trips. Halcyon always welcome suggestions from parents, or any stakeholder, for new trips.

B. Responsibilities

Under the Health and Safety at Work etc. Act 1974, employers are responsible for the health, safety and welfare at work of everyone involved in or affected by a school trip or visit (to include but not restricted to: staff, volunteers, helpers and students).

Halcyon, as employer, retains legal responsibility under health and safety legislation but delegates the statutory tasks to the Board of Trustees and/or the Director.

I. The Board of Trustees

The Board of Trustees will satisfy themselves that proportionate and sensible preparations have been carried out for trips; that appropriate safety measures are in place; and that training needs have been addressed. They will ensure that the Director/Field Trip Leader show how their plans comply with legislation, regulations and guidance, including the School's policies.

II. The Director

The Director is responsible for the oversight of all off-site trips and activities. The Director is responsible for, or will delegate, certain procedures, as indicated below:

- a) The IB Coordinators will approve a trip when it meets the requirements of the curriculum
- b) The Learning Systems Coordinator will review trips and ensure that they are spread through the different age groups, and the school year.
- c) The Learning Systems Coordinator will ensure that the activity will not present political bias that is not redressed by other activities, trips or teaching opportunities.
- d) The Learning Systems Coordinator will ensure that the organising teacher has checked parental consent forms (where required).

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- e) The Learning Coach (SEN) and Student Wellbeing Team will confirm that any student issues (ie: access, extra support) have been provided for, including in-school support for students unable to travel.
- f) The Administrative Team will keep a record of all the appropriate documents in the school office, including a duplicate trip file, and reports of any accidents or incidents.
- g) The Director and HR Manager will ensure that all staff receive appropriate training for planning school trips including:
 - a) practical guidance on conducting risk assessments
 - b) emergency procedures
 - c) budgeting for trips
 - d) circumstances under which a trip might be terminated or curtailed; for instance, if weather conditions suddenly deteriorate.
- h) The Director will ensure that adequate insurance is in place for all school trips, either through the School's policy, through public liability or through purchase of supplemental policies on the part of students.
- i) The Learning Systems Coordinator ensures that, where appropriate, a qualified First Aider is accompanying the students on the trip.
- j) The Director serves as a 24/7 emergency contact for overnight trips and keeps parent contact details available.

III. The Field Trip Leader (FTL)

Every trip, no matter how short, must be planned in advance by the member of staff who is in charge of organising and running it. There should always be a **designated Field Trip Leader**, who is responsible for organising the trip and must always travel with the group. In constructing a trip proposal, consideration must be given to

- a. the health and safety of all participants, and care for individual students.
- b. the merit/value of the learning experience and its relation to the intended curriculum
- c. the optimum timing of a trip.
- d. for overnight or overseas trips, it is preferable that the Field Trip Leader (FTL), or at least one of the teachers accompanying the trip, has previous experience of this sort of trip.
- e. providing students with balanced viewpoints should there be a risk that any activities may have inherently biased perspectives on matters of race, religion, creed, gender, sexuality.

The organising FTL must have appropriate training and must:

- f. conduct appropriate risk assessments (preferably, and if feasible, having visited the location before taking the students), including any risk assessments personalised to individual students (see Appendix B)
- g. plan for emergency procedures

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- h. ensure there is adequate care for student welfare and health and safety both during travel and at destinations
- i. verify insurance provision (ie: public liability at destinations)
- j. provide a detailed and thorough budget, including the circumstances under which a trip might be terminated or curtailed
- k. ensure that there is adequate first aid provision on the trip
- l. plan educational activities or club activities, and/or liaise with a local programme leader to plan for this
- m. ensure that where external travel agents are involved they are members of ATOL/ABTA
- n. ensure that any youth/education activities providers are licensed and their insurance details are made available to the School. It is advisable to obtain recommendations from other schools or organisations before engaging such providers for the first time
- o. ensure that there is adequate supervision on the trip with reference to the risk assessment(s)
- p. prepare a Field Trip Proposal Form (containing the information listed above) for the Learning Systems Coordinator or Director to approve. It is important to consider timing, especially if resources must be booked in advance to confirm the activity.

After the trip has been approved, the FTL will draft, for approval prior to publication, all information as follows:

- q. parent communication including trip objectives
- r. destination/s, dates and times,
- s. itineraries (if necessary)
- t. travel arrangements
- u. accommodation (if necessary)
- v. arrival/departure points
- w. website links, brochures, information packs, (as necessary)
- x. student supplies (special materials, clothing, equipment, etc.; spending money)
- y. accompanying adults
- z. written parental consent form (where required)

Where relevant:

- aa. insurance details
- bb. costs and payment instructions
- cc. medical forms
- dd. emergency contact forms

External communications need to be approved by the Community Engagement Team or the Director.

Budgets need to be approved by the Finance and Operations Director or the Director.



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All other items need to be approved by the Learning Systems Coordinator or the Director.

In addition the FTL will

- ee. ensure that the trip has been added to the School calendar
- ff. ensure that a parent information session is provided for all extended overnight trips
- gg. prepare reference trip information to remain at School (providing copies to accompanying adults, if appropriate) that contains
 - i. details of travel and contacts (ie: coach/ferry/airline/train) or external travel organisers if appropriate
 - ii. the itinerary
 - iii. destination venues or host organisations with contact names and telephone numbers
 - iv. names and emergency contact numbers of all students and adults participating on the trip

In the case of overnight/overseas trips, the FTL will

- hh. name a deputy Field Trip Leader or teacher
- ii. obtain details on accommodation for all participants
- jj. liaise with the Administration Team to collect medical forms, emergency information including contact details of all travellers, including accompanying adults
- kk. ensure there are photocopies of passports, visas and European Health Insurance Card (EHIC), where appropriate
- ll. ensure that the Administrative Officer has a copy of the trip file
- mm. brief in advance any other adults supervising the activity or trip.

After the trip, the FTL is required to:

- nn. evaluate the trip by completing the Trip Reflection form (see Appendix D). This supports planning future trips
- oo. evaluate, if requested, the performance of volunteer parents or others who have accompanied the trip
- pp. if the trip represented bias towards partisan political issues ensure that there is a debrief or other educational activity or lesson planned to redress that bias
- qq. if an accident or incident occurred, ensure that the incident is properly recorded and reported to the Director. The Director will ensure that the incident is reported to the appropriate regulatory authority, such as the Health & Safety Executive (HSE), if necessary
- rr. if a behaviour incident has occurred during the trip, a report must be filed with the Director who should be kept informed of any interventions or consequences of a disciplinary nature.

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IV. The students

The FTL must make it clear to students that they must:

- a. not take unnecessary risks
- b. follow instructions of the FTL and other adults, including volunteer parents, external tour leaders or guides, staff working for transport (ie: coach drivers, etc.), or representatives of the host venue including accommodation and restaurants
- c. dress and behave sensibly in accordance with the school's behaviour policy
- d. remember that they are ambassadors for the school, the International Baccalaureate, and their respective countries
- e. notify the FTL or any accompanying adult of any situation they think will hurt or threaten anyone in the group or the group as a whole
- f. consult an adult if they feel in jeopardy or at risk. (They should not be coerced into any activity that they fear.)

V. The parents

Having chosen to enrol their children at the school, parents are expected to support their children's participation in compulsory off-site trips and activities. This is demonstrated by:

- a. agreeing to, and signing, the school's terms and conditions upon accepting a place at Halcyon London International School
- b. providing the FTL with required information such as emergency contact details or medical information when requested
- c. signing the travel consent forms and returning in a timely manner
- d. volunteering to accompany trips when appropriate
- e. suggesting trips or activities that may be of interest to or relevant to students at the school.

C. Planning Trips

To ensure that field trips can be planned properly, do not unnecessarily disrupt school, and can be clearly communicated to the community, the School will need good notice of planning. The following requirements on minimum notice times is designed to support appropriate planning:

- a. Overnight, abroad, and longer than two nights: 20 weeks
- b. Overnight, and longer than three nights: 16 weeks
- c. Overnight: 6 weeks
- d. Whole day: 4 weeks
- e. Half-day: 3 weeks

If a request is not submitted by these deadlines, there is no guarantee that the School Leadership Team will approve the trip.



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I. Purpose of off-site activity or trip

In all cases the reasons for leaving the School must be based on sound pedagogical or educational reasons. If there is flexibility as to the timing, careful consideration should be given to other activities, tests and examinations, student timetables, and major religious festivals which may discourage some students from attending.

II. Liability and insurance

The law places the Field Trip Leader 'in loco parentis'. The *DfE [Health and Safety on Educational Visits \(2018\)](#)* and the document *[School Trips and Outdoor Learning Activities](#)* published by the Health & Safety Executive in 2011 should be read by the Field Trip Leader. These resources state that a teacher's responsibility is to "act as any reasonable parent would do in the same circumstances" and emphasise a "common sense and proportionate approach to risk assessment and risk management".

The School has employers' liability insurance and public liability insurance, as well as a group travel policy that covers most trips inside the UK and overseas. This cover includes the vast majority of activities that could possibly occur on school trips. However, any member of staff organising an adventurous or hazardous activity should consult the Director to determine whether or not the activity is covered by the School's policy before submitting the trip proposal. An extension can usually be arranged. The Field Trip Leader should ensure that they take a copy of the School's travel insurance with them on any overnight/overseas trips.

The School will support its staff in the event of an accident occurring, provided they have adhered to policy, taken all reasonable precautions and exercised reasonable care and judgement.

III. Transportation

For trips in the London area, particularly with small groups, it is most efficient to walk or use public transportation, in which case, through advance planning, free transport may be possible. (Public transport will also require particular attention in the risk assessment as students risk becoming separated from the Field Trip Leader.) For longer trips or larger groups travelling by rail or coach, advance planning is required for this in order to secure the best group rates or quotes from independent coach companies.

Except in exceptional circumstances, Halcyon London International School does not authorise staff to transport students in their private cars. The School's policy is never to allow students to be transported in cars belonging to parent helpers, unless the parents make a private arrangement that does not involve the School (i.e.: returning from sports fixtures at



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other schools). In such cases, written permission is required and must be put on file in the School office. In last minute emergency situations a text message to the responsible staff member may be accepted which must be followed by an email or letter from the parent.

Students are required to wear safety belts in all coaches, mini vans or private vehicles and it is the responsibility of all accompanying adults to ensure this is enforced.

The School will only approve travel organisations or tour companies that are properly licensed (ATOL/ABTA members).

IV. Accommodation for overnight trips

Whether recommended by an external tour company or selected by the Field Trip Leader, the following should be considered when planning accommodation:

- a. Chaperones should be adjoining or as close to student rooms as possible
- b. Student rooms should, preferably, not be on the ground floor
- c. Students should be accommodated in adjoining rooms in clusters or as a group if at all possible, and boys' and girls' rooms must be separated
- d. Everyone (including students) should be made aware of the room locations of all others, with emergency evacuation routes and exits pointed out
- e. Security arrangements and whether there is 24-hour reception (and if not, what measures are taken to secure the venue after hours). This includes, public access to the building, and/or the floor/rooms accommodating the students, and appropriate measures to ensure students are secure
- f. Windows and doors of student rooms should be checked to ensure that locks work. If not, and this presents a risk, consider the feasibility of re-arranging or exchanging rooms
- g. Provision for storing valuables
- h. The local area and any threats to student safety (such as nightlife, busy roads, natural hazards).

V. Preparation for Trips

Preparatory tasks for trips include:

- a. Planning itinerary and investigating cost and availability of tickets for tours required
- b. Budget, including all costs (eg: support materials, guides, translators, staff costs)
- c. Planning travel for all segments of the trip
- d. Consideration of catering/meals requirements, including special dietary requirements, and provision
- e. Preparation of educational materials to support the trip and any pre-trip educational preparation



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- f. Consideration of suitability for age group in terms of academic content, health, safety and safeguarding considerations (to be addressed in risk assessment)
- g. Due consultation with students, colleagues and parents, and especially the relevant IB Coordinator
- h. Number of adults required, whether parents or other staff, and who may be best suited.

For overnight/overseas trips

- i. The availability and costs of travel visas for participants
- j. Medical issues such as required vaccinations
- k. The provision of suitable accommodation
- l. Completing an appropriate risk assessment
- m. Any challenges presented by language differences.

VI. Planning list for Field Trip Leader

The list that follows is designed to cover all the planning that the Field Trip Leader needs to undertake for an extended trip or a trip away from central London. It is designed to be as comprehensive as possible. Sections written in italics are not necessary for domestic trips.

The Field Trip Leader should consult with the Learning Systems Coordinator, the relevant IB Coordinator and colleagues on suitable dates, precedents, etc.. Discuss a preliminary plan with Learning Systems Coordinator or Director, including purpose, location, transport, hotels, activities, itinerary, number and age of participants

- Calculate the staff to student ratio (see below)
- Prepare a draft itinerary, fully budgeted, to be sent to parents at appropriate time
- Decide transport for all sections of the journey
- Prepare fully inclusive budget for the trip, including an appropriate contingency for delays and emergencies. (The costs of the accompanying staff must be included)
- Check that any service provider is licensed and that individual instructors possess a recognised qualification from a national body
- Obtain clear statement from the centre about their responsibilities for the safety of the students before making any commitment. Ask for copies of their risk assessments
- Prepare the risk assessment/s (see Appendix B and below)
- Check the School's insurance cover (see above) if the trip involves hazardous activities
- Find other members of staff or parents who are willing and able to participate in the trip. *It is desirable to have at least one member of staff who speaks the language of the country to be visited.* Consider subject specialists that may be particularly useful for some trips. Consider inviting suitable parents to accompany school trips,



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particularly when it may be difficult to make other teachers available. Overnight trips should be planned to ensure sufficient staff are available to allow colleagues to have planned non-contact, non-supervision, time.

- Always have a qualified First Aider accompany the trip
- If parent volunteers participate: arrange for any volunteers participating in the trip to obtain a DBS. (The HR Manager will make the necessary arrangements)
- Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider
- Carry out a reconnaissance visit if the location is not one that the School has visited before, subject to the Director's approval.
- Establish the minimum and maximum numbers for the trip to be viable (bearing in mind that the costs of the accompanying staff will be divided amongst the participants)
- Ascertain the medical *and visa* requirements
- Establish when the deposits are required by theatres/museums/ tour operators/airlines/activity centre etc., and ensure that the size of the deposit requested from parents is sufficient to cover these costs (including the costs of deposits for accompanying staff)
- Check destination's [Foreign Travel Advice](#) on gov.uk

VII. Staff/student ratios

There must be an adequate ratio of adults (at least 1:10) to supervise students throughout each trip. The ratio should become closer the more complex or hazardous the activity. If staff have any queries they should consult with the Director.

Considerations for choosing additional adult/staff supervision

- a. Gender balance – for residential trips particularly, male and female adult supervisors are required
- b. Individual/special needs or circumstances of participating students
- c. Nature of activities on trip matched to skills/interest of accompanying adults
- d. Accommodation arrangements

VIII. Exploratory visits

When visiting a venue in advance, the organising teacher should consider:

- a. Suitability of the venue for the purposes of the school activity and other needs (catering/eating facilities, toilets, etc.)
- b. Resources available to support learning objective/activity
- c. Ease of accessibility and journey time
- d. Location - safe environment, including challenges presented by weather
- e. Potential risks presented - preferable if location has an existing risk assessment.



IX. The risk assessment

Halcyon will ensure that teachers are trained in conducting risk assessments on the potential hazards involved in a trip or activity being planned. The School uses a set pro-forma approved by the Board of Trustees (see Appendix B). The Field Trip Leader should review examples kept in the School office and consult with the Learning Systems Coordinator or Director to ensure that the risk assessment process is fully understood.

Further guidance is set out by the DfE's [Health and Safety: Advice for Schools](#), including:

- a. Identifying the potential hazards of the place being visited.
- b. Listing the groups of people that are especially at risk from the significant hazards.
- c. Evaluating the risks and decide on precautions (which may involve listing existing controls or notifying where the information may be found).
- d. Considering how he/she would cope with the hazards which are not currently identified or fully controlled.
- e. Carrying out continual monitoring of risks and hazards throughout the visit. **The DfE advice emphasises the importance of a common sense and proportionate approach to risk assessment and risk management, remembering that in schools both are tools to enable children to undertake activities safely, and not prevent activities from taking place.** Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.

In line with the DfE's latest advice, the School will maintain a dossier of generic risk assessments that cover sports fixtures, theatre and museum visits and most of our regular trips. These may be used for trips to local amenities. Where the trip involves higher levels of risk such as those involving adventure activities, a separate assessment of significant risks must be carried out. Professionally operated licensed activity centres and tour operators specialising in school trips will usually conduct their own risk assessments and the organising teacher/group leader should ask for copies and review them at the planning stage. Any uncertainties should be discussed with the Director. Additional risk assessments may also be needed to ensure complete coverage of all aspects of the trip. Generally, risk assessments carried out by the School for previous trips may be updated and re-used, unless there has been a change of circumstances.

X. Checklist

After permission is granted (see minimum notice times above) the Field Trip Leader will:

- a. For overnight or overseas trips, after approval by the Director, send a preliminary letter to parents/guardians of the target age group, outlining the dates and times,

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purpose of the trip, the programme, travel and accommodation, accompanying adults, and the expected maximum cost. The letter will:

- i. seek expressions of interest and/or acceptance, together with a deposit or full payment
 - ii. provide a date for a briefing for parents
 - iii. explain any restrictions on numbers
 - iv. brief the students about the trip, its dates and purpose
- b. Check names of all students wishing to participate to identify any students who may require special arrangements (specific medical, behavioural, dietary, special educational needs, etc.)
 - c. Arrange with the Finance Director to set up a unique cost centre in the School accounts for the trip or confirm the appropriate educational budget. The Finance Director will invoice parents for the balance of the cost of the trip and authorise payment to the airline, hotel, travel company, etc.
 - d. Notify the Financial and Operations Director of any cash float (which has been included in the approved budget) that will be required
 - e. Ensure that a School mobile phone has been arranged and collected
 - f. Insist that all coaches are fitted with seat belts
 - g. Inform parents of the medical and visa requirements. Advise parents of non-British passport holders that they are responsible for ascertaining the visa requirements of the country to be visited
 - h. Brief and prepare the students in advance
 - i. Ensure that plenty of advance notice is given if students need special equipment.

For trips abroad

Not less than six weeks before departure, the Field Trip Leader will:

- j. Arrange a meeting with parents to brief them on all aspects of the trip, including:
 - i. the itinerary, including the meeting and collection points
 - ii. contact details for hotels/hostels/ names and/or addresses of the host families
 - iii. explanation of how rooming assignments
 - iv. explanation of any possible culinary differences/dietary restrictions
 - v. the number of the School mobile phone/s issued to the organising teacher/group leader
 - vi. the money, kit and equipment that the students need. The appropriate dress code of the country
 - vii. the medical and visa requirements
 - viii. the expected standards of behaviour, and the potential risks of irresponsible behaviour



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- ix. remind parents that those students who misbehave risk being sent home at their parents' expense. The School's behaviour policy applies off-site as well as at school.
- x. explain position on bringing expensive electronic equipment (mobile phones, laptops, iPods, iPads, cameras)
- xi. arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances
- xii. arrangements for communicating with parents in the event that the return is delayed
- xiii. the need to notify the School in the event of contact with an infectious disease within four weeks of travelling
- xiv. the need for a copy of each student's passport, visa, etc.
- xv. if appropriate, explain any meal requirements (packed lunch / money)
- k. Brief students on expectations of standards of behaviour and cultural differences
- l. Review first aid arrangements and book travelling first aid kit from the receptionist
- m. Obtain photocopies of each student's passport
- n. Check all tickets for accuracy. Store them securely in the school until collection.

By agreement with the Learning Systems Coordinator or the Director these arrangements may be conveyed in writing to the parents with acknowledgment of receipt.

Not less than two weeks before departure, the Field Trip Leader will:

- o. Collect from the School office any cash advances required for incidental expenses not included or for emergencies
- p. Ensure that room assignments have been planned
- q. Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the organising teacher/group leader and other accompanying staff, catering and accommodation arrangements, and emergency procedures
- r. Prepare trip folder for the Administrative Officer and for each member of staff accompanying the trip, that contains the following information:
 - i. the itinerary (including address, phone numbers etc. of all locations where the party is staying)
 - ii. the organising teacher's/group leader's mobile number/the School number and Director's mobile for evening/weekend contact
 - iii. mobile numbers of all participating staff
 - iv. a list of students, together with copies of their parental contact forms (which includes details of each students' medical conditions)
 - v. copies of all passports and travel documents
 - vi. a copy of the risk assessment
 - vii. names of First Aider/s on trips
 - viii. local phone numbers for emergency services



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- ix. location of local hospital
alternative transport access in the event of an emergency or severe travel delays.

The week before departure, the Field Trip Leader will:

- s. collect tickets
- t. give trip information packs to the Receptionist and accompanying staff
- u. give each student the name(s), address(es) and phone number(s) of their accommodation
- v. remind students about the meeting point, dress code, standards of behaviour, etc.
- w. remind students of the potential risks of irresponsible behaviour, including safety procedures related to the methods of transport to be used
- x. remind students to bring packed lunch or money
- y. remind students to bring passports. Ask to see each passport
- z. collect travelling first aid kit(s). Check contents.

D. During the Trip

Primary responsibility for the safe conduct of the trip rests with Field Trip Leader. He or she has sole responsibility for amending the itinerary in the event of unforeseen delay. He or she will liaise with host organisations or hotels in the event of difficulties between a student and their accommodation situation or host family. He or she may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- I. Carrying out a head count (on getting on and off each form of transport; entering or leaving a museum, restaurant, activity centre, hotel, etc.).
- II. Checking that all students wear their seat belts
- III. Checking the fire exits and escape routes at each hotel or hostel and ensuring each student has rehearsed the emergency escape route
- IV. Ensuring that sleeping accommodation is suitable
- V. Check potential on-site hazards (such as potentially faulty equipment, dangerous looking electrical wiring, etc.).
- VI. Setting times for students to be in their rooms at night.
- VII. Organising and conducting corridor or room checks, always a collaborative supervision with at least two members of staff, organised to respect student gender
- VIII. Giving all students the number of the School's mobile if they are going to be allowed out in small, supervised groups
- IX. Keeping a record of all student mobile numbers
- X. Explaining to students a procedure and steps to take if they are separated from the group

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- XI. Explaining to students what should be done if they are approached by a stranger
- XII. Setting agreed times and locations for checking students when they work or are allowed out unsupervised in small groups
- XIII. Enforcing expected standards of behaviour
- XIV. Looking after, or reminding students to look after, passports and valuables
- XV. Storing cash and tickets in the hotel safe
- XVI. Keeping an account of all minor expenditure
- XVII. Recording all minor accidents and incidents
- XVIII. Recording any minor behaviour incidents



E. Dealing with accidents or emergencies

I. Illness or minor accidents

If a student has a **minor accident** or becomes ill, the Field Trip Leader, or another member of staff, will take them to the local hospital or clinic and inform the Director. If the trip is outside the UK, the Field Trip Leader 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 the School's medical insurers may arrange for the student (accompanied by a member of staff) to be repatriated to the UK.

The Field Trip Leader must telephone the student's parents if their child has been in, or suffered injury from, an accident requiring **minor** medical treatment. If the FTL has any doubt about the seriousness of the situation, or the decision to call parents, then s/he should call the Director for advice.

II. Serious Accident or Incident & Emergency procedures

In the event of a serious accident or incident resulting in the death or injury of one or more of the students or staff, the Field Trip Leader's first priority is to summon the emergency services and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured student(s) to hospital. The Field Trip Leader must:

- a. ensure that the rest of the group is safe and supervised and reassured of their own wellbeing
- b. inform the Director of events, providing a full, calm and factual account as the circumstances permit. Where the full facts are yet to emerge, he/she should say so, and ensure that follow-up communications with the Director are maintained
- c. arrange (using the deputy group leader or another member of staff) for the School's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas
- d. ensure that the incident is properly recorded and liaise with the Director in respect of any further investigation or report(s), if required.

Depending on circumstances, the Director will choose how and when to inform families of the situation. The School has a duty to speak personally to the parents of any student who has suffered some injury or mishap. We may use mass communication methods (SMS, email, online) for communicating with those whose children are not affected.

Communication with the media should be left to the Director. The Field Trip Leader should refer the media to the Director and under no circumstances should anyone make any

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statement to the media. Under no circumstances should anyone make any admission of liability for any occurrence other than on legal advice.

Students should be advised not to talk to the media and be protected from media intrusion. They should also be made aware that anything they share publicly on social networks could be used by the media.

III. Delayed return

If a trip is delayed, the Field Trip Leader should telephone the School office, or the Director (out of school hours), who will in turn notify all the parents on their contact numbers to alert them to the delay and the revised time of arrival.

IV. On return

Each Field Trip Leader is asked to provide the Director with reports of accidents, and potential but avoided accidents/incidents, on their return. Personal observations and lessons learned are also valuable and these must be recorded using the Trip Reflection Form (Appendix D). The Field Trip Leader should return all school property, together with a report of any lost or damaged property.

V. Trip Expenditure

The Field Trip Leader is responsible for returning any unused monies to the School office along with any receipts for cash spent. If a personal credit card has been used, transaction vouchers must be submitted with a reimbursement claim. The organising teacher/group leader is also responsible for producing a schedule of all expenditure on the trip.

Approved by Board of Trustees October 2012. Reviewed 25 July 2013.

Reviewed 9 August 2013.

Approved by Board of Trustees January 2014. Revised 21 December 2015.

Approved by Board of Trustees 17 February 2016.

Revised August 2019. Approved by the Board of Trustees September 17 2019

This policy will be reviewed annually, or more regularly in light of any significant changes in statutory requirements and legislation.



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Appendix A: Trip Proposal Form

This form should be attached to related supporting paperwork (eg: student list, itinerary, risk assessment/s) and be given to the Director a minimum of one week in advance for day trip; six weeks in advance for overseas or overnight trips; eight weeks in advance for overseas trips that may require visas).

1.	Destination venue/s and/or host organisations with contact names and telephone numbers	
2.	Proposed dates (from/to) - please check calendar for religious holiday clashes, etc. NB: If there is flexibility as to the timing, consideration should be given to other activities, tests and examinations, student timetables, and major religious festivals which may discourage some students from attending.	
3a.	Name of organising teacher/group leader	
3b.	Contact details for above	
3c.	Have you organised or been involved with this trip before?	Y/N
4.	Purpose of trip/curriculum area/objectives NB: In all cases the reasons for a school trip must be based on sound pedagogical or educational reasons.	
5.	Student list	(to be attached)
6.	Student-adult ratio NB: There must be an adequate ratio of adults (at least 1:10) to supervise students throughout each trip. The ratio should become closer the more complex or hazardous the activity. If staff have any queries they should consult with the Director.	
7a.	Deputy group leader/teacher	
7b.	Contact details for above	



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8.	Other accompanying staff/adults NB: Considerations for choosing additional adult/staff supervision: Gender balance – residential trips must have male and female adult supervisors; Individual/special needs or circumstances of participating students; Nature of activities on trip matched to skills/interest of accompanying adults; Accommodation arrangements.	
9a.	First Aider required?	Y/N
9b.	Name and contact details of above	
10a.	Risk assessment (use Appendix B form)	(to be attached)
10b.	Venue's own risk assessment (if available)	(to be attached)
11.	Detailed itinerary including: <ul style="list-style-type: none">▪ details of mode/s of transport for all legs of journey and contacts▪ departure times▪ flight number/port or airport including terminal (if applicable)▪ expected arrival time at destination▪ details of tour company (if applicable)▪ accommodation details including telephone (if applicable)▪ programme of activities▪ any other relevant information (including visa requirements – is it likely that all students will be able to participate?)	
13.	ATOL/ABTA membership confirmed (if applicable)	Y/N
14.	Activities providers' licence/insurance confirmed (if applicable)	Y/N
15.	Details of access/support provision for student/s	
16a.	Is additional parental consent for this trip required?	Y/N
16b.	Is a parent briefing required?	Y/N

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17.	If the trip represents bias towards partisan political issues, what will be done to redress the bias? (eg: provide details of debrief or other educational activity or lesson planned)	
18.	Indicative budget including incidental costs (eg: support materials, guides, translators)	(to be attached)
19.	Approximate cost per student	
20.	Is the organising teacher/group leader aware of their role/responsibilities as detailed in the Educational Trips policy?	Y/N
Signed by organising teacher/group leader	signature	date
Director's Permission to book trip (consider spread of trips for age group/in school year)	Y/N	
Signed by Director	signature	date
Have confirmed trip dates/details been entered on the school calendar?	Y/N	

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Appendix B: Trip Risk Assessment

The [school's template risk assessment](#) form should be completed and attached with related supporting paperwork to Appendix B (Trip Proposal Form) and usually be given to the Director a minimum of one week in advance for day trips; six weeks in advance for overseas or overnight trips; eight weeks in advance for overseas trips that may require visas).



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Appendix C: Additional Parental Consent Form

Specific written parental consent is not normally required for the majority of trips which take place during the normal school day. When the child joins the School, parents sign a general consent allowing their child to be taken off-site as such trips are an important part of Halcyon's approach to learning and development.

Overnight and/or overseas trips and trips that are deemed to be hazardous (eg: watersports activities), will need additional parental consent, however, using the template form below.

TRIP CONSENT FORM

Please sign and date the form below if you are happy for your child, *<name of the child>*:

- a) To take part in *<insert name of trip >*; and
- b) To be given first aid or urgent medical treatment during this trip.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION (*while we already have medical information about your child in their school record, we would like to confirm we have the latest information, so please complete the section below if applicable*)

Details of any medical condition that my child suffers from and any medication my child should take during this trip:



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Signed: _____

Date: _____



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Appendix D: Trip Reflection Forms

[Local](#) and [Residential Trip](#) Reflection forms should be completed online after the trip has taken place.

