

# HALCYON

## LONDON INTERNATIONAL SCHOOL

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## Educational Trips Policy

*This policy is available from our website ([halcyonschool.com](http://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: Safeguarding & Promoting Welfare of Children; Supervision; Student Wellbeing; Risk Assessment; Anti-Bullying; Behaviour & Discipline; Fire Safety; First Aid; Health & Safety; PSHEE, Sustainability Policy.*

### 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 (e.g. 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. Within the UK, trips will broaden students' understanding of British civic and public institutions, Fundamental British Values, as well as organisations and charities that represent the many cultural facets of the UK. Students may also participate in overnight trips in the UK to support areas of the curriculum, or abroad to explore and share culture.

This policy is written to safeguard students and ensure Halcyon delivers purposeful, high-quality, secure, well-planned and well-resourced, curriculum-linked educational trips. It also provides direction and support for trip leaders, staff, 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 aims to enhance students' learning experience and to provide parents with the confidence to support off-site learning.

### B. Equal opportunities

Every effort is made to ensure that School trips and off-site activities are inclusive and available to all students.

# HALCYON

## LONDON INTERNATIONAL SCHOOL

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### C. Policy Application

**This policy applies to all educational day trips from Halcyon.** These are a compulsory part of the overall educational programme, fall mostly within the normal School day, and parents will be made aware of these trips in advance. Parents have provided consent for these day trips through the Parent Contract.

Some educational day trips will extend beyond the School day, and parents will be informed as is necessary. Parents may choose to withdraw consent for trips outside of School hours.

**This policy applies to all daily activities and educational trips organised during residential or overnight trips.** This would include all activities and day trips from the centre/hotel, including applicable third-party risk assessments, and all travel. For the specific management of residential and overnight trips, please refer to section G below.

**This policy applies to all off-site extra-curricular activities, sports and explorations.** All parties are notified of the use of off-site locations, for example visits to exhibitions, theatres, lectures, concerts or sports' venues. Notification of these venues will be at the start of term, or at the start of a well-understood cycle of activity.

**This policy does NOT apply to scheduled off-site classes,** which are routine classes that do not take place on the School campus at 33 Seymour Place (for example, physical education at different locations in London). These classes are a compulsory part of the overall educational programme and are managed and risk assessed independently of this policy.

### D. Planning educational day trips

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 welcomes suggestions from parents, or any stakeholder, for new trips.

#### I. Calendared Trips & Notice Time

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.

# HALCYON

## LONDON INTERNATIONAL SCHOOL

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To ensure that field trips can be planned properly, do not unnecessarily disrupt the learning at school, and can be clearly communicated to the community, staff must provide good notice of planning. The following requirements on minimum notice times are designed to support appropriate planning:

- Whole day trip: 4 weeks
- Half-day trip: 3 weeks

If a Field Trip Proposal Form is not submitted by these deadlines, there is no guarantee that the Learning Systems Coordinator will approve the trip.

### II. Consent

The parent/School contract provides parental consent for day trips (09:00 - 16:00). There is a reasonable expectation that this consent:

- includes commonly understood curricular activities; and
- would extend to accommodate an early start or late return for particular trips.

For **anything clearly outside of the School day** (for example, a trip to the theatre in the evening) and/or with an **elevated risk** (for example, canoeing, rock climbing) consent should be sought. If a field trip leader is unsure of these definitions, they **must** review their planning with the Learning Systems Coordinator.

Parents who wish to opt-out must inform the School, 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.

### III. Notification

Parents will be notified, in advance, of all trips. The School will provide relevant, additional information (trip details) as appropriate, by App or email. For more significant trips, the School may choose to hold an information briefing.

### IV. Access

School day trips are compulsory and are designed, as best the School can, to be inclusive. Should a student not be able to access learning through a planned off-site activity - which means that a site/centre is unable to accommodate a students' needs because it does not provide, for example, ramped entry, or does not support students with partial sight or hearing - then alternative learning will be provided.

### V. Approval for a Trip

**Every trip, no matter how short, must have a designated Field Trip Leader (FTL).** The FTL will plan all elements of the trip in advance; ensure the Field Trip

# HALCYON

## LONDON INTERNATIONAL SCHOOL

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Proposal Form is completed and the trip is approved; meet all the requirements as set-out in this policy and be present throughout the trip.

All trips are submitted through the [Field Trip Proposal Form](#). The **Learning Systems Coordinator** has responsibility for field trips and will review and approve, or not, all field trip requests.

**All field trips**, including all substantive details and the risk assessment, must be approved by the Learning Systems Coordinator.

In all cases, the reasons for leaving the School campus must be based on sound pedagogical or educational reasons. If there is flexibility, careful consideration should be given to avoiding other activities (conferences, student events, tests and examinations) and students' other timetabled commitments.

**External Communications** to parents need to be approved by the Community Engagement Team and/or the Learning Systems Coordinator.

**Budgets** need to be approved by the Learning Systems Coordinator and the Finance and Operations Director, each of whom may ask for competitive quotations for services to be provided

*Please note: If a teacher wishes to teach their **60 minute class** off site - requiring no cover, with no costs or additional supervision, with no disruption to colleagues' classes, with no medical needs, and with no risk assessment additional to those already in place (or example, to take students to Hyde Park) - this does not require prior approval. The teacher still should inform the Learning Systems Coordinator of the intended class absence from the School campus; leave a class list; submit a risk assessment; and collect a First Aid kit and School mobile phone.*

*If a teacher wishes to take students off-site during their 120 minute class, this requires prior approval through the Field Trip Proposal Form.*

## VI. Attendance

School day trips are compulsory and there is no alternative provision at School, except for reasons of access (IV, above) Absence from a School trip is recorded as an absence from School.

## VII. Safety and Risk Assessments

Safety is a priority and no trip can take place without an approved risk assessment.

# HALCYON

## LONDON INTERNATIONAL SCHOOL

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Halcyon will ensure that teachers are supported to conduct risk assessments on the potential hazards involved in a trip or planned activity. The School uses a [pro-forma assessment](#), approved by the Board of Trustees; the FTL should review this and consult with the Learning Systems Coordinator or Director to ensure that the risk assessment process is fully understood.

**At an external venue**, any activity provided by an external supplier must have a pre-existing risk assessment. The Field Trip Leader should have a copy of this and have assessed it.

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

- identifying the potential hazards of the place being visited.
- listing the groups of people that are especially at risk from the significant hazards.
- evaluating the risks and deciding on precautions (which may involve listing existing controls or notifying where the information may be found).
- considering how they would cope with the hazards which are not currently identified or fully controlled.
- 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 maintains 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.

# HALCYON

## LONDON INTERNATIONAL SCHOOL

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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 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.

### VIII. Safeguarding

**The Schools' Safeguarding and Promoting the Welfare of Children Policy applies to all off-site activities.** All staff members on every trip are responsible for student safeguarding. The Field Trip Leader will assess potential safeguarding risks, and include these, with mitigation, in the formal risk assessment. The Field Trip Leader will also inform, and consult with, the School Designated Safeguarding Lead about any potential safeguarding concerns before, during and after the trip.

### IX. Additional Staff, Parents and other adults on the trip

Considerations for choosing additional adult/staff supervision should include, but not be limited to

- Appropriate gender balance
- Meeting individual/special needs or circumstances of participating students
- Matching the nature of the activities on trip to the skills/interest of accompanying adults

Any parent, or other non-staff adult, who takes part in off-site trips must be checked and assessed in accordance with the School's Safeguarding & Promoting the Welfare of Children Policy.

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

### X. Student/Staff Ratio

The student/staff ratio on each trip must be adequate to supervise students effectively and safely. The number of staff required for each trip is first made by fulfilling

- any legal requirements regarding supervision and safety;
  - all considerations arising from the trip risk assessment;
- and ensuring that
- all students must be well cared for; and



# HALCYON

## LONDON INTERNATIONAL SCHOOL

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- staff allocations must not place a workload on any teacher that would impair their ability to supervise effectively.

**The School suggests a student:staff ratio of 10:1.** This ratio may change, on the advice or approval of the Learning Systems Coordinator, depending on the details of the trip. For example, the more complex or hazardous the activity, the more the student/staff ratio will diminish; a senior (DP) trip to the theatre in the evening may present fewer risks, and is easier to supervise, than a Grade 6 walking trip in central London. Higher or lower ratios are agreed with the Learning Systems Coordinator. If staff have any queries they should consult with the Learning Systems Coordinator or the Director for advice.

### XI. Arrival and Dismissal

Under almost every circumstance, **all students** will leave for **all day trips** (09:00 to 16:00) from the School campus. **All students** will return to School for dismissal.

- **Meeting off-site.** Occasionally, and **with prior agreement** from the Learning Systems Coordinator, and **notified to parents**, students might start a trip by meeting at a specified off-site location. This might apply to a day trip out of London (meeting at a train station) or for a trip starting before 09:00.
- If a trip **finishes clearly out-of-hours** (after 16:30), then
  - **G6 - 8 students** must return to School for dismissal
  - **G9 -10 students** may be dismissed off-site (in central London) with prior parental consent. BUT all students **must** also have the option to return accompanied back to the School for dismissal.
  - **All G11 -12 students** may be dismissed off-site (central London) with prior parental consent.

### XII. Preparatory Considerations

Preparatory tasks for trips include

- consulting with colleagues, students, parents, and especially the relevant IB Coordinator, to ensure the trip meets appropriate pedagogical goals, is aligned with the School's mission, and is practicable
- budgeting all costs (for example, transport, tickets, support materials, guides)
- planning travel for all segments of the trip
- planning an itinerary and investigating cost and availability
- considering catering/meals, including special dietary requirements, and provision
- preparing educational support materials and any necessary pre- and post-trip learning

# HALCYON

## LONDON INTERNATIONAL SCHOOL

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- ensuring that learning opportunities, physical access, health, safety and safeguarding (to be addressed in risk assessment) are all aligned with an appropriate grade level
- consider adult supervision required, and who may be best suited.

After permission is granted the Field Trip Leader will:

- check names of all students to identify any students who may require special arrangements (specific medical, behavioural, dietary, special educational needs, etc.)
- meet with the Purchasing and Facilities Officer to communicate the accurate booking of facilities and/or tickets and/or travel requirements
- notify the Financial and Operations Director of any required cash float (which has been included in the approved budget)
- check that reception will prepare student medical records and that a School mobile phone has been arranged for collection
- check that details published in the School calendar are correct and staff are informed
- brief and prepare the students in advance
- ensure that plenty of advance notice is given if students need special equipment.

### **XIII. The Field Trip Leader (FTL)**

In constructing a trip proposal, the FTL must give consideration to

- the health and safety of all participants, and duty of care for individual students.
- the merit/value of the learning experience and its relation to the intended curriculum
- the optimum timing of a trip
- providing students with balanced, unbiased, viewpoints

The organising FTL must have appropriate training and must

- 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)
- plan for emergency procedures
- ensure there is adequate care for student welfare, and health and safety, both during travel and at destinations
- provide a detailed and thorough budget, including the circumstances under which a trip might be terminated or curtailed
- ensure that there is adequate first aid provision on the trip
- where appropriate, plan educational activities or club activities, and/or liaise with a local programme leader to plan for this



# HALCYON

## LONDON INTERNATIONAL SCHOOL

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- ensure that any youth/education activities providers are licensed and they have appropriate public liability insurance cover, which is available to the School.
- ensure that there is adequate supervision on the trip with reference to the risk assessment(s)
- prepare a Field Trip Proposal Form (containing the information listed above) for the Learning Systems Coordinator 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 for publication, the following information:

- parent communication, including trip objectives
  - destination/s, dates and times,
  - arrival/departure points
  - student supplies (special materials, clothing, equipment, etc.; spending money)
  - accompanying adults
  - medical forms (as appropriate)
  - itineraries (if necessary)
  - travel arrangements (if necessary)
  - accommodation (if necessary)
  - website links, brochures, information packs, (as necessary)
  - written parental consent form (where required)
- Where relevant:
- insurance details
  - costs and payment instructions
  - emergency contact forms

In addition the FTL will

- prepare reference trip information to remain at School (providing copies to accompanying adults, if appropriate) that contains
  - the itinerary
  - details of travel and contacts, or external travel organisers if appropriate
  - destination venues or host organisations with contact names and telephone numbers
  - names and emergency contact numbers of all students and adults participating on the trip

#### XIV. Liability and insurance

The law places the Field Trip Leader 'in loco parentis'. The Field Trip Leader should read [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. These resources state that a teacher's responsibility is to "act as any

# HALCYON

## LONDON INTERNATIONAL SCHOOL

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*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 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.

### **XV. Transport**

For trips in the London area, particularly with small groups, it is most efficient to walk or use public transportation. (Public transport will 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. Rail travel is preferable when possible.

Halcyon London International School does **not** authorise staff to transport students in their private cars. The School will not authorise, or be responsible for, students transported in cars belonging to parent helpers. Parents may choose to make private arrangements that do not involve the School (i.e.: returning from sports fixtures at other schools).

Students are required to wear safety belts in all coaches, taxis, 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).

All travel arrangements should support Halcyon’s Sustainability Policy wherever possible.

### **XVI. Evaluating an external venue**

When visiting a venue in advance, the FTL should consider:

# HALCYON

## LONDON INTERNATIONAL SCHOOL

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- Suitability of the venue for the purposes of the School activity and other needs (catering/eating facilities, toilets, etc.)
  - Resources available to support learning objective/activity
  - Ease of accessibility and journey time
  - Location - safe environment, including challenges presented by weather
- Potential risks should be assessed and **external providers must provide risk assessments for planned activities.**

## E. During and after the trip

### I. The Field Trip Leader's Responsibility

Primary responsibility for the safe conduct of the trip rests with the Field Trip Leader. They have sole responsibility for changes to the itinerary in the event of unforeseen circumstances, liaising with the Learning Systems Coordinator, Director or other member of the SLT if such change(s) would be sufficient to alter the essential educational goals of the trip, or operate outside the agreed risk assessment. The FTL may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- setting agreed times and locations for checking students
- carrying out a head count (on getting on and off each form of transport; entering and leaving a museum, restaurant, activity centre, etc.)
- where appropriate, checking that all students wear their seat belts
- checking the fire exits and escape routes at a location and ensuring each student is aware of the emergency escape route
- checking potential on-site hazards (such as potentially faulty equipment, dangerous looking electrical wiring, etc.).
- giving all students the number of the School's mobile
- keeping a record, on a School issued device ONLY, of all student mobile numbers
- explaining to students a procedure and steps to take if they are separated from the group
- explaining to students what should be done if they are approached by a stranger
- upholding expected standards of behaviour
- looking after, or reminding students to look after, valuables
- holding School monies or tickets for an activity
- keeping an account of all minor expenditure
- recording all minor accidents and incidents
- recording any minor behaviour incidents

**If a trip is delayed and will return to School later than expected,** the Field Trip Leader should contact the School office or the Communications Manager or Learning

# HALCYON

## LONDON INTERNATIONAL SCHOOL

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Systems Coordinator or the Director, who will in turn notify parents and communicate a revised time of return.

**After the trip**, the FTL is required to:

- evaluate the trip by completing the Trip Reflection form (see Appendix D). This supports safeguarding and planning future trips.
- evaluate, if requested, the performance of volunteer parents or others who have accompanied the trip
- ensure that there is a debrief or other educational activity or lesson planned to redress that bias if the trip represented bias towards partisan political issues.
- ensure that if an accident or incident occurred that the incident has been 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.
- provide the Learning Systems Coordinator and/or the Director with an assessment of any potential, but avoided, accidents/incidents.
- complete a report if a behavioural incident has occurred during the trip. This report should be filed with the Director who should be kept informed of any interventions or consequences of a disciplinary nature.
- return all School property, together with a report of any loss or damages
- return any unused monies to the School office along with any receipts for cash spent. If a personal credit/debit card has been used, transaction vouchers must be submitted with a reimbursement claim. The FTL is also responsible for producing a schedule of all expenditure on the trip.

## II. Students

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

- not take unnecessary risks
- 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
- dress and behave sensibly in accordance with the School's behaviour policy
- remember that they are ambassadors for the School, the International Baccalaureate, and their respective countries
- 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
- consult an adult if they feel in jeopardy or at risk. (They should not be coerced into any activity that makes them feel uncomfortable.)

### III. Parents

Parents are expected to support their children's participation in compulsory off-site trips and activities by:

- providing the FTL with required information, such as emergency contact details or medical information, when requested
- reading information sent home, allowing them to prepare their child(ren) appropriately for planned School activities. Most importantly, this means ensuring their child(ren) has the correct clothing and equipment
- signing and returning any necessary consent forms in a timely manner
- considering to volunteer to accompany trips when appropriate
- suggesting trips or activities that may be of interest to or relevant to students at the School.

## F. 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.

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 an accident or incident resulting in serious injury to 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:

- ensure that the rest of the group is safe and supervised and reassured of their own wellbeing
- inform the Director of events, providing a full, calm and factual account as the circumstances permit. Where the full facts are yet to emerge, the FTL should say so, and ensure that follow-up communications with the Director are maintained
- ensure that the incident is properly recorded and liaise with the Director in respect of any further investigation or report(s), if required.

The Director will inform families of the situation, based on available information. The School has a duty to speak personally to the parents of any student who has suffered

# HALCYON

## LONDON INTERNATIONAL SCHOOL

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some injury or mishap. We may use mass communication methods (SMS, email, App) 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 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 so be protected from media intrusion. They should also be advised not to share publicly on social media networks.

In the very unfortunate circumstances that an accident might result in a loss of life on a School trip, the FTL should still follow the procedure above. The FTL will still liaise with the Director who may, depending on circumstances, deviate from this policy to ensure the effective and immediate wellbeing of students, staff and parents. The Director will inform the Chair of the Board of Trustees of any serious event as soon as possible.

## G. Overnight Trips

Students may also participate in overnight trips in the U.K. or abroad, as follows:

**Residential Trips.** The School provides every student with a five-day residential programme, in the U.K., at the start of the School year.

**Curriculum, cultural and service trips.** Each year, the School will organise overnight trips outside of the U.K. to support curriculum needs; to provide service opportunities; and to offer students a new cultural experience. These trips will be included in the School's annual calendar and publicised well in advance.

**Overnight Extra-curricular Activities trips.** These are trips associated with the School's extra-curricular and sports activities and are likely to be offered in order to participate in conferences or competitions organised by external organisations.

### I. Notice

The School will make every effort to calendar all overnight trips for an academic year at the start of the School year, in September.



# HALCYON

## LONDON INTERNATIONAL SCHOOL

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Should additional trips be added during the School year, the following notice periods apply.

- **Twenty weeks, for an overnight trip outside the UK**, meaning a trip should be approved and notified to parents at least twenty weeks before leaving
- **Ten weeks for an overnight trip in the UK**, meaning a trip should be approved and notified to parents at least ten weeks before leaving

### II. Costs and budgets

Curriculum trips (any overnight trip that is planned as a part of the School curriculum) are included in the School fees.

The majority of overnight School trips are non-curricular trips, which include cultural trips to Spain and China, and extra-curricular trips such as Model United Nations. These carry an additional cost and parents must be confident that all trips are financially sound and efficiently managed. The Field Trip Leader must prepare a budget, which must be approved by the Learning Systems Coordinator and the Financial and Operations Director, or the Director. The budget should reflect competitive quotes for services being provided and should include all staffing costs. Travel companies organising overnight or overseas trips must be ATOL/ABTA bonded.

### III. Staffing

When considering staffing for an overnight trip the FTL may invite parents, or any other suitable adult, to accompany the group with the prior approval of the Director and the requisite safeguarding DBS clearance. Their costs must be budgeted for when planning the trip.

### IV. Conditions

In addition to the conditions explained in this policy above, for all overnight trips:

- there is a designated deputy Field Trip Leader
- the Field Trip Leader (FTL) should ensure that where external travel agents are involved they are members of ATOL/ABTA, and is able to provide cover in the event of the bankruptcy of the provider
- the Field Trip Leader (FTL) should review
  - the availability and costs of travel visas for participants, and advise parents. This includes advising parents of non-British passport holders that they are responsible for ascertaining the visa requirements of the country to be visited.
  - medical issues, such as required vaccinations, and advise parents
  - the provision of suitable accommodation
  - any challenges completing appropriate risk assessments

# HALCYON

## LONDON INTERNATIONAL SCHOOL

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- for trips outside the UK, any challenges presented by language differences
  - for trips outside the UK, check destination's [Foreign Travel Advice](#) on gov.uk
- the FTL **must** meet with the Finance and Operations Director to
  - agree and confirm the details, timeline and processes of the trip **budget**. This includes agreeing competitive overall costs for each service provider (activity centre, airline, hotel, travel company, etc.), any staff subsidies, invoicing of parents, and authorising payments to providers.
  - review the School's **medical insurance** and be sure they have a clear understanding about how this operates.
- the FTL should familiarise themselves with first-responder emergency processes; for example, knowing the correct numbers to call (police, fire, ambulance). For trips **outside of the UK** the FTL should be sure to research local first-responder practice.
- the FTL should ensure there are photocopies of passports, visas and European Health Insurance Card (EHIC), where appropriate, all retained at School with the Receptionist
- the FTL should 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)
- the FTL should check all tickets for accuracy. Store them securely at School until departure.
- the FTL must provide an information evening/briefing for all participants at least four weeks before departure. These arrangements should also be conveyed, in writing, to the parents with acknowledgment of receipt. Information should include
  - the itinerary, including the meeting and collection points
  - contact details for hotels/hostels and/or names and addresses of the host families
  - explanation of rooming assignments
  - explanation of any possible culinary differences/dietary restrictions
  - the number of the School mobile phone/s issued to the organising teacher/group leader
  - the money, kit and equipment that the students need
  - the medical requirements
  - the expected standards of behaviour, and the potential risks of irresponsible behaviour

# HALCYON

## LONDON INTERNATIONAL SCHOOL

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- 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
  - explain position on bringing expensive items, such as electronic equipment (mobile phones, laptops, iPads, cameras)
  - arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances
  - arrangements for communicating with parents in the event that the return is delayed
  - the need to notify the School in the event of contact with an infectious disease within four weeks of travelling
  - the need to notify the School if there is a change in parent/guardian contact information during the trip
  - if appropriate, explain any meal requirements (packed lunch / money)
- In addition, if the trip is **outside the UK**
- visa requirements
  - the need for a copy of each student's passport, visa, etc.
  - briefing students on expectations of standards of behaviour and cultural differences

### V. 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:

- chaperones should be adjoining, or as close as possible to, student rooms
- student rooms should, preferably, *not* be on the ground floor
- students should be accommodated in adjoining rooms in clusters or as a group if at all possible, and should take into account known needs related to gender and/or gender identity, where possible.
- everyone (including students) should be made aware of the room locations of all others, with emergency evacuation routes and exits pointed out
- 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
- 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
- provision for storing valuables
- the local area and any threats to student safety (such as nightlife, busy roads, natural hazards).

# HALCYON

## LONDON INTERNATIONAL SCHOOL

An exceptional education that draws out the unique potential of each student

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### VI. Prior to the trip

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

- collect from the School office any cash advances required for incidental expenses not included or for emergencies
- ensure that room assignments have been planned
- 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
- prepare a trip folder, with a copy to be left at School, for each member of staff accompanying the trip. This should contain the following information:
  - the itinerary (including address, phone numbers etc. of all locations where the party is staying)
  - the FTL's mobile number/the School number and Director's mobile for evening/weekend contact
  - mobile numbers of all participating staff
  - a list of students, together with copies of their parental contact forms (which includes details of each students' medical conditions)
  - a copy of all risk assessments
  - names of First Aider/s on the trip
  - local phone numbers for emergency services
  - location of local hospital
  - alternative transport planning in the event of an emergency or severe travel delays.

In addition, if the trip is **outside the UK**

- copies of all passports and travel documents

**The week before departure**, the Field Trip Leader will:

- collect any physical tickets from the Purchasing and Facilities Officer
- give trip information packs to the Receptionist and accompanying staff
- give each student the name(s), address(es) and phone number(s) of their accommodation
- remind students about the meeting point, dress code, standards of behaviour, the potential risks of irresponsible behaviour, including safety procedures related to the kinds of transport to be used
- take a copy of the School's travel insurance
- if appropriate, remind students to bring travel cards, packed lunch or any spending money

In addition, if the trip is **outside the UK**

- remind students to bring passports. Ask to see each passport.

# HALCYON

## LONDON INTERNATIONAL SCHOOL

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### VII. During the trip

#### The FTL **MUST**

- carry out a head count (on getting on and off each form of transport; entering or leaving a museum, restaurant, activity centre, hotel, etc.).
- check the fire exits and escape routes at each hotel or hostel and ensuring each student is aware of the emergency escape route
- ensure that sleeping accommodation is suitable
- check potential on-site hazards (such as potentially faulty equipment, dangerous looking electrical wiring, etc.)
- set times for students to be in their rooms at night.
- organise and conduct corridor or room checks as a collaborative supervision with **at least two members of staff**, organised to respect student gender
- give all students the number of the School's mobile (and the School's campus number), especially if they are going to be allowed free time outside the hotel/centre
- keep a record of all student mobile numbers
- explain to students a procedure to follow if they are separated from the group
- explain to students what should be done if they are approached by a stranger
- to report any suspicious or unusual behaviour
- set agreed times and locations for checking students when they work or are allowed out unsupervised in small groups
- enforce expected standards of behaviour
- ensure that passports, cash, valuables and tickets are stored in the hotel safe.
- keep an account of all minor expenditure
- record all minor accidents and incidents
- record any minor behaviour incidents

### VIII. Minor accidents outside the UK

The FTL should follow the emergency procedures in F (above).

### IX. Major incidents outside the UK

The FTL should follow the emergency procedures in F (above).

## H. 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.

# HALCYON

## LONDON INTERNATIONAL SCHOOL

An exceptional education that draws out the unique potential of each student

Innovation | Collaboration | Community

### 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 can demonstrate how School trips 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 and reports to the Board of Trustees. The Director is responsible for creating the appropriate organisational structures and internal responsibilities which ensure School trips are legally compliant, safe and purposeful.

The Director, with the HR Manager, will ensure that all staff receive appropriate training for planning School trips including:

- safeguarding
- practical guidance on conducting risk assessments
- emergency procedures
- budgeting for trips
- circumstances under which a trip might be terminated or curtailed

The Director, with the Finance and Operations 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.

The Director serves as a 24/7 emergency contact for overnight trips and keeps parent contact details available. The Finance and Operations Director will deputise for the Director if necessary.

### III. The Learning Systems Coordinator

The Learning Systems Coordinator has immediate, practical, oversight of all School trips, meaning that they

- will assess and approve all the essential components of each trip, including staff/student ratio, risk assessment, medical needs, essential trip protocols, School-home communication, calendaring the trip and liaising with the Administrative Team to ensure all appropriate support services (such as travel and lunches) are available.
- will ensure, where appropriate, a qualified First Aider is accompanying the students on the trip



# HALCYON

## LONDON INTERNATIONAL SCHOOL

An exceptional education that draws out the unique potential of each student

Innovation | Collaboration | Community

- will review trips and ensure that they are spread through the different age groups, and the School year
- will ensure that the activity will not present political bias that is not redressed by other activities, trips or teaching opportunities
- will ensure that the FTL has checked parental consent forms (where required)
- will liaise with
  - the Learning Coach (SEN), the DSL, and Student Wellbeing Team to confirm that any student concerns (i.e. access, extra support) have been provided for, including in-School support for students unable to travel.
  - The IB Coordinators, who will assess whether a trip meets the requirements of the curriculum

#### IV. The Administrative Team

The appropriate Administrative Team members (indicated) will

- keep a record of all the appropriate documents in the School office. This means having shared access to all relevant electronic data and, where necessary, duplicates of paperwork. (Reception and Purchasing Officer)
- access relevant electronic documentation or reports of any accidents or incidents, and review and update procedures accordingly (Reception, liaising with the Learning Systems Coordinator and Student Wellbeing Leader)
- be responsible for sending School-parent communications, as approved by the Learning Systems Coordinator and calendaring items in public calendars (Communications Manager)
- purchase materials, tickets, and book transport; ensure mobile phones are charged; provide valid, charged, travel cars; book lunch boxes (Purchasing Officer)
- supply up-to-date medical kits and a list of student medical needs (Reception);

*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.*

# HALCYON

## LONDON INTERNATIONAL SCHOOL

An exceptional education that draws out the unique potential of each student

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### Appendix A: Field Trip Proposal Form

The [Field Trip Proposal Form](#) needs to be completed for a trip to be considered.

### Appendix B: Trip Risk Assessment

The [School's template risk assessment](#) form should be completed and attached with related supporting paperwork to the Field Trip Proposal Form

### Appendix C: Day Trip Reflection Forms

A [Day Trip Reflection Form](#) should be completed online after the trip has taken place.

### Appendix D: Overnight/Residential Trip Reflection Forms

An [Overnight/residential Trip Reflection Form](#) should be completed online after the trip has taken place.

### Appendix E: Field Trip Leader's Guide - Day Trip Essentials

The checklist that follows is designed to support the Field Trip Leader's (FTL) planning. It is **NOT** exhaustive, but provides the FTL with a starting point when considering a School **Day** trip.

The FTL should consult with the Learning Systems Coordinator, the relevant IB Coordinator, and colleagues on suitable educational activities, locations, times and dates. They should look for guidance in previous, similar, activities and in wider institutional history. The FTL should discuss a preliminary plan with the Learning Systems Coordinator or IB Coordinator or Director.

**N.B.** The FTL is responsible for student safety and safeguarding on their trip, and **nothing is more important than organising a safe trip. As a trip is considered, ensure that it is within the means of the FTL and the School to deliver this particular trip safely.** If we do not have the capacity to provide a safe learning environment, or a potential activity centre or other supplier cannot satisfy you that they can provide a safe learning environment, then we do not take that trip.

Once a trip seems feasible, and the essential framework is understood, the following should act as an *aide-mémoire* to preliminary planning.

# HALCYON

## LONDON INTERNATIONAL SCHOOL

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- ☐ Prepare a draft itinerary, fully budgeted. (When approved and finalised, this can be sent to parents at appropriate time).
- ☐ Prepare a fully inclusive budget for the trip, including an appropriate contingency for delays and emergencies.
- ☐ Think about the best time of year to have an outdoor trip, and plan accordingly.
- ☐ Calculate the staff to student ratio
- ☐ Consider access and inclusion: Ensure your trip accommodates all students.
- ☐ Consider all your transport requirements, for all sections of the journey
- ☐ Check that any potential service provider is licensed and that individual instructors possess a recognised qualification from a national body
- ☐ Think about lunches, snacks and other break times; order packed lunches from School if necessary. Check for students and staff allergies.
- ☐ Obtain a clear statement from the activity centre about their responsibilities for the safety of the students before making any commitment. Ask for copies of their risk assessments
- ☐ Prepare your risk assessment/s, and ask for help if necessary.
- ☐ Check the School's insurance cover, especially if the trip involves unusual or hazardous activities
- ☐ Find other members of staff or parents who are willing and able to participate in the trip. Consider subject specialists that may be particularly useful for some trips. Consider inviting suitable parents to accompany School trips, particularly when it may be difficult to make other teachers available.
- ☐ If parent volunteers participate, arrange for any volunteers participating in the trip to obtain a DBS. (The HR Manager will make the necessary arrangements)
- ☐ Always have a qualified First Aider accompany the trip, unless you are learning in an area with that facility available
- ☐ Subject to the Director's approval, carry out a reconnaissance visit if the location is not one that the School has visited before
- ☐ Collect and make accommodations for student and staff medical requirements
- ☐ Liaise with the Purchasing Officer to establish when the deposits are required by theatres/museums/ tour operators/activity centre etc.,
- ☐ When most of the above is done, the FTL will have enough information to **Complete the Field Trip Proposal Form** and await approval.
- ☐ When a trip is approved, prepare information for parents, proof-read this, and check essential dates and times. Send this to the Communications Manager for publication. The FTL is responsible for the accuracy of this public information; check it thoroughly.
- ☐ Inform colleagues about your trip - who will be out-of-school on that day.
- ☐ Liaise with the Receptionist and Student Wellbeing Leader to review students' medical and/or social and emotional needs.

# HALCYON

## LONDON INTERNATIONAL SCHOOL

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- ☐ Be sure that to be comfortable with student medical needs, such as using an EpiPen if necessary. Plan accordingly
- ☐ If in any doubt about any part of the trip, ask for Learning Systems Coordinator assistance.



# HALCYON

## LONDON INTERNATIONAL SCHOOL

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### Appendix E: Quick Guide to Day Trip Essentials

This is to support day trip planning. Please read this in conjunction with the **full policy document**.

	Lesson Trip (60 minutes)	Day Trip (09:00 - 16:00)	Out-of-School-hours Day Trip
Field Trip Form	<b>ONLY</b> if costs are incurred or supervision required	<b>Yes</b>	<b>Yes</b>
Informing parents	.	<b>Yes.</b> Send notification through the App, or email directly, via communications	
Trip details sent to Parents (location, dates, times, travel, departure, dismissal, etc)	<b>No</b>	<b>Yes</b> if parents need to provide money, lunches, support, or there are unusual circumstances or risky activities	<b>Yes</b>
Parental consent	The parent/School contract provides parental consent for day trips (09:00 - 16:00). This includes commonly understood curricular activities and would extend to accommodate an early start or late return for particular trips. For <b>anything clearly outside of the School day</b> and/or <b>with an elevated risk</b> consent should be sought. If you are unsure of these definitions, please review with the Learning Systems Coordinator.		
	<b>No</b>	<b>No</b> <i>unless</i> there are unusual circumstances or risky activities	<b>Yes</b>
Safety: Risk assessment?	<b>Yes</b>		
Student – teacher/adult ratio	<b>Recommended 10:1</b> This may change, depending on circumstances, and as agreed with the Learning Systems Coordinator.		
Booking the trip	The Purchasing Officer will <b>book transport</b> (buses, trains, etc.), <b>purchase tickets</b> (e.g. admission to museums etc.) and any other costs you might have. You should not purchase items on your own account. <b>No bookings can be made until the trip and the trip budget have been approved</b>		

# HALCYON

## LONDON INTERNATIONAL SCHOOL

An exceptional education that draws out the unique potential of each student

Innovation | Collaboration | Community

	Lesson Trip (60 minutes)	Day Trip (09:00 - 16:00)	Out-of-School-hours Day Trip
<b>Student ‘Code of Conduct’?</b>	<b>At your discretion.</b> Normal School rules always apply. For particular locations that may pose a risk (a river, for example) or require particular etiquette (a theatre, or museum, or gallery) you would be advised to create some clear expectations.		
<b>Medical</b> <i>Please review this section <b>IN FULL</b> in the policy below.</i>	Always take a <b>first aid kit</b> , available from Reception. Contact the Student Wellbeing Leader to ask for advice concerning ‘at risk’ students. Review individual student medical needs with the Receptionist and take any necessary medicines,(e.g. hypo-allergenic pens) with the relevant prescription.		
<b>Communication</b>	Always take a <b>School mobile phone</b> , available from the Purchasing Officer		
<b>Student details</b>	Ensure you have access to students’ home and emergency contact details. Before leaving campus, record student attendance; notify the Receptionist before you leave; ensure you have appropriate details of any student with medical needs (prescription, medical advice, emergency procedures).		
<b>Start of Trip: Leaving School</b>	Under almost every circumstance, <b>all students will leave for all day trips (09:00 to 16:00) from the School campus. All students will return to School for dismissal.</b> Occasionally, and <b>with prior agreement</b> from the Learning Systems Coordinator, and <b>notified to parents</b> , students might start a trip by meeting at a specified off-site location; for example, at a train station for a trip out of London.		
<b>End of Trip: Returning to School</b>	Day trips are defined as <b>finishing on campus at or before 16:00</b> . Students are dismissed from School. Should a trip finish out-of-hours (after 16:00) then A) <b>G6 - 8 students</b> must return to School for dismissal B) <b>G9 -10 students</b> may be dismissed off-site (central London) with prior parental consent, but all students <b>must</b> also have the option to return accompanied back to the School for dismissal. C) <b>All G11 -12 students</b> may be dismissed off-site (central London) with prior parental consent.		



# HALCYON

## LONDON INTERNATIONAL SCHOOL

An exceptional education that draws out the unique potential of each student

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	Lesson Trip (60 minutes)	Day Trip (09:00 - 16:00)	Out-of-School-hours Day Trip
Training	The Field Trip Leader should ensure that sufficient members of the Field trip team have the necessary expertise/training/qualifications to lead activities safely and within the law. If this is not the case, then they should change the team staffing, and/or request training from the School, and/or engage qualified external instructors.		
End of trip: Authorization for student collection other than by parent/guardian	n/a		Yes
Expectations for staff	Staff should conduct themselves as if they were teaching on the School campus. Any foreseeable activities/situations that might compromise this standard of conduct should be highlighted with School leadership before the trip is approved		
Do not forget....	Petty cash, if required to meet day-to-day costs, should be requested at least a week before the trip.		