



# Calder High School

## Educational Visits Handbook

### 2018-19

**Ratified by Governors: March 2016  
(amended September 2018)**

**Review Date: March 2019**

At Calder High School all staff and governors are fully aware of their responsibilities regarding safeguarding and promoting the welfare of students and staff. This policy has been written taking all aspects of safeguarding into consideration.

All resources T:\Trips\Trips and Visits from Jan 2017

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## **Rationale**

- Educational visits and residential trips within the UK and to other parts of the world are an important aspect of the curriculum and exposure to a variety of experiences outside the classroom is part of a holistic education.
- Trips and visits can raise achievement by boosting self-esteem and motivation and developing key life and work skills.
- The curriculum content of some subjects requires visits/field studies/recreational activities which take place off site.
- For any trip involving students, safety is paramount and for this and other reasons, meticulous planning and organisation are essential.
- The school is grateful to colleagues who are prepared to commit time and energy into organising, leading and staffing trips and visits.

This policy sets out the responsibilities, requirements and guidelines for planning, organising and managing school trips to ensure that students and staff may experience the best possible benefits from these activities whilst at the same time minimising risks to their health, safety and well-being.

## **Objectives**

The school is committed to providing a wide range of off-site enrichment activities which:

- Are well-planned and executed to ensure health and safety of all participants
- Have clear educational purpose and complement the taught curriculum
- Provide good value for money and are in accordance with the school's Charging and Remissions Policy
- Limit any potential negative impact on other subjects
- Use a fair system of allocating places when oversubscribed

In considering whether a proposed educational visit can take place, there are four key considerations:

- Educational value of the visit
- Timetable/calendar considerations
- Financial considerations (value for money)
- Health and safety considerations

## **Educational value of visits**

Applications for approval to run an educational visit will be considered, in the first instance, by the Assistant Headteacher with responsibility for trips and visits. The visit will only be approved in principle, if a positive answer can be given to each of the following questions:

- Does the visit have a clear educational purpose?
- Is the visit relevant to the specific curriculum area and to the age and ability of the students concerned?
- Does the visit enrich students' learning and/or development in a manner which could not be achieved in the classroom?
- Does the potential educational gain of the visit sufficiently outweigh any potential negative impact on the wider school? (staff cover, student absence from other lessons etc...)
- Is the financial impact which the visit places on parents/carers a reasonable one?

## **Timetable and calendar considerations**

In order to limit the impact on the timetable and the need for cover, and to ensure consistency and fairness, the following criteria will be used for all trips and visits:

### Non-residential visits

Each subject area may apply for up to one non-residential enrichment activity for each cohort per year. This must last no more than one day.

### Residential visits

Cultural visits (e.g. KS3 trip to Spain) which are directly linked to the curriculum will be allowed one day of curriculum time for visits of two day's duration, and up to two days of curriculum time for visits of three or more day's duration. Where the number of staff required to accompany the visit exceeds three, at least one of these must be a member of the Associate staff, or another adult with DBS Clearance.

Language Exchanges/Visits to partner schools:

Visits which include a homestay exchange and/or part of the time spent attending lessons in a partner school will be allowed up to four days of curriculum time. Where the number of staff required to accompany the visit exceeds three, at least one of these must be a member of the Associate staff, or another adult with DBS Clearance.

### Leisure activities

Trips which are essentially based on leisure pursuits (e.g. skiing) will not normally be allowed to impact on curriculum time.

*Please note that Training Days are considered as school days for the purposes of determining time allocations for educational visits and that all intended trips, visits and events need to be on the school calendar.*

## **Financial considerations**

In considering an application for an educational visit, the EVC/Assistant Headteacher will examine the Event Proposal Form (EV1) and take into account:

- Have detailed, accurate costings been submitted?
- Has provision been made for any staffing costs?
- Has an amount been included as a contingency?
- Does the visit represent good value for money?
- For residential trips, is there an acceptable payment schedule to increase access to as many students as possible?
- Do the financial arrangements for the visit comply with the school's *Charging and Remissions Policy*?
- Is there provision to support Pupil Premium students to access funds for trips? If support is requested, 10% of the cost of an enrichment trip and 20% of the cost of a curriculum based trip should be awarded.
- What are the liabilities in respect of any cancellation or non-payment by specific dates?

The Group Leader is responsible for providing accurate costings wherever possible. Where approximate costs have to be used for some aspects of the budget, there must be an adequate contingency amount to cater for price increases. Where some costs will be payable in a foreign currency at a later date, provision must be made for possible exchange rate fluctuations.

The Group Leader must meet with Financial Administrator to discuss arrangements for collection of payment including use of Parent Pay. It should be noted that no trip or visit should operate at a loss and all students must pay in full and in advance if they are to participate in the trip or visit. Should any losses be incurred, these will be met out of Faculty capitation.

In order to assist with costs when colleagues require cover for teaching periods, a contribution of £200 (daily rate supply staff) per school day should be incorporated into the cost of all residential trips if more than three members of teaching staff will be participating in the trip or visit.

It is important that the initial parental letter makes it clear what actions will occur should parental payment schedules not be kept to and the consequences of a place being cancelled by the parent after the school has had to pay for the costs of that place.

On completion of the trip, and when all payments have been settled, the following procedure will apply if there is a surplus trip balance:

- Any credit remaining in excess of £10 per student should be returned to parents/carers.
- Balances under this amount will be transferred to the School Fund

### **Types of educational visit**

Once an educational visit has been approved in principle by the school, official “notification” must be made using the online “Evolve” system. This system represents the application for the visit to be approved by the Local Authority.

For the purposes of health and safety, educational visits are categorised as follows:

Category 1: Curriculum- based activities which take place on a regular basis and/or occur largely within school hours or as an extension of the school day (e.g. sports fixtures).

Category 2: Day visits, school trips and activities that parents would not regard as part of the normal school day (e.g. theatre, museum visits)

Category 3: Residential visits inside Great Britain, which are not classified as Category 5 visits, for one or more nights away from home.

Category 4: Residential visits to any place outside Great Britain, which are not classed as Category 5 visits, that include overnight accommodation and journeys involving air or sea travel (e.g. the Spanish trip).

Category 5: Day visits, trips and ventures that involve students participating in adventurous activities.

In order for visit approval to be given, the following timescales must be adhered to:

<b>Category</b>	<b>Latest date for submission to EVC via Evolve</b>
1	3 working weeks prior to visit
2	3 working weeks prior to visit
3,4,5	5 working weeks prior to visit

## Parental consent

Parents should be able to make an informed decision, in reasonable time, on whether their child should go on a trip/visit. The Visit Leader should ensure parents are given sufficient information in writing and, where necessary, are invited to an information evening.

The Visit Leader should inform parents on how they can prepare their child for the trip/visit by reinforcing the student Code of Conduct. This Code of Conduct should be signed by all parties for all residential visits. Parents/carers are expected to give the Visit Leader any updated relevant medical information about their child. Information from this will inform the risk assessment process. Please note that payment on ParentPay does act as consent for day visits.

## Roles and responsibilities

### THE GOVERNING BODY:

- The Governors Student Welfare committee will oversee and monitor this policy
- The Headteacher's report, providing a summary of visits undertaken and highlighting any issues or concerns reported by Visit Leaders will be submitted to full Governing Body meetings

### THE HEADTEACHER will:

- be responsible for ensuring that educational visits are planned, organised, undertaken, controlled, monitored and reviewed
- agree, with the named EVC, the duties delegated to the EVC
- authorise all visits using the "Evolve" system

### THE ASSISTANT HEADTEACHER with responsibility for Trips and Visits will:

- consider all applications for approval in principle for all educational visits
- approve all correspondence with parents and carers relating to all visits
- produce a list of all approved residential visits at the start of each academic year, to assist parents and carers in making decisions regarding their child's participation
- ensure that the Visit Leader, other staff and volunteers are suitably competent for their given roles
- ensure that appropriate training is arranged for the staff who will lead and accompany visits
- provide line management, support and advice to the EVC
- ensure that the proposed costings for the visit are accurate and realistic
- ensure that the visit complies with the school's *Charging and Remissions Policy*
- ensure that all necessary risk assessments are fully and appropriately completed

### THE EDUCATIONAL VISITS CO-ORDINATOR will:

- be fully conversant with EVOLVE
- be responsible for systems to ensure Calderdale guidance and procedures are followed
- ensure records are kept of individual visits, including any incident and 'near miss' reports

### THE FINANCE OFFICE:

Money paid for school trips by parents should be managed through the Finance Office. The Finance Office should set up an account for each trip and the Visit Leader should include details of how payment can be made in the trip letter to parents/carers. On the payment deadline date, the Finance Office should review payment information and advise the Visit Leader of any issues arising.

#### THE VISIT LEADER will:

- comply with the requirements for Visit Leaders as outlined on EVOLVE.
- liaise with the Finance Office and take responsibility for all matters pertaining to financial planning and budgeting for the trip, ensuring that all expenditure remains within the budget available
- ensure that all parents of children on their trip are provided with all information required including a payment schedule for residential visits, making parents aware of the terms and conditions regarding matters such as late payment and subsequent withdrawal from the trip
- ensure a Deputy Visit Leader has been identified in the event of the Visit Leader being unable to fulfil their role
- have the final say on participation of individual students - if a student is refused permission to participate, the Visit Leader must demonstrate they have completed a risk assessment for the student which has identified situations which could put a threat to the health and safety of the student and others in the group
- liaise with the EVC and Assistant Headteacher throughout the planning and preparation of the trip;
- ensure that any activities or events that may place are risk assessed and that safety measures are in place prior to the trip taking place
- ensure that all students have signed the Educational Visits Code of Conduct if participating in a residential visit
- have overall responsibility for the trip/visit whilst it is underway
- be aware of all emergency procedures
- review the trip/visit on completion and communicate any issues or concerns to the EVC

#### ALL SUPERVISORY STAFF will:

- be fully briefed as to their roles and responsibilities, reading all risk assessments prior to departure
- ensure that the requirements of any risk assessments and safety systems are followed
- be fully aware of the physical and emotional needs of all students participating on the trip/visit
- ensure that once the trip has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Visit Leader
- feedback information to the Visit Leader to enable a full review of the trip to be completed

### Supervision

In deciding the staff/student ratio, the following factors must be considered:

- Gender, age and competence of the group
- Students with medical needs and SEN, vulnerable and Looked After students, students on the Child Protection Register
- The type of activity to be undertaken
- The length and type of journey
- The competence of staff, both generally and in specific activities
- The requirements of the venues to be visited
- The need for First Aid cover

Remote Supervision may occur to encourage independence and investigative skills and at other times such as the completion of a fieldwork data collection. The Visit Leader must establish, during the planning stage of the visit, whether students are competent in remote supervision and ensure that parents have agreed to this part of the visit. The Visit Leader remains responsible for students even when not in direct contact with them. Students must know the ground rules and be adequately equipped to be in a group, independent from staff, including the knowledge of where and how a member of staff can be contacted at all times.

## Staffing guidance

Although no specific ratios exist, a good 'rule of thumb' in terms of staffing ratios would be:

- One adult to fifteen students for most day trips
- One adult to ten students for residential visits within the UK and one adult to eight students for visits abroad
- For single gender parties one staff member must be of the same gender as the students, for mixed groups, a staff member of each sex must be included
- Non-teaching assistants/parents/volunteers may be used to supplement the supervision role, however they should be carefully selected, never left in sole charge of students, and ideally one well known to the school and the student group

If the school is leading an adventure activity, such as canoeing, the Visit Leader or other supervisors must be suitably competent to lead and instruct students, demonstrated by the holding of the relevant national Governing Body Award where it exists.

## Standards

It is expected that all normal expectations of behaviour will be imposed on any trip. It is the responsibility of the Visit Leader and accompanying members of staff to ensure such standards are complied with. The students and staff should be aware that they are representing the school at all times and are therefore responsible for ensuring that they do not bring the school into disrepute. The school does not wish to stifle the enjoyment of trips, but just wishes to ensure good behaviour and the safety of everyone participating in them.

Students should be aware that inappropriate behaviour on a trip could risk their chances of taking part in further trips or other sanctions on their return. Names of any students who have breached the student Code of Conduct should be given to the appropriate HOY when the trip returns.

## Alcohol, tobacco and illegal substances and items

Students are not be permitted to smoke, consume alcohol or be under the influence of drugs on any educational visit. This requirement is non-negotiable. For residential visits this must be made clear to students and parents as part of the Code of Conduct document, and reinforced at the information meeting for parents, in the case of foreign visits. On a trip/visit, all school rules apply in terms of possession of banned or illegal items.

Staff may only smoke on trips in designated areas and this must be out of sight of the students. **Staff are NOT permitted to consume alcohol at any point during a school trip or visit.**

## Safeguarding

At Calder High School, all staff and governors are fully aware of their responsibilities regarding safeguarding and promoting the welfare of children/ staff. This policy has been written taking all aspects of safeguarding into consideration. The School's Safeguarding Policy and procedures will apply during school trips and visits. Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the trip or visit must be reported to the Deputy Headteacher (ATY) immediately or to the Headteacher if the disclosure involves a member of staff.

Safeguarding advice for residential trips:

- Gender Balance - ensure that there is an appropriate gender mix of staff to allow for best practice

- Professional Conduct - adults in a position of trust need to ensure that their behaviour remains professional at all times
- Student privacy - be sensitive to student privacy in rooms and ensure that students are forewarned if a member of staff wishes to enter their room. In general, male members of staff should only enter male student rooms and female staff with females. Staff once they have entered a room should stay as briefly as possible
- DBS checks - all volunteers on trips will have to be DBS checked
- Lone contact - volunteer staff should try to avoid lone one to one contact with students
- Physical contact - there are occasions when it is entirely appropriate for adults to have some physical contact with a child or young person with whom they are working. However, it is crucial that in all circumstances, adults should only touch children in ways which are appropriate to their professional or agreed role and responsibilities. Not all children and young people feel comfortable about physical contact, and adults should not make the assumption that it is acceptable practice to use touch as a means of communication. Contact should be relevant to their age or understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the child

## Risk assessments

The Visit Leader must ensure that all necessary risk assessments are carried out. Risk assessments identify and control risks and they should include assessment of competence, skills and where necessary qualifications required by leaders and helpers. A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing the likelihood of them. Students must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained, then the visit must not take place.

The Visit Leader should take the following factors into consideration when assessing risk:

- the type of visit/activity and the level at which it is being undertaken
- the location, routes and modes of transport
- the competence, experience and qualifications of supervisory staff
- the ratio of teachers and supervisory staff to pupils
- the group members' age, competence, fitness and temperament and suitability to the activity
- the special educational or medical needs of pupils
- the quality and suitability of the equipment
- seasonal conditions, weather and timing
- how to cope when a pupil becomes unable or unwilling to continue
- the need to monitor the risks throughout the visit

Each trip or visit must be risk assessed on an individual basis and not rely on "last year's" details. The visit leader should sign all risk assessments confirming the fact that all staff involved in the trip or visit have received, read and have a full understanding of their own copies.

Examples of generic risk assessments that can be adapted to suit specific trips and visits can be found in the 'trips' folder on the staff share drive (T).

## Emergency procedures

Teachers in charge of students during a visit have a duty of care to make sure that students are safe and healthy. They have a common law duty to act as a reasonably prudent parent would. Staff should not hesitate to act in an emergency and to take lifesaving action in extreme situations.

All those involved in the trip or visit including staff, parents and students should be informed of who will take charge in an emergency. **All staff should carry a 'Calder High School Emergency Card' with them at all times during the trip or visit.**

## **Quick Guide to trip bookings: Summary overview for Visit Leaders**

- Complete an EV1 proposal form (download from T drive)
- Give the form to Chris Washington for approval
- Await confirmation from Karen Ingram (EVC) re acceptance/rejection of visit
- Contact Joanne Waddington in Finance Office re visit budget details and Parent Pay
- Send a draft parental letter to Chris Washington for approval
- Give a list of participating students to Karen Ingram
- Speak to HOY regarding the social, physical and mental health of students participating in the visit
- Meet Chris Washington to complete all appropriate Risk Assessments
- Complete the Final Planning Checklist with Chris Washington before departure and collect the 'Emergency Action Cards'
- If needed, collect a school mobile phone from Rob Sutcliffe
- Evaluate all aspects of the trip/visit on return

*Please note any changes to staffing, students attending, planning or organisation will require additional approval*

### **Monitoring this policy**

The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard. On occasions the EVC, Headteacher, SLT or a member of the Governing Body may accompany a group.

In order to evaluate the health and safety aspects of educational visits:

- A review will be carried out by the Visit Leader at the end of every visit, with any issues or concerns reported to Chris Washington, Assistant Headteacher
- The Headteacher's report to the Governing Body will include details of all issues or concerns highlighted by Group Leaders for visits undertaken

### **Equality impact assessment**

At Calder High School we also monitor the impact of this and other policies on students, staff, governors and parents and carers. We assess whether they could have an adverse impact on particular groups, and whether there is potential for them to have a positive impact in terms of equality of opportunity and outcomes.

## EVENT PROPOSAL FORM (EV1)

Approval for any event must be obtained prior to any correspondence being sent out to parents. The Senior Leadership Team will consider all submissions. Before submitting this form, please ensure the Trips and Visits Policy has been read. Risk assessments for external events and draft letter to parents should be submitted with this form.

**Type of event:** Residential / Non-residential off site / School based (**please circle**)

Proposed event:
Destination / Venue:
Travel arrangements:
Aim of event:
Target students: <span style="float: right;">Number of students:</span>

Proposed date(s):	Start date/leaving on:	Time:
	Finish date/returning on:	Time:

Organiser: Contact number	Event leader: (if different from organiser)
Number of additional staff required:	Named person First Aid trained: (required for off-site events)

For events on and off site please complete teaching cover required (including Yr12/13)

Name of staff -	P1	P2	P3	P4	P5	Duty

Cost of activity:	Funded by: Students <input type="checkbox"/>	School <input type="checkbox"/>	Other <input type="checkbox"/>
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I have read the school 'Trips and Visits' Policy. Signed:

Date:

Line Manager approval Signed:

Date received:	
Event approved YES / NO	
Permission declined reason:	

## SAMPLE LETTER – External Visit

Dear Parent / Carer,

### Year 11 GCSE History Trip to Skipton Castle – Tuesday 20<sup>th</sup> June

As part of their 'History Around Us' GCSE examined unit students need to visit and investigate an historical site. The research carried out in Skipton will provide students with a deeper understanding of the history and significance of the castle which is necessary for their 'History Around Us' examined unit which will make up 20% of their final grade. Departure and arrival times are listed below; however these are dependent on traffic.

Please find below the arrangements for the above trip:

**Date:** Tuesday 20<sup>th</sup> June  
**Depart:** 9.00am  
**Return:** 3pm  
**Cost of:** £13.50

Students need to bring: Pens, pencils, rubber, etc., Small daybag,  
Waterproof jacket/coat, Packed lunch

Students will be with their History teacher at all times and will receive a tour of the castle, as well as a talk on the castle itself. Due to the nature of the site, it is essential that they listen carefully to all instructions. Students do not have to wear school uniform.

I would like to ask all parents to make a voluntary contribution of £13.50 to cover the cost of entrance to the castle and transport. Please note that this trip is an important part of the preparation for the GCSE unit 'History Around Us' and as a result, the school is able to subsidise the cost for students receiving Pupil Premium by 20%.

If you would like your son/daughter to participate in the Skipton Castle visit, please complete the accompanying reply slip and return it to your History teacher by **Monday 5th June**. The trip has been added to your Parent Pay account to allow you to upload the voluntary contribution also no later than **Monday 5th June**. If insufficient donations are received by this date, it is with regret that we may be unable to run the trip.

If you would like any assistance regarding the use of ParentPay please contact the school Finance Office; if you would like any further information about the trip to Skipton Castle, or the examined unit, please do not hesitate to contact me at school.

Yours sincerely

L Brierley

(Head of

Faculty)

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**Year 10 GCSE History Trip to Skipton Castle – Please return to your History Teacher**

I consent to my son/daughter .....in Form .....  
attending the GCSE History Trip to Skipton Castle

My son/daughter has free school meals and would like to order a packed lunch (please tick as appropriate)

*Please note if there are any changes to emergency contacts or medical details indicate overleaf.*

**Signed:** ..... **Parent/Carer Date:**.....

### **For a trip with limited number of places and where demand could exceed supply**

To register your interest in a place for your son/daughter please complete the reply-slip below and return to **XXX** no later than **XXX**.

If the trip is over-subscribed, all permission slips will be placed in a hat and drawn at random until the available places are filled. We shall then create a numbered reserve list which will be used if a place becomes available at a later date. Parents/carers will be notified of a place by email by 4.30pm on Tuesday 12 January 2016.

Should your son/daughter be successful in securing a place, a non-refundable deposit of £**XXX** is required to be uploaded to the ParentPay system by no later than **XXX**. The ParentPay service will be available for you to upload from **XXX**. Failure to make this deadline will result in the place being lost and offered to the reserved list. Should you experience any difficulties in using the ParentPay service please contact the school Finance Office immediately.

### **Use of ParentPay**

The total cost of the trip, inclusive of all transport costs, entrance fees and insurance, is **£XXX** (students receiving Pupil Premium are entitled to a **XXX%** reduction). If you would like your son/daughter to participate in this opportunity please complete the accompanying form and return it to **XXX** by **XXX**. The trip will be added to your Parent Pay account to allow you to upload your payment no later than **XXX**. If you would like any assistance regarding the use of Parent Pay please contact the school Finance Office

### **For a curriculum based trip in term time and linked directly to essential exam based work**

We would like to ask all parents to make a voluntary contribution of **£XXX** to cover the cost of **XXX** and **XXX**. Please note that this trip is an important part of the preparation for the GCSE **XXX**. As a result, the school is able to subsidise the cost for students receiving Pupil Premium by 20%.

If you would like your son/daughter to participate in the **XXX** visit, please complete the accompanying form and return it to myself by **XXX**. The trip will be added to your Parent Pay account on **XXX** to allow you to upload the voluntary contribution no later than **XXX**. If insufficient donations are received by this date it is with regret that we may be unable to run the trip. If you would like any assistance regarding the use of Parent Pay please contact the school Finance Office.

### **For a visit that requires remote supervision at a particular point**

You should be aware that at certain times students may work independently in small groups and be remotely supervised by staff. Prior to this time, staff will discuss with students any potential risks associated with the task set, site location and precautions that need to be taken. Students will also be given the mobile contact number of the Visit Leader and the school's Educational Visits Coordinator to be used in event of emergency. The Visit Leader will also have the mobile contact number of all students.

### **For a high cost enrichment trip that may need considerable saving on the part of parents/students**

Finally, it should be noted that while the school is proud of the wide range of enrichment experiences on offer to students, it also recognises the potential costs these have for families. In light of this, to assist parental planning and decision making, you should be aware that other enrichment opportunities for students in Years **XXX** and **XXX** including trips to **XXX** and **XXX**.

# Visit Leader Planning Checklist

(to be completed with the AHT prior to the visit taking place)

Activity	Completed
I have completed the event Proposal Form and it has been approved by the EVC/AHT	
I have completed all stages of the Evolve booking system	
I have read the CHS Educational Visits Handbook and checked that all members of staff and other supervising adults attending the trip or visit have also done this	
Relevant information has been provided to students and parents (letter/information evening) and consent has been gained from parents/carers for all students participating in the trip or visit	
For residential trips, I have checked that all students and parents have signed the school Code of Conduct	
I have checked whether insurance arrangements are adequate with the EVC	
I have undertaken a preliminary visit, if appropriate	
I have defined the roles and responsibilities of staff attending the trip/visit and have appointed a Deputy Leader	
All necessary risk assessments have been completed and signed by the VL. These will be issued to staff prior to the trip to read.	
I have liaised with the Finance Office regarding student payment and budgets ( <i>no trips may run at a loss and all students must pay in full if they are to attend the trip or visit. Should any losses be incurred, these will be met out of Faculty capitation</i> )	
I have booked all transport needs	
I have spoken to the EVC regarding the need for cover and ensured all staff have left appropriate work in a designated location	
I have spoken to YALS/Safeguarding Officers regarding the social, physical and emotional needs of the students attending the trip or visit	
I have collected student contact details and medical information and have briefed all supervising adults regarding the social, physical and emotional needs of the students attending the trip or visit	
I have checked that all child protection issues have been addressed, including DBS checks where appropriate	
I have collected and will distribute CHS Emergency Cards and ensure all supervising adults are familiar with emergency procedures	
I have checked the availability of first aid facilities and have any necessary first aid equipment, if appropriate	
I have arranged packed lunches for students accessing free school meals (if appropriate)	
I have informed the caretaker if arrival or departure times are outside normal school hours	
I will undertake to evaluate all aspects of the trip or visit in terms of organisation and learning benefits after the event	

Visit Leader Signature: ..... Date.....

# Code of Conduct

## Student responsibilities and expectations on educational visits

### **Rationale:**

It is usual for Calder High School students to behave in an extremely responsible and co-operative manner during school visits. As a result, the wide variety of day visits and residentials, both locally and further afield, are extremely successful and enjoyable experiences. However, to avoid any misunderstanding, we think it is vital for both parents and students to be aware of the behaviour we expect. This document has been prepared in such a way as to cover all types of activity held outside of school and therefore by its very nature, not all sections below may apply to all visits. We hope parents will discuss this code of conduct with their sons and daughters before signing the agreement.

### **Expectations and rules:**

1. Students remain under the jurisdiction of the school during a visit and must at all times follow the instructions of all adults during the visit without delay or discussion.
2. Punctuality and politeness from students are vital for the success of all visits and will be insisted upon at all times. Unnecessary lateness causes a delay and anxiety for others.
3. When not in school uniform, students should always dress in a manner appropriate to the character of the visit. Staff will inform students of the most suitable type of clothing and any specific clothing requirements. T-shirts and other clothing with logos should not cause offence to either staff or members of the public.
4. Coaches and minibuses are at all times to be kept tidy, free of litter and substances that may cause damage. The instructions and requirements of the coach company and its driver(s) are to be respected.
5. Students must at all times know where and how staff can be contacted. This will apply most specifically during unsupervised time and, while on a residential, during the night. During Exchange Visits, it is particularly important that students know how to contact a member of staff if a problem arises.
6. Students should never deliberately put themselves at risk; however they should also know what to do in the event of an emergency.
7. Students must remain responsible for their belongings and valuables whilst on visits. On trips abroad staff may make arrangements for the safekeeping of passports and may make arrangements to help students safeguard other valuables. The property of others must also be respected at all times. It is advised that, wherever possible, pupils should not take valuable items on a school trip.
8. Mobile phones and electronic devices must be used responsibly throughout all visits. Failure to abide by this rule will result in temporary confiscation.
9. Possession and consumption of tobacco, alcohol or of any kind of illegal substance is not permitted and is a very serious offense that will be severely dealt with.
10. Pupils may not purchase or have in their possession fireworks (bangers), flick-knives, laser pens, bb guns, lighters, matches, inappropriate literature or any other such item.

11. At all residential venues students must always be considerate of other guests. Students are expected to maintain their accommodation in a reasonable state and to leave it in an acceptable condition.
12. During residential visits a clearly stated time to be in the student's own bedroom will be given. Lights out and silence will also be insisted on at a given time. Students are never allowed into rooms of the opposite sex or belonging to other guests (and vice versa).
13. No student will be allowed out of a residential venue on his/her own. If free time is allowed during the day, students must always be in groups of 3 or more to ensure their safety.
14. Any damage incurred by students will be the financial responsibility of parents. If this results in a student being sent home, parents will be required to bear the extra expense and to arrange an escort, if necessary. If a student is extremely homesick and parents request return, extra financial liability will also arise.

Please note that further rules of conduct may apply on specific trips and any supervising member staff will expect their instructions to be followed. Where this is the case, these rules will be made clear to students, staff and parents as necessary.

**Sanctions:**

Any pupil who is found or considered to have broken any of these rules or who has behaved in any other way that threatens the successful running of a visit will be subject to one or more of the following sanctions:

- Loss of privileges for a period of time.
- Isolation from other students and/or close supervision for a period of time.
- Immediate repatriation.
- Temporary or permanent ban from future school visits.

**Student** - I have read and understood the Responsibilities and Expectations for school visits. I acknowledge the need for sensible behaviour on school visits and agree to abide by these rules.

**Parent/guardian** - Parents are required to accept responsibility for any damage or costs incurred by their son/daughter due to his/her conduct and actions, whether intentional or not. Any claims made by a third party against a student or the School, as a result of his/her actions, must be met by the student's parents/guardians. A serious breach of this Code of Conduct or the event of other serious issues may ultimately result in the need for a student (and potentially a supervising member of staff) to be immediately repatriated or returned home by or at the expense of his/her parents/guardians.

Student name:..... Year and Tutor Group:.....

Signed:..... (Student)

Signed:..... (Parent/Guardian)

Date: .....

## First Aid trained staff

NAME	DEPT	QUALIFICATION	EXPIRY DATE
Caroline Lord	Admin	First Aid at Work	Nov 18
David Harrison	Science	First Aid at Work	Nov 18
Emma Byrne	HOY	First Aid at Work	May 20
Jan Bottomley	Admin	First Aid at Work	Nov 18
Karen Ingram	Admin	First Aid at Work	Nov 18
Micheala Greaves	Admin	First Aid at Work	Nov 18
Paul Wood	Admin	First Aid at Work	Nov 18
Rob Kenworthy	P.E	First Aid at Work	Nov 18
Sue Martin	Tech	First Aid at Work	Nov 18
Suzanne Peers	C/Arts	First Aid at Work	July 20
Greg Hellowell	Caretaker	First Aid at Work	Mar 19
Steve Osbourne	Tech	First Aid at Work	Mar 19
Amanda Clay	Maths	First Aid at Work	Mar 19
Scott Newton	ICT	First Aid at Work	Mar 19
Juliet Harris	Kitchen	First Aid at Work	Mar 19
Kim Robinson	P.E	First Aid at Work	May 20
Louise Pickup	Admin	First Aid at Work	May 20
Richard Halliwell	Maths	First Aid at Work	May 20
Stephen Wrathall	Admin	First Aid at Work	May 20
Nicola Kendall	CP	First Aid at Work	March 20
Emma Dever	CP	First Aid at Work	March 20
Deborah Baylis	CP	Paediatric First Aid	
Sophie Corbett	CP	Paediatric First Aid	January 19
Kat Bunting	CP	Paediatric First Aid	October 19
Gary Webb	P.E	First Aid at Work	May 20
Lee Hudson	P.E	First Aid at Work	May 20
Julie Dales	LRC	First Aid at Work	May 20

## School insurance details

The policy number is: Liability Insurance: QLA 03G033 0153. For further details please see Nicola Jackson in the Finance Office.

If you are asked for your liability insurance policy number by organisations you are working with, we ask that you give the Finance Office a call before releasing it, just so that we can confirm to you that the activity concerned is covered within the scope of your cover.