

# HOLLAND HOUSE

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## 14d Trip and Excursion Policy Applicable to the Early Years Foundation Stage

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### Review Arrangements:

Date	January 2023
Approved	
Review Date	January 2024

## References

- A. ISI Handbook for the Inspection of Schools - The Regulatory Requirements, 2022.
- B. DfE Statutory Guidance 'Keeping Children Safe in Education' 2022
- C. DfE H&S: Advice on Legal Duties and Powers for School Staff, dated Feb 2018.
- D. HHS Crisis Policy,

**1. Introduction.** Holland House believes in a broad curriculum and understands that trips away from school can often extend the boundaries of learning. Such visits should:

- enhance pupils' understanding of curricular activities;
- provide opportunities to practise skills;
- develop pupils' social skills.

We also recognise and accept that visits present challenges to the health, safety and welfare of pupils. Educational visits will therefore be planned and operated in accordance with the following whole school policy so that everyone involved understands his or her responsibility to ensure that pupils and staff can participate fully in educational visits in reasonable safety.

This policy should be read in conjunction with the following policies:

- Behaviour, Discipline and Sanctions
- Safeguarding
- Crisis
- First Aid
- Health & Safety
- Missing Child

## 2. Ensuring Understanding of the Basic Requirements

a. **Reference A** requires that:

- Educational visits are not treated separately from other aspects of Health and Safety
- The Deputy Head holds the role of Educational Visits Co-ordinator and has undergone specialist, certified training for this.
- Schools must remain mindful of insurance requirements when planning educational visits
- A written Risk Assessment (RA) is not required for every visit but HHS sees the process of risk assessment as good practice.  
When carried out the RA is to record all significant findings  
RAs are appropriate for adventurous activities away from school  
Trips abroad need careful attention
- Written consent from parents is not required for the majority of off-site activities but parents should be told where their child will be when not on school premises and of any extra safety measures required; one-off consent forms may be used when children enrol

- b. Holland House is required to ensure that its employees are provided with:
- appropriate guidance relating to visits and activities;
  - employer-led training courses to support the guidance to ensure that it is understood;
  - suitable systems and processes to ensure that those trained are kept updated;
  - access to advice, support and further training.
- c. Staff are required to:
- take reasonable care of their own and others' health and safety;
  - co-operate with their employers over safety matters;
  - carry out activities in accordance with training and instructions;
  - inform the employer of any serious risks.
- d. Teachers and other staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

### 3. Approval and Notification of Activities and Visits

The Headmistress has ultimate responsibility for any trip out of school and ensures that visits comply with relevant legislation and regulations, and the school's policies. The Headmistress delegates day-to-day operational oversight of trips to the SLT.

The SLT assist staff with the organisation of school trips. The competence of the visit leader is the key component in ensuring the safety of the participants. Assessment, training and support of visit leaders is a priority.

The approval process and procedures for day, adventurous and residential visits are set out in detail. All School trips have a named leader who must be an employee at Holland House. The approval paperwork (**School Trip Form - Appendix D and Risk Assessment Form – Appendix E**) is to be completed by the Trip Leader, and then signed off by the Headmistress. In the event that Headmistress is not available to sign off a risk assessment, then this may be done by the SLT.

### 4. Risk Management

Holland House has a legal duty to ensure that risks are managed appropriately - ensuring that they are reduced to an "acceptable" or "tolerable" level prior to undertaking the activity. This requires that proportional (suitable and sufficient) risk management systems are in place, requiring Holland House to provide such support, training and resources to its employees as is necessary to implement this policy.

HSE endorse this approach through their "[Principles of Sensible Risk Management](#)" and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves. DfE also make clear that they support this approach through their guidance – Reference D.

There is a legal requirement for the risk management process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual, or harm several people. The trip leader must have read and referred to the **Risk Assessment Policy**. The trip leader must complete the School Trip Form (**Appendix D**) and Risk Assessment Form (**Appendix E**).

## 5. Emergency Planning and Crisis Management – Reference E

a. **Incidents.** The Crisis Policy defines incidents to include death of staff or pupils, serious accidents, suicides and missing children. The policy has further tiered incidents as follows:

Level 1 – a disruption that does not pose an immediate threat; for example, bad weather

Level 2 – a critical incident that has a potential major impact on staff or pupils; for example, a missing child

Level 3 – a major incident which directly affects the School's ability to function; for example, fatal or serious accident

b. **Guidelines.** Reference E includes the accident procedure, guidelines for dealing with an incident, recording and reporting. **If at any stage during the visit the leader has any concerns s/he should not hesitate to contact the Head or in her absence, a member of the SLT.**

c. All Level 2 and 3 incidents are to be reported immediately to the Headmistress or member of the SLT. Where a death has occurred, the initial report is to be routed directly to the Headmistress and Chair of Governors as this will require immediate reaction including involving other key outside agencies.

## 6. Monitoring and Evaluation

### a. Pre-Visit Assessment

**(1) Leaders.** All trip leaders and assistants are assessed by the SLT as competent to undertake trips away from school and can carry out the required responsibilities in line with statutory requirements and best practice guidelines.

**(2) Staff.** All staff participating in off-site activities are to be assessed by the trip leader, in conjunction with the SLT, as competent to undertake such responsibilities as they have been assigned in line with statutory requirements and best practice guidelines. Staff competence in first aid, lifesaving etc. may also be needed, depending on the activity. Volunteers will also require induction training and, where necessary, an Enhanced DBS check. Training requirements should be identified as part of the risk management process.

**(3) Adventurous Activities.** The immense educational benefits that adventurous activities can potentially bring to young people are acknowledged, and the school fully supports and encourages adventurous activities that are correctly planned, managed, and conducted. Appropriate competences to lead adventurous activities should be demonstrated by staff and the relevant National Governing Body (NGB)

awards are to be held where they exist. Where there are queries regarding the competencies/experience required, the SLT will contact outdoor professionals for advice.

**(4) Centres and Providers.** All centres and providers used by the school for the provision of adventure activities are to hold a current Adventure Activities Licensing Authority (AALA) licence/ a Learning Outside the Classroom Certificate (LOTC) or other suitable licence. All reasonable checks should also be made to ensure the integrity of providers before a booking is confirmed, and references should be sought. **The following website can be used to verify if suitable certification is held:**  
[www.lotcqualitybadge.org.uk/search](http://www.lotcqualitybadge.org.uk/search)

The school enquires about appropriate safety standards and liability insurance, asking to see the centre's own risk assessment for the activities we will be covering. HHS acknowledges that not all centres share their risk assessments but we will ask that they confirm that suitable risk assessing has taken place.

**b. Preliminary Visits.** Wherever reasonably practicable, it is good practice to carry out a preliminary visit - the Head will advise on this on a case by case basis. A pre-visit is required for visits where there is a high complexity factor and the visit has not happened previously. At this stage, it is expected that the trip leader will fill out a Risk Assessment Form (**Appendix E**), and a Residential Health/Safety Trip Inspection Form (**Appendix C**), if the trip is a residential. HHS sees it as good practice for a site visit to be carried out if none of the attending staff have visited the location before, even if the school has.

**c. Supervision.** In general terms, the Law does not prescribe activity-specific staffing ratios, but it does require that the level of supervision and group management is "effective". Effective supervision should be determined by proper consideration of:

- Staff competence;
- Activity - nature of the activity (including the type of activity, duration, skill levels involved);
- Group - age of the group; ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics);
- Environment - location of the activity, as well as the time of year and prevailing conditions;
- Distance away from the school;
- For HHS Educational Trips we aim to keep to the following Adult to pupil ratios
  - YR if including 4-year olds 1:4
  - YR -Y2- 1:6
  - Y3 -Y6 – 1:10
  - All visits abroad – 1:10 (at least 3 members of staff for any class)

**d. Insurance.** The School holds comprehensive insurance for staff and pupils. Policy details can be obtained from the School Office on request.

**e. Inclusion.** Every effort is to be made to ensure off-site activities and visits are available and accessible to all; irrespective of special educational or medical needs, ethnic origin, gender, religion or any other protected characteristic.

**f. Medical.** Before departure, the trip leader will collect pertinent pupil and staff medical details. Pupil SEN needs are to be requested from Form Teachers. Parents should be requested to inform the trip leader of any recent pertinent medical developments experienced by pupils.

- Specific student medical issues are to be included in the trip risk management planning.
- A meeting will be sought with parents for the management of complex medical conditions eg: severe anaphylaxis and decide together if it is possible for the pupil to attend the trip, especially if going abroad. Questions such as distance and time from hospitals, and whether HHS staff can reasonably manage around the clock care for the child will be discussed.

**g. Planning.** Planning should reflect the consideration of legal and good practice requirements, ensuring that:

- The plan is based on School procedures;
- All staff (including adult volunteer helpers) and the pupils to be involved have a clear understanding of their roles and responsibilities, including their role in the risk management process;
- Parents and/or guardians have given their consent to their child accompanying a trip having been made fully aware of the supervision procedures, potential risks, and the fact that, if their child misbehaves, they may be required to make arrangements to get them home. They should realise that other sanctions may be imposed, especially in the interests of safety of the pupil or other members of the party. Prior to any Holland House overseas trips, parents must attend a meeting with the Group Leader;
- There are contingency arrangements (in the event of unfavourable weather conditions, transport breakdown or other failure or in the event of a pupil having to be sent home) and emergency procedures (including contact details and permission for emergency medical treatment if the parents cannot be contacted);
- An Educational Visit Summary giving details of the trip including all contact numbers has been completed and is displayed in the school office and board in the staff room;
- Careful thought has been given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it. All national and local regulatory requirements **must** be followed.
- The appropriate passports, EHIC and visas have been obtained for overseas trips.

**h. Consent.** When enrolling, all parents are requested to sign a '**Consent form for school trips and other off-site activities**' (**Appendix F**). This consent form gives permission for:

- Pupils to participate in school trips and other activities that take place off school premises;
- Pupils to be given first aid or urgent medical treatment during any school trip or activity.

## Appendix A – Explanatory Notes for Trips Organisation

### 1. Previous Term.

- a. Plan and agree your outing with the Headmistress in sufficient time to allow for parents to be notified.
- b. Book a coach, if needed, through the School Office, giving full details of **numbers**, including adults, location and required times of departure/return.

### 2. Not less than a Month Prior to Departure.

- a. Conduct pre-visit and request a risk assessment from the destination.
- b. Draft a parental letter for approval by the Headmistress. Ensure that the letter includes specific details of the trip including price, transport, and give parents a date in which to opt out of trips by email to the trip leader.
- c. Check that all pupils going have a signed '**Consent form for school trips and other off-site activities**' (**Appendix F**) form.
- d. Check insurance cover and inform School Office if there are issues.

### 3. School Week Prior to Departure

- a. Complete the School Trip Form (**Appendix D**).
  - (1) This trip form should be emailed to all staff so that all staff are aware of the trip, it's timings and it's staffing.
  - (2) Produce 3 hardcopies for distribution to the Office, Headmistress and a copy posted on the Staff Room Board.
- b. Add the phone number as an emergency contact on the form.
- c. Residential trips should have a designated contact during holiday times so parents can liaise.
- d. Visits abroad – the school should hold copies of all passports of those on the trip.
- e. Confirm adults to pupil ratios. Please confirm staffing with the Deputy Head.
- f. Risk assessment Form (**Appendix E**) must be filled in and be signed off by the Headmistress.
- g. Consult with First Aid concerning the children you are taking.
- h. Co-ordinate lunch lists with the Kitchen
- i. Teachers should always have a 'Plan B' in case of bad weather.
- j. A written programme of the day should be drawn up, including lunch-base and time, if applicable.

#### 4. On the Day of the Trip

- a. Ensure that you take First Aid Kit and any additional provisions from the Medical Area.
- b. Collect lunches
- c. If using a minibus, do not exceed the correct passenger quota for the vehicle(s) being used, i.e. do not attempt to seat three children on two seats. Also ensure that there is a mobile phone with the mini-bus.
- d. Ensure that all children wear seat belts, and that there is no standing up or changing of seats whilst the vehicle is in motion.
- e. Where a number of vehicles are involved, make a note of the children in each vehicle, and in which vehicle they are travelling, and that the drivers of those vehicles are aware of, and observe the required legislation.
- f. The group leader must have a list of all staff/group names.
- g. Update lists concerning last minute absences/additions and check with First Aid re: appropriate medical provision. **Any changes must be reported to the office and amended on the staff room notice board with the Trip Leaders initials.**
- h. A written programme of the day should be given to all staff members, including lunch-base and time.
- i. When on residential trips, telephone your school contact to relay news of safe arrival. Similarly make contact to advise regarding alterations to return pick up arrangements.

#### 5. On Return

- a. Hand over pupils to parents or duty staff.
- b. Return medical materials, and report any incidents.
- c. Complete evaluation sheet (**Appendix G**) on return and hand to the School Office.



## Appendix B – Trip organisation: Who does what, when?

Milestone Heading	Milestone Description	Who (Role)	Do By
<b>Passports</b>	The school should have copies of all passports for visits abroad	School Secretary	6 months before
<b>Initial planning</b>	Trip Leader plans the outing with the Head and School Office, to allow inclusion in the diary. Trip leader liaises with venue, establishes cost of venue + staff wish to take, plan for day, potential staff to accompany, and potential dates. Trip leader emails this information to the School Secretary. Trip Leader gets in principle approval for trip from Head, including staff allocation.	Trip leader	During the Previous Term
<b>Transport + venue booking</b>	School Secretary sources quotes for coach and liaises with Bursar re staff costs. If overall cost is less than £35/pupil, School Secretary books coach and venue. (Trip Leader reviews and signs booking) If over £35/pupil, School Secretary seeks approval from Head/Bursar.	School Secretary	During the Previous Term
<b>Staff absence request</b>	Trip leader checks the staffing (ratio of adults to pupils). Trip Leader completes Request for Absence form for Head. Head then liaises with DH over cover.	Trip leader	During the Previous Term
<b>Risk scoping</b>	Trip Leader arranges pre-visit and requests a risk assessment form from the destination	Trip leader	During the Previous Term
<b>Risk assessment</b>	Trip Leader completes. Risk assessment Form (Appendix E) must be filled in and be signed off by the Headmistress, then returned to the School Secretary electronically and in hard copy.	Trip leader	6 School Weeks before
<b>School Trip Form</b>	Trip Leader completes the School Trip form ( <b>Appendix D</b> ), seeks sign-off from Head and posts to staffroom board.	Trip leader	6 School Weeks Before
<b>Staff cover</b>	Deputy Head arranges cover	Deputy Head	6 School Weeks Before
<b>Parental letter</b>	Trip Leader drafts parental letter for approval from Head. (to include venue, transport, timings, cost) and then sends out.	Trip leader	3 School Weeks Before
<b>Filing Trip Form</b>	File hard copy signed School Trip Form (Appendix D) in office Risk Assessment File.	School Secretary	3 School Weeks Before
<b>First Aid</b>	Ensure First Aid know which children are attending the trip.	School Secretary	3 School Weeks Before

<b>Food</b>	Co-ordinate lunch lists with the Kitchen.	School Secretary	3 School Weeks Before
<b>Consent</b>	Check all parents of pupils have signed <b>'Consent form for school trips and other on and off-site activities'</b>	School Secretary	3 School Weeks Before
<b>Insurance cover</b>	Check that there is full insurance cover	Head	3 School Weeks Before
<b>Displaying Trip Form</b>	Hardcopy School Trip form (Appendix D) posted on staffroom noticeboard Hard copy held by trip leader.	School Secretary	1 School Week before
<b>Contact information</b>	Ensure residential trips have a designated contact during holiday times or out of school hours	School Secretary	1 School Week before
<b>Staffing ratio</b>	Trip Leader does last minute check of staffing (ratio of adults to pupils).	Trip leader	1 School Week before
<b>Programme for day</b>	A written programme drawn up - Include pupils with travel sickness	Trip leader	1 School Week before
<b>Provisions for day</b>	Sign out your First Aid Kit and any additional provisions from the Medical Area. (at least 2 sick bags per travel sick child + extras) Collect lunches, if applicable. Give a written programme of the day to all staff attending and have a briefing with any attending parents or volunteers. Make sure all adults have read the risk assessment and missing child policy. Ensure pupil groups are allocated to corresponding adults Travel sick pupils to sit at front of coach and ensure at least two sick-bags per child	Trip leader	On the Day of the trip
<b>Bus readiness</b>	Ensure that the mini-buses/coaches are used correctly and checked before loading – walk the coach	Trip leader	On the Day of the trip
<b>Staff list</b>	Have a list of all staff/group names	Trip leader	On the Day of the trip
<b>Last minute changes</b>	Let the office know of any last-minute absences/additions and amend the paperwork with the Trip Leaders initials.	Trip leader	On the Day of the trip
<b>Arrival notification</b>	When on residential trips, telephone your school contact to relay news of safe arrival. Similarly make contact to advise any alterations to return pick up arrangements. All other trips should contact the school on arrival and departure.	Trip leader	On the Day of the trip
<b>Evaluation</b>	Fill in the Evaluation Form ( <b>Appendix G</b> )	Trip leader	On Return

<b>Return items</b>	Return medical materials, phones, paperwork and report any incidents. Hand over to parents/Duty Staff	Trip leader	On Return
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### **Appendix C - Residential Health / Safety Trip Inspection Form.**

1. Any on or off-site / residential trip should use this form. The trip leader should fill in this form and send copies to the Headmistress and the School Office.
2. The centre / place being visited should:
  - a) provide satisfactory accommodation if applicable
  - b) provide satisfactory supervision
  - c) provide enough and adequate food if applicable
  - d) be visited by the trip leader before use
  - e) be monitored by the staff during use

<b>Course Trip Details</b>			
<b>Course</b> e.g. 8s 'First Adventure'			
<b>Place of course:</b>			
<b>Date(s) of course</b>			
<b>Staff/Pupils</b>			
<b>Names of staff accompanying pupils:</b>			
<b>Staff/pupil ratio:</b>	1 Staff to pupils		
<b>No of Pupils:</b>	<b>Boys</b>		<b>Girls</b>
<b>List all the children with Medical concerns e.g. nuts</b>			
<b>Accommodation</b>			
<b>Type of accommodation e.g. cabins/tents</b>			
<b>Is bedding being provided?</b>	Yes / No		
<b>Are there separate sleeping arrangements for staff and children?</b>	Yes / No		
<b>Are there separate sleeping arrangements for boys and girls?</b>	Yes / No		
<b>Are there separate washing/toilet facilities for staff?</b>	Yes / No		
<b>If No, what can be done about it?</b>			

<b>Food</b>	
Is the centre providing the food?	Yes / No
If No what arrangements have been made?	
Is the food stored hygienically?	Yes / No
Is there evidence of enough and adequate food?	Yes / No
If camping, how will food be stored e.g. milk/meat etc.?	
Are the washing up facilities adequate?	Yes / No
If No, what can be done to solve the problem?	
What cooking facilities are available?	
Are the cooking facilities adequate?	Yes / No
If No, how can they be improved?	
<b>Instructors</b>	
Are all the instructors qualified?	Yes / No
If yes have you seen evidence of their qualifications?	Yes / No
What is the ratio of instructors and staff to pupils?	Instructors/staff to      Pupils
Are there safety briefings before an activity?	Yes / No
Are there briefings for any safety equipment used?	Yes / No
Do you have a copy of the instructors' health and safety policy and operating procedures?	
<b>Please file a copy of the instructors' policy with the School Office marking the name and date of the trip.</b>	

Emergency Procedures / First Aid and Medication	
Describe what would happen should a driver not be able to drive the children back due to an injury.	
Should a child need hospital treatment / doctor explain what would happen.	
Have staff arranged and checked the first aid kit?	Yes / No
Is there Ventolin in the first aid kit?	Yes / No
Is there adequate storage for any medication?	Yes / No
Name of staff member in charge of medication:	
Safety of children monitored by staff on duty and by staff presence	Yes / No
<b>General</b>	
Have you left a list of the children, staff, contact telephone numbers and venue in:	
With the Headmistress	Yes / No
In the School Office	Yes / No
Staff Notice Board	Yes / No
When did you visit the centre to check on the suitability and standards?	Date
Briefly describe general supervision and how the children will be supervised at all times	
Have you received all the centres' and instructors health and safety documents and standard operating procedures?	Yes / No. If No, why not?

<b>Transport</b>	
<b>Are you travelling to the venue by coach?</b>	Yes / No
<b>If yes which coach company are you using?</b>	
<b>Are you travelling to the venue by minibus?</b>	Yes / No
<b>If yes, how many seats are there?</b>	
<b>Trip Summary</b>	
<b>The staff member in charge of the trip is responsible for completing a brief summary of the trip. Has this been completed?</b>	Yes / No
<b>Have you given the Headmistress a copy of the summary?</b>	Yes / No
<b>Have you attached a copy of the summary to this form?</b>	Yes / No

Appendix D - School Trip Form to be completed for every Educational Visit

## Holland House School Trip Form

This form should be emailed to all Staff, Hard copies to the Office, Headmistress and on staff room board

(A copy of this form and the RA must also be taken on the trip)

<b>Destination and Address</b>			
<b>Purpose of Visit</b>		<b>Date/s of Trip</b>	
<b>Class/Year/Group</b>		<b>Date of Pre-Visit</b>	
<b>Trip Leader</b>		<b>Timings</b>	
<b>Contact No</b>		<b>Departure Day and Times</b>	
<b>Staff Going</b>		<b>Arrival Day and Times</b>	
<b>Staff Cover Requested</b>		<b>Return Day and Times</b>	
<b>Name and Contact of organising company</b>			
<b>Emergency Contact at School</b>		<b>Proposed Cost</b>	

Transport		Numbers	
<b>Type of Transport + Mini-Bus Registration/s</b>		<b>Adults</b>	
<b>Mobile Number</b>		<b>Children</b>	
<b>Company</b>		<b>Total</b>	

(Please attach Risk Assessment to the back of this form)





## Appendix F - Consent form for school trips and other off-site activities

### HOLLAND HOUSE SCHOOL

Please sign and date the form below if you give consent for \_\_\_\_\_

- a) To participate in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing this form:**

- The trips and activities covered by this consent include;
  - all visits (including residential trips) which take place during the School Term
  - adventure activities at any time
  - off-site sporting fixtures outside the school day
  - all off-site activities
- The school will send you information about each trip or activity before it takes place.

We request that you keep the school up to date with any medical information or dietary requirements, so that we have accurate details for school trips.

**Name (please print in block capitals)** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Emily Brown**

Head Teacher

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**Holland House School**, 1 Broadhurst Avenue, Edgware, Middlesex, HA8 8TP

## Appendix G - Trips budget form

Sample Budget for School Trips		
<b>Expenditure</b>		£
Cost to company organising trip		
<b>Other Costs</b>		
Insurance (School or external company)		
Pocket money per child (currency?)		
Additional meals while away		
Pre-trip training		
Pre-trip reconnaissance		
Group Passports		
Coach		
parking costs		
Staff costs		
Meal for staff at destination		
Contingency (approx. 5%)		
Total Expenditure		
<b>Income</b>		
Number of pupils on trip		
Cost per pupil (Total expenditure / number of pupils)		