



# Tandragee Junior High School

## Policy on School Trips and Educational Visits

**Ratified by BOG: June 2017**

School trips and educational visits are an invaluable way to help pupils interact with their learning and develop their interests, experiences, relationships and skills beyond the school setting in an environment which is safe and relevant to learning. This policy covers all the school outings and visits which are curriculum based activities within school hours; day visits and activities which extend beyond the normal school day; visits requiring overnight accommodation from home within Northern Ireland and the Republic of Ireland and visits to places outside Northern Ireland which involve air or sea travel. During any trip or visit the overriding priority must always be the safety and well-being of children.

### **ORGANISING A TRIP:**

1. Proposals for school trips should be submitted on an appropriate form. The Principal may invite the organiser to discuss aspects of the trip. Those who organise trips or educational outings and those who help supervise have a statutory responsibility to ensure the safety and welfare of the young people in their care. As a 'duty of care' they have the same responsibility as would be normally discharged by parents and the circumstances may require a higher standard of care from a leader than a parent.
2. Where a non-curriculum based trip requires cover to be provided for absent teachers an allowance for the cost of substitute cover should be built into the cost of the trip. This should be discussed with the Principal or Vice-Principal.
3. The TJHS Planning Checklist should be completed throughout the organisation of a school trip. If approval has been gained for the proposed trip, the leader should inform relevant and appropriate aspects of the school community of the trip, e.g. entered in the school diary, information to staff, a letter home to parents, informing the school canteen regarding catering, appropriate school transport.
4. Letters to parents/guardians should give as much information as possible, including the costs involved and the type and level of supervision. A draft of this letter should be approved by the Principal or Vice Principal before circulation. The Principal must be satisfied that the ratio of leaders to young people meets the required level and is appropriate to the activity being undertaken.
5. In general terms, pupils should be supervised by experienced and reliable staff. It would be usual in a mixed grouping to have supervisory staff of both sexes. In general terms there should be one adult to every 15-20 pupils. For overseas trips the ratio is one adult to 10 pupils.
6. Where it is practical, there should be a pre-visit by the party leader. Where this is not practical, a leader should seek advice from others who have been there before or from the appropriate tour operator. Upon arrival at the destination a leader should carry out a check of the locality to assess any risks/hazards/dangers. Planning and organisation of the visit should ensure that those involved are not exposed to risk of physical, sexual, or emotional abuse or harassment.
7. All participants should be reminded of, and agree to adhere to the school's Positive Behaviour and Discipline Policy. Supervisors should also be reminded of their responsibilities under child protection and safe guarding of young people. At all times staff must adhere strictly to school safeguarding procedures including the Code of Conduct.
8. An information card should be given to each participant containing the telephone numbers of the emergency services of the country to which you are travelling, contact names and addresses for your accommodation (if relevant) and the emergency contact details of the group leaders.
9. Safety guidelines must be agreed and adhered to. It may also be necessary to carry out a risk assessment on an aspect of the proposed visit. Relevant emergency procedures must be established for all visits. The leader and supervising adults must inform themselves of the possible risks and know what to do if they arise. These must be communicated to the rest of the group.

10. In planning the trip, leaders should make reference to the Educational Visits Best Practice (2009) SELB Best Guidance Policy – [www.selb.org](http://www.selb.org). Particular attention should be paid to trips that involve a residential element, trips that are likely to be of a hazardous nature or trips which take pupils outside Northern Ireland. Copies of this document may be obtained from the Vice-Principal.
11. An itinerary of the trip should be prepared and all members of the group **should be aware of it**. Roles and responsibilities and lines of communication should be clearly defined, agreed and effective within the party.
12. Group supervisors should be aware of the specific medical needs of the pupils on the trip and prepare and plan accordingly including ensuring that appropriate spare medication is available. A list of names and contacts of those involved on the trip should be compiled and a copy left in the General Office and with the Principal. Departure and return times should be clear as well as a contact number or location for the group for the duration of the trip. The party should have access to a First Aid Kit, if appropriate.
13. Any changes to return times should be communicated to the Principal as soon as is practical.
14. The trip leader must ensure that the school canteen is aware of the numbers involved in the trip. Pupils on free school meals are entitled to a packed lunch.
15. Where payments are involved, receipt and expenditure records must be kept. A record of pupil receipts should also be kept and a receipt supplied to the parent/guardian. Procedures for this should be in line with the cash handling guidelines issued by the Finance Officer. Detailed processes should be discussed with the Finance Officer (FO).
16. In the event of any serious accident or incident (critical incident) on the trip or visit, the school leadership must be contacted immediately.

#### **MONITORING:**

- Mechanisms for monitoring will be overseen by all those members of staff who undertake a school trip/outing. The Principal should be consulted about the arrangements for the trip/outing at its various stages of planning and preparation. It is important that new or substitute members of staff should be fully informed.
- Following a school trip/outing, a post visit review must be completed as a means of evaluation and feedback.
- On each day of the trip, a short briefing meeting should be held with all participants to remind them of the plans for the day and outline any necessary changes.
- Each evening, all participants should be brought together to check on welfare.
- In the event of an accident or other incident an Incident Record Form must be completed and submitted immediately upon return. In the event of an accident resulting in hospitalisation of any member of the group, the Principal or Vice-Principal must be informed immediately.

#### **EVALUATION:**

This policy will be reviewed in line with new legislative requirements, updated guidance and the needs of the school. The framework for this policy is based on SELB guidance issued in 2009, Educational Visits, Best Practice, 2009, previous SELB circular 2007/53 and read in conjunction with DE Circular 1999/10 and the school's Child Protection Policy.

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## PLANNING CHECKLIST

YES NO N/A

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. The group leader and participating staff have read the relevant Policy   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The group leader has read the document 'Educational Visits Best Practice 2009'   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The proposed visit has clear educational objectives  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The nature of the visit has been established  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The target group has been identified  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. A proposal form has been submitted to SLT and all the relevant information regarding the proposed educational visit has been presented to the SLT e.g. destination, itinerary, timescales etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. An appropriate calculation towards the cost of staff cover has been built in to the cost of the trip.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. The SLT has approved the proposed visit.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. An initial risk assessment has been undertaken for all aspects of the visit(s) and appropriate control measures have been put in place and recorded:   |                          |                          |                          |
| • Hazards have been identified  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • People who may be at risk have been identified  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Evaluation of the risk has been undertaken  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Additional safety and/or control measures have been established   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Information has been disseminated to all relevant persons and appropriate records maintained  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Where residual risks (inherent in all visits) still prevail an appropriate contingency/emergency plan has been put in place and disseminated to all relevant persons                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. The number of leaders in attendance has been agreed:   |                          |                          |                          |
| • A staff member has been identified as Group Leader  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Accompanying staff have been identified   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Volunteer supervisors have been identified  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Vetting procedures have been undertaken (where necessary)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Leaders are made fully aware of:  |                          |                          |                          |
| • Their roles and responsibilities  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The standard of conduct required of them during the visits  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

11. Pupils have attended a meeting and are aware of the expected standards of conduct and behaviour
12. Parents/Guardians have given their written consent to the young people participating in the educational visit
13. All relevant information (medical, dietary and contact details) pertaining to the young people participating in the educational visit(s) have been obtained, recorded and appropriate action taken where necessary
14. The transport arrangements for the group are appropriate for the nature/type of journey planned
15. Adequate insurance is in place to cover all aspects of the educational visit, including transport
16. Where a residential visit is planned, the overnight accommodation has been assessed as appropriate in terms of:
- Its suitability for the group
  - Its compatibility with the objectives of the visit
17. Where the educational visit involves outdoor or adventurous activities, the Principal and Group Leader are satisfied that:
- Appropriate management structures and systems are in place in relation to child protection/health and safety
  - Staff are competent to provide the activities
  - All relevant checks have been undertaken to ensure the above are in place
18. Final approval is obtained, as appropriate
19. A list of all pupils participating has been lodged with the General Office and placed on the appropriate noticeboard/emailed to staff
20. A parents information meeting has been organised and the itinerary with times, venues and contact details distributed to parents/guardians
21. Flights have been booked
22. Accommodation has been booked and confirmed
23. An emergency contact card has been given to each participating pupil
24. Photocopies of participants or other travel documentation should be left with the Principal
25. Contact details for the party whilst away must be left with the Principal
26. Emergency contact details of the Principal have been obtained by the Group Leader

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## Educational Visits Proposal (EVP)

(To be completed in relation to visits in category 3, 4 and 5 only)

	<b>Category 1:</b> Visits which take place on a regular basis (Non- Hazardous)
	<b>Category 2:</b> One-off day/evening excursions (Non-Hazardous)
	<b>Category 3:</b> Residential visits of one or more nights within the UK/Ireland (Non-Hazardous)
	<b>Category 4:</b> Residential visits outside the UK or Ireland (Non-Hazardous)
	<b>Category 5:</b> Hazardous activities (Residential and Non Residential)

<b>Name and address of other school/s or youth centres/projects involved (if applicable):</b>	
<b>Educational objective of visit:</b>	
<b>Place(s) to be visited:</b>	

<b>Year Groups Involved:</b>	
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<b>Total number of young persons involved:</b>	<b>Male:</b>	<b>Female:</b>
<b>Supervising Staff:</b>	<b>Male:</b>	<b>Female:</b>

<b>Category of Visit:</b> <b>Circle as appropriate:</b> 1     2     3     4     5					
<b>Proposed Date(s)</b>	<b>From</b>	...../...../.....	<b>To:</b>	...../...../.....	<b>Number of days (inclusive)</b> _____
<b>Approximate cost per pupil:</b>	<b>£</b>				

<b>Activities to be undertaken:</b>	    
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<b>Staff &amp; other Adults Involved</b>	<b>Name</b>	<b>Male</b>	<b>Female</b>	<b>Status</b>	<b>Date &amp; Time of Attendance</b>

<b>Transport Arrangements:</b>	  
<b>Organising Company: (if relevant)</b>	 
<b>Agency: (if relevant)</b>	 
<b>Other Comments or Information:</b>	  
<b>Principal's Signature:</b>	_____ <b>Date:</b> _____
<b>Chair of Governor's Signature:</b>	_____ <b>Date:</b> _____

The information on this form is requested for the purpose of organising an educational trip. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is deemed to be an authorisation by you to allow the school/youth centre project to process and retain the information for the purpose(s) stated.

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## EDUCATIONAL VISITS APPROVAL FORM (EVA)

(For use in relation to visits in categories 1 and 2)

Year: 20\_\_\_\_\_ Term: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

Activity	Educational Objective(s)	Frequency (dates)	Number of Pupils/Young People	Year Group(s) And Age Range	Category (1 or 2)

Approved: \_\_\_\_\_ (Principal) Date: \_\_\_\_\_

Approved: \_\_\_\_\_ (Chair of Governors) Date: \_\_\_\_\_

1. Have parents been made aware of the trip and has their permission been sought? YES/NO
2. Have you made a preliminary visit to the location to be visited to acquaint yourself of the possible risks/difficulties associated with the visit? YES/NO
3. If the pupils will be involved in any activity that you consider to have an element of danger, please give details.

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4. Have you completed a risk assessment form regarding this school trip and is it part of this submission? YES/NO
5. Are you satisfied that you have adequate supervision for the group? YES/NO

**Staff/ Pupil Ratio is** \_\_\_\_\_

6. Have you informed yourself and others involved in the trip of those pupils in the group who have medical needs/issues? YES/NO
7. Are you aware of the Special Education Needs of any pupil going on the trip and has appropriate provision been made? YES/NO
8. Is the First Aid kit being taken on this trip? YES/NO
9. What will be the total cost of the trip and how much will each pupil be expected to contribute?

**TOTAL COST IS: £**

**PUPIL CONTRIBUTION: £**

10. Have you made arrangements for requirements needed for cover? YES/NO
11. Have you arranged transport through the General Office? YES/NO
12. Have you read the school policy on School Trips and Educational Visits and other related documents?  
YES/NO

**SIGNED:** \_\_\_\_\_ (Trip Organiser)

**SIGNED:** \_\_\_\_\_ (Principal)

**DATE:** \_\_\_\_\_



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**This Form should be completed within 1 week of returning from a visit and submitted to the Principal.**

**Group Leader:** \_\_\_\_\_ **Visit to:** \_\_\_\_\_

**Dates:** \_\_\_\_\_ to \_\_\_\_\_

**Please comment on the following:**

Issue	Response
Was the venue suitable?	
Was the accommodation/food/equipment of a suitable standard?	
Were the staff competent?	
Were the travel arrangements appropriate?	
Were the educational objectives met?	
Was the content of programme relevant?	
Were the young people effectively briefed prior to the visit?	
Were agreed procedures followed by all in a supervisory capacity?	
Are there any specific issues which need to be addressed as a result of this visit?	

**Other Comments:** \_\_\_\_\_

\_\_\_\_\_

**Signed:** \_\_\_\_\_ **(Group Leader) Date:** \_\_\_\_\_

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## Educational Visit Incident Record Form

This form should be submitted to the Principal immediately upon return from the trip

1. Name of Group Leader: \_\_\_\_\_

2. Date, Time and Location of Incident: \_\_\_\_\_

\_\_\_\_\_

3. Name and Address(es) of Witness(es):

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

4. Please state in your own words what happened including details of names and status of those involved:


5. Describe what action was taken (e.g. details of First-Aid, Police or Medical involvement):


Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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**EDUCATIONAL VISIT**

**PARENTAL CONSENT FORM**

**Pupil Name:** \_\_\_\_\_

I consent to my **\*son / daughter** \_\_\_\_\_ (Name in Full)  
taking part in the educational visit to be held on \_\_\_\_\_ .

I confirm that **\*he / she** is medically fit to participate. **(\*Delete as Appropriate)**

**TRIP LEADER:** \_\_\_\_\_

**\*Please attach 1 passport size photograph of your son/daughter to this form.\***

**Please give details of:**

**1. Any current medical condition/ any medication being taken:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Any other relevant information which may affect his/her participation in the visit (including allergy or dietary requirements)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Emergency contact numbers:**

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Other: \_\_\_\_\_

I accept the established code of conduct for the educational visit and agree to the arrangements relating to my **son/daughter** returning home from the visit due to unforeseen circumstances.

I agree to my **son/daughter** receiving emergency medical treatment, including anaesthetic, as considered necessary, by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

**Signed:** \_\_\_\_\_ (Parent/Guardian)

**Date:** \_\_\_\_\_



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## PUPILS' RESPONSIBILITIES

### General

- Always think about your own and others' safety.
- If you have a problem or are worried about something, always tell someone whom you trust. This may be your teacher or another supervising adult.
- If you have particular health or dietary needs, tell the supervising adults and/or the organiser.
- Always follow the instructions of your Group Leader and leaders, including those at the venue of the visit.
- If you do get lost or separated follow the procedures agreed for such an occurrence. If totally disorientated and confused go to a public place where you will be seen by lots of people and where you can ask for directions.
- If approached by someone you don't know in a threatening or concerning manner, just walk away but stay where you can be seen by others.
- If travelling on a bus or train and someone makes you feel unsafe, move to a different seat, preferably closer to the driver or other passengers.
- Personal travel arrangements should be carefully planned. Ensure you are familiar with whoever is transporting you and never travel alone in vehicles with strangers.
- Ensure that safety rules set out in the Highway Code and Green Cross Code are followed.
- Be aware of situations which may cause you harm or injury and where necessary inform a responsible adult (e.g. leader) about your concern.
- Dress and behave sensibly and responsibly.
- Be sensitive to local codes and customs.
- Think things through carefully before you act and do not take unnecessary risks.

### When participating in Visits Abroad

- Always pack your own suitcase and never carry items for anyone else.
- Learn the telephone numbers of the emergency services in the country you are visiting before you leave and make sure you keep them handy.
- When out and about, always carry details of where you are staying e.g. address, telephone number and contact details.
- Always keep enough money to make a telephone call.
- If personally carrying essential documentation, money or valuables, keep them secure in either an inside pocket, back-pack, money belt or something similar – choose whatever is comfortable for you.

## **NEVER:**

- Travel on a moped, motor scooter or motor-bike during your visit.
- Engage in any activity which would not be permitted in school

## **FOR REASONS OF SAFETY:**

- You may have your telephone with you but you must not use it in an inappropriate way
- In-appropriate posts on social media made whilst on a school trip will be treated as a breach of the school's Positive Behaviour and Discipline Policy
- Never purchase or consume alcohol, tobacco or another contraband product
- Adhere strictly to bed times
- Once sent to your room stay there until morning except in case of emergency
- In the event of an accident or other problem, inform the leaders **immediately**
- Accept and comply with all the instructions of leaders as you would be expected to at school
- Serious breaks of the Positive Behaviour and Discipline Policy on a residential trip could result in repatriation of the pupil(s) concerned which will be charged to parent(s) as appropriate