



BROCKHURST & MARLSTON HOUSE SCHOOLS

Including all of the Pre-Prep Department and Early Years Foundation Stage

TRIPS POLICY

Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE September 2025.

Reviewed: September 2024

Next Review: September 2026

1. Insurance and Liability

The school holds significant Public Liability Insurance which covers the staff whilst conducting their duties. In addition, we hold insurance for the Occasional Business Use of Private (Staff) Vehicles (for duty travel).

2. Reducing risks and being prepared

If the pupils are well briefed with your expectations and what they should do if there is a problem. The staff are well informed of the pupils' needs, health and abilities the element of risk is reduced, therefore separate risk assessments may be required for pupils if they have SEND, behavioural or medical needs. Residential trips will require the residential trip permission form which allows you to act in loco parentis. These forms state that you have parental consent for any emergency medical treatment required in the event that the parents cannot be contacted.

3. Trip Procedure Documentation

It is ESSENTIAL that the correct documentation is completed for ALL trips and the Headmaster's approval be given prior to the visit being undertaken. Please note that trip forms (available in the Brockmarl Classroom - <https://classroom.google.com/w/MzE3OTUwNjMyNDla/t/all>) are not required for all trips as away matches and medical appointments do not require them. Trips to away matches are covered by risk assessments put in place for this specific purpose and are available for staff to view in the staff zone. It is noted however that the Headmaster's approval is not specifically required for teams proceeding on away matches so long as that fixture has been published in advance on the calendar. In addition, there may be circumstances in which waiting for the Headmaster's approval

may not be appropriate. For instance, if the School Nurse, or another member of staff acting on her behalf in her absence, is required to transport a pupil to surgery or hospital or such organisation in an emergency situation, then he/she is authorised to do so and she should NOT wait for the Headmaster's approval. As always, so long as the member of staff exercises 'due diligence' in the execution of their duties and takes their 'duty of care' seriously, there should be no problem with such trips. The Headmaster expects his staff to use their common sense in such situations. For all trips incurring a cost to be billed on to parents, please consult the Bursar early in the planning process. No estimated costs are to be given to parents without the Bursar's consent.

4. School Trips

The trips that the pupils make away from school are many and varied. They range from the single child being taken by one of the staff to visit the doctor through to a residential trip. It is the policy of the school that ALL trips away from the school be treated with the same respect and that the safety and security of our pupils take precedence at all times. Please be aware that the maximum ratio of staff to children is as follows in the table below.

Trip Type	Adult: Pupil Ratio	Notes
Local Activities	1:16	GAP students do count as adults, providing they are 18 or over
Day trips	1:12	GAP students do count as adults, providing they are 18 or over.
Residential Trips(Travelling)	1:12	GAP students do count as adults, providing they are 18 or over.
Residential Trips(On site)	1:10	This includes any instructors.
Trips Abroad	1:10	GAP students do count as adults, providing they are 18 or over.
Nursery and Reception	1:4	GAP students do count as adults, providing they are 18 or over.
Years 1&2	1:6	GAP students do count as adults, providing they are 18 or over.

*Please note, for EYFS, you will risk assess the supervision ratios according to the children and the place where they are going and the steps to be taken to remove, minimise and manage identified risks and hazards.

Consequently, Brockhurst and Marlston House Schools require a **ratio of at least 1 staff member per 16 pupils** always to be present and furthermore there must be at least 2 members of staff present except in the case of travel to recognised Inter-School matches and where the Head gives specific

permission. In mixed groups, male and female teachers/helpers are necessary. **Vetting checks may be necessary**, and are a legal requirement for overnight stays which involve, for example, assistance by volunteers, e.g. parents.

5. The **school calendar** must contain reference to the outing.
6. **Parental permission** must be sought and parents will be informed of any safety measures required. In the case of overnight stays, parents should be told the contact details for the party organiser and whether or not parental contact by the pupils should be expected.
7. At least three days before the outing, an **'Away Trips'** form (with the associated Risk Assessments) must be completed and distributed. To include all transport details which will have been pre-arranged through the finance office.
8. Staff must have their **roles and duties** defined prior to the journey. Note that one member of staff is required (by legislation) to be the named person in charge.
9. Pupils must have the expectations with regard to their **conduct and behaviour** clearly spelled out. Rules should be simple and clear and sanctions (such as staying close to a teacher) imposed on miscreants.
10. Pupils must be prepared and those who have special needs or any sort must have an explanation of how their needs will be met.
11. **First Aid:** a First Aid kit should always be carried and before any trip the School Nurse must be consulted regarding pupils' specific medical conditions.
12. **Insurance:** check with the Bursary to confirm that the trip is covered by the schools' insurance. (This is essential for trips involving hazardous activities and overseas visits); it is not necessary for educational day trips.
13. **Emergency Procedures:** these must be considered along with the risk assessments, parental contacts and emergency Medical Aid procedures shown below.
14. **Contacts: for overnight or longer trips**, parental contact details for the period of time in question should be taken by the organiser and a copy left at school. **Overseas trips** need also to be able to contact the Emergency Medical Aid department of the insurance company as well as the insurance company themselves. Note that, though the first priority is to the pupil, the parents must be contacted in the event of a medical emergency.
15. Children must never be left unattended; if they are allowed to go shopping for instance, they must know where the staff can be contacted and must always have a finite time to return. They must always be in groups of at least three children. If a child wishes to go into a toilet, unless it is a one-person toilet, three children should be in the group.
16. If the children go **swimming** there must be a member of staff trained and recognised by the schools as a fit person for swimming supervision with them (or a trained lifeguard) at all times and specific permission for this activity should be obtained for this activity.

17. When the children are in bed at night there must be at least one member of staff on duty, who should patrol the dormitories. The children should know which member of staff is on duty each night.
18. A copy of this policy document must accompany the staff member in charge of all journeys.
19. The staff member in charge of the party must leave with the Head all telephone numbers and addresses where he/she and the party may be contacted on the journey and should have with him/her a mobile phone, switched on.
20. When travelling to matches the supervisory ratio of 1:15 may be taken as extended to cover a single complete team (e.g. 16 players in a Rugby Squad).
21. Sole supervision of travel to matches by the staff member responsible for the team is permitted, provided that the match is one within the normal circuit of fixtures entered into by Brockhurst and Marlston House Schools. A 'tour' must have at least two staff members, even though only one team is involved.
22. Members of staff planning a journey are required to seek approval from the Head before initiating any plans. The Head will at that time need to know the cost of the journey and how it is to be funded and which other staff members will be included.

PROCEDURE IN EVENT OF BREAKDOWN OR ACCIDENT

24. The first duty is to secure the safety of the pupils. On a motorway it is necessary, whatever the weather conditions, first to get the pupils out of the vehicle and take them away from the hard shoulder, and second to call the Police.
25. The pupils may not be left unattended. The potential problems that can be envisaged explain the need for two members of staff to be present.
26. In the event of a breakdown on other types of road, it may be safest for the pupils to remain in the vehicle unless it is itself in a dangerous position and likely to be hit by other traffic. The school must be telephoned and informed as soon as possible.

Considerations for Party Leaders: planning the visit

- Obtain advice from Senior Leadership Team members on suitable dates, precedents etc
- Discuss preliminary plan, including purpose, location, transport, hotels, activities, itinerary, number & age of participants with colleagues who have run similar trips
- Calculate the staff to pupil ratio, (see above)
- Prepare a draft itinerary
- Decide mode of transport for all legs of the journey.
- Prepare fully inclusive costs for the visit, including an appropriate contingency for delays and emergencies. (The costs of the accompanying staff must be included).
- Check that the provider of adventurous activities is licensed and the individual instructors possess a recognised qualification from a national body, such as the Adventure Activities Licensing Authority.

- Obtain clear statement from the Centre about their responsibilities for the safety of the pupils before making any commitment. Ask for copies of their risk assessments
- Prepare the risk assessment(s)
- Check the school's insurance cover, (see above) if the visit involves hazardous activities.
- Find other members of staff who are willing to participate in the trip, bearing in mind the need to have both male and female teaching staff when both sexes participate in a visit. It is desirable to have at least one member of staff who speaks the language of the country to be visited. We hope that Sports Coaches and Visiting Music Staff will participate in sports and music tours. They are also welcome to help with other visits. Office staff may be able to assist with day trips and theatre visits. We sometimes encourage parents to accompany school visits, though their experience should not be relied upon as if they were qualified teachers. [If parent volunteers participate: Arrange for any volunteers participating in the trip to obtain an enhanced DBS disclosure. (The Head of HR, will make the necessary arrangements)].
- Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider.
- Carry out a reconnaissance visit if the location is not one that the school has visited before. (If a reconnaissance visit is impossible, a reference from another school that has visited the site may suffice).
- Establish the minimum and maximum numbers for the visit to be viable (bearing in mind that the costs of the accompanying staff will be divided amongst the participants)
- Ascertain the medical and visa requirements
- Establish when the deposits are required by tour operators/airlines/activity centre etc, and ensure that the size of the deposit requested from parents is sufficient to cover these costs (including the costs of deposits for accompanying staff)
- Depending upon the destination: check with the Travel Advice Unit of the Foreign and Commonwealth Office
- Prepare your case seeking the Heads approval.
- [If necessary] Attend a First Aid and/or minibus driving course beforehand.

All documentation relating to trips are available in the Brockmarl Classroom, as follows:

- Trips Checklist - You must have every point ticked off or marked na. if appropriate
- Trips document for staff to complete
- Sandwich request form for party leader to fill in for the kitchen
- Examples of google consent forms for residential and day trips
- Risk Assessment - forms for completion
- Residential trips code of conduct for circulation to parents