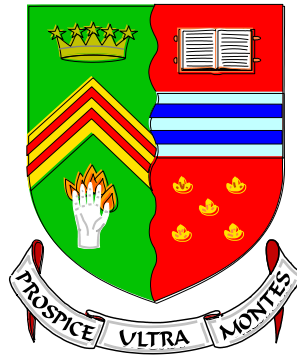


Dunblane High School



# EXCURSIONS POLICY

*September 2014*





### 3. FOREIGN EXCURSIONS

In addition to the above:

- A Parents Meeting should be held to inform parents of the programme, cost, insurance cover etc.
- Parents & pupils must complete the 'Eligibility Criteria & Conditions for Participation' proforma for immediate return to excursion leader (in Excursion Folder/ Shared Drive)
- A full itinerary must be submitted to DHT (Excursions) in advance.
- Passports and Visas, where required, must be handed in to school at least 1 week prior to departure. The Excursion leader (and another staff member of trip) should check against a list to ensure all documents are submitted. Documents must be locked in school safe until required.
- Appropriate medical cover must be arranged for the group. Appropriate European Health Insurance Cards (EHIC) for each person (including adults) are necessary and should be collected and held by the Excursion Leader. Parents can apply for an EHIC for their children up to the age of 16 (or 19 if they are in full-time education) online, by phone or post. See [www.dh.gov.uk](http://www.dh.gov.uk) for more information.
- A photograph of each pupil (other than passport) must be held by Excursion Leader in case of emergency.
- Consideration should be given to including in the supervising party someone with a working knowledge of the language of the country being visited.

Leader's Checklist

**It is VITAL to inform the school by text/phone (asking for Head Teacher or DHT Excursions) when you arrive safely at your destination. This will allow us to pass this information to parents who may contact the school for this purpose.**



### 4. EMERGENCY PROCEDURES

The appropriate Immediate Action Card must be carried by the Excursion Leader and the school based contact/member of SMT.

- a) The school based contact must inform the School or Home Based Contacts listed on the 'Immediate Action Card'

#### **IF YOU ARE UNABLE TO CONTACT THE SCHOOL OR HOME-BASED CONTACT:**

- b) Phone Stirling Council, Viewforth 01786 443322
- c) Outwith normal working hours - contact the Emergency Control Room (ERC) 01786 470500 or 0845 277 7000.

## 5. IN THE EVENT OF....etc

In the event of a pupil being detained in hospital the **Excursion Leader** should immediately contact and take advice from the home based contact/ECR.

If a member of staff has to stay overnight, all expenses will be covered by insurance but note that all receipts for accommodation/travel etc should be kept.

As a precaution, members of staff should carry credit card, driving license etc. on any excursion. Any personal staff costs incurred contacting the school using a mobile phone will be reimbursed in full.

## 6. DRESS & CONDUCT

### *a. Dress*

Pupils should wear full school uniform at all times when representing the school on excursions. Exceptions to this general rule would include:

- *activities that require specific clothing eg Field Trips/Dalguise etc*
- *overnight/ Foreign Long Haul Trips eg France/Italy/Spain*
- *sporting trips eg football, golf etc.*
- *picnics /barbecue etc.*

NB: The partial wearing of school uniform (ie Dunblane jumpers and tracksuit bottoms or joggers) should be avoided at all times.

### *b. Conduct*

Pupils' eligibility for school excursions will be dependant on satisfactory progress and conduct in school. Excursion Leaders should consult the relevant Year Group DHT/PTPS staff for advice before finalising pupil eligibility.

*While on school excursions pupils must fully accept the authority of all staff.*

## 7. IMPORTANT NOTES

1. All necessary forms and documentation are available in School Office, on the Staff Shared Drive under 'Excursions Policy' or from *DHT (Excursions)*.
2. Special arrangements apply for Adventure Activities - Excursion Leaders should check compliance with the **Adventure/Activities Licensing Regulations**. See 'Health & Safety in Educational Excursions: Standard for Adventure)
3. Activities within trips should not be undertaken on an 'ad hoc' basis (e.g. pupils swimming without, risk assessment, parental consent and particularly within undesignated areas).
4. A full RISK ASSESSMENT should be carried out by the excursion leader for excursions that may involve an element of risk of injury to the pupil. (See SRM for Advice)
5. Ongoing school activities can be covered by a 'blanket' approval from parents at the start of each session.

## **8. RESIDENTIAL EXCURSIONS**

Staff wishing to organize a residential excursion involving pupils should follow the above procedures. In addition to the steps outlined in **Section 1 a)** above, the following should be adhered to:

- a meeting will be convened by DHT ( Excursions) in the June **prior to the session when residential excursions are planned** to take place to which excursion leaders will invited. The 'Excursions and Activities Approval Form' should be submitted at that meeting and the programme of all residential excursions will be drawn up. This will be issued to parents so that informed choices may be made.
- *where a pupil makes a deposit for one excursion and subsequently withdraws, the general policy will be that as well as forfeiting the deposit, the pupil will forfeit the right to go on any other simultaneous trip.*

**Information on all of the above is to be found on the STAFF section of the school network in the 'EXCURSIONS' 2014 /2015 FOLDER.**

# Parental Consent Form

DETAILS OF ACTIVITY	
Aim of Activity	
Time and date of departure	
Venue	
Time and date of return at school	
Team Leader	

### Details of Participant

Name of Participant	
Date of Birth	/ /
Address	
Post Code	
Emergency contact telephone no.	
Parent/Guardian name	
Does your child have a medical condition, which may affect his/her well-being in taking part in this activity?	<b>Yes/No (delete as appropriate) Details (if YES)</b>
Any special dietary requirements?	<b>Yes/No (delete as appropriate) Details:</b>

*Details of Participant's Doctor:*

Name of Doctor	
Address	
Doctor's Telephone Number	

### *Declaration:*

I, the undersigned ..... give permission for  
 ..... to participate in .....  
 on / / <insert date(s) of trip>

I agree to ..... receiving emergency medical treatment including anaesthetic as considered necessary by the medical authorities present.

Signed	
Relationship to participant	
Date	/ /

# Preliminary Letter

Dear

**(INSERT PROPOSED EXCURSION TITLE)**

I concerning the above excursion. Preliminary details are as follows:

**(INSERT DESTINATION, DURATION, PROPOSED DATES & LIKELY COST)**

If you would like you son/daughter to be considered for inclusion on this trip, you should complete and return the 'Tear-off Slip' below to register your interest by **(INSERT DEADLINE)**.

If, once all the expressions of interest are in, the number of expressions of interest exceeds the places available, decisions on who should participate will be made by drawing lots.

Yours sincerely

**Excursion Leader**