Dunblane High School



EXCURSIONS POLICY

September 2014

Excu	rsion to: Departs:				
Excu	Returns: Excursion Leader:				
<u>1.</u>	ALL EXCURSIONS	Leader's			
a.	Prior to Approval	Checklist			
Staff	Staff wishing to organize an excursion involving pupils out of school (day/residential) <u>must</u> :				
•	meet with SRM Absence Cover (Jo Allan) to ensure any necessary cover requirements can be met				
•	complete the 'Excursions and Activities Approval Form' from 'Staff/Shared /Excursion's submit to DHT Excursions (Mrs L Imrie) <u>4 weeks</u> before departure. <u>For residential excursions see Section 8</u> of this document.				
•	ensure that all staff/adults going on the excursion who might be left in charge of pupils are Disclosure Scotland vetted.				
	Excursion Leader should take account of cover requirements for supervising teachers s will be a factor in approving an excursion.				
b.	Following Approval				
When	approval has been given the Excursion Leader should:				
•	inform DHT (Excursions) giving details of Activity/Excursion;				
•	issue a Preliminary Letter (see end of this document) to parents of potential participants outlining key details of the trip and asking for expressions of interest. If, once all expressions of interest have been received, the number exceeds the places available, decisions on who should participate should be based on the PTPS vetting procedure and then by ballot – NOT 'first come first served';				
•	submit a preliminary list of pupils to PT Pupil Support and Registration for vetting;				
•	ensure that the 'Conditions for Participation' sheet is issued for signing & return for all pupils selected for consideration to participate on trip;				
•	issue a parental consent form (see last page or staff or shared drive if one required) to each pupil and stress that the consent form must be completed by parents and not pupils. Pupils will not be allowed to participate without parental/guardian consent;				
•	submit the list of pupils including consent forms to the School First Aider/Pupil Support teacher for checking of medical details;				
•	Ensure staff going on the trip have submitted Cover Management Forms timeously to SRM (Absence Cover);				
•	Ensure that a list of all pupils participating in the trip is forwarded to the Office (with a copy in staff files or emailed to all staff) for updating on Seemis so that staff are aware that the absence of a pupil from their class is due to an excursion. Denoted as 'FLD' on register;				

• Check that a basic first aid kit is taken with the school party or that first aid supplies are available on hired coaches and at the excursion's destination.

с.	Two Days Prior to Departure / Seven Days for Residential Trips	Leader's Checklist		
A final	check must made by the Excursion Leader to ensure that:	CHECKIIST		
•	A final meeting takes place with DHT (Excursions) regarding full details of the activity. During this meeting you must collect an 'Advice & Action Card'			
•	Class teachers are aware of which pupils are taking part in the excursion/event by either placing info in files or emailing to all staff.			
•	Bus companies are aware of the booking and all details relating to it (ie pick up area)			
•	Venues being visited are open for business and aware of the day and time of your arrival			
•	Trips leaving from Dunblane High out of school hours, arrangements with the Janitor for access to the school building in case of emergency (ie late bus/inclement weather etc) are in place			
•	contact phone numbers of School/HT are current and available for possible emergencies			
<u>2.</u>	OVERNIGHT EXCURSIONS			
In addi	tion to the above the Excursion Leader should:			
• Set up a casual group on Seemis (see a member of the office staff) this should detail a complete list of the pupils going on the trip this can be accessed by Teith House.				
Any er	aquiries about the Contact Centre should be directed to			
Tel: 017	Duffin Centre Supervisor 86 470500 or 0845 277 7000 duffinl@stirling.gov.uk			
For general guidance on overnight excursions, please contact				
Education Teith H	Vinton on Development Officer on Services, Stirling Council ouse, Stirling 86 442524 vintonh@stirling.gov.uk			
Submit	a copy of this application with pupil list to DHT (Excursions).			
	Parents & pupils must complete the 'Eligibility Criteria & Conditions for Participation' oroforma for immediate return to excursion leader (in Excursion Folder/ Shared Drive)			
Groups	s comprising mixed sexes <u>MUST</u> have a least one male and one female member of staff.			

3. FOREIGN EXCURSIONS

In addition to the above:

- A Parents Meeting should be held to inform parents or 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 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.

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.

Leader's Checklist

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 dependent 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*).
- 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 <u>prior to the session</u> when residential excursions are <u>planned</u> 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

DF	TAILS OF ACTIVITY				
Aim of Activity					
Time and date of departure					
Venue					
Time and date of return at school					
Team Leader					
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	= 591 ((() = 1 pr =				
taking part in this activity?	Details (if YES)				
Any special dietary requirements?	Yes/No (delete as appropriate) Details:				
Details Details	of Participant's Doctor:				
Name of Doctor					
Address					
Doctor's Telephone Number					
•	Declaration:				
I, the undersigned	give permission for				
to na	rticipate in				
on / / <insert date(s)="" of="" trip=""></insert>	therpate in				
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