



Broomwood Hall School Limited & Northcote Lodge School Limited

BROOMWOOD

## OFF-SITE EDUCATIONAL VISITS & RESIDENTIAL TRIPS POLICY

Broomwood Prep – Boys, Girls & Pre-Prep

### Policy Summary

Broomwood are keen for their pupils to explore the rich cultural and educational opportunities that being in London engender. As a result, we will take our pupils on a variety of different excursions throughout their time here. From Year 3 to Year 8 at Broomwood this will include at least one residential trip per year. Parents are made aware of trips through the calendar and website and all children are expected to go on these trips.

A separate EYFS policy which covers school outings of children in Little Broomwood and Reception may be viewed on the school's website or at the Pre-Prep reception, on request.

### Document Control

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## Intended Audience

- Broomwood Teachers
- Parents

## Detailed Policy

Parents will be given information via the term dates and the website of any forthcoming excursions. They will be asked to sign a blanket permission slip which will include the permission to travel by public transport and authorise the school to give first aid or seek urgent medical treatment during any school trip or activity. Parents may opt to sign a visit-by-visit consent form or to withdraw their child from any outing at any time.

## Organisation

Generally, the organisation will be the responsibility of one staff member who will be expected to arrange everything including transport, accommodation, staffing, emergency arrangements and so on. A Trip Request Form via Evolve must be completed initially and given to the relevant member of the Senior Leadership Team before confirmation of the trip. Staff will then fill in a detailed excursion form with all the relevant completed risk assessment. This may need approval from finance.

Copies of all forms will also be kept by the school office. Staff on excursions will take a folder which will include a full class list, emergency numbers, school contact details and any relevant medical details such as allergies and chronic conditions such as asthma. Pupils with any special or medical needs will be prepared so they are aware of their possible needs and how to respond to them.

### Staffing

The school adheres to the DfE recommendations of a teacher to pupil ratio of at most 1:10 in the Pre-Prep school, 1:10–15 for Year 4 to 6 and 1:15–20 for Year 7 and 8; however, in practice the ratios are often much smaller with a greater number of teachers than that recommended.

### Transport

Travel may be by public transport, or the school will use its own minibuses or a reputable coach company to transport the children.

### Financial

Most trips are included as part of the overall school fee – only optional residential trips will have an additional cost for parents to pay.

### Insurance

All trips are covered by the school's travel insurance.

### Health & safety

Teachers may have been on an exploratory visit and will have completed risk assessments (occasionally they may obtain copies of the museum/educational establishments own risk assessment to supplement our own). Staff will have the necessary medication with them on the trip plus a first aid kit.

### Pocket Money

There will always be a clear limit on pocket money where required.

## Residential Trips

All children from Year 3 to Year 8 go away for at least one residential trip each year. Depending on the nature of the trip, we will endeavour to arrange trips during the Summer term to get the best weather conditions. All children are expected to go on these trips; exceptions will only be made in very unusual circumstances. The purpose of such trips is threefold:

- to enlarge and enrich the curriculum
- to provide opportunities for field-work as back-up to classroom work in (e.g.) science, geography
- to give the children experience of being away from home, as a preparation for boarding school (for which many of them are destined when they leave Broomwood)

### Trip Planning

A meeting will be held well in advance of the trip to discuss the detailed arrangements and to answer any questions. The staff member organising the trip will give full details, with particular emphasis on the benefits that he/she expects to be derived from the trip. An approximate or exact cost will be given plus any other details such as timing, staffing etc, so far as is known.

### Organisation

Generally, the organisation will be the responsibility of one staff member who will be expected to arrange everything including transport, accommodation, staffing, and

emergency arrangements. A Trip Request Form via Evolve must be completed initially and given to the relevant member of the Senior Leadership Team and finance before confirmation of the trip.

Final costings, if appropriate, will be notified to parents at least half a term in advance, with a letter giving the detailed arrangements – packing list, pocket money, contact numbers, etc. Staff collate parents' contact details and any alternate arrangements for collection of the children on return from the trip. Children will not be released by the member of staff in charge to any adult, other than the parent, unless written instructions have been received from the parent themselves.

### Staffing

No hard and fast rules apply to the number of staff accompanying children on trips, as the venue being visited may have staff of its own. However:

- if the accommodation is based in two separate sites there must be two members of staff in each
- Enhanced DBS checks will be undertaken on any volunteers assisting on trips involving overnight stays

### Transport

Transport will be arranged using the most economical means, consistent with safety. This may mean travelling by rail or with reputable coach companies, although for shorter trips/smaller numbers it may be convenient to use the school's own minibuses.

### Contact

The trip leader will have a list of all home addresses, telephone numbers and emergency contacts for all children. It will be made clear to parents that the school greatly prefers it if they do **not** attempt to contact the children while they are away, other than in a genuine emergency – children can find it extremely unsettling.

### Financial

Most trips are included as part of the overall school fee. Some residential trips are optional and will carry an additional cost. However, this will be made clear to parents in the initial letter. Final costs will be discussed and agreed with the Finance Office **before** parents are notified. In some circumstances an advance deposit may be required, and exceptionally full payment in advance may be necessary.

### Insurance

All trips are covered by the school's travel insurance. A copy of the policy will be made available to parents (this should be made clear in the letter sent out two weeks beforehand) so that they can arrange additional insurance should they wish.

### Health & Safety

Within practical limits, children will be supervised at all times whilst on residential trips. The trip leader shall satisfy him/ herself that any instructors at the venue are properly qualified. The trip leader shall obtain from the children's parents details of any medical needs. Pupils with any special or medical needs will be prepared so they are aware of their possible needs and how to respond to them.

### Pocket Money

Guidance on this will be given in a letter to parents. For Prep School pupils, there will always be a clear limit on pocket money. Pre-Prep children do not need any pocket money on residential trips.

#### Passports and other official documentation

Valid passports are required by all pupils going on foreign trips. The requirement for passports shall be brought to parents' attention. A child who does not have a passport will not be able to go on the trip, which will be charged for in any case. Passports shall be gathered up before the start by the trip organiser and kept by him/her for the duration of the trip. Some children may require visas or visa exemptions to go to certain countries. Children going to EU destinations should have the GHIC medical card (GHIC has replaced EHIC, which are still valid until their expiration date).