



**DAY WATERMAN
COLLEGE**

Trips Policy

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RATIONALE

Educational visits underpin work done in the classroom enabling students to see and experience at first-hand what they have been taught

Educational Visits may take the form of:

- Overseas excursions
- Community projects in a local area
- Subject based excursions both local and national

Classification and Frequency (optional)

- 1 International trip per year – 6 months' notice to Parents
- 1 Subject Based Trip per year
- 1 Community Based Project per year
- 1 National Excursion per Year Group per Year

While on any visit, teachers have a duty of care to make sure that students are safe and healthy and a common law duty to act as any reasonable prudent parent would.

The Calendar of overseas visits for each school session must be agreed by the end of the term preceding session and published to parents in the term calendar.

Local visits are agreed or declined upon application but must be proposed not later than four weeks prior to departure.

The Educational Visit Proposal Form must be filled in for both local and overseas visits.

THE EDUCATIONAL VISITS COMMITTEE (EVC)

To ensure fairness and transparency all trips will be subject to the approval and administration of the Educational Visits Committee.

The committee comprises

- Principal/ VP
- Curriculum Coordinator
- Head of Department (Subject embarking on trip)
- Member of pastoral representative (depending on class embarking on the trip)

The function of the committee is as follows

- To consider and approve all trips
- To ensure the completion of all appropriate documentation
- To ensure that as far as possible risk assessments are carried out
- To support and where necessary train trip leaders
- To organize emergency and contingency planning for each trip and to review this policy annually or in the light of any incidents that might inform future planning

POINTS TO CONSIDER WHEN APPLYING FOR APPROVAL FOR AN EDUCATIONAL VISIT

The visit must be educationally justifiable with a clearly defined educational purpose.

- No visit may go ahead without the agreement of the EVC and approval of the board of governors.
- No letter may be sent to parents until EVC agreement has been secured.
- All trips must be carefully budgeted and offer value for money.
- All money must be paid into and handled by the Accounts Department
- Travel firms used must be approved by the EVC.
- An insurance policy must be taken out before any money is disbursed.
- The school retains the right to exclude any student or staff member whose prior conduct may have made them unfit for participation in the eyes of the EVC.
- Visa requirements and procurement arrangements must be an essential part of planning.
- Pre- trip planning meetings are essential, and minutes must be taken.
- Each trip must have a designated party leader.
- The ideal ratio of students to staff is 1:10
- A full report must be submitted to the EVC on return.
- A member of staff with European or American passport must be one of those accompanying any overseas (Europe /American) trip.
- The trip proposal form must be completed in full prior to consideration by the EVC.
- A trained first Aider must accompany the party on any trip (outside Abeokuta)

PLANNING, COMMUNICATION, DEPARTURE AND RETURN

It is vital that all aspects of the proposed visit are well planned and communicated to all stake holders. It is also vital that all information concerning a particular student, particularly where health issues are concerned, is obtained in full from parents.

All the areas above must be covered and acted upon.

- Once the trip has been approved an introductory letter must be sent to parents. This must include: The educational purpose and destination of the visit, dates and timings, travel arrangements, itinerary, accommodation (if overnight is required), cost and payment arrangements, mention of any special hazards such as rock climbing or abseiling, documentation required (particularly visas). **All letters should have the approval of the principal before being sent.**
- The introductory letter should contain a reply slip **requesting signed consent** for participation, understanding of payment requirements and details of any ailments and regular medication taken.
- Information concerning payment should include instalment stages as well as any relevant account numbers or contacts in the Account department.
- One month to departure of any overseas trip at the latest a second letter should be sent confirming all arrangements, not least departure arrangements and arrangements for the students' return to school. This should also include a return slip requiring parents' email addresses and telephone numbers during the trip. It should also give a final itinerary and include a list of clothing and personal items necessary for students.
- Part of the above letter should include all available and relevant contact numbers for the party leaders, any tour company involved and hotels/dormitory where the group is to stay.
- Students should be verbally briefed by the party leader no later than 24hours prior to departure with a member of the SLT present to reinforce instructions regarding behaviour, co-operation with staff etc. The party leader must meet either principal or VP at this point to sign the final check list.
- Full details of the group list, parent contact numbers, itinerary and group contact numbers must be given to all of the following prior to departure. Principal/VP and member of accounts.
- Custom and health service requirements (yellow fever vaccine) to be adhered to one month to departure.
- **One specific member of the SLT should be nominated as a specific contact prior to departure and all contact details given. This is extremely important for visits taking place in school holiday time. He/she must be contactable throughout.**
- Where parents have requested that a student returns separately from the group or in any way deviates from the agreed itinerary, approval may be only be given after discussion with a member of SLT /EVC and written agreement (email) has been made.

- Departure from the school must be punctual and on the dot of the published time. In the case of a local trip no student may depart without submitting the parental consent form to the teacher responsible before boarding the bus. In the case of a day return trip the boarding house parent written consent is deemed enough although the parents verbal consent is required.
- All students must be required to return to school after any local visit. In the case of overseas visits, they may be met by parents at the airport (if visit is during the school holidays) and taken away by them but only with prior written agreement and with physical supervision of the hand over by the party leader.

STUDENTS BEHAVIOUR

All aspects of the school rules apply to all students while on an educational visit. However, students need not be in school uniform at any point on overseas trips if the nature of activity undertaken would be more comfortably achieved in smart casual wear. The following points should also be noted:

- There is zero tolerance of the taking of alcohol whatever the age of the student
- There is zero tolerance of smoking at any point during the trip
- There is zero tolerance of inappropriate tactile behaviour during a school visit either overseas or in Nigeria.
- All rules set out in hotels or places of interest visited must be respected at all times; similarly, those of airlines and airports
- Any Infringements of the above or any other school rules in force will be dealt with by the school management on return if necessary.

STAFF SUPERVISION OF STUDENTS

Staff members are deemed to be in loco parentis at all times. Participation in a school trip should never be seen as a “day off or a private holiday”. The care of other people’s children is an enormous responsibility and must be exercised as such. The following particulars must be adhered to:

- The party Leader and other accompanying staff must know where all students are to be at all times.
- Students must be counted whenever a change of venue is occurring (e.g on and off buses, from airport departure lounge to aircraft, from hotel, restaurant to individual rooms at the end of the day)
- The whole party must be divided for counting purposes into smaller, more manageable groups under responsibility of the same staff member throughout.
- Students must be made aware of any potential hazards in a given situation: if some elements of free time is allowed during a trip, clear boundaries must be set to include return times and regrouping locations. If students are allowed time away from staff, they must remain in groups of no less than three with clear ideas of where they can and can’t go and where and when they must return. A constant staff presence must remain throughout this time at a location known to all students in case of any problems.

AIRPORT PROCEDURES

On departure from Lagos, it is the responsibility of the Party leader and accompany staff to ensure that all check in arrangements and customs procedures run smoothly. Supervisory staff members are to note the following particulars in guiding students through airports.

- One member of staff must remain at the rear of the group at the check in desk and through security until all students have gone through to the departure lounge.
- Once in the departure lounge students must be told exactly where they may or may not go and where they can find a member of staff at all times.
- Students must be required to assemble again ready to proceed to the departure gate in good time.
- Roll calls must take place both prior to entry to the departure gate and also again once on the aircraft.
- The party leader should make himself /herself and other colleagues known to the cabin crew prior to departure and ensure that the latter knows not to serve alcohol to students.
- A roll call should take place at the luggage carousel and again after clearing customs before proceeding to the next stage in the itinerary.

HEALTH AND SAFETY

- The party leader should produce a declared ailments and medication list from information provided by parents. This must be circulated to all supervisory staff
- There should be sufficient staff to continue the programme if one staff member is required to accompany a student to hospital.
- A first aid kit should be provided for (matron/ medical unit for each) school trip and this should be returned afterwards.
- In a hotel or other residential accommodation staff should make sure students are aware of fire and other emergency procedures.
- Staff should have instant access to a mobile phone
- Students should be given a card on arrival at each destination with essential contact information such as the name and address of the hotel as well as the number of the party leader
- The party leader must carry enough money in the event of emergencies ; Money to charter a bus/coach in the event of a break down (local trip)
- The party leader must liaise with the SLT/ ICT coordinator on how the website/email is updated regularly during the trip.

RESIDENTIAL ACCOMMODATION

All accommodation should be vetted thoroughly either by the organizing tour company or preferably by a reconnaissance visit in Nigeria. ***Please note that it is a DWC policy that no party uses accommodation that is on a "homestay" basis as there can be no guarantee of the suitable vetting of supervising adults.***

The following should also be noted.

- The group's immediate accommodation should be exclusively for its own use
- Reception should be staffed 24hours per day. Where it is not external doors and windows must be secured.
- Internal doors must be lockable, but staff must arrange to have immediate access where necessary such as by use of a master key.

RISK ASSESSMENT

The EVC will only sanction an educational visit if there is **clear evidence that a suitable risk assessment** has taken place as evidenced in the application form. There must be an assessment prior to departure of the risks attached to each of the areas below. (see example on appendix 1)

- The nature of the activities undertaken and their suitability for the group
- The location of the visit
- Qualities of amenities
- Travel arrangements including insurance
- Experience and expertise of supervisory staff
- Staff /students ratio
- Any special needs on the part of students and staff suitability to meet these
- Seasonal /environmental conditions including weather

ACCIDENTS AND MEDICAL EMERGENCIES

In case of serious accident or emergency communication is of the essence. The first duty of care is to the student/students involved and their safety and treatment if necessary is paramount. Once all that is possible has been done for the victim then the following needs to be put in action

- Informing the school Principal/Vice principal
- If necessary, inform/involve the police (after taking advice from the Principal)
- Under no condition should any member of the trip inform the parents/guardian. This will be done by the SLT.
- Protecting students from media attention

The Role of Party Leader in case of Accidents and Emergencies

The party leader should coordinate what happens in the case of a severe emergency or fatality in the course of an educational visit. The points below would need to be adapted to the situation in hand, but cover the main areas of concern. The party leader should:

- Establish the nature and extent of the emergency
- Make sure all members of the party not directly involved in the incident are accounted for and safe.
- If there are injuries, establish their extent and administer appropriate first aid in so far as he/she has been trained and feels capable.
- Advise other party supervisors of the situation in hand. Allocate any necessary responsibilities that may be delegated to the most appropriate individuals.
- Ensure that an adult accompanies any casualty to hospital.
- Ensure that remaining students are properly supervised and return them to school/their accommodation as quickly as possible and that proper care is taken of them there.
- Contact the designated member /SLT informing them of the name of the casualty, the nature, date, location and time of the incident, details of injuries, action taken so far. The SLT will inform the board, talk to the parents of students involved and deal with media enquiries.
- Make notes as soon as possible of everything that has happened, and the action taken.
- Make no statement at all to the media other than one of “no comment” and referral to the school’s management team
- Make no mention to any party of anything regarding legal activity/action in connection with the principal.

APPENDIX 1: RISK ASSESSMENT FORM

Date: 01/02/12

Group Leader: Staff

Activity	Hazard	Level	Control measures
Travel to destination	Traffic accident	Low	Pupils to be accompanied by staff. Pupils to wear seat belts
Accident during workshop activities	Trips, Falls, slips obstruction and fire accidents	medium	Pupils to be advised of safety procedures during workshop, emergency exits and location of emergency equipment and to know whereabouts of teachers. Undergraduate ambassadors assisting in activity to be advised of safety procedures and whereabouts of the teachers and university of Cambridge Liaison Officer (CLO). First Aider and kit accompany party
Accidents during tour of Cambridge	Minor injuries, traffic accidents, getting lost	low	Pupils to be advised of safety procedures during tour and to be accompanied by teachers at all times. Students allocated group and led by undergraduate ambassadors. Students to remain in allocated groups at all times.
Lost students during tour of Cambridge		high	Pupils to be advised of procedures in case they lose group while on tour- rendezvous point to be agreed before hand with CLO/teacher/ undergraduate ambassadors. Undergraduate ambassadors to keep pupils in allocated groups and to inform CLO/teachers immediately in the case of any one going missing.
Contact	School needs to contact pupil/staff urgently	low	Group leader will leave mobile phone numbers with school enquires if contact arises. List of pupils on trip given to school office before leaving the school
Return Journey as above		Low	

Risk Assessment (Form)

In the spaces below, please conduct a risk assessment as far as you can under each heading. The aim here is to consider what might go wrong and what steps you can take to avoid difficulties .

From School: _____

Locations to be visited: _____

Activities to be undertaken: _____

Travel arrangements: _____

Staffing and Student needs: _____

Seasonal /Environmental issues: _____

Other: _____

APPENDIX 2: DWC EDUCATIONAL VISIT PROPOSAL FORM

This form should be completed by the proposed party leader and submitted to the Principal for consideration by the Educational Visits Committee. Those organizing visits within Nigeria must give a minimum of four weeks' notice and eight weeks for overseas trip.

Details of the Visit (Trip proposed form)

Proposed Party Leader: _____

Destination: _____

Educational Purpose of the Visit: _____

Classes to be involved: _____

Maximum Number of Participants: _____

Departure Date: _____

Return Date: _____

Proposed Accompanying Staff: _____

APPENDIX 3: TRANSPORT AND ACCOMMODATION DETAILS

Proposed Means of Transport: _____ (*Local Visits*)

Details of Insurance: _____

Proposed Travel Agency: _____

Proposed Airline (*if required*): _____

Proposed Accommodation Arrangements: _____

Passport and Visa requirements (*if required*): _____

Other Information _____

APPENDIX 4: EXEMPLAR OF CONSENT FORM)

Dear Parents,

SCHOOL TRIP – REQUEST FOR CONSENT

YEAR GROUP: YEAR 8 Students.

EVENT: Musical Concert: American International School Band.

DATE: Sunday, May 19, 2016

VENUE: Muson Centre, Lagos

TIME: 5.00pm

CHARGE: N50000.00 (*Each child is expected to pay for effective transport arrangement*).

We appeal to parents to please allow their children to attend this event, so as to evoke the interest of our children to build our own instrumental group in future.

Please detach the consent slip, sign and return it by 6th January 2016.

TEACHERS:

Mr. Wafula (CL Performing Arts) Signature: _____

Mr. Abayomi Oni (Head of Music) Signature: _____

Mrs Victoria (Matron) Signature: _____

CONSENT SLIP

I HEREBY GRANT MY CHILD, _____

IN YEAR _____ PERMISSION TO ATTEND THE CONCERT, AND ALSO PROMISE TO PAY THE N50000:00 CHARGE ATTACHED.

NAME OF PARENT/GUARDIAN: _____

PARENT'S SIGNATURE: _____

DATE: _____

APPENDIX 5: PROPOSED BUDGET

(Naira for local / Pounds Sterling / Euros / Dollars for Foreign Visits)

In the space of below , please set out your proposed itemized budget under the following headings : Accommodation , transport , entry fees, protocol, passports/ visa, insurance , activity cost, equipment cost camera, dvd, extra staff places (where applicable), contingency/emergency fund, other costs.

Total overall Cost: _____

Total Cost per Student: _____

APPENDIX 6: LOCAL EDUCATIONAL VISIT: CHECKLIST)

Evidence must be given by the party Leader to the Principal / VP that all the above have been completed no later than two weeks prior to departure.

Date of Completion: _____

Required Action	YES	NO
Proposal form filled in correctly to include risk assessment /approved by EVC		
Proposal form approved by EVC to include budget		
Necessary transport arrangements made		
Necessary protocol arrangements made, police escort, particularly health and safety		
Letter sent giving timings and all necessary details		
Consent form filled by parents		
List of declared ailments /medication produced		
First aid kit supplied by Medical depart		
Party Leader in possession of all required telephone numbers		
Party leader in possession of all necessary funds		
Insurance policy from a reputable company approved by QSA		
Arrangements made regarding students' medication		
All issued students with a clothing and equipment list		
Briefing meeting held with students.		
Approval of Board of Governors		

Signed: _____ Trip Leader

Signed: _____ Principal / VP

APPENDIX 7: OVERSEAS EDUCATIONAL VISIT: CHECKLIST)

Evidence must be given by the party Leader to the Principal/ VP that all the above have been completed no later than three weeks prior to departure.

Date of Completion: _____

Required Action	YES	NO
Proposal form completed and all sections approved by EVC including risk assessment.		
Introductory letter sent with all required details		
Parental reply slips received for all students giving consent.		
Necessary protocol arrangements (escort, immigration) made , particularly health and safety		
All payments made in full by all parents		
Final itinerary with accommodation addresses sent to parents		
List of declared ailments /medication produced		
First aid kit supplied by Medical depart		
Party Leader in possession of all required telephone numbers		
Party leader in possession of all necessary funds		
Insurance policy from a reputable company approved by DWC		
Arrangements made regarding students medication		
All students issued with a clothing and equipment list		
Briefing meeting held with students and accompanying staff		
SLT contact agreed upon		
All necessary visa arrangements made and approved by party leader /liaise with SLT		
Validity of passports/visas etc to be checked by party Leader.		
All necessary transport arrangement made		
All protocol arrangements made for airport (including police escort , immigration issues)		
Letter of Invitation by Inviting Party such as Ski Resort Company		
Insurance Documentation of Inviting Party		

Copy of Parents Passport and letters of consent		
A copy of the School Bank Statement (if required)		
Medical Certificates stating the students are fit and able for the Activities		
Evidence that the students are full time students at DWC (ID cards)		
Brief parents about 4/5 months prior to departure i.e. introductory presentation/letter		
Brief parents a week before departure		
Cancellation policy in place?		
Approval by the Board of Governors		
Any other information required		

Signed: _____ Trip Leader

Signed: _____ Principal / VP

APPENDIX 8: POST TRIP FORM: TO BE FILLED BY GROUP LEADER)

Name of Group Leader: _____

Departure Date: _____

Destination: _____

Summary of Activities and Events: _____

Arrival Date: _____

Certificates/Awards: _____

Any other information:

APPENDIX 9: STUDENT FEEDBACK FORM

(Make as Many Copies as Possible)

Name: _____

Class: _____

Date: _____

Departure Date: _____

Destination: _____

Summary of Activities:

Return Date: _____

Any other information:

APPENDIX 10: RULES GUIDING SCHOOL TRIPS

1. Parents should be notified at the beginning of the school year of trips to be made in the season.
2. They should be told the cost of the trip at least a term to the day (for trips outside Lagos)
3. Payments should be made at least one month to the departure day so that deposits for the hotel accommodation, food and other items can be paid for.
4. One week notice is sufficient for day trips.
5. For visits to states that have airports, such trips should be made by air. However, the school bus will go on ahead to the place, to help convey learners around. (if possible)
6. One or two parents who wish to join the party may do so, provided they pay. It will be on a first come, first served basis.
7. For residential trips, there should be at least one teacher to every ten learners.
8. Learners with health problems will only proceed on such trips when medical clearance has been given.
9. A qualified nurse/ matron will accompany learners on such trips.
10. Armed security guards (escort) will accompany the learners for out-of-state trips.
11. The cost of the trip will also include special meals, bottled water, etc.
12. Each learner is covered by a comprehensive insurance scheme.
13. For trips abroad, special arrangements will be made.

APPENDIX 11: GROUP LEADERS REPORT

To be handed to the Principal not later than 2weeks after the trip. If it is during the holidays, it should be handed in 1st week of resumption.

Signature and Declaration

To my knowledge the details in this form give an accurate picture of the proposed visit and I have completed the form in conjunction with the school's policy on educational visits

Name: _____

Sign: _____ Date: _____