



Trips Policy

This policy applies across the College at all age ranges including Early Years, Prep and Senior Schools. It should be read in conjunction with the Student Code of Conduct and Image Use Policy.

St. Columba's College is conducted in the educational tradition of the Brothers of the Sacred Heart. As such it nurtures a holistic environment which includes a commitment to academic excellence, religious values, friendly discipline, and personal attention.

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Section 1	Statement of Philosophy
Section 2	Duty of Care
Section 3	Management Principles
Section 4	Procedure
Section 5	Calendar Considerations
Section 6	Package Travel Regulations 2018 (PTR)
Section 7	Letter to Parents
Section 8	Student Application and Inclusion
Section 9	Consent
Section 10	Staffing
Section 11	Trip Preparation
Section 12	Transport
Section 13	Parents Information Evening (for residential and foreign trips)
Section 14	Staff and Senior Student Responsibilities
Section 15	Student Conduct
Section 16	Alcohol
Section 17	Trip Management
Appendix 1	Package Travel Regulations Info for travellers

Section 1 Statement of Philosophy

The College seeks to provide significant opportunities for students to experience life outside the classroom by a wide range of activities and trips. Trips are either term time day/evening trips or residential/foreign trips. All school trips must be educational and enhance the College's academic provision or widen its broader aims.

Section 2 Duty of Care

In order for teachers to carry out their obligations, some of the natural parents' rights and duties have been transferred to them. A teacher's duty of care is considered that of a reasonably careful parent, not over-anxious or over-cautious. The College/teacher is not automatically liable when a student in their care has suffered injury. However, the duty of care must also consider the behaviour of groups of students in various situations and towards one another which may lead to accidents.

The duty of care arises from the Law of Tort: responsibility for loss or damage may be transferred to the person responsible for allowing it to happen. Negligence is failure to exercise reasonable care in the circumstances to avoid damage to others and their property. It is not essential that the act was conscious or deliberate, so regardless of whether it would constitute a criminal offence. The College/teachers may be held liable for defective premises or equipment which are outside their control in certain circumstances.

There is a legal duty to compensate financially for any harm or loss resulting from a breach of the legal duty of care. Whilst in general a person can be held liable for his/her own wrongdoings, the principle of vicarious liability provides that the person for whom the act was committed should be liable. This principle enables the plaintiff to sue the person or the organisation most able to pay, i.e. the College.

Duty of care on school trips is not confined to school hours but extends to twenty-four hours a day, seven days a week. It does not matter that a teacher has undertaken the duty voluntarily. The standard of care is the same as that applying in school, i.e. in loco parentis, and all reasonable precautions must be taken to ensure the health and safety of students and staff during the trip.

Section 3 Management Principles

Taking students on visits of whatever length or abroad means they are out of their normal home and learning environment. This can be both rewarding and taxing for themselves and for the staff accompanying. The extent to which one outweighs the other depends on the quality of planning, preparation and briefing to all parties.

Appropriate preparation results from understanding some basic principles about students' reactions to unfamiliar circumstances and locations:

- a. Because things are unfamiliar, students need reassurance via regular briefings before and throughout the trip.
- b. Students in groups can develop a group dynamic and character which can affect an individual's behaviour.

- c. Away from normal patterns of control, students may develop new behaviours which distract from the trip's main focus (educational or otherwise).
- d. Long-distance travel allows them to associate "travel" exclusively with "holiday" and less restriction.
- e. Students who are unoccupied, have no sense of purpose, are unsure of the rules in operation, or have too much free time, are likely to create their own forms of distraction.

Sound and detailed planning can help avoid difficulties with safety and behaviour. Good management inspires confidence in students, staff and parents. Nonetheless many unforeseen situations are dealt with by common-sense and clear thinking. Dynamic risk assessment is recorded at the time of unforeseen situations or as soon as possible thereafter.

Section 4 Procedure

The trip leader will follow the College's 'Trips Finance Policy' as well as this 'Trips Policy' and refer to the national guidance issued by the Outdoor Education Advisors Panel.

All trips must be approved in principle by the Head of Prep, or the Senior School Deputy Head and Head of Student Formation, to ensure their suitability and prevent clashes. This includes trips where a staff member introduces a service provider to the school, who then manages the trip independently of the school (e.g. work study placements abroad). All trips must be planned with the Senior School Trips Administrator or the Prep School Secretary and logged and updated on the online Evolve system. Any charge to pupils must be agreed with the Finance Department and all letters to parents must be sent via the secretarial staff.

Trip leaders may use as appropriate:

- a. an ABTA travel agent or tour operator who specialises in the type of trip
- b. an outdoor pursuit company with Adventure Activities Licensing Authority certification

For field studies, museum, farm and industrial trips at sites not known to accompanying staff, a preliminary visit is made by the trip leader to assess potential hazards. All trips are risk assessed to minimise exposure to extremism and radicalisation.

Section 5 Calendar Considerations

Applications for inclusion in the Calendar are made via Evolve, must clearly state the trip's purpose and must take into consideration the following:

- a. Residential trips must be organised out of term time where possible.
- b. Trips involving public examination groups should be restricted to the first year of study, i.e. Form 4 and Lower 6.
- c. Trips during the first half of the Michaelmas Term must be avoided for all age groups to maintain continuity of teaching, particularly for public examination groups. Likewise, trips in the first half of the Trinity Term must be avoided for Form 5 and Upper 6.
- d. No more than one trip per department per year group may be organised.

- e. Revision courses by outside agencies are not permitted for any public examination group during term time.
- f. For trips with Sixth Formers, preliminary permission must be sought from Head of 6th Form about dates and staffing, to allow assessment of students' wider commitments and academic profiles.
- g. All main school calendar events such as inset days, parents' evenings, staff meetings, open sessions, etc. take priority over trips in all but exceptional circumstances to be approved by the Head.
- h. Games fixtures (see below) and major performances and their practices take priority over trips.
- i. Timetabled games periods must be avoided in arranging visits.

Games fixtures are essential to the life of the College, its curriculum and relationship with competitor schools, and have priority over trips. This extends to timetabled Games periods, travel to 'away' fixtures and time as needed to honour competitions entered. The Director of Sport will endeavour to minimise the impact of fixtures on curriculum time. Where a trip of educational value can only be scheduled to clash with a Games fixture, the organiser must propose the trip to the Deputy Head who will take account of the educational interest of individual students with the knowledge, and if necessary active involvement, of the Academic Deputy Head. No student should feel undue pressure as a result of the conflict.

Section 6 Package Travel Regulations 2018 (PTR)

The PTR impose various obligations on organisations that offer holiday packages, including a requirement to provide compensation and financial protection (such as ATOL protection). Failure to meet the requirements is a criminal offence liable to a fine.

PTR requirements cover:

- a. Provision of information and the contract with participants and their parents
- b. Changes to the contract before the start of the trip
- c. Liability for fulfilling the contractual agreement with participants and their parents
- d. Financial protection and repatriation if the organiser becomes insolvent.

School trips come under the PTR as "package holidays" if:

- parents are charged for the trip

AND

- the trip lasts more than 24 hours or includes overnight accommodation

AND

- the trip charge to pupils includes at least two of the following:

- transport (including College minibus, public train, flights or private coach hire)
- accommodation (including camping, but not sleeper train, overnight flight or homestays, such as on language exchanges, or)
- organised activities which form 25% or more of the package charge or are an essential feature of the trip (e.g. concert, sports event/rugby tickets, excursion, guided tour, ski pass and equipment rental, but excluding instruction).

AND

- the College offers several package trips (as defined above) per year and/or the trip is seen to be 'for profit', including if it is used for advertising, e.g. in alumni magazines.

If a trip is organised by an external provider, the external provider may be liable under the PTR. However, if the College adds one of the above components (typically transport) at 25% or more of the overall charge to pupils, the College becomes the package organiser and the PTR apply to the College. However, activity providers (e.g. Skern Lodge and Outward Bound) are exempt as their activities are integral to their accommodation. For such trips the College is the package organiser of travel and accommodation.

Guidance

1. For trips organised via an external provider, the Trips Administrator checks their cancellation terms and obtains written confirmation that the trip is covered by the PTR or other sufficient financial protection. Some tour operators argue that their package is not covered by the PTR if their contract is with a school rather than participants or parents; this is yet to be tested in court.
2. For all package trips, whether organised by the College or an external provider, the following information, where applicable, must be provided accurately in both the offer letter and the confirmation of a place letter, as a binding contract between the College and parents, and must be sufficient for parents to make an informed decision. Any changes must be given in a clear, comprehensible and prominent way.
 - a. The main features of the package: destination, itinerary with dates and number of nights.
 - b. Transport type, departure and return places and times (or approximate times if not known), intermediate stops and connections.
 - c. Accommodation address, main features and tourist category if applicable.
 - d. Meals included in the package.
 - e. Excursions and other services included in the package price.
 - f. The approximate size of group, minimum number of passengers for the trip to go ahead, and date by which trip will be cancelled if not reached.
 - g. The total price of the package, plus an indication of any further costs (e.g. vaccines).
 - h. Payment method, instalments and dates.
 - i. Name, address, phone number and email of the organiser (e.g. tour operator).
 - j. Cancellation charges and optional pupil's insurance to cover cancellation fees.
 - k. School insurance policy for accident, illness or death.
 - l. Passport and visa requirements, timescales for obtaining visas, and health formalities in the destination country.
 - m. Standard information form about key rights (PTR 2018 Schedule 3 in Appendix 1).

The confirmation of a place letter should include the above information plus:

- a. Any special requirements for a student agreed by the College/tour operator.

- b. The organiser is responsible for all travel in the package and obliged to help if a traveller is in difficulty.
 - c. The College is responsible for insolvency protection.
 - d. The College complaints policy.
 - e. The student's right to transfer his/her place to another student.
3. If there are changes to the contract, i.e. a place is transferred from one pupil to another, the price or activities change, or the trip is cancelled, the following apply:
- a. Transfer from one pupil to another requires 7+ days' notice and the cost of change should not exceed the actual cost incurred by the organiser who must provide evidence of these costs.
 - b. The package price may be changed if the possibility was reserved in the contract, is notified with justification 20+ days before the trip and is a consequence of a change in fuel price, tax/fee or exchange rate. If a contract allows for a price increase, it must also allow for a reduction. Increases over 8% of the original package price trigger pupils' right to cancel without a termination fee.
 - c. The organiser must inform the College/parents immediately and clearly of significant changes to the package and give the option to cancel without a termination fee within a reasonable period. If the College/pupils do not respond by the deadlines of two such notices, the contract terminates and all payments must be refunded within 14 days.
 - d. The organiser may cancel the contract without compensation if the minimum number of participants is not reached, or if unavoidable and extraordinary circumstances near or at the destination significantly affect the package.
4. Students who withdraw from a trip may be required to pay an appropriate and justifiable termination fee to the organiser, up to the full amount paid if costs incurred cannot be recovered. The organiser must provide justification for the termination fee, if requested. Any refund must be paid within 14 days of withdrawal.

Students may withdraw without a termination fee if unavoidable and extraordinary circumstances near or at the destination significantly affect the package and must receive a full refund within 14 days of termination. Such circumstances must be beyond the organiser's control and could not reasonably have been avoided.

5. The package organiser (the College or an external provider) is responsible for the performance of suppliers. For example, if the coach company or hotel lets us down, pupils can expect alternative arrangements, a price reduction or compensation from the organiser. It is important for the trip leader and Trips Administrator to maintain contact and good working relationships with our providers.
6. The College is insured to cover compensation claims, repatriation of a trip abroad and accommodation beforehand, refunds for trips cancelled by the College, and its insolvency. For packages with flights bought directly by the

College (e.g. EasyJet), the College must have an ATOL, or use a travel agent instead.

7. For all package trips that do not meet the criteria for PTR, parents must be told that the trip is not protected by the regulations.

Section 7 Letter to Parents

A draft of the initial letter to parents about the proposed trip, including a full itinerary, must be emailed to the Deputy Head for approval before circulation to parents, and in good time before the trip is due to take place. For a day trip, this should be no later than one week before the trip. For residential trips, parents are given as much notice as possible (typically at least six months) and are told what other trips are planned for the same time so they can choose between them. Regular trips are listed on the website for parents to be aware of upcoming trips.

Trips should be researched thoroughly to provide the following information for parents and students:

- a. the purpose of the visit and the activities included
- b. the year group(s) being invited
- c. destinations and itinerary
- d. method of travel, dates, times and venues of departure and arrival (e.g. Westminster Lodge)
- e. cost, method of payment and deadlines
- f. names of the leaders and other staff (with status/role)
- g. arrangements for eating
- h. telephone numbers of the venue and school contact number
- i. any special clothing or equipment required
- j. a statement about the standard of behaviour required
- k. warnings against particular hazards
- l. periods of remote supervision, not to be termed "free time" but to broaden experience
- m. indication of other money which may be required and need for student currency card
- n. procedure regarding permission for alternative travel arrangements from venue to home if not returning to school, which must be requested in writing
- o. arrangements for attendance at Mass etc. when dates require it
- p. request for any updates to medical information held by the school
- q. PTR status and insurance arrangements.

Sample letters are available from the Trips Administrator.

Subsequent letters to parents, which may contain details not possible to provide in the initial letter, must also be emailed for approval to the Deputy Head.

Payment of deposits and instalments must be via the College payment system or school bills. Where payment is made in instalments, parents must be told the payment deadlines in the initial letter and a reminder sent a week before each instalment is due. Parents must be advised regarding non-refundable deposits or other non-refundable costs, e.g. flights. Examples of wording are available from the Trips Administrator.

No payment is accepted by cash. Staff are not to hold private/separate accounts for money belonging to parents.

Host Families

Some trips involve accommodation with a host family, for example a foreign language visit or sports tour. Such arrangements could amount to “private fostering” under the Children Act 1989 or the Safeguarding Vulnerable Groups Act 2006, or both. If the College is responsible for making the arrangement, and has the power to terminate it, then it could be the regulated activity provider. If the arrangement is made by a third party, such as a language school or sports tour operator with power to terminate the arrangement, then the third party is the regulated activity provider. Whoever is the regulated activity provider commits an offence if it knowingly allows a person to carry out a regulated activity whilst barred.

If the College is the regulated activity provider, it must request a DBS Certificate with barred list check status for UK hosts. Since DBS cannot access criminal records held overseas, the College will work with partner schools abroad to ensure that similar assurances are undertaken prior to a visit. The relevant foreign embassy or High Commission can be contacted to find out about similar checks in that country.

Parents must be informed in the initial trip letter if the trip involves billeting, or staying with a host family, and what safeguarding arrangements are in place. Sample wording is available from the Trips Administrator.

Section 8 Student Application and Inclusion

Trips which are extensions to the school’s curriculum, including EECA days, are compulsory. Parents must notify the trip leader if they wish to withdraw their child, otherwise the cost will be added to the bill irrespective.

Trips which are not directly part of the curriculum or EECA provision are privileges which individual students can apply to join. Application does not mean an automatic right to take part. Demand for the trip may exceed the number of places available. The school does not operate a first come, first served basis. Instead, applications are invited to be submitted by a deadline. If the trip is fully subscribed, then failure to meet the deadline will lead to non-inclusion. If demand exceeds supply at the time of deadline, the trip leader selects by draw.

Certain year groups may be excluded from trips because of the type of trip or its timing, e.g. it is ill-advised for Forms 5 and U6 to go away the Easter before their public examinations. The decision regarding such limitations is to be agreed by the organiser and the Senior Leadership Team.

Only students on roll may be included on trips. Students who have left the College after GCSE or A-Level may not be included.

Individual students may be excluded from trips if they have:

- a. a profile of non-cooperation with staff
- b. given genuine cause for concern on previous trips
- c. specific health and safety needs which cannot be met

- d. an unsuitability for the activities on the trip
- e. parents with fee arrears

The trip leader or Trips Administrator circulates the list of applicants to Finance and the Deputy Head, who in turn may liaise with Heads of House regarding the suitability of the applicants. Any concerns are discussed between the Deputy Head, Head of House, Head of Student Formation, the trip leader and if appropriate the nurse or Finance in order that a decision can be reached collectively and with the agreement of all parties, including the trip leader. If a consensus is not reached after these discussions, the trip leader's preference is respected in a documented conclusion.

Where a student is to be rejected while the trip is still open to other applicants, the Head of House informs the parents with the reasons in a documented conversation. The Head of House must explain to the parents that the decision has been reached in consultation with the nurse/Bursar/trip leader and that the student's application to any future trip will take into account any significant improvement in the student's medical/financial/ behavioural profile.

Section 9 Consent

Consent for all year group day trips is agreed via the consent form signed by parents on admission, unless parents/guardians indicate separately that they do not wish their child to be involved. Optional trips must have consent agreed in writing, via the application process or the College payment system.

Section 10 Staffing

The appropriate ratio of staff/adults to students is determined at the consultation stage and depends on the age range and gender of students, their aptitude, the nature of the trip, the trip provider's rules, etc. Staff members' involvement in trips must be approved by the Head of Student Formation or Head of Prep. For term time trips, permission will take into account whether the school will run efficiently in the absence of those staff to attend and without unduly disrupting the education of other students.

There must always be two or more staff members on trips lasting more than one day and staffed exclusively by the College. Where an external agency provides staff (e.g. outdoor pursuits), one SCC staff member will suffice but must be continually available at the site.

The following staffing arrangements require the written permission of the Head:

- a. taking an individual student on a trip
- b. sole leadership of a trip

Newly qualified teachers may not lead a trip unless permitted by the Deputy Head or Head of Prep. Non-teaching staff and volunteer parents may be involved in a support capacity only, with permission from the Deputy Head or Head of Prep, as appropriate. They will not take responsibility for the whole group at any point but come under the supervision of a teacher leader. They must be involved in planning and briefing and be willing to accept responsibility for the safety and discipline of the students.

Parent volunteers will be carefully selected and known to the school and students and be DBS checked. They should not incur any financial outlay: the cost of their inclusion must be met through the trip funds. However, where the trip can be construed as a family trip organised through the agency of the College, then all trip expenditure for the parents must be met by the parents themselves.

Permission must be gained from the Head of Student Formation to use senior students as monitors to assist adults as supervisors on trips but responsibility cannot be discharged to them.

The following ratios are for guidance only and a higher ratio may be appropriate for a higher risk activity. There must be sufficient supervisors to cope with an emergency.

The Senior school in general operates a ratio of one member of staff to 15 students, and for trips abroad one staff member to 10 students.

For the Prep School, staffing ratios should be determined through the process of risk assessment.

The Early Years Foundation Stage (EYFS) Statutory Framework no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. There is a minimum of two adults on all trips involving Early Years, including one staff member with an up-to-date paediatric first aid certificate.

Section 11 Trip Preparation

The organiser must complete the information required on Evolve and submit it for final approval to the Head of Student Formation or Prep Pastoral Head. This includes:

- a. risk assessment with staff signatures confirming they have been briefed about it
- b. venue, travel arrangements, itinerary with departure and return times and venues
- c. names of students and staff with their contact numbers
- d. known medical issues as provided on Evolve with any updates advised by parents and the College Nurse.

Staff must also take copies of the above with them as well as the Emergency Procedures (available on Evolve).

For trips during school time, the organiser must inform the Cover Co-ordinator of staff involved, who must each provide cover work. Student lists must be circulated via email to all staff. For large groups, the Catering Manager must be informed to allow for an adjustment in the number of meals to be prepared.

Ensure that each staff member:

- a. knows the educational aims of the trip;
- b. is aware of any particular foreseeable problems regarding student movement, venue, dangers, health issues etc.

- c. knows his/her particular responsibilities where these are shared amongst the group
- d. has clear understanding of the expectation regarding the monitoring of student behaviour, particularly if free time is available.
- e. is allocated an appropriate number of students
- f. has a full list of students involved, with their contact information
- g. has a first aid kit available to them
- h. knows the procedure for responding to accidents or emergencies.

First aid kits provided by the College Nurse should be carried on all trips. Each student registered to use an Epipen should carry their own Epipen and staff must also take the school's duplicate. It is advised that the name and address of the nearest local doctor or hospital is known.

Insurance: It is vital to know and understand the procedures for accident or injury and how medical treatment should be obtained and paid for, particularly when working with a tour operator. Trip leaders must read insurance documents before the trip and understand how they operate. Particular procedures often apply and certain documentation is necessary in order not to jeopardise a claim later. For trips in Europe, parents of UK residents must supply a valid European Health Insurance Card.

Funds: The trip leader or designated deputy on the trip carries a currency card with sufficient funds for anticipated costs and some contingency. Further funds can be added to meet the costs of any unforeseen emergency. Out of hours Finance Office contact details are given to the trip leader before departure. Any funds remaining on the trip, once all income and expenses have been accounted, are refunded equally to all parents involved.

Trips abroad must conform to all legal requirements relating to passports, HM Customs and the like. It is advisable to carry the address and phone number of the closest British Embassy.

Rooming: Staff must allocate students in rooms to prevent disciplinary issues. Students should not be allowed to choose their own groups. Students may indicate who they would prefer to room with (or not) but with no guarantee that their request will be met. Boys and girls should be roomed in separate areas to enable privacy including, where possible, separate shower and toilet facilities. Trip leaders should consult Heads of House and tutors regarding the suitability of rooming combinations. Room allocation should not be made public before the trip and announced only when necessary in location, with no negotiation as this will be the master for fire drills and the like. However, there may be circumstances when staff judge a change to be appropriate.

Where possible, staff must make arrangements for students to attend Mass on Sundays and Holy Days of Obligation if these fall on the trip. If this is not possible, parents must be informed before the trip, in consultation with the Dean. Parents are entitled to give instructions on the religious observances of their children who should be given a reasonable opportunity to observe their religious practices and days of obligation. The itinerary should be provided in advance to allow for such instructions to be given and reasonable arrangements to be made.

Section 12 Transport

Coach transport with reputable companies is booked by the Trips Administrator or Prep School secretary. All school rules regarding coach travel pertain to trips but the following guidance is added:

- a. Allocate seats on coaches, allowing friends to sit together if advisable, keeping potential problems apart.
- b. Ensure that seat belts where fitted are used.
- c. Supervisory teachers must be able to monitor behaviour on the coach but their choice of seating will depend largely on the composition and age of the group
- d. Be sure to instruct students as to what should be done with belongings at your destination: some coaches may have other business to complete.
- e. Ensure that coaches are left free from rubbish.

School vehicles must be booked via the Events Manager and driven by staff included on the College's minibus driver list, administered by the Bursar. The cost of the petrol incurred must be covered in the charge to students for the trip, unless the students are representing the school, e.g. in a competition. All laws of the land relating to driving a school vehicle pertain and all passengers must wear seat-belts.

Please ensure there is enough fuel in the tank at the end of the journey for the next driver. Leave the vehicle in neutral, lock all doors and windows, and clear all rubbish and belongings. Return the keys to the keysafe or dropbox to avoid problems for the next driver. The Maintenance team will check the vehicles weekly and report any damage or litter to the Bursar and/or Deputy Head.

Written permission must be obtained from parents for students to drive themselves on trips, or for their child to be transported by another student.

Section 13 Parents Information Evening (for residential and foreign trips)

A Parent Information Evening must be calendared before departure via the EVI form for all trips abroad. It allows for raising questions and clearing up any uncertainties. All accompanying staff should attend the student/parent briefings. The evening should inform parents about:

- a. The purpose of the visit and the range of activities, whether academic or of wider educational value. The expectation of students' response to the nature of the trip must be clearly defined.
- b. Names of the leaders and other staff, with their status and roles.
- c. Dates and times of departures and arrivals, with flight numbers and baggage allowance, if applicable.
- d. Itinerary and places to be visited, with any useful accompanying notes.
- e. Provision for Mass if dates require it.
- f. If periods of remote supervision apply.
- g. Accommodation addresses and telephone numbers.
- h. Rooming and bathroom arrangements.
- i. Method of travel and the names, addresses and contact numbers of the companies.
- j. The school and emergency contact numbers; emergency procedures.
- k. Any special clothing or equipment required, with guidance on hiring or buying.

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- l. The high standard of behaviour required, notably on courtesy, punctuality, curfew times, bedtimes, making beds, clearing tables, drinking, vaping, smoking etc.
- m. Required documentation, e.g. passports, GHICs, visas.
- n. Reminder to inform the trip leader in writing of any updates to the medical/consent forms and to hand in forms with medication at departure.
- o. Currency information, suggested amount for spending money and the use of currency cards.
- p. Details of insurance cover: medical, luggage, equipment, exclusions (see below).
- q. Warnings against particular hazards e.g. constraints on drinking water, or eating particular foods, cultural attitudes relating to gender and identity.
- r. Fire drill details

Ensure that parents further understand that:

- a. Their child is representing the school, themselves and (possibly) their country.
- b. The standards of behaviour are those considered appropriate for the UK, not those of foreign jurisdiction e.g. cannabis in Spain, sexual relationships in Holland, unless they overrule in the tightness of control, e.g. drinking in many states of America is not allowed until 21 years of age.
- c. If a student's behaviour warrants it, he or she may be sent home, although negotiations with parents would take place before this decision is taken and is likely to be followed by school sanctions.
- d. Sports activity holidays, field trips and outdoor activities have specific rules on safety.
- e. Whilst it is not necessary to know current customs regulations, students are personally liable for items they purchase, to which they may not be entitled or on which VAT is due.
- f. Staff cannot be expected to transport goods for students and must not be asked to do so.
- g. The following are not covered by the College insurance policy:
 - Items valued at more than £1500. A deduction will be made for wear, tear and loss of value depending on the age of the item.
 - Loss due to chipping, scratching or breakage of glass, china or other fragile articles, unless due to fire, theft or accident to the vehicle in which they were being transported.
 - Loss or damage due to:
 - o moth, vermin, wear and tear, atmospheric or climatic conditions, gradual deterioration
 - o mechanical or electrical failure or breakdown
 - o any process of cleaning, dying, restoring, repairing or alteration
 - o loss or damage caused by delay, detention or confiscation by order of any Government or Public Authority.
 - Loss of cash in excess of £1000, or £2500 if held by the trip leader.
 - Loss or theft of a credit/charge/cash card if a pupil has not complied with all the T&Cs under which the card was issued.
 - Shortage of money due to confiscation or detention by Customs or other Officials, error, omission and depreciation in value.

Section 14 Staff and Senior Student Responsibilities

Staff must be aware that they are role models and their behaviour must be beyond reproach at all times. Staff may enjoy the more relaxed atmosphere on trips but not drop personal or professional standards. Staff must be aware that their duty of care exists for 24 hours a day, seven days a week. They must be willing to assume responsibility for any aspect of the trip which may become necessary and be regarded as co-leaders irrespective of their assigned role at the outset of the trip. Where trips involve passing responsibility to other specialist staff, for instance for ski instruction, pertinent information, usually medical, about members of the group must also be passed on and College staff must be contactable during periods when there is no direct contact with the students. Staff have a duty to intervene in the actions of a specialist if they regard this as placing the group or individuals at risk.

The trip leader is always considered to be “on duty” but may deploy supervisory staff with specific roles. These should be allocated well before the trip so staff have time to make any preparations they feel necessary. Staff should be briefed about their responsibilities, collective or otherwise.

- a. There should always be a named Deputy Leader of the trip who is capable of leading the trip at short notice.
- b. Each staff member should have a group of students who report directly to him/her when necessary, e.g. to register attendance, before a journey, for briefings, to check clothing and equipment, to guide the group attending places of interest. Students can identify with one person and are more likely to share problems that arise. Student groups can be made up of similar or mixed age groups, as long as problems of personality clashes or cliques are avoided.
- c. A duty rota places one or more staff members “on call” for all enquiries by students or any problems which may occur. This allows staff time to relax. Such a rota operates for 24 hours [night time calls are usually rare but urgent] and besides responding to accidents and injuries, may include waking students in the morning and checking room cleanliness.
- d. Travel documents: to organise the safe-keeping and distribution of tickets, passports, travel documents, seating on coaches, aircraft etc.
- e. Damage reports: to check rooms on arrival to ensure the quality of the accommodation and note any deficiencies, as those not noticed can be charged to the group after departure.
- f. Student bank: to keep money in envelopes labelled with the student’s name and opening amount. Payments are detailed and dated on the envelope. Limit the amount of money students can withdraw at a time as they are likely to spend early in the week.
- g. Lost property.
- h. Minor medical problems: on trips abroad this must be a qualified first aider and must otherwise be restricted to treatment of minor burns, bruises, cuts etc. Staff should not administer any tablets to students unless the medication has been sanctioned in writing by parents.
- i. Extra/evening activities: to organise/co-ordinate activities to occupy the students in healthy competition, provide entertainment or the chance for the group to socialise. Things like puzzle sheets, conundrums, general knowledge tests, quiz for the day, all with some suitable prize, are fun, although students will often not admit it. Separate prizes may be awarded each day, say at a meal,

which are both comic and serious. Certificates and printed puzzles can be prepared whilst small awards relating to the trip can often be obtained at the location. However, awards which are ill-judged or in bad taste will undermine the tone of the trip and it will be difficult to recover.

Senior students can be given responsibility for certain tasks which often helps them feel included and assists in their relationship with the teachers. Such responsibilities can be:

- a. getting their group to meetings on time, locating and chasing stragglers
- b. compiling draft room lists
- c. co-ordinating room inspections with clear guidelines
- d. writing entries for the College magazine
- e. completing activity diaries and awarding prizes for best effort at the end of the trip
- f. making contact with hosts and providing the official vote of thanks
- g. answering questions on details already provided at full group briefings
- h. negotiating with staff on the group's behalf
- i. arranging to buy staff gifts!

Section 15 Student Conduct

All students are subject to the College Student Code of Conduct which can be found on the website under 'Key Policies.' For all residential and foreign trips, students and parents are requested to sign and abide by a Code of Conduct document indicating in clear detail expectations of student behaviour. The standards of behaviour which should apply are those considered appropriate in the UK, not those of foreign jurisdiction although the law of the land in foreign countries must be adhered to. Age range of students involved on trips is a significant factor: senior students are expected to be able to heed warnings and act on them.

Parents must make themselves aware in advance of school policy on smoking, alcohol, drugs, curfew and bed-times, to be found on the website in the Code of Conduct (Senior). Where cultural expectations differ from the Code of Conduct, e.g. in Spain wine is an accepted part of a meal, special permission must be gained from parents to allow students to participate and full clarification of what is acceptable as a result must then be stated by the trip leader.

If students are to be sent home from an extended school trip, this is not done before contacting parents and making arrangements to provide safe passage. Parents will incur the costs of any form of repatriation.

Crucial to the success of any trip is the conduct and discipline of the students. Classroom control cannot be totally replicated on a trip. As students have paid for the trip, they often feel they have the right to dictate their own activities which obviously conflicts with the principles of an educational outing. Students must be fully briefed about:

- a. The educational aims of the trip as an extension of the classroom, so work takes precedence. Some outcomes of the trip may be appropriate, e.g. a report, work sheets, essay or other activity.
- b. The expectations regarding behaviour, time-keeping, meeting places, following instructions of teachers, courtesy towards the public and staff of the

A **Brothers of the Sacred Heart Foundation** serving youth through Catholic Education in St Albans.

organisation to be visited. They are part of a group and not to exercise personal agendas.

- c. When on a trip abroad, the standards of behaviour are those considered appropriate for the UK, not those of foreign jurisdiction (unless they are stricter).
- d. Students must make up any work missed through involvement in a trip and seek permission to reschedule any detention which may conflict with a trip.

Section 16 Alcohol

Sixth formers may consume alcohol in moderation on school trips in accordance with the Code of Conduct which requires written consent in advance by those students' parents. The following information must be given in the letter:

- a. a reference to the school policy on alcohol
- b. the circumstances under which alcohol will be provided
- c. the nature of the staff supervision
- d. the terms of approval
- e. the date and person to whom the slip must be returned.

Alcohol must only be consumed in moderation and in the presence of staff. Drinking games are expressly forbidden. Any student becoming intoxicated is to be reported to the Deputy Head. Staff are permitted to drink alcohol at sanctioned school events with Sixth Formers.

On trips abroad, the law of the land (e.g. in the USA twenty-one is the legal age at which alcohol can be consumed) overrides the above arrangement. Local customs in other countries regarding alcohol consumption may also be adopted with the permission of parents.

The trip leader coordinates responsibilities and ensures that one staff member is nominated to be the Duty Staff Member for the evening on each day of the trip. The Duty Staff Member must remain alcohol free for the duration of that day and evening.

All other staff members must be fully mindful at all times of their duty of care towards the students when consuming alcohol on any fixture or trip. They must be aware of the possibility that they could be called upon at any time to be solely responsible for the welfare of students and be responsible for the decisions made and actions taken in exercising that duty. This is likely to be the case especially if multiple issues arise and the Duty Staff Member is otherwise occupied. All staff must consider themselves to be "on-call" and alcohol consumption must allow them to exercise their responsibilities effectively when required.

Individual staff members are not to purchase alcohol for students.

No member of staff driving a vehicle transporting students is to consume any alcohol.

Section 17 Trip Management

Staff carry a list of all students and adults on the trip at all times. The DfE suggests, that particularly with students in Years R to 3, students should be easily identifiable, especially in densely populated areas i.e. T-shirts, uniform etc. Students NEVER wear name badges as this makes them vulnerable to strangers pretending to know

them. Badges displaying the school name and its emergency contact number may be provided as an alternative.

Whatever the nature or length of a trip, head counts are advised and carried out regularly, particularly before leaving any venue.

Unstructured time and periods of remote supervision (e.g. for lunch) must be kept to a minimum, preferably contained within a small, easily monitored area. The following must apply:

- a. a strict and relatively short time scale enforced
- b. a rendezvous point must be established
- c. no student is to go off alone, but group sizes should not be unwieldy or likely to draw attention
- d. instructions about how and where to contact staff in the case of emergency.
- e. out of bounds areas are to be clearly drawn, such as entering rooms or areas allocated to the opposite sex.
- f. a reiteration that all school rules apply, targeting those rules which may warrant particular emphasis
- g. regularly check attendance: this must be through the personal appearance of students reporting to a group-leader or the trip leader.

The staff Duty Rota should start with a trusted staff member who will set high standards and carry out their responsibilities in a highly professional manner. Monitor the activities of the duty person discreetly and only intervene when you feel it absolutely necessary so you do not undermine others' control if possible. Refer all questions to the duty person and debrief them when they come off duty, as it is your responsibility to have an overview of what is happening. Provide the next person on duty with a full briefing.

Students who have to be hospitalised are accompanied and attended to until the parents arrive. Full attendance is not required when hospitalisation abroad occurs, just regular visits. The Family Law Reform Act of 1969 permits minors over the age of 16 to consent to medical treatment even if the parent objects.

Staff carry mobile phones when taking children on trips. Staff may use their personal devices to take photographs of children in "Golden moment" opportunities but should delete imagery from personal devices at the earliest opportunity. Please refer to the Image Use Policy for further details.

Groups entering religious buildings, shrines etc. are required to observe rules regarding conduct, apparel, customs relating to gender, etc. Those not willing to do so should not enter and be supervised outside.

Dynamic Risk Assessment must be recorded on Evolve as soon as possible when making changes to the details of the trip when it is underway.

When a serious accident or criminal action occurs, the trip leader or designated deputy must make every attempt to notify the appropriate public service (police, ambulance, or fire) **immediately**. He/she must then notify **as soon as possible** the school and the parents of the children involved. The parents may be notified by the school, if agreed at the time of notifying the school.

Whilst the College does not accept responsibility for the loss or damage of students' belongings or money, wherever possible staff should co-operate so that a claim may be made to an insurance company. Theft and loss should be reported to the police in location at the first opportunity and ideally within 24 hours. Relevant documents should then be kept where possible. In the case of baggage lost in transit, this must be notified to the appropriate agency who will commission a full search before any claim can be processed (please consult insurance documents).

It is the responsibility of staff to notify students of the fire procedure in the accommodation (normally communicated on a notice in the room). Staff must insist that a fire drill take place.

Delayed return or other circumstances which need to be communicated to all parents are conveyed via twitter, the students' own mobile phones when directed by staff or the College secretaries (if during school hours).

Appendix 1 Package Travel Regulations Info for travellers

SCHEDULE 3

Information to be provided to the traveller before the package travel contract is concluded, where the use of hyperlinks is not possible

PART 1 General

The combination of travel services offered to you is a package within the meaning of the Package Travel and Linked Travel Arrangements Regulations 2018.

Therefore you will benefit from all EU rights applying to the packages. Company XY/ companies XY will be fully responsible for the proper performance of the package as a whole.

Additionally, as required by law, company XY/ companies XY has/have protection in place to refund your payments and, where transport is included in the package, to ensure your repatriation in the event that it becomes/they become insolvent.

PART 2 Key rights under the Package Travel and Linked Travel Arrangements Regulations 2018

- Travellers will receive all essential information about the package before concluding the package travel contract.
- There is always at least one trader who is liable for the proper performance of all the travel services included in the contract.
- Travellers are given an emergency telephone number or details of a contact point where they can get in touch with the organiser or the travel agent.
- Travellers may transfer the package to another person, on reasonable notice and possibly subject to additional costs.
- The price of the package may only be increased if specific costs rise (for instance fuel prices), and if expressly provided for in the contract, and in any event not later than 20 days before the start of the package. If the price increase exceeds 8% of the price of the package, the traveller may terminate the contract. If the organiser reserves the right to a price increase, the traveller has a right to a price reduction if there is a decrease in the relevant costs.
- Travellers may terminate the contract without paying any termination fee and get a full refund of any payments if any of the essential elements of the package, other than the price, has changed significantly. If before the start of the package the trader responsible for the package cancels the package, travellers are entitled to a refund and compensation where appropriate.
- Travellers may terminate the contract without paying any termination fee before the start of the package in the event of exceptional circumstances, for instance if there are serious security problems at the destination which are likely to affect the package.
- Additionally, travellers may at any time before the start of the package terminate the contract in return for an appropriate and justifiable termination fee.
- If, after the start of the package, significant elements of the package cannot be provided as agreed, suitable alternative arrangements will have to be offered to the traveller at no extra cost. Travellers may terminate the contract without paying any termination fee, where services are not performed in accordance with the contract and this substantially affects the performance of the package and the organiser fails to remedy the problem.
- Travellers are also entitled to a price reduction or compensation for damages or both where the travel services are not performed or are improperly performed.

- The organiser has to provide assistance if the traveller is in difficulty.
- If the organiser or the retailer becomes insolvent, payments will be refunded. If the organiser or, where applicable, the retailer becomes insolvent after the start of the package and if transport is included in the package, repatriation of the travellers is secured. XY has taken out insolvency protection with YZ (the entity in charge of the insolvency protection, e.g. a guarantee fund or an insurance company). Travellers may contact this entity or, where applicable, the competent authority (contact details, including name, geographical address, email and telephone number) if services are denied because of XY's insolvency.

PART 3 The Package Travel and Linked Travel Arrangements Regulations 2018

[The organiser or the retailer must provide the address of the website where a copy of the Package Travel and Linked Travel Arrangements may be found.]