



MARLBOROUGH COLLEGE

OFFSITE ACTIVITIES POLICY

Author:	Deputy Head (Co-Curriculum)
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INTRODUCTION

To ensure the safety and welfare of pupils taking part in educational visits, trips, exchanges and other outings, the staff who organise, lead or accompany trips are required to follow the guidelines in this Policy.

This Policy details the action required when planning and leading a school trip and the documentation which must be prepared. It also includes procedures for the approval of the different types of outing. Permission from the Deputy Head (Co-Curriculum) must be obtained for all visits beyond the bounds of the school.

For overnight visits, wholly or partially, in the school holidays or Exeat weekends parental permission must also be obtained via a Parental Approval Form. For overnight trips during term, parental permission must be obtained but this can be in the form of an email.

The policy will be amended to incorporate new legislation on an on-going basis.

SCOPE

This policy applies to all activities and trips which take place outside College bounds (beyond the Town Hall in one direction and beyond Preshute in the other defines the bounds of the College). Trips are categorised as follows:

A	Day trip	Any trip or activity outside college bounds which does not include an overnight stay.
O	Overnight trip	Any trip which includes one or more overnight stay.
S	Sports fixtures	Any away sporting fixture, compiled each season for each sport.

Details of class A trips appear in the Almanac and all class A and O trips must be logged and populated on ISAMS (Marlborough>Utilities> All CR >Trips). This ensures that pupils appear on the daily absence list.

TRIP LEADER

The Trip Leader has overall responsibility for the success of a trip. They are responsible for the planning and risk assessment process prior to the trip departure and also have overall control and responsibility for the trip when offsite.

A Beak can only normally become a Trip Leader for overnight trips when they have accompanied a trip of a similar nature at Marlborough College or has significant experience from a previous school as judged by the DHCC.

1.0 DAY TRIPS/ACTIVITIES (CLASS A)

1.1 Duty of Care

The Duty of Care required of a Beak is to provide a safe, happy and enriching environment within which individual pupils on the trip can thrive. The Trip Leader should carry a fully functional mobile phone and have sufficient funds with them. School mobile phones can be booked through Reception and IT can set these up for individual Beaks on request. The phone charges will be published on Firefly by the DHCC each year.

1.2 Deputy Head (Co-Curriculum) Approval

Permission should be sought from the DHCC for all day trips, including house outings. Each trip must have a designated Trip Leader who provides the itinerary and the Risk Assessments for the DHCC.

1.3 Form A – On Firefly: <http://firefly.marlboroughcollege.org/trips>

The DHCC's Office will produce Form A Risk Assessment template (Appendix 1) for the trip. The Trip Leader must complete and sign the Form A Risk Assessment and return to the DHCC for counter signature, a copy will be returned to the Trip Leader. This copy should be taken on the trip and be available for reference at all times.

1.4 iSAMS

All trips should be entered and populated on iSAMS at least 24 hours before departure.

1.5 Activity Risk Assessments

The Head of Outdoor Activities keeps a list of College Approved Providers and keeps a copy of their Risk Assessments. Applications for a new provider should be made to him.

1.6 Staffing

All trips over 15 pupils should have more than one member of staff. The ratio should be two for 15 to 30 and a further one for each extra 15. Any query about staffing should be addressed to the DHCC.

1.7 Meals

The Trip Leader must ensure the pupils receive 3 meals a day including at least one hot meal. Packed lunches booked through catering are the responsibility of the Trip Leader.

1.8 Financial Considerations

The Trip Leader must adhere to the Trip Expenses Policy available from the Director of Finance (Appendix 15).

Parents should be informed of any trip costing more than £50.

1.9 Registration

If a pupil does not appear for any trip leaving the College, the Trip Leader should contact the HM, prior to departure, by phone or email and cc the DHCC. Those travelling must tally exactly with the iSAMS list or the DHCC needs to be told. A photograph of the list is acceptable.

1.10 Minibuses and Vitos

In accordance with the College policy - Driving a College or Private Vehicle on College Business, minibuses must only be driven by approved drivers that hold the correct licence category, have passed the required Midas assessment, (minibus or Macdas (Vito)) are over 21 years of age and have held a valid driving licence for the UK for at least two years. The procedures contained within the policy for the use of minibuses must be followed.

1.11 Pupil Conduct

School rules, which all pupils have in their Almanac, apply on all School trips.

1.12 First Aid

A First Aid Kit should be taken on all day trips; the House First Aid "Grab Bag" should be taken on House based trips. The trained and nominated First Aider should be detailed on the Risk Assessment.

1.13 Remote Supervision e.g. Geography Field Work.

Pupils must:

- Have a contact phone number for the Trip Leader.
- Be given a clear time and place for meeting.

- Not work alone but in pairs or small groups. Particular care should be given to ensure that solitary pupils are part of a group.

The Trip Leader should have the contact details (mobile number) of each pupil or group of pupils and the Trip Leader should carry a fully functional mobile phone. Please note that unplanned remote supervision or “free time” should not become part of the trip.

1.14 Base Contact (usually the DHCC) (in term time and a member of the MT in the holidays)

The Trip Leader must ensure they have the Base Contact mobile and landline numbers. The Trip Leader should let the Base Contact know if those travelling differs from ISAMS list.

1.15 Emergency Procedures

As per College procedure as documented in the Emergency Instructions (Appendix 10), the DHCC should be contacted in the first instance, the Second Master and Security are the next two points of contact.

1.16 On Return

In the case of return after 10 pm the Trip Leader should text the DHCC to advise of the estimated arrival time. The DHCC will then update the HMs.

Any accidents, incidents or near misses must be reported on the Accident Report Form (Appendix 12) which can be completed on line and emailed to the Health & Safety Manager. Any near misses must be reported to the DHCC.

2.0 OVERNIGHT TRIPS TAKING PLACE WHOLLY OR PARTLY IN THE SCHOOL HOLIDAYS/EXEAT WEEKENDS/HALF-TERM (CLASS O) All forms can be found on Firefly: <http://firefly.marlboroughcollege.org/trips>

2.1 Duty of Care

The Duty of Care required of a Beak is to provide a safe, happy and enriching environment within which individual pupils on the trip can thrive. The Trip Leader should carry a fully functional mobile phone (for trips abroad this should be a School Trip Mobile Phone). They should have sufficient funds with them, ideally in the form of a credit card and some local currency if abroad. The phone charges will be published on Firefly by the DHCC each year.

Deputy Head (Co-Curriculum) Approval

A Trip Pre-Approval Form (Appendix 4) should be completed prior to a meeting with the DHCC. At this point it is essential that staffing for the trip is confirmed. At the meeting DHCC will discuss the details of the form with the Beak and thereafter decide whether to approve the trip or not.

Once the trip has the DHCC's approval, the Beak must seek budgetary approval (Appendix 6) from the Director of Finance. They should meet with the Accounts Assistant to discuss the finances of the trip.

2.2 Paperwork

The following forms and documents required for the trip must be completed:

- Trip Pre-Approval Form (Appendix 4).
- Budgetary Approval Form (Appendix 6).
- Draft of the Briefing Letter to Parents. This will be branded and sent electronically to parents by the DHCC's Office.
- Parental Approval Form (Appendix 7).
- Travel Form for Outbound & Onward Travel (Appendix 8).
- Staff Medical Declaration Form (Appendix 9) for insurance purposes.
- List of Pupils going on the trip – this must be completed on ISAMS found under Marlborough> Utilities> All CR>Trips>Populate Trip. This should be compiled as soon as possible as this is how the HMs, Beaks & Medical Centre (Sani) are alerted to which pupils are going on the trip.
- Form O Risk Assessment (Appendix 2) for overnight trips (to be discussed with the Health & Safety Manager where appropriate).
- Ensure that appropriate visa advice has been given to the Tier 4 (non-EU) pupils.
- The Whereabouts Form of any Tier 4 pupils is completed by the Trip Leader and given to the P.A. of the Director of Corporate Resources.

Ensure the pre-trip deadlines, as detailed in Appendix 4, are met.

The Trip Leader should inform College Medical Centre of any late changes to those going on the trip.

All Appendices are available on Firefly. <http://firefly.marlboroughcollege.org/trips>

2.3 Parental Consent

Parental consent is required for all class O trips. The Parental Approval Form (Appendix 7) will be sent to parents with the briefing letter from the DHCC's Office.

The consent includes:

- Parental permission for the pupil to take part in the trip.
- Details of any medical/ dietary matters that the school needs to know for duty of care together with their terms of use (the Medical Centre will also provide details of all conditions of which it is aware).
- Passport details (if required) including a photocopy of the passport.
- Contact details of parents or guardians during the trip and the contact details of the pupil's doctor (School Medical Officer).
- Parental agreement for emergency medical care if recommended by a qualified medical practitioner.

In addition to extra permission from parents to allow pupils to take part in certain activities (e.g. climbing with ropes, diving) the College's travel insurers may also require an additional premium to be paid to ensure that appropriate cover is in place and, if applicable, this should be included in the costing for the trip. If there is any doubt about the hazardous nature of activities a copy of the proposed itinerary should be sent to the Director of Corporate Resource's PA for scrutiny by the insurers.

No pupil may go on the trip without a signed Parental Approval Form (Appendix 7), consent may be granted only by a parent or by a guardian. Additional parental consent in the form of a Travel Form for Outbound & Onward Travel (Appendix 8) is required. The Trip Leader must ensure that the pupils adhere to the arrangements given on the form. Every effort should be made by the Trip Leader to ensure that pupils do not personalise trips by arriving late or leaving early.

2.4 Planning

The following key actions should be taken by the Trip Leader as appropriate:

- All trips must have designated start and finish dates and locations i.e. the airport. Only in exceptional circumstances should a pupil be able to join a trip late or leave a trip early and only with the approval of the DHCC. Parental collection or drop off is usually required. Requests of this nature are frequent and must be resisted.
- No trip should leave before the term has finished; the pupils and staff should attend all lessons and parents meetings.
- No trip should leave the Parade ground before 6.15 am or return after 10.30 pm.
- For UK based OA activities providers should be selected from the list of approved providers available from the OA Department.
- Check the qualifications of any staff and /or experience levels of any staff assisting with activities. The Trip Leader should check these requirements with the Head of OA.
- Ensure that the centre holds a licence for the activities that it offers, for example: caving, climbing, and trekking above 600m and water sports. Water sports include sailing, canoeing, kayaking, rafting and windsurfing on the sea, tidal waters at a location where any part of these waters is more than 50m from the nearest land and turbulent inland waters. These conditions apply to all the listed water sports. Rowing is exempt.
- Liaise with the College Medical Centre about the need for inoculations for the trip. These often need to be done several weeks before departure. The Medical Centre Manager will make the necessary arrangements for boarders but Day Pupils will need to see their own GP.
- Liaise with the College Medical Centre regarding any special precautions that should be taken when travelling to remote areas (e.g. carrying a sharps kit to Africa).
- Book a First Aid Kit for the trip with the Medical Centre and arrange a date for collection. This should be taken on the trip and carried on daily excursions.
- Ensure there is separate sleeping accommodation for pupils and staff and for boys and girls. Pupils and staff and boys and girls should not share bathroom facilities.
- Ensure the pupils receive 3 meals a day including at least one hot meal. Ideally trips will be on a full board basis.
- Ensure CRB checks are done as necessary. All non-School staff going on the trip (e.g. Spouses/Partners, Volunteers, other adults or contracted staff such as Mountain Leaders or Climbing Instructors) must have an appropriate CRB check. These are done through the Personnel Manager and can take between 4 and 6 weeks to come through.
- A trip mobile phone should be booked with reception. Ensure the DHCC has the number of the allocated trip mobile.
- Book a trip breathalyser with the Second Master, which must be taken on the trip.
- Contact the Website & Social Media Officer with details of the trip so it can be followed on Twitter.

2.5 Briefing Letter to Parents

A branded Briefing Letter will be sent to parents from the DHCC's office. It will include:

- Description of the trip and the intended activities.
- Dates of the trip.
- Modes of transport.

- Accommodation details and check in arrangements.
- Budget- including deposit amount, payment deadline and final balance amount with deadline for payment.
- How to sign up for the trip.

2.6 Final Letter to Parents

A branded Final Arrangements Letter will be sent to parents from the DHCC's office. It will include:

- Exact times and modes of transport to and from the trip.
- Location of collection point for parents.
- Address and if possible the telephone number of the trip destination.
- Name of the Trip Leader and other staff participating in the trip.
- Trip mobile contact details of the Trip Leader.
- The School's Base Contact name and contact details (landline and mobile). The Base Contact will be a member of the Management Team organised on a rotational basis.
- A statement that the Base Contact should be the primary point of contact for parents in case of emergency.
- A sentence to say that school rules (available to parents and pupils in the Almanac) apply on the trip and that any pupils in breach of school rules may be sent home at the parents' expense.
- A sentence to say that a copy of the School's travel insurance policy is available on the website for Parents.
- Information about EHIC cards (European Health Insurance Card) (if these are required).
- Appropriate visa advice for Tier 4 (some non-EU pupils). The List of these pupils is available to staff on ISAMS (under Trips).
- Kit list.
- Advice on spending money.
- Advice on electronic devices.
- A list of activities involved. This list must be comprehensive and may not be added to whilst on the trip. There will need to be a Risk Assessment for each activity. Parents should be invited to comment if they do not wish their child to participate in any activity on the understanding that the child may then need to be withdrawn from the trip.
- Parents must be informed if there will be any form of remote supervision, i.e. pupils will not be in direct contact with teachers for parts of the trip e.g. in DofE Gold Assessed Expeditions, Language Study Trips or Exchanges.

2.7 Information for Pupils

The Trip Leader and the accompanying staff should hold a briefing meeting at least a week prior to departure.

The briefing meeting must include a reminder to any pupils who have special medical needs that they must bring their medication (e.g. inhalers, Epipens) with them and that they must have sufficient for the duration of the trip. The pupils must be reminded that school rules apply, particularly those concerning smoking, drinking, drugs and sexual relations. The need to keep curfew ie; stay in accommodation overnight should be made explicitly.

2.8 Information for Common Room

A list of all pupils attending trips should be entered on ISAMS by the Trip Leader at the earliest possible opportunity and at least 2 weeks prior to departure. This is particularly important to ensure that HMs have the information for pupil registration.

2.9 Financial Considerations

The Budget Approval Form MUST be approved and signed off by the Director of Finance before the Briefing Letter is sent to parents.

The Trip Leader must adhere to the Trip Expenses Policy available from the Director of Finance (Appendix 15).

The Trip Leader should carry sufficient funds for an emergency contingency plan to be possible.

Any reduction in the cost of the trip for a pupil should be approved and granted by the Director of Corporate Resources. Any such reduction will be subject to means-testing. This includes children of Beaks.

2.10 Risk Assessment

A Form O Risk Assessment must be developed for the trip and must identify each activity to be undertaken. The form must be completed electronically and all sections reviewed and edited as appropriate. Signed copies must be lodged with the DHCC. Risk Assessments from an activity centre may be used in addition to the main trip Risk Assessment but copies must be attached to the Form O and submitted to the DHCC. For Licensed Activity Centres the Risk Assessments need not be submitted to the DHCC but should be replaced by a copy of the Licence Certificate for each activity. If the Licensed Centre is approved by the Head of OA, there is no need for a copy of the certificate.

The Form O will be issued by the DHCC's office but is also available on the intranet, H&S section and in the Staff Shared Area in >_Co-Curriculum> Forms and on Firefly. Further information on completing the form and guidance is available from the Health, Safety and Compliance Manager.

There must be a separate Risk Assessment for any statemented pupil going on the trip. Trip Leaders should check with the DHCC if this is applicable to their trip.

Any pupil on the College Serious Medical Conditions list should be referred to in the Risk Assessment.

2.11 Staffing

All overnight trips must have some same-gender supervision i.e. there must be at least one man on a trip with one or more boys and at least one woman on a trip with one or more girls.

All overnight trips in the UK should have more than one member of staff. The ratio should be a minimum of two up to 20 and a further one for each extra 15.

All overnight trips abroad must have more than one member of staff and the minimum ratio is one member of staff per 10 pupils.

Members of staff are responsible for pupils 24 hours a day and must ensure that they are always fit to deal with pupils at any time.

If a member of staff (or other adult) has a son or daughter going on the trip that would not otherwise be going (i.e. is not a Marlborough College pupil in the appropriate year group) then that member of staff (or other adult) may not be counted in the staffing ratio. If both members of a couple are going on the trip with their child/children only one parent may count in the staffing ratio.

2.12 Minibuses or Vitos

In accordance with the College policy - Driving a College or Private Vehicle on College Business, minibuses must only be driven by approved drivers that hold the correct licence category, have passed the required Midas or Macdas assessment, are over 21 years of age and have held a valid driving licence for the UK for at least two years. The procedures contained within the policy for the use of minibuses must be followed.

2.13 First Aid - Kits

These are compiled by the Medical Centre and should be collected and signed for on the day before departure. Each bag is trip specific and takes account of the destination of the trip and the specific pupils going on the trip.

A list of all pupils with specific medical conditions is sent to the Trip Leader by the Medical Centre when the list is compiled on ISAMS. This list is also inside the First Aid Kit. Specific medication carried for individual pupils must not be given to other children on the trip. The Trip Leader should check that affected pupils have brought sufficient medication for the duration of the trip.

The Trip Leader should acquaint himself/herself with all the medical information specific to his/her trip. If in any doubt, the Trip Leader should consult the Medical Centre.

First Aiders

Wherever possible one of the accompanying members of staff should be first aid trained.

2.14 Pupil Conduct

School rules as detailed in the School Rules, section of the Almanac which is provided to all pupils and parents, apply on all School Trips.

2.15 Remote Supervision

The extent of the supervision depends on the activity and the age of the pupils. As a baseline, Marlborough College staff should ensure they are in daily contact with those on the trip. The pupils should have the Trip Leader's mobile number (or that of the organising body of the trip) for use in an emergency and pupils should be briefed on actions to take if they are concerned and remote from a member of staff and/or pre-arranged meeting points and times.

2.16 Exchange / Language School Visits

The success of an exchange largely depends on good relationships and communications with the Exchange / Language School. Exchange / Language School trips differ from other visits abroad in that pupils will spend much of their time with host families and are, therefore, not always under the direct supervision of Marlborough College staff or the staff of the Exchange / Language School.

The briefing information sent to parents taking part in exchange visits must make it clear that Beaks cannot take full responsibility for pupils while they are staying with host families and that pupils will not always be under Beak supervision.

There should be a clear understanding with the Exchange/ Language School about the suitability of host families and that the necessary checks have been carried out. The Trip Leader should have a contingency plan for moving a pupil from an unsuitable host family. A code word given to all pupils is the usual practice.

Host families abroad will not be subject to English Law. It is essential therefore that the Trip Leader should have a good relationship with the host school counterpart and a clear understanding established about our requirements for child protection and other pupil welfare matters as well as discipline and codes of conduct. The Requirements for Exchange/ Language Schools and Host Families document (Appendix 11) must be sent to the Exchange/ Language School in advance of the trip and a signed copy returned prior to departure. The Trip Leader may adapt and amend this form to cater for the particular trip. This must be done in agreement with the DHCC.

Pupils must be aware of the ground rules agreed between the Trip Leader and the Exchange / Language School and through them the host family.

Satisfactory pairing relationships should be made wherever possible. The Trip Leader should tell the Exchange / Language School and host families of any special medical or dietary needs, as well as of the age and gender of the pupils.

The contact details for the host family will be sent out at least a week before the visit to enable the paired family's time to liaise.

The Base Contact should have a list of all of the contact details for each pupil including each host family's address and phone number while they are abroad.

2.18 Arrangements for Home Stay Visits (most usually for part of the home leg of language exchanges).

The Trip Leader must ensure that the below protocol is followed by the Marlborough College host families:

- Marlborough College pupils should have adequate sleeping arrangements, usually in their own bedroom and certainly in their own bed on the away leg.
- An adult will be in the house overnight each night of the stay.
- Primary adult carers must have a DBS check – organised by the Trip Leader 3 months before the home stay.
- There should be a smoking free zone in each house.
- No hazardous activities should be planned, eg horse riding, rock climbing, watersports.
- Marlborough College pupils should not drive vehicles in which exchange pupils are passengers.
- The Trip Leader must be available as a Base Contact for the period of the stay.

The Trip Leader should contact the Child Protection Officer, Deputy Head (Pastoral), and ensure that no family known to have significant problems is hosting an exchange pupil visiting Marlborough College.

Pupils abroad should have easy access to the Trip Leader and other accompanying adults usually by telephone. A 24-hour contact number for pupils should be established for use if there is an emergency or an issue or the pupil is concerned or unhappy. The Trip Leader must speak to each pupil every day and arrange a phrase or code word which means “I want you to come and visit me straight away”.

2.19 DBS Checks

Additionally, the main carer (resident during the exchange student homestay) must undergo a DBS Check in accordance with legislation brought in during the Michaelmas Term 2016. This will require the main carer to bring their passport, driving licence, birth certificate and a utility bill or bank statement to the Trip Leader approximately four months before the home stay is to take place. Ideally, this will occur before or after the most suitably placed Half-Term or Exeat. There will be no charge for the DBS Check but without it, no exchange student may visit the Marlborough College pupil in their home. Parents will be warned of this check in the initial letter for each trip involving home stays.

2.20 Emergency Procedures

The emergency procedures detailed in the Emergency Instructions (Appendix 10) should be followed. A copy of the Emergency Instructions will be included in the trip file which is to be immediately available to the Trip Leader at all times.

In the case of medical emergency or a visit to a medical practitioner, the trip leader or accompanying member of staff must take the trip file with them.

The meeting place at the College for parents in the case of an emergency would normally be the Ellis Theatre Foyer.

2.21 Contingency Plan

There should be a clear plan, usually for return to base in the event of an unforeseen circumstance (e.g. no trains, accommodation uninhabitable, host family accommodation unacceptable). An unforeseen circumstance is a level below an emergency but would mean that the trip could not go ahead or would need to end early and the group return to base. Key elements of the contingency plan should be known to all members of the party.

The Base Contact should usually be informed before putting the Contingency Plan in place and certainly at some point soon after putting it in place.

2.22 Items to take on Trip

The Trip Leader should take the following with them on the trip:

- The Trip File compiled by the DHCC’s Secretary.
- First Aid Kit including specific pupil medical conditions provided by the Medical Centre.
- Trip mobile phone.
- Breathalyser.

2.23 During the Trip

The Base Contact has a copy of all the trip paperwork and is the first point of contact. Another copy of all paperwork is kept with Security.

2.24 On Return

On return, the Trip Leader must inform the Base Contact of the safe return of the trip. A Post Trip Review Form (Appendix 13) provided by the DHCC should be returned to her within 2 weeks of return. This should be completed electronically. The DHCC sends this document to The Master, the Management Team and HMs.

Any accidents must be reported on the Accident Report Form (Appendix 12) and given to the Health, Safety & Compliance Manager. Any near misses must be reported to the DHCC.

3.0 OVERNIGHT TRIPS TAKING PLACE WHOLLY IN TERM TIME IN THE UK (CLASS O)

3.1 Duty of Care

The Duty of Care required of a Beak is to provide a safe, happy and enriching environment within which individual pupils on the trip can thrive. The Trip Leader should carry a fully functional mobile phone (for trips abroad this should be a School Trip Mobile Phone). They should have sufficient funds with them, ideally in the form of a credit card and some local currency if abroad.

3.2 Deputy Head (Co – Curriculum) Approval

The DHCC's approval must be sought by the Trip Leader in the preceding term and once granted the trip is included in the Almanac.

3.3 Parental Consent

The Trip Leader must ensure that a letter is sent to the parents informing them of the trip and must include: dates, location, accommodation, activities, transport and staff accompanying the trip. The letter must request written parental consent without which the pupil cannot go on the trip. Verbal or texted permission is NOT permissible however emailed permission is.

The Trip Leader is responsible for coordinating and collating parental permissions.

3.4 Pre-Trip Planning

The Trip Leader, or in the case of a House Trip the HM, should create and populate the trip on ISAMS at the earliest possible opportunity, ideally at least 2 weeks before departure.

The Trip Leader should ensure that they are aware of any pupils' medical conditions and ensure that pupils have sufficient medication for the Trip.

The Trip Leader should advise the pupils on the matter of the required kit and on the advised amount of spending money.

3.5 First Aid Kit

A First Aid Kit must be taken on the trip and can be arranged via the Medical Centre.

First Aiders

Where ever possible one of the accompanying members of staff should be first aid trained.

3.6 Meals

The Trip Leader must ensure the pupils receive 3 meals a day including at least one hot meal.

3.7 Financial Considerations

The Budget Approval Form MUST be approved and signed off by the Director of Finance before the Briefing Letter is sent to parents.

The Trip Leader must adhere to the Trip Expenses Policy available from the Director of Finance (Appendix 15).

The Trip Leader should carry sufficient funds for an emergency contingency plan to be possible.

Any reduction in the cost of the trip for a pupil should be approved and granted by the Director of Corporate Resources. Any such reduction will be subject to means-testing. This includes children of Beaks.

3.8 Risk Assessment

A Form O Risk Assessment must be developed for the trip and must identify each activity to be undertaken. The form must be completed electronically and all sections reviewed and edited as appropriate. Signed copies must be lodged with the DHCC. Risk Assessments from an activity centre may be used in addition to the main trip Risk Assessment but copies must be attached to the Form O and submitted to the DHCC. For Licensed Activity Centres the Risk Assessments need not be submitted to the DHCC but should be replaced by a copy of the Licence Certificate for each activity. If the Licensed Centre is approved by the Head of OA, there is no need for a copy of the certificate.

The Form O will be issued by the DHCC's office but is also available on the intranet on Firefly, H&S section and in the Staff Shared Area in _Co-Curriculum> Forms. Further information on completing the form and guidance is available from the Health, Safety and Compliance Manager.

There must be a separate Risk Assessment for any stated pupil going on the trip. Trip Leaders should check with the DHCC if this is applicable to their trip.

3.9 Staffing

All overnight trips must have some same-gender supervision i.e. there must be at least one man on a trip with one or more boys and at least one woman on a trip with one or more girls.

All overnight trips in the UK over 10 pupils should have more than one member of staff. The ratio should be two for up to 20 and a further one for each extra 15.

All overnight trips abroad must have more than one member of staff and the minimum ratio is one member of staff per 10 pupils.

Members of staff are responsible for pupils 24 hours a day and must ensure that they are always fit to deal with pupils at any time.

If a member of staff (or other adult) has a son or daughter going on the trip that would not otherwise be going (i.e. is not a Marlborough College pupil in the appropriate year group) then that member of staff (or other adult) may not be counted in the staffing ratio. If both members of a couple are going on the trip with their child/children only one parent may count in the staffing ratio.

3.10 Minibuses or Vitos

In accordance with the College policy - Driving a College or Private Vehicle on College Business, minibuses must only be driven by approved drivers that hold the correct licence category, have passed the required Midas or Macdas assessment, are over 21 years of age and have held a valid driving licence for the UK for at least two years. The procedures contained within the policy for the use of minibuses must be followed.

3.11 Pupil Conduct

School rules as detailed in the School Rules, section of the Almanac which is provided to all pupils and parents, apply on all School trips.

3.12 Emergency Procedures

The emergency procedures detailed in the Emergency Instructions (Appendix 10) should be followed. The Trip Leader must ensure they take a copy of the Emergency Instruction Card with them on the trip.

3.13 Base Contact

Base Contact for such trips will normally be the DHCC. The DHCC will advise the Trip Leader if this is not the case.

3.14 On Return

On return, the Trip Leader must inform the Base Contact of the safe return of the trip. A Post Trip Review Form provided by the DHCC should be completed electronically and returned within 2 weeks of the trip (this is only relevant for longer trips usually abroad).

Any accidents or incidents must be recorded on the Accident & Incident Report Form (appendix 12) and forwarded to the Health, Safety & Compliance Manager. Any near misses must be reported to the DHCC.

4.0 AWAY SPORTING FIXTURES (CLASS S)

4.1 Duty of Care

The Duty of Care required of a Beak is to provide a safe, happy and enriching environment within which individual pupils on the trip can thrive. The Coach should carry a fully functional mobile phone and have sufficient funds with them.

4.2 Deputy Head (Co-Curriculum) Permission

Permission should be sought from the DHCC for all Sports Fixtures not in the Almanac and they must be added to Almanac Alerts. Short notice fixtures must not clash with lessons.

4.3 Form S Risk Assessment

An offsite Sports Fixtures Risk Assessment (Form S) must be completed by the Coach for each sport, at the start of each season and forwarded to the DHCC (Appendix 3). Available on Firefly.

4.4 Staffing

All trips over 20 pupils should have more than one member of staff. The ratio should be two for 20 to 30 and a further one for each extra 15.

4.5 Minibuses and Vitos

In accordance with the College policy - Driving a College or Private Vehicle on College Business, minibuses must only be driven by approved drivers that hold the correct licence category, have passed the required Midas/Macdas assessment, are over 21 years of age and have held a valid driving licence for the UK for at least two years. The procedures contained within the policy for the use of minibuses must be followed.

4.6 Pupil Conduct

School rules, which all pupils have in their Almanac, apply to sports fixtures. Any pupil falling short of this standard may be placed on Co-Curricular Statis.

4.7 Staff Conduct

Other schools will offer hospitality to visiting Beaks and Coaches. Any member of Staff driving pupils back to school should NOT drink alcohol. Any member of staff travelling on a coach back to school must show sufficient restraint to ensure they can carry out the duty of care of the pupils in accordance with their professional status.

4.8 Meals

The Coach must ensure the pupils receive 3 meals a day including at least one hot meal.

4.9 Financial Considerations

The Coach must adhere to the Trip Expenses Policy available from the Director of Finance (Appendix 15).

4.10 Sports Injuries / Accidents / Incidents

A First Aid Kit should be carried by the team Coach. Any accident or sporting contact injury must be reported on the Accident & Incident Form and given to the Health, Safety & Compliance Manager. Any near misses must be reported to the DHCC.

4.11 Base Contact (usually the DHCC)

The Coach must ensure they have the Base Contact mobile and landline numbers.

4.12 Bus Travel

A list of those travelling should be sent, preferably by email, to the DHCC and Second Master on departure. A photograph of the list is acceptable.

4.13 Emergency Procedures

The emergency procedures detailed in the Emergency Instructions (Appendix 10) should be followed. The Coach must ensure they take a copy of the Emergency Instructions with them to the fixture.

4.14 Return Journey

Pupils should return to school on the bus unless they have made arrangements to travel with the parents of another pupil through their HM. This permission should be conveyed by the HM to the Coach.