



SATIT PRASARNMIT INTERNATIONAL PROGRAMME

176 Soi Sukhumvit 23, Wattana, Klongtoey-nue, Bangkok 10110

Tel. 02260-9621-3 Fax. 02260-9621 ext. 717

Educational, Cultural and Recreational Trips, Tours and Visits Policy

This Policy describes those actions which must be taken by the Lead Member of Staff when considering a trip outside the College which involves pupils.

1. Introduction

1.1. Philosophy

SPIP believes that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip, tour or visit is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend their knowledge of the world. The common factor is that they all make an essential contribution to the pupils' development and education in the broadest sense of the word. Clearly we as a School want to encourage visits, trips and tours. It is part of what a SPIP's education is about.

However it is important to establish principles of "best practice" without the bureaucracy of "best practice" acting as a disincentive to staff wanting to organise trips/visits.



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1.2. The Standard of Care

Obviously visits, trips and tours are an extension of School life and basic School rules must apply. Teachers responsible for supervising trips and tours must act in a professional manner, and act towards pupils as a careful parent would act towards their children. The responsibility is not lessened because the duty is undertaken voluntarily. In all cases where the teacher has accepted the care of the pupils, he/she must take responsible precautions for their safety. It is a professional duty, included in the School Teachers' Pay and Conditions Document, for a teacher to maintain the good order and discipline of pupils and safeguard their health and safety, not only in School, but also when they are taking part in authorised activities elsewhere. Assessing and minimizing potential risks is essential. "Negligence" must be avoided.

1.3. Form of Indemnity

Parents sign a general form of indemnity before pupils start at the School. This identifies the hazardous activities to be undertaken, such as canoeing and rock climbing and states that the parent consents to the risks involved. Maybe a helpful defence if a child sprains an ankle whilst climbing, which could be considered to be a "reasonable" risk of such an activity. It is extremely doubtful whether a form of indemnity would be any defence, if, through a teacher's "negligence", a child was seriously injured.



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2. Planning a Visit, Trip or Tour

For simplicity visits, trips and tours will be classified as follows

A VISIT: This is where pupils are off the School campus but not away overnight, such as theatre visits, lectures, concerts, university open days and watching sports matches.

A TRIP: This would involve one or two nights away from School such as a Geography field trip, CCF Field day or a house camping week-end.

A TOUR: This would involve time spent overseas, or a longer expedition in the UK, such as sport or cultural tours or language exchanges.

2.1. Initial planning

2.1.1. The leader must evaluate whether the visit, trip or tour fits into the academic, sporting or cultural programme of the School. Recreational trips and visits should be appropriate to the age of the pupils.

2.1.2. Unless a visit is part of the School's normal curriculum such as CCF and Primary School Athletics, or if it is purely within the House and not in normal lesson time, the permission must be sought, in advance, from the SMT.

2.1.3. Academic visits in lesson time should be limited to one per subject per year group per year. e.g. the 6.1 Business Studies are allowed one visit in the academic year.



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2.1.4. The initial details of any potential trip or tour must be approved by the SMT.

It is important that trips and tours do not clash and that the same pupils (and parents!) are not targeted too frequently.

2.1.5. Initial details must include a basic itinerary, the anticipated cost, the pupils being targeted and the staff involved

2.1.6. Where possible the member of staff planning a trip, tour or visit should visit the location before the proposal is made to ensure it is suitable for the group.

2.1.7. If other Schools have used the location, then they should be contacted.

2.1.8. The costs of a trip or tour or visit must be considered carefully.

2.1.9. The Headmaster and Pastoral Team must see any letter about the proposed tour before it is sent to parents.

2.1.10. Parents must be contacted by letter or email, and give formal permission, before pupils “sign up” to a tour

Substantive Planning:

2.2.1. Visits:

A risk assessment must be carried out for all visits, a risk assessment form filled in and submitted to the Pastoral Team. For regular School activities this can be generic as the same risks are involved each week. For one-off visits a unique risk assessment must be



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completed for that visit. Most commercial sites will have their own risk assessment, a copy of which must be obtained, and studied.

Details of the date, time (leaving and return), activity, destination, transport, pupils and staff involved, and contact numbers must be published on the common room board. If it is a house-based trip, then details should be posted in the house and delivered to the Pastoral Team.

Billing: where a pupil is to be charged, the member of staff should complete the finance office charging sheets. The whole cost of the visit should be reconciled. The sheets and the actual costing should then be submitted to the finance office. Pupils must sign these sheets.

Staffing: For local visits a ratio of 1 member of staff to 10 pupils should not be exceeded. If the party on the visit is mixed sex, then it is preferable that there are two staff or adults, one of each sex.

Hazardous visits: for Kayaking, climbing, surfing, sailing, cycling and so on staffing levels must be substantially higher and staff involved must be suitably qualified and experienced. If in doubt contact the Pastoral Care.

Medical details: staff must contact the medical centre with pupils' names to have the medical details of any pupils who have allergies, asthma or other "need to know" conditions. Staff must be aware of the required emergency action.

Catering: The kitchens need to be contacted via e-mail on a catering requirement form on "7 days" in advance if early or late meals are required, or if packed meals are required in lieu of School meals. If the order is in any way complicated, then a personal visit to see the kitchens is recommended. Vegetarians and pupils with nut allergies must be catered for.

Health and Safety: All staff on a trip must refer to Health and Safety of Pupils on Education Visits



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All the above points that apply to a visit also apply to a trip. Additional points also apply in the planning of a trip.

The Venue must be vetted, and if possible visited before the trip. Most commercial recreational venues will have their own risk assessment.

Staffing: If the party is mixed, then there must be at least one male and one female member of staff.

The programme. Staff must ensure the activities on a trip are appropriate to the age group and do not involve any unnecessary risks. Free time should be limited, and “boundaries” (physical and social) made clear to the pupils.

Rooms. Ensure staff rooms are strategically located, and that the pupils know where the staff rooms are. Boys and girls rooms should be isolated from each other.

2.2.3 Tours

Organising a tour is a massive undertaking and the organiser is strongly recommended to use a recognised tour company. Foreign language exchanges however may only need to book flights and use local transport. All the issues that apply to a visit or a trip also apply to a tour; in addition the organiser must also consider the following :

Financing a tour is a major issue. The organiser must liaise with the finance department about setting up an account. The organiser must also consider all the extras that may not be included in the tour company’s price. The organiser must discuss all these details with the Pastoral Team.



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Sponsorship. It is possible that the tour leader may be able to obtain sponsorship from a parents.

Communication. Tours must be organised well in advance. Usually a full academic year is needed. Parents, pupils and the SMT must be kept well informed about deposits, the itinerary, clothing lists, injections etc.

Injections: The tour leader must contact the medical centre to organise any injections that may be required.

Pupils' details. The tour leader must build up a data base of all the relevant details of those pupils going on the tour including contact details, "need to know" medical records, mobile numbers, allergies, special dietary requirements.

Medical treatment. When taking children under 16 abroad, it is advisable to obtain written parental consent to any necessary medical treatment. A 16 year old may give consent to medical treatment. Parents should be told that the teacher is in loco parentis and must be free, in the pupils' interest, to take such action as a prudent parent would for his child. In a sudden emergency there is unlikely to be time to contact the parents. At least one member of staff should have first aid training, and a supply of first aid equipment should be taken.

Insurance The tour leader must check the details of the School insurance policy with the Director of Finance and have a hard copy of the insurance details (policy number and contact details etc)

Liaison It is good practice to have a member of staff at School to act as a liaison or link for parents, and that parents have access to the relevant phone number. The tour leader must keep the liaison person fully informed.



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3. During the Trip, tour and visit.

3.1. Conduct.

On all School trips, tours and visits basic School rules apply. Both parents and pupils must be made aware of this and a meeting should be held with the group before the tour or trip, to establish a “Code of Conduct” for the trip or tour. This would include general behaviour (within basic School rules), dress code, roll call times, curfew times and local “by laws” appropriate to the tour or trip.

3.2. Communication.

Pupils must be given details, possibly on a laminated card, of the leaders’ mobile phone numbers, the address and contact details of where the party is staying and any other relevant details that may be appropriate for the tour or trip i.e. a crisis card. Staff must have the mobile numbers of the pupils on the tour or trip and their own “crisis card” with numbers and relevant details. On a visit, the organiser must have a cross section of mobile phone numbers of the pupils involved so that each group of pupils can be contacted.

3.3. Rendezvous

Identify a rendezvous procedure for lost pupils and a recall system in emergency.

3.4. First Aid.

At least one member of staff on a trip or tour must have first aid training. A medical bag must be accessible at all times. If any pupils need to go to hospital or see a doctor, they must be accompanied by a member of staff. If hospitalised a member should stay in the vicinity. For all but the most trivial injury or illness, parents should be contacted. If abroad retain receipts for medical care and contact the insurers.



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3.5. First aid training.

All staff are required to do basic First Aid Training. This is available from the Schools' Safety officer if necessary.

3.6. Roll Calls

These must be a regular occurrence, especially with a large party. On tours and trips, evening curfews, meal times and meeting times and places must be made clear. In the evening the member(s) of staff on duty must make personal contact with every pupil in the party at curfew time.

Contingency plans.

Be prepared to review the plans in the course of the tour or trip, especially with a view to ongoing risk assessment

4. On return

4.1. Reports

On return from a trip, and especially a tour, report appropriate highlights to the Headmaster. Any disciplinary issues these should be addressed to the Deputy Head (pupils) or the Headmaster if serious.

It is good practice to file in the shared area a brief tour or trip report for future reference. This may include problems arising from transport, the venue, the itinerary or the tour company. It could also include recommendations for future visits, and any particular benefits from the trip or tour.



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A report must also be sent to the marketing department.

4.2. Finance

As soon as possible, settle up all financial matters with the Finance Office, and settle any insurance claims