

# Off Site Visits Policy

## TAUNTON SCHOOL INTERNATIONAL: OFF SITE VISITS

Off site visits comprise:

- Day trips which do not miss lessons
- Day trips which miss lessons
- Overnight trips

Safe practice for these trips depends on:

1. An awareness of the potential dangers and hazards;
2. Sound judgement of what constitutes a dangerous situation;
3. Preventing access to these dangerous situations by those ill-equipped to cope;
4. Adequate and appropriate supervision;
5. Knowledge of how to help oneself and others in danger;
6. Adequate English language preparation to ensure all students understand what is required of them.

Before an off site visit is permitted, there must be a clearly identified party leader who has the necessary expertise to lead the group. The leader (or accompanying member of staff) must (under normal circumstances) have a First Aid certificate and, if driving, be approved by the school to do so.

The party leader must be familiar with the [TSI Whole School Critical Incident Policy](#) and ensure that this is followed at all times. All paperwork required by the policy must be completed before departure and a copy of the policy taken on the trip. In addition, the party leader must be satisfied that these requirements about the proposed trip have or will have been met:

1. The purposes and objectives of the visit have been clearly identified and that they are appropriate to the age, ability and language level of the group.
2. The location of the visit is appropriate to the activity being undertaken and an alternative programme exists in the case of a change of plan, e.g. for bad weather.
3. The staff leading the activities
  - are suitably experienced or qualified for the activities proposed;
  - are aware of hazards;
  - will have / have had sufficient rest time before / after other duties required of them;
  - are clear as to the standards of pupil behaviour expected;
  - know their supervision responsibilities;
  - possess a list of names of pupils with their mobile phone numbers;
  - will regularly count the pupils;
  - know what action to take if there is a problem (see [TSI Critical Incident Policy](#));
  - know how to contact the emergency services;
  - have a first aid kit;
  - have a mobile phone (which must be switched on 24 hours a day);
  - will have checked the medical details on pupils' files.
4. The staffing ratio (staff : pupils) and the gender ratio (male : female staff) complies with British Council guidelines (1:15 and at least one female staff member where there are female students; 1:12 for TSIMS students) and a Deputy Leader has been appointed, preferably another driver.

5. The pupils have the appropriate dress/equipment for the activities proposed.  
The pupils are prepared for, and physically capable of, taking part in the proposed activity.  
Staff must not discriminate against pupils on any grounds such as 'disability'. However Health & Safety considerations may mean that special arrangements are necessary in some cases. If these cannot be put into place or the parents do not wish to meet the additional costs thereof, this could prevent the pupil from taking part in the trip.
6. The pupils, before departure, will have been properly briefed on the activities they will undertake.  
This will include:
  - Rendezvous procedure for lost pupils;
  - Recall system and action in an emergency;
  - Relevance to prior and future learning;
  - Groupings for study or supervisory purposes.
7. The School's insurance covers the proposed activity, by checking with the Finance Office.
8. The potential hazards, and Health & Safety competence of all third parties, must have been checked and assessed. This requires a risk analysis to be done and/or a prior visit to the site or centre.
9. Adequate arrangements for the financing of the visit have been made and approved by the ~~Principal or H~~Head of TSI or Middle School.
10. For trips with any significant 'risk' to students' well being, e.g. skiing trips, camping expeditions, written parental consent for the visit has been received.
11. A list of names of participants will be placed in the Critical Incident section of the Day file as well as on the whiteboard in the Staffroom. This list will include venue, date, times and an outline of the programme (unless self evident, e.g. Rugby match, theatre trip).  
  
This information must be supplemented by a named contact at TSI (and telephone number) to whom all these details have been given.
12. The Catering Department must be advised of anticipated absentees from meals.

The proposed trip can then be submitted for approval as follows:

- a) To the ~~Principal~~Head of TSI/Head of Middle School for overnight trips and trips outside lesson times.
- b) To the ~~Deputy Principal~~Head of TSI/Head of Middle School in the case of day trips within lesson times.

### **Travel at other times**

TSI will not release students into the care of any person other than their parent or guardian without written permission from parents or guardians.

Travel arrangements at half-term and the end of term are the responsibility of parents or guardians. Students collected from TSI are signed out by duty staff. A mobile phone number for emergencies is available after the school has closed.