



## BBIA TRIPS AND OUTINGS POLICY

### Introduction

- This policy is applicable to all pupils
- This document aims to inform staff of the steps they need to follow and the issues that must be considered when planning a school trip. It seeks to provide information for parents in order to assure them of the safety of their children on school trips and outings, and outlines the responsibilities placed on the pupils partaking in such trips.
- We aim to offer our pupils a wide variety of fulfilling experiences to complement and extend the curriculum and enhance the learning process. BBIA management appreciates the fact that staff members are prepared to organise and conduct out of school visits and field trips. We are highly aware of the need for all visits to be properly considered and planned so as to minimise the likelihood of accidents or mishaps.
- The guidelines outlined in this policy cannot guarantee a problem-free visit and accidents or incidents might happen, however it is the responsibility of all staff to ensure, as far as is reasonably practicable, that the risk of hazardous incidents occurring on an educational visit is reduced to the absolute minimum and that in the event of an incident they act in a timely and appropriate fashion so as to preserve the safety and well-being of the children to the maximum of their ability. Thus, the purpose of this policy document is to ensure that the School offers pupils a variety of options to explore wider opportunities, yet in as safe and secured an environment as possible.

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## 1. Planning

### Pre-planning

Initial planning should begin at least four weeks prior to the planned trip or outing. In the case of residential visits, it is often necessary to reserve up to a year in advance. At this stage, you should ensure that you have:

Discussed your plans with the principal who will advise on staffing and check dates with the school diary.

Discussed the proposal trip with the Educational Visits Coordinator, Timothy Helmick.

When planning any visit, it is essential to consider the following:

THE PURPOSE OF THE VISIT.

THE NEEDS OF THE PUPILS

THE CHAIN OF RESPONSIBILITY AND EMERGENCY PROCEDURES

THE COMPLETE ITINERARY OF THE VISIT.

Once permission has been granted and the dates agreed, detailed planning should follow. There is an Outings Check List and two pro-forms (Appendix 1) for establishing the Risk Assessments that must be carried out prior to the trip. These documents may be found in the Staff Common Area under Co-Curricular/School Trips and Outings. If staff members have any queries concerning the completion of risk assessments, the School Principal is able to assist (Appendix 2).

Completed Outings forms should be handed the Receptionist who will take responsibility for liaising over catering and transport and will also help with photocopying and general administration.

Consideration also needs to be made of the chosen location and its suitability in fulfilling the aims of the visit. If possible, written recommendations should be acquired from other educational establishments that have made a similar visit. Such recommendations can often highlight problem areas that are not covered by advertising literature, and may give insights, which can only be gathered by actually having a group of pupils at the given location.

If the trip is organised through a tour operator, the operator should be willing to provide names and contact details of previous visitors.

If visiting an outdoor education centre, staff will ask for proof of its 'Adventure Activities Licence' which lists the activities that the centre is permitted to offer. Staff shall also ask for a list of the instructors' qualifications as well as who awards such qualifications.



## Pre-visit Inspection for Overnight Trips

If the planned venue has not been visited before, and is not an official accredited centre, it is essential that a pre-visit inspection be carried out. Only then can an accurate risk assessment be carried out in full. This provides the opportunity to inspect the premises, the sleeping accommodation and the catering arrangements, the safety of the site, and the suitability of the activities available. This is also gives an opportunity of looking for potential hazards which might endanger the pupils, e.g.: are there adequate fire evacuation procedures, nearby medical facility, on-site nurse's station, etc.

Once the venue is deemed appropriate, suitable dates need to be booked and the accompanying team of staff assembled.

## School Trip Risk Assessment

The DfES advises that although a risk assessment need not be complex, it should be comprehensive. It does not generally require professional health and safety expertise, however certain specialist information may be required and the Principal should ensure that the assessor is competent for the task.

The advising statement maintains that the ultimate responsibility for risk assessment rests with the employer and not the employee. *Risk assessment is not merely an exercise on paper; it is a process involving legally binding documentation.*

The DfES advises that the leader should produce an overall plan for the trip, consider all possible risks involved, and decide on how they might be avoided. This thought process produces a risk assessment, following which the original plan may need to be modified. The risk assessment continues throughout the trip with the leader needing to continually reassess the risks as the trip unfolds, and especially when there may need to be an unplanned change to the programme, a change in weather, an accident, near miss, or any unforeseen circumstance.

The DfES encourages schools to involve pupils in the risk assessment process. If they have been involved in risk assessment procedures, they will have a sense of responsibility and understand why it is important to follow safety instructions. As a minimum requirement, staff must outline to pupils all safety rules and procedures prior to the commencement of a trip or outing. In the case of trips involving overnight stays, a meeting is held between the organising staff and the parents, in order to outline the trip procedures, and pupils are asked to attend this meeting as well. In this way, the entire community surrounding the trip is aware of expectations and of the way to ensure the safety of all involved.

## Supervision

The DfES suggests that supervision is most successful when:

- The aims and objectives of the trip are identified and understood
- There has been proper planning and preparation



- Participants have been involved in the planning and risk assessment
- Agreed standards of behaviour are in place.

The Principal ensures appropriate staffing for day trips. Ratios of staff to pupils are flexible depending on the nature of the trip and the composition of the group undertaking the visit. In general, there will always be a minimum of two teachers per class.

As a general rule:

Years 1, 2, 3: one responsible adult per every 6 pupils

Year 4, 5, 6: one responsible adult per every 10 – 15 pupils

Year 7 and above: one responsible adult per every 15 – 20 pupils

Ratios of staff to pupils will be risk-assessed before the staffing is confirmed. Longer trips, ones considered to carry greater risks and those during which pupils are within the ESRA as having specific needs are staffed accordingly. It is expected that form teachers assume pastoral responsibility for the group and a gender balance for the staffing of residential is also addressed as far as practicably possible.

Parents do not accompany residential trips in a supervisory capacity.

Parents may accompany day trips but they will not be considered in the pupil: adult ratios. They can assist with the smooth running of the trip rather than having sole responsibility for pupils. **Staff whose own children may happen to be attending a trip are also not included in pupil: adult ratios.**

However, anyone attending a trip would be considered to be undertaking a supervisory role with clearly articulated responsibilities. It is essential therefore that they receive a copy of the risk assessment, which will inform them of any pupils who are likely to require special attention. It is also vital that they have knowledge of the itinerary, the venue and emergency procedures as well as carrying a list of all group members, checking regularly that everyone is present and knowing where to access first aid as appropriate. (Appendix 3)

## Residential visits

The Principal assigns staffing for residential trips based on who has sufficient experience to take responsibility for leading such trips. For every planned trip, there is also a nominated deputy who could take over in an emergency. Whenever necessary, the Principal might advise that additional training is appropriate. It is essential that staff accompanying a trip have adequate disciplinary and organisational skills, and are prepared to abide by the code of conduct as established in the risk assessment. When making decisions about the staffing for each trip, consideration of experience, first aid requirements, compatibility of accompanying staff, the ratio of male/female personnel and the overall ratio of staff to pupils, will all be considered.

*At Balatonfured, Eger, and Mohacs, activities are run by qualified instructor, thus increasing significantly the ratio of adults to children. In Balatonfured, at least 6 school staff and Baltonfured*



*staff accompany the Year 5/6 pupils. Positions and areas of responsibility are clearly defined to all accompanying staff prior to the commencement of the trip.*

## **Travel**

For both residential and day trips, reliable and well-established bus companies should be used. The Receptionist will take responsibility for arranging transport and will pass details to the Office. For rail travel, timetables for later trains are advisable, to deal with unforeseen delays. For residential visits, the telephone numbers of airline/ferry/ bus companies are essential.

In all cases, when buses are to be used, we ensure that they are fitted with seat belts. Staff booking trips, whether in Hungary or abroad, should specify that the coaches must be equipped with seat belts. Staff members are responsible for insisting that pupils use seat belts. Staff must continuously enforce the use of seatbelts; in addition, there must be a member of staff positioned at the rear of the coach near the emergency exit when travelling with entire class groups.

On double-decker buses, staff will be positioned on both levels of the coach. Pupils need to be counted onto the bus as a check to make sure nobody has been left behind.

When pupils are transported in a minibus, there are at all times two members of staff in attendance. It is expected that one will drive and the other will assume responsibility for ensuring the safety and well being of the pupil passengers as much as is possible.

Visits abroad require particularly careful advanced planning and increased staffing. Parents are given clear instructions and advice, along with plenty of notice in order to provide the school with the documentation and additional items required, such as: health cards, passports, and currency. Parents are given a detailed itinerary for the trip and are encouraged to raise any concerns they might have over the safety and wellbeing of their child whilst they are away. BBIA will take any practicable steps necessary in order to ensure the successful completion of a trip for each individual pupil. In extreme cases this may include a parent travelling alongside the school party.

## **Standards for Adventure Activities**

One part of the DCSF advice covers standards for Adventure Activities. These activities have intrinsic hazards over and above normal day-to-day risks and therefore require particular supervision. The DCSF recommends that although schools are not required to be licensed if they provide Adventure Activities, they should adopt the same standards as licensed providers. It is suggested that Adventure Activities be categorised to identify when special procedures are needed. Category A activities are those with no special risks that can be carried out under the school's standard procedures, e.g. walking in non-remote country paths. Category B includes activities for which the leader has been assessed as a "competent person", e.g. walking in open country. Category C includes activities for which the leader requires a recognised qualification as well as relevant experience, e.g. hill walking and swimming in the sea or inland waters.

Environmental factors such as weather conditions, the terrain and whether the activity is close to open water, also need to be taken into account in deciding the appropriate category of activity.



## 2. The Full Itinerary

Parents sign the permission slip provided by the school, thus giving the school permission to take their children on day visits for the duration of their time in the school.

Parents are informed about a planned trip or outing prior to all Trips and Outings, and have the opportunity to withdraw their child from a trip if they so decide. This provides an outline of the trip, including dates, venue and methods of transport. Parents are reminded that we use our school database for all medical and dietary issues and that they should inform the office immediately if anything changes for their child in this regard.

In the case of residential trips, parents are asked to sign a consent form specific to the trip and provide specific information required to ensure welfare and contentment of the children while they are away.

### Pre-visit meetings

All parents will be invited to a presentation evening at school when full details of the residential trip will be given. When a group of students is to visit an established residential centre, the centre's Manager will be invited to talk to parents and pupils together, often providing a power point presentation to illustrate their talk. There is always an opportunity for questions and an invitation to parents to talk to both the centre manager and the Trip Leader in confidence, about any additional concerns they might have. These meetings also provide an opportunity to inform parents and pupils together of the procedure in the event of homesickness, illness during the trip, as well as incidents or instances of behaviour that put either that pupil or others at risk.

A final letter is sent to parents with details of bus departure times, the expected return times, any last minute reminders, and emergency contact details.

### Attendance and Accommodation

It is generally expected that pupils will attend all the trips and outings organised by the school for their particular age group. The cost of all school visits is incurred by parents, as applicable.

During residential trips, girls and boys will be accommodated in separate rooms and, where possible, in separate areas. When making a booking, we try to ensure that if other schools are going to be on-site at the same time, that their children are a similar age to our students.

It is furthermore the responsibility of the school to ensure that no child is to be unattended or unaccompanied at all stages of the trip, including visits to restaurants, gift shops, restrooms, parks, etc.

### Special Needs

Consideration is always given to any of our children who have special medical or dietary needs. Wherever possible, we try not to exclude any child from a planned school trip, regardless of the severity of the problem. Together with the residential Centre, we make all effort to put in place



special measures that would keep the pupil safe but still allow them to participate as fully as possible. In addition, alternative activities will be arranged if planned activities are deemed unsuitable for a particular child.

Occasionally, parents have been included in school trip locations and stayed nearby the group. Under these circumstances there is a carefully agreed protocol for contact between the child and/or group and the parent, which is minimised as much as possible. This protocol is drawn up and agreed several weeks before the trip by all relevant parties.

## **Behaviour and pupil preparation**

In the days prior to the departure of all residential visits, the accompanying staff will hold a meeting with all the pupils who are participating in the trip. The staff will once again give an outline of the trip as well as remind pupils of the behaviour that will be expected whilst they are away.

We reserve the right to exclude pupils who behave in such a way that threatens either their own safety or the safety of others. It is made very clear to the parents and pupils that such behaviour will not be tolerated and that parents would be expected to collect their child from the trip should matters not improve.

Pupils are previously prepared at school for the activities they will be required to undertake whilst on their school trip. The nature of the preparation required will be at the discretion of the trip leader and form teachers attending the trip.

## **Insurance**

The school's insurance is comprehensive and far-reaching; however, staff must previously check that all proposed activities are promptly covered by insurance. The Office will deal with any specific enquiries.

The school's insurance is likely to be at least as comprehensive as that offered by a travel operator and in some cases it is possible to reduce the cost of the trip by relying on the school travel cover rather than buying a policy through the operator which does not provide a more extensive cover. If you have to use insurance provided by a travel company or similar, ensure that it extends beyond the proposed date(s), so that, if there is a delay, the insurance is still valid. A card giving contact details for the school travel insurance and a summary of cover is available from the Bursar's office to be taken on trips. If activities are added during the trip, care must be taken to check that those activities are included in the policy.

School trips will certainly not be undertaking activities deemed to be very hazardous such as bungee jumping or scuba diving. The school carries a substantial insurance against claims by any Third Parties for any loss, damage or injury caused by negligence or any other legally proven cause. Staff, employees and adult supervisors accompanying the trip are similarly indemnified. Whilst appropriate instructions and 'rules' will be made clear, and all reasonable supervision provided, pupils must themselves behave in a sensible and mature manner at all times. The school and members of staff are



unable to accept liability for a pupil's irresponsible or wayward personal behaviour, or any loss, damage or injury caused thereby.

Should emergencies arise, members of staff may be required to take urgent action without being able to contact parents or guardians beforehand and must be indemnified and/or reimbursed by parents and guardians accordingly. These might include:

Approving medical treatment when it is deemed necessary in an emergency and/or upon the advice of a qualified medical practitioner.

Advancing costs or expenses reasonably incurred in an emergency such as medical costs, or other justified and urgent cause.

### 3. Medical Issues

Parents must provide the school with all relevant medical details pertaining to their child as part of the whole school policy, as well as update details if they should change.

Parents and guardians must advise the organisers of the trip of any particular medical conditions from which their child is suffering; advising on any particular routines or actions is necessary as well. Parents are asked to indicate any medicines that their child is allergic to prior to residential trips; parents agree to allow first aid staff on residential trips to administer over the counter medication such as Advil or Ibuprofen (age appropriate dose) as deemed appropriate. Where possible, staff will contact parents prior to administering any medication. A record of all medication or treatment administered during residential trips is to be clearly recorded.

Staff will administer medication as directed by parents. Parents are asked to provide full written details of timing, dosage and administration methods for all medication their child needs to receive. Full details of any special medication carried by pupils must also be set out clearly and the Trip Leader expects all medication (excluding inhalers for older children) to be handed to staff on commencement of the trip. All staff will carry a hand sized first aid pack containing non-alcohol wipes and plasters in order to deal with minor injuries. The treatment of all injuries, however small, is documented on the slips contained within the small first aid kits.

Following day trips, the slips documenting treatment in case of injury are collected by the school office and the details transferred to the school record of injury treatments.

During residential trips the above protocol is followed in full except that the first aider on the trip collects the slips and adds this information to the list of medication/treatment kept as a running record for the trip. (Appendix 4)

### 4. Emergency procedure

In the event of an incident or full-scale emergency, there is always a nominated person who remains in 24-hour contact with the Group Leader. This person is usually the school Principal who would be responsible for coordinating emergency action and handling the press/media, should the need arise.



Pupils will wear wristbands with the school's name and telephone number on them for all day trips. All pupils are clearly briefed on what to do if they become separated from the group.

All staff attending a trip carry red emergency cards stating clearly what they should do and who they should contact in the event of an emergency. Prior to any residential trip, telephone pyramids are put in place, which are often used to inform parents that a group has arrived safely or that the return bus is running to schedule. This also helps with the collection of pupils on arrival back at school.

All Residential centres have their own emergency procedures. On arrival, these are explained to the pupils during their 'welcome talk'. The groups are also taken on a tour of the site to familiarise the pupils with their new surroundings. A practice emergency evacuation may be carried out during this time and pupils are shown where they should assemble in the event of the fire alarm sounding.

Residential Centres have a Duty Officer who is available 24 hours per day. They would coordinate any emergency action that needs to be taken whilst the group was resident at the Centre and enlist the help of the Centre Management and emergency services if necessary.

In the event of any pupil needing to visit a doctor or a hospital, the Group Leader or one of the trip first aiders will accompany them. The Group Leader carries emergency contact details and consent forms of all pupils, as do all the other members of staff on the trip.

The Deputy Trip Leader assumes responsibility for the overall organisation of the trip for the duration of the absence of the Trip Leader. The residential centre and relevant staff also have copies of consent forms and emergency contact details as necessary.

The Group Leader will endeavour to contact parents should the pupil require any medical treatment. In an emergency, when delaying treatment might be critical and parents cannot be contacted despite all efforts, the Group Leader will give permission, having consulted locally with the most highly trained first aider and the nominated emergency contact at school. On all residential trips, there are always sufficient accompanying staff members enabling the Group Leader to deal with emergencies without the visit being compromised in any way for the other pupils. Should a member of staff become ill, the Group Leader will make suitable arrangements for their care and the school will arrange for a replacement when it is deemed necessary by the Group Leader.

Should parents need to make urgent contact, they are provided with the telephone number of the Centre and with the school mobile number of the Group Leader. Parents are asked to telephone only in an emergency. At the discretion of the Group Leader, pupils will be allowed to speak to their parents if they are homesick or unwell.

Emergency details, such as contact numbers and next of kin of all staff are kept in the school office and will be used if necessary.

**Before a trip commences it is the responsibility of the Trip Leader to ensure that the Principal has a signed copy of the Risk Assessments prepared for the trip. Ideally, all risk assessments should be handed to the Deputy two weeks prior to departure. The School Office holds all other documentation. This will include information on time of departure and return, the names of all the pupils involved,**



and their consent forms in the case of residential trips, names of accompanying staff and their mobile telephone numbers, etc.

## Appendices:

1. Proforma letters sent to parents informing them of the forthcoming trip.
2. Proforma for the Outing Details
3. Proforma for Risk Assessments
4. Proforma letter for parents accompanying the trip; Medical records as needed

Budapest June 2025

Date to be reviewed: June 2027 or as required





## Budapest British International Academy

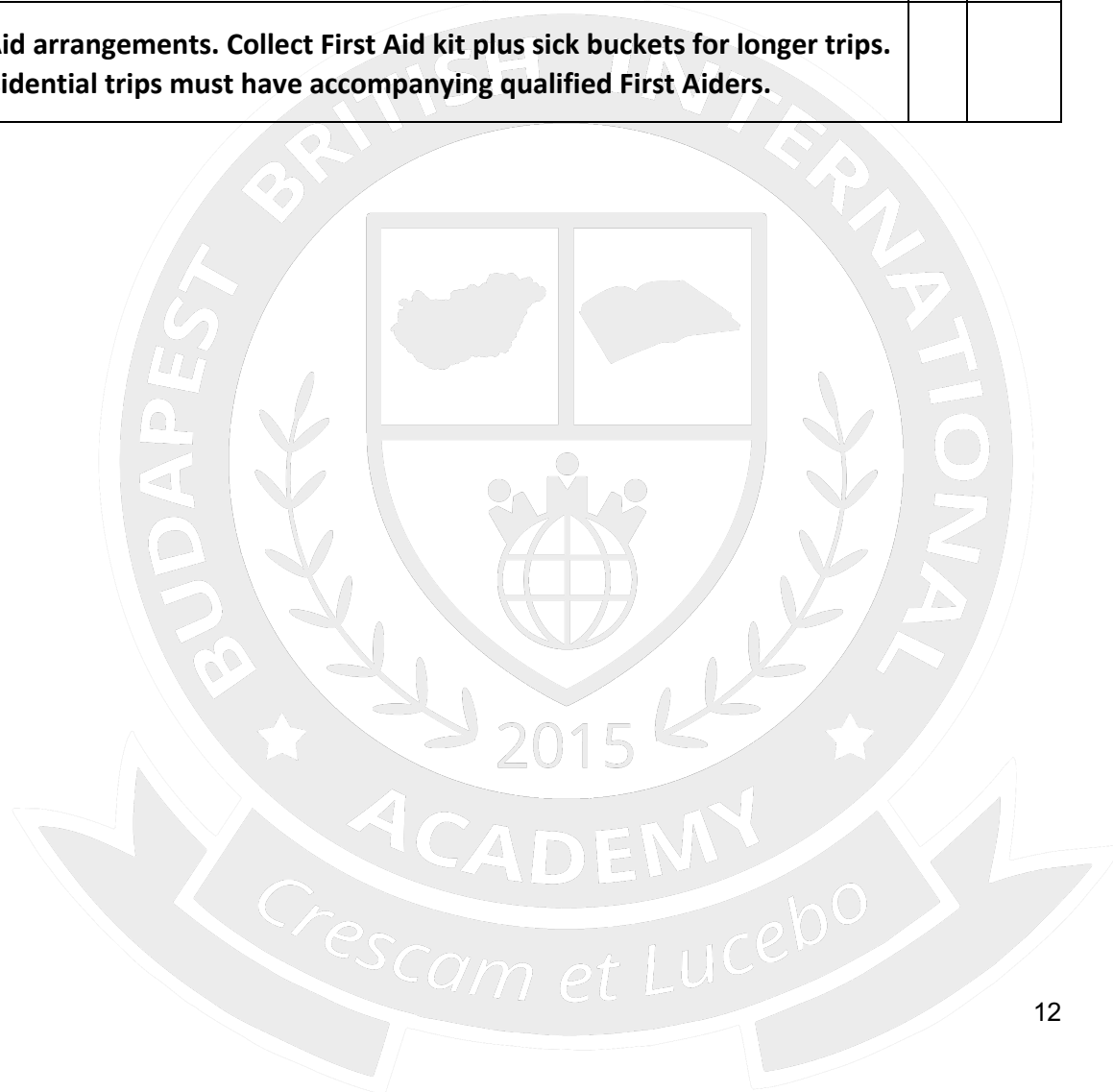
<b>CHECK LIST FOR RESIDENTIAL TRIPS and OUTINGS</b>		
<b>ACTION TO BE TAKEN:</b>	<b>BY</b>	<b>DONE</b>
Check calendar / school diary for other school events with Principal		
Discuss with Principal to confirm staffing, dates and cover		
Obtain approval for proposal from Principal		
Draft standard letter detailing trip arrangements. Pass to Principal, for approval and distribution to appropriate classes, via email or hard copy		
For residential trips prepare letter detailing trip arrangements and consent/information returns. Plan for parent/pupil meeting		
Complete details of trip including dates and times of transport required. The latter will be arranged by the School Office.		
Identify registered minibus driver if requesting a school minibus.		
Indicate the number of packed lunches and time required if needed. This will be arranged with the kitchen by the School office.		
Request Risk Assessment from the planned venue.		
Site visit to be carried out by trip organiser four weeks prior to the date of the visit if this is a new venue		



## BBIA - BUDAPEST BRITISH INTERNATIONAL ACADEMY

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<p>The Generic Risk Assessment and Event Specific Risk Assessment (ESRA) to be completed and handed to the Principal at least two weeks before the date of the trip. Details of both may be available from previous trips. Contact the Deputy who will have them on file.</p>		
<p>Class summary sheets listing pupils' medical conditions and emergency contact numbers for parents to be collected from the Office immediately prior to leaving school.</p>		
<p>Ensure list of accompanying staff, including mobile numbers, is completed on the Outings Information form.</p>		
<p>Set up system for informing the school (and contacts) of issues/matters that arise during the trip. Establish pyramid for contacting parents, where necessary.</p>		
<p>Arrange emergency contact numbers for staff if visit falls outside school hours.</p>		
<p>Consider First Aid arrangements. Collect First Aid kit plus sick buckets for longer trips. All residential trips must have accompanying qualified First Aiders.</p>		





**TRANSPORT AND CATERING ARRANGEMENTS:**

YEAR/CLASS: .....

VISIT TO: .....

ADDRESS: .....

OUTWARD JOURNEY	RETURN JOURNEY
Date:                      Time:	Date:                      Time:
ETA at destination:	Est. Time of leaving venue:
Nos. Adults: .....Children: .....	ETA back at BBIA:
Request: School minibus / Bus / Hired minibus	(Please delete those not required)
If using school minibus, name registered driver:	
Name and contact number for bus company:	
Name of insurance company (with copy of policy) if not school policies:	
Trip Organiser:	Mobile phone number:
Accompanying staff / parent helpers:	
1.	
2.	
3.	
4.	
5.	



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<b>Emergency contact out of school hours</b>	<b>Telephone no:</b>
Children..... Adults.....	

<b>Special requests:</b>	
<b>Delivered to bus: Yes / No</b>	<b>Time required:</b>
<b>Delivered to classrooms:o</b>	<b>Time required</b>

## BBIA GENERIC RISK ASSESSMENT

VISIT DETAILS..... DATE.....

ISSUE	HOW TO MANAGE IT	WHOM TO INFORM
Consider venue, activity, group transport, plan B etc.	What procedures will we have? (Control measures)	



Principal's Signature..... Date.....

You must also ensure that appropriate persons are aware of any Generic Procedures, however these need not be repeated here.

The activity must only take place if the residual risk following implementation of control measures is deemed to be acceptable

If none, strike through sheet and write 'NONE'

Principal's signature..... Date.....

## **BUDAPEST BRITISH INTERNATIONAL ACADEMY, Arpad Fejedelem Utja 79, BUDAPEST 1036**

Dear Parents,

Thank you very much for offering to accompany us on this trip. As you will appreciate, taking children out of school involves considerable planning and care to ensure they remain safe in the entire duration of the trip.

If you are accompanying your child's class, you will probably not be able to have your own child in your group. This is because your instinctive reaction would be to safeguard your own child rather than the others in your group. For this reason, we would not be able to include you in our ratio of staff/helpers to children.

The school carries out a risk assessment for each trip. This will be circulated to all staff and helpers. In addition, we thought you would appreciate some guidance as to the role and responsibilities expected of parent helpers on trips.

- That you do your best to ensure the health and safety of everyone in the group. In order to avoid any distractions would you please ensure that you neither make nor receive telephone calls during the visit.
- That you will not be left in sole charge of children except where this has been previously agreed as part of the risk assessment.
- That you follow the instructions of the member of staff in charge of the trip and other teacher supervisors.
- That you help with the control and discipline of the children.
- That you speak to the group leader or other members of staff if you are concerned about the health and safety of the children at any time during the visit.

Please do ask the member of staff responsible for running the trip if you have any concerns.

We are most grateful to you for offering to accompany this trip.

Yours sincerely,  
Sreyashi Das,  
Principal



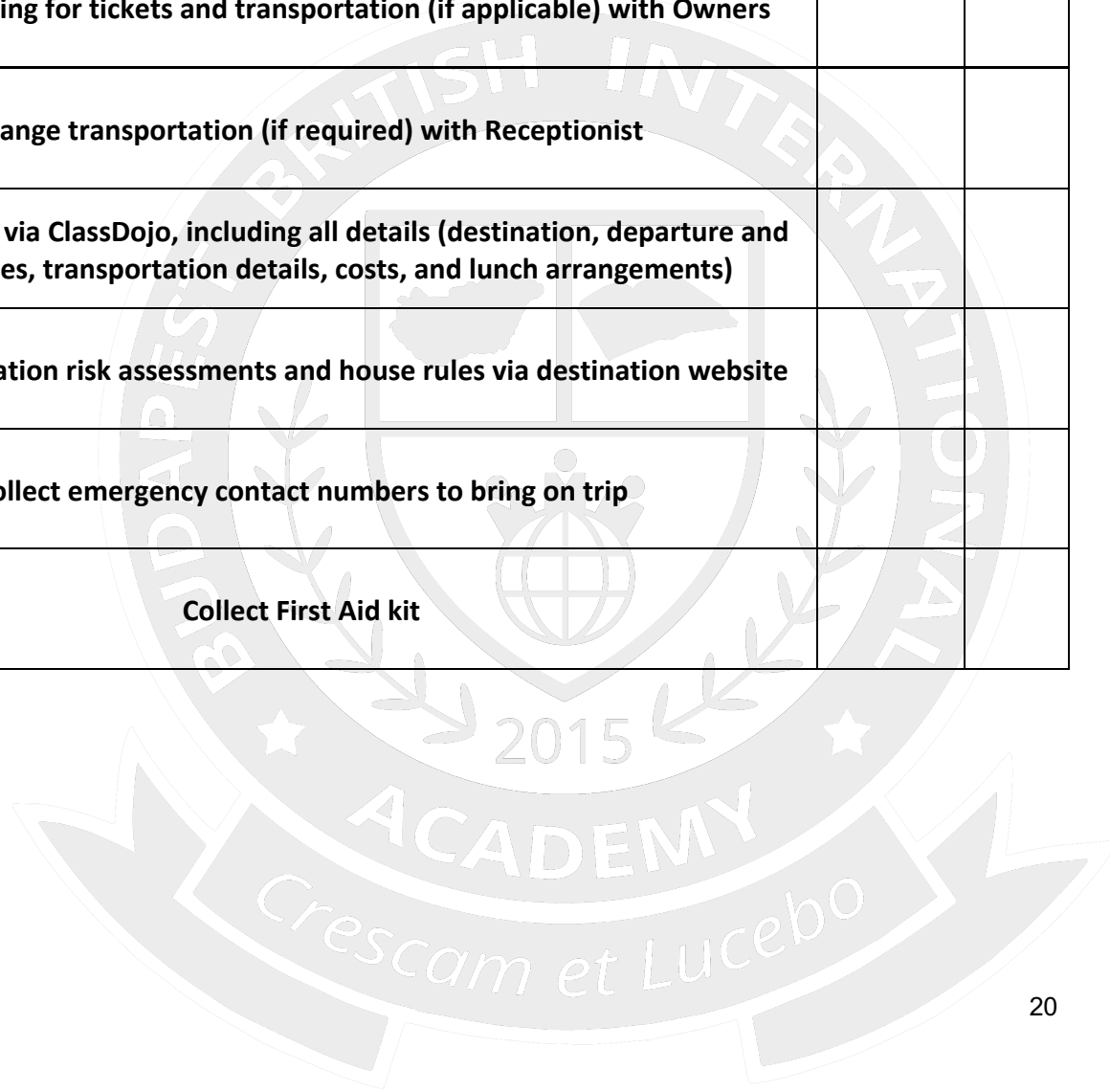








<b>CHECK LIST FOR DAY TRIPS and OUTINGS</b>				
CLASS:	TRIP PLANNED:	DATE:	BY	DONE
	<b>Check calendar / school diary for other school events with Principal</b>			
	<b>Discuss with Principal to confirm staffing, dates and cover</b>			
	<b>Obtain approval for proposal from Principal</b>			
	<b>Arrange funding for tickets and transportation (if applicable) with Owners</b>			
	<b>Arrange transportation (if required) with Receptionist</b>			
	<b>Notify parents via ClassDojo, including all details (destination, departure and return times, transportation details, costs, and lunch arrangements)</b>			
	<b>Review destination risk assessments and house rules via destination website</b>			
	<b>Collect emergency contact numbers to bring on trip</b>			
	<b>Collect First Aid kit</b>			





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## DAY TRIP NOTIFICATION

(to be submitted to Receptionist a minimum of 48 hours before trips)

CLASS: \_\_\_\_\_

DATE OF TRIP: \_\_\_\_\_

TEACHERS ATTENDING: \_\_\_\_\_

INTENDED TIME OF DEPARTURE: \_\_\_\_\_

ESTIMATED TIME OF RETURN: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PLANNED MODE/ROUTE OF TRANSPORTATION: \_\_\_\_\_

KITCHEN STAFF REQUIREMENTS: (circle one)

MAKE \_\_\_\_\_ LUNCH PACKS

HOT LUNCH IN SCHOOL AT: \_\_\_\_\_

NO LUNCH REQUIRED

ADDITIONAL NEEDS/NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

