



Jersey College for Girls

Trips, Expeditions and Visits Policy

Author:	Peter Marett
Date:	September 2017

Agreed by Staff:	October 2017
To be reviewed:	September 2019

Principles

Trips, expeditions and visits enable us to fulfil our vision for a student leaving JCG. *She will have a thirst for knowledge and already possess a broad understanding of the cultural, historical, geographical and scientific events and ideas which have fashioned her island and her world, and an eagerness to discover more ... She will have happy and lasting memories of her time at College and an admiration for those people who have nurtured and shaped her learning.*

We believe that students should have as broad an education as possible and part of that should include looking beyond the school grounds to broaden the curriculum and give everyone opportunities for on and off island visits.

Educational visits, expeditions and residential trips are an important aspect of the curriculum and exposure to a variety of experiences outside the classroom and off island should be part of a student's school experience.

Expeditions, trips and visits can raise achievement by boosting self-esteem and motivation and developing key life and work skills and help to develop better relationships.

The curriculum content of many subjects is enhanced by trips and visits and in some subjects it is highly desirable, for example Drama students must have seen a number of plays and Geography students are required to do field work. Curriculum related visits must be accessible to all students completing the course and must therefore not cost in excess of the amount that can be granted to students on bursaries each year (currently £1000). At all times priority consideration should be given to meeting the educational needs of the students in the most cost effective manner.

For any visit, trip or expeditions involving students, safety is paramount and for this and other reasons, meticulous planning and organisation are essential. It is also essential to use this document together with Education's Policy on Educational Visits.

Aims

- To ensure that all students have access to expeditions, trips and visits both local and away during their time at JCG.
- To provide worthwhile experiences which both enhance the curriculum and help to develop a student's awareness of the world around them.

- To provide a balance of expeditions, trips and visits across the year groups to ensure that students are gradually prepared for longer and more complex experiences away from home.
- To ensure that trips, expeditions and visits at a range of costs are offered.

Objectives

- All expeditions, trips and visits should enrich our students' experiences.
- Trips, expeditions and visits may be curriculum based or offered as a general enrichment.
- Trips, expeditions and visits should help to develop some degree of independence and self-reliance.
- Trips, expeditions and visits should help students to develop skills that they will need when leaving Jersey to travel or go to university.
- Trips, expeditions and visits should provide an environment where students can learn to work and live together in an inclusive way and safe way.
- Despite there being an element of risk in any trip, expedition or visit, if the risks involved are properly assessed and managed, the trip should be run safely and it is the responsibility of all staff on a visit to understand and monitor the safety of students and staff at all times.
- Staff running trips, visits or expeditions must follow the school guidelines and Education's Trips and Visits Policy and Procedures for running trips and visits and be aware of all health and safety implications.
- All trips, expeditions and visits should be considered in balance with the needs of the College in terms of protecting curricular time, ensuring adequate staffing and cost.

Definitions

Visits: Education visits off-site and on-island. There may be regular visits (e.g. sports fixtures) which have an on-going risk assessment which is reviewed annually. Other off-site and on-island visits will generally need to follow the check-list for on-island visits.

Trips: Educational visits off-island for short periods of time (usually up to 7 days) usually, though not always, linked with a specific subject.

Expedition: Educational visits off-island which are physically, mentally and emotionally challenging. An expedition would normally include some element of service and tends to be of significant duration. An expedition (particularly if costly and distant) would require **a minimum** of two year's notice and planning. A JCG Annual Expedition, run around activities week, should be open to all sixth form students and be seen as a 'once in a lifetime' opportunity. In order to meet the strategic aims of the College, occasionally expeditions can be organised for different year groups at different times but this would be the exception.

Procedures

The Principal has responsibility for:

- Giving the ultimate permission for the trip to go ahead.
- Signing form 1 and 2 after consultation with the EVC.
- Considering applications for financial assistance in cases of need. (See Appendix 6 – Application to receive funding for financial support towards trip/extra-curricular opportunity)

The Assistant Head Teacher Educational Visits Coordinator (EVC) has responsibility for:

- Having an overview of the offering of the whole College provision with respect to trips, expeditions and visits.

- Discussing the rationale, timing, staffing and planning for the trip with the trip leader.
- Discussing the costs and accessibility of the trip or visit to students.
- Ensuring all health and safety guidelines are followed and the relevant offsite forms and risk assessments are completed.
- Deciding on acceptable staff ratios and suitability of staff in discussion with the group leader, taking into consideration previous absence.
- Helping to develop staff competencies in leading trips and visits.
- Ensuring that the list of trips running from the College is updated and published on the website and included in an annual report.
- Inviting expressions of interest for the JCG Annual Expedition to have a plan for three years ahead.

Trip Leaders have responsibility for:

- Liaising with the EVC regarding the rationale, timing, staffing and planning of the trip.
- Checking impact of the trip with colleagues.
- Organising the trip with the help of office staff and making the relevant bookings.
- Completing the relevant offsite check lists and keeping up to date with all the relevant paper work, including following Education's Policy and procedures on Educational Visits. (Note – check list is slightly different for Activities Week)
- Developing a financial plan with the finance office taking into account the accessibility of the trip to students and to ensure parents have sufficient lead in time to plan their finances. Ensuring that a plan is in place for any under spend or overspend. Ensuring that £10 charge per school day per student is made to contribute towards the costs incurred by the College (excluding 5 activities week days).
- Ensuring that all adults accompanying overnight trips have been DBS checked currently held by College/Education.
- Ensuring that all adults accompanying the trip are suitable (ref. Chapter 3 of Education policy on Educational visits) in terms of experience and understanding of the rationale of the trip.
- Ensuring that no other adult shall attend the trip at any point without the prior consent of the Principal (for the purposes of clarity, partners of staff are not deemed suitable).
- Making sure parents are informed throughout the process by letter and a meeting (as appropriate) and providing them with a clothing and equipment list as appropriate. If any vaccines are necessary, parents must agree to this.
- Giving clear information about the aims of the trip and instructions to students both prior and during the trip.
- Providing photographs and reports to be used in school publications both during (if appropriate) and after the event.
- Completing an evaluation of the trip.
- Having the final say about activities and health and safety issues through discussion with other teachers on the trip.
- Adhering to all the guidelines in the Education's Educational Visits policy and JCG Additional Guidelines (see Appendix 1).
- Leaving a full record of the trip with Admin (including any incident records) and shredding any other information.
- Ensuring any accident forms go to Education and the record in a timely manner.

- Completing an evaluation of the trip to inform future practice.

Teachers on the visit have responsibility for:

- Working with the group leader to provide a safe, challenging and enjoyable experience.
- Encouraging students to cooperate and collaborate with each other and staff.
- Making sure the students behave in an appropriate way.
- Using their particular skills (if appropriate) in leading certain aspects of the trip after discussion with the EVC and group leader.

Students should be encouraged to take responsibility for:

- Understanding the aims, objectives and risks of the trip and participating so that they get the most out of the experience.
- Listening carefully to all instructions and safety briefings so they understand the risks and act accordingly.
- Follow JCG guidelines as specified in the trips and visits code of conduct.
- Fostering positive and inclusive relationships with each other and staff while off site.

The Activities Coordinator will have responsibility for:

- Making sure that, in activities week, there is a range of choices for students.
- Ensuring there are activities which are free and a number of off island visits at a range of prices.
- Checking the guidelines are followed and the paperwork completed by all the group leaders.
- Liaising with the EVC in relation allocation of staffing and health and safety issues.

Appendices

Appendix 1 – Additional Guidelines document
Appendix 2 – Checklist for on-island visits
Appendix 3 - Code of Conduct for students on trips
Appendix 4 – Risk Assessment Template
Appendix 5 – 5-year plan for expeditions

Appendix 1

JCG additional Guidelines for off island visits

(updated Sep 17)

Procedures for the organisation of educational trips and visits off island JCG.
You must use this document along with EDUCATION's Policy on Educational Visits.

Use the checklist to guide you through the process

1. If you are thinking of planning any trip off island you need to check the calendar.
2. ***Once this is done – speak to PM about the trip. You will need to email staff to ask if there are any objections and PM will check impact with the cover coordinator. At this point the trip will be put on the calendar. PM needs to sign the check list before anything else can be done.***
3. Form 1 must be completed and returned to the Educational Visits Coordinator (PM) ***This form is just a proposal form and is needed before any further bookings are made. This then will be finally agreed by the Principal and sent to the Education Department who may come back with further questions about the trip. Instructions on completion are in Education's policy.***
4. Once approval has been given then the group leader must follow the correct financial procedures (see section 2).
5. The Education Department has taken out insurance cover for Off Island Trips, but it is important to check for Adventurous Activities what level of insurance is provided. Checked by the Finance Manager.
6. The group leader must then obtain a completed consent and medical form from all students.
7. Form 2 must be completed (instructions in Education's policy) and given to the EVC who will go through the check list with the group leader and will then give the form to the Principal who will sign and forward it to the Education Department. The contacts on the form will be completed by the office from SIMS. It is the group leader's responsibility to check these details with the consent forms. Staff details should go on this form too. The group leader must nominate an emergency contact (normally The Principal and one other) who will each need a copy of the contact details, itinerary and staff contact details which they will keep at home. This form must be at the department 2 weeks prior to departure.
8. Leader MUST leave a list of student and teacher contact number with the office.
9. The group leader must make all necessary arrangements and open an account with the Finance Manager and then keep an account of the finances.
10. Ensure that all records relating to the trip are kept up to date and the relevant people sign the form below.

The group leader will:

1. Supply a list of all students, staff and those involved with contact details and a complete itinerary including all emergency contact addresses and telephone/fax numbers to the Main Office and the people nominated as the emergency contacts in school who should also have a copy at home for out of hours problems.
2. Check <https://www.gov.uk/foreign-travel-advice> (Foreign Commonwealth Office) website for latest advice on travelling to destination country.
3. Have the emergency contact numbers on them at all times
4. Ensure students are fully briefed and know where they are staying and what to do in an emergency (an emergency numbers card is a good idea)
5. Make sure staff on the trip are contactable and contact mobile numbers are left with the office – it is the group leaders responsibility to make sure their mobile works in the locality of the trip or take the school mobile available to them or make alternative arrangements.
6. Supply a list of internal teaching cover needed at least a week before departure to cover coordinator

7. Take a First Aid box from the main Office and have a nominated first aider on the trip.
8. Inform parents through letters and possibly a meeting before the trip, parents require an itinerary, accommodation details and emergency contact details of the leader.
9. Make sure the accounts are kept up to date and recorded and the finance office is kept up to date with the arrangements.
10. Complete an evaluation of the trip and send any accident record forms on as appropriate.

The Office Staff will:

1. Send out letters about the trip.
2. Collect and collate consent forms
3. Maintain a list of student replies.
4. Forward the form 1 and 2 to Education
5. Contact parents for any missing forms or details
6. Archive records (including parental consents) of the trip after it has taken place and hold until students are aged 25

The Finance Office will:

1. Assist group leaders in determining costs
2. Collect in money for the trips and record all receipts
3. Make any bookings for accommodation and transport required
4. Pay any invoices and costs the group leader requests.
5. Keep an account of monies in and out.
6. Increase purchase card limits and organise cash on the advice of the group leader
7. Contact parents by letter for any outstanding payments on the advice of the group leader, however if a phone call is necessary this is the responsibility of the group leader.
8. Organise insurance claims on the advice of the group leader

While on the trip group and deputy leaders should have a copy of the following documents:

- Travel tickets, passports and visas. It is also advisable to carry a separate list of the numbers of any travel documents/passports, and photocopies of all the group's documents in a sealed waterproof bag.
- A copy of the contract with the centre/hotel etc, if appropriate.
- Medical papers and significant medical histories;
- Parental consent forms and permission for group leader to authorise emergency treatment on parental behalf;
- The phone numbers and addresses, at home and in school, of the Headteacher and of the school contact;
- The Education Serious Emergency telephone number which currently is +44 (0) 1534 449206.
- The names of parents and the addresses and telephone numbers at which they can be contacted (home and workplace);
- Copies of a list of group members and their details;
- Details of insurance arrangements and the company's telephone number;
- The emergency contact number for medical treatment via the insurance policy;

- The name, address and telephone number of the group's accommodation;
- Location of local hospital/medical services;
- In some cases, the contact details of the British Embassy.

Financial Procedures - Off island trips

As trip leader it is your responsibility to cost the trip so that it is self funding and to keep a clear account of where the money is spent while away. If more than £30 per student is left at the end of the trip this must be returned to the parents. The finance office is there to support you and to collect all money and pay any trip costs or invoices and provide cash for while you are away. Please direct any queries re trip payments or receipts to Finance Office staff member who deals with all trips.

1. Complete the trip costs template to calculate how much you need to charge for the trip. This should cover everything you need to pay for including the share of the staff costs. Think carefully about how much contingency money you wish to add on. Any queries on what costs should be included can be discussed with finance if you wish.
2. On form 1 provide a provisional cost.
3. Complete the trip launch template for using the online Joinos (the online payment system). When completing the template you need to think about :
 - Payment plan - when working out a payment plan you need to remember that before any payments can go out of the account the money must be there so consider in your payment schedule when payments need to be made (e.g. for flights).
 - A list of students involved should be provided to finance and any amendments should be notified to finance as soon as possible.
 - All the student's forms that will need to be completed for the trip.
4. Finance will set up an account for your trip within the General Fund.
5. Any letter requesting money for a trip needs to state that, if paying by cheque, it must be paid to JCG General Fund and needs to have the students name on the reverse and the name of the trip. Make sure you provide the finance office with a clear name which distinguishes it from any other trip eg 'London drama 2011' and not just 'London trip' also ask parents to address any money sent in to school to the main office.
6. Start to collect deposits from students. It should be made clear to the parents that the deposit is non refundable (except in exceptional circumstances) and the deposit needs to be large enough to cover any costs incurred (particularly flight bookings). Suggestion a minimum of £50 for trips under £250 and £100 if over.
7. Any letters to parents about money need to be copied in to the finance office so they know what the cheques are for when they start to arrive and how much has been requested as they are often contacted by parents for this information.
8. Once deposits are in it is the group leader's responsibility to contact home informing parents of any further payments and the final cost. The last payment should be in at least 1 month before the trip (activities week has its own timetable of payments). A payment plan can be set up but please limit the number of payments as this can cause problems for the finance office. The finance office maintains a list of payments received from students which the group leader should obtain ahead of the payment deadline. If students have not paid in full please discuss with the finance office and they will then chase for payment by sending out letters.
9. Requests for cash and payment card limit increases need to be with the finance office 2 weeks before the trip leaves.

10. When away all receipts need to be kept with a record of all spending. If cash is given back to students during the trip make sure they sign to say they have had it to serve as a record of where the money has been used.
11. On return it is the duty of the trip leader to present the final accounts and receipts to the finance office for signing off.

Notes to trip leaders

Please ensure the standard wording noted below is included in any letters being sent at the launch of a new trip. This includes wording to be contained within the main body of the letter (re who cheques should be payable to and what they should note on the reverse of the cheque in order for finance to track the payment). It also includes the terms and conditions which should be attached at the end of the letter.

Please ensure the wording highlighted in blue is included within the letter, tailored appropriately for your trip.

Trip leaders should ensure that the deposit being asked for is sufficient to cover the costs you will incur before receiving the next payment from students eg flight and accommodation deposits and should be received from students before you are required to make any financial outlay.

Please consider what percentage of costs is likely to be covered by insurance and include in the first letter to parents regarding payments. This is particularly important if a large portion of your trip costs are for workshops, shows and expenses other than travel. Please note that I have had parents query in the past why the insurance reimbursement is seemingly low compared to the cost of the trip to the parent. This percentage can vary between about 30% reimbursement only if significant non-travel or accommodation costs, up to maximum approx 80% reimbursement once the excess is taken into account.

Consent forms should be sent to the Office. Cheques should be forwarded to the finance department- students should drop these in at the office reception as they collect the cheques to pass on directly to finance.

Standard wording to be contained within the letter:

If you feel that you would like your daughter to attend the trip, please can you complete the consent form and send a deposit for £xx by xx 2014. Please make cheques payable to JCG General Fund and write your daughter's name and (name of trip) on the reverse.

Please read carefully the terms and conditions included below in respect of payments and insurance.

At the bottom of the letter:

Terms and Conditions

- Please note that trip deposits are non-refundable and all cheques and consent forms should be handed in to the school office.
- Post dated cheques are not accepted.
- Once the place on a trip has been confirmed you will be liable for any costs incurred by JCG.
- Payments for trips must be made and have cleared in full before departure date otherwise JCG will reserve the right to refuse participation in the trip.
- Upon the trip's return, trip surplus balances under £30 per student will be retained by the College to contribute towards financial assistance for individual students for future trips in accordance with College policy. Refunds over £30 will be made once the trip account has been finalised. Any parent wishing for a refund below £30 should advise the trip leader before the trip's departure.
- Financial assistance may be available. If you wish to apply please request a financial assistance form in confidence from the Principal's PA, Lisa Biddlecombe by email to l.biddlecombe@jcg.sch.je. Please

refer to the College website at www.jerseycollegeforgirls.com / Admissions / Fees and Finance for further details.

- JCG makes use of the insurance cover provided by the Education Department. Should an insurance claim be necessary the excess of £50 plus any additional costs that JCG may incur in connection with the claim will be deducted from any reimbursement. **Please note** this insurance policy only covers medical expenses, travel and accommodation. It does not cover any other activities or costs associated with the trip (e.g. workshops, entrance fees, plays and courses). *Under this policy it is likely that, for this trip, any insurance reimbursement would not exceed x% of your payment. For further insurance cover please consider taking out your own additional private insurance.*

On the return slip, please add

In the event of a refund being made please confirm who this should be made payable to. Please give name(s) of recipient(s) of refunds and % that they should receive as appropriate.

<i>Name</i>	<i>% of refund</i>



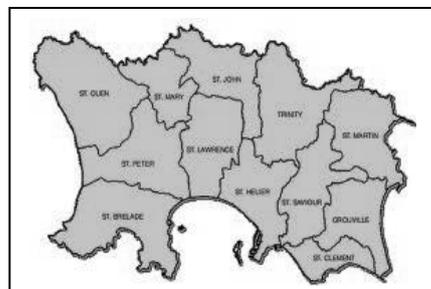
12. Trip Request Form – essential check list

Trip:	Dates of trip:
Staff involved: Organiser: Others:	Students involved:

To be signed by	Date	Signed	Tasks
1. Group Leader			Discuss idea and staffing in principle with PM. Check calendar for clashes and email staff to ensure trip does not impact on other important events or assessments. Consider budget. Be aware of JCG Travel role.
2. Peter Marett			PM checks cover with AMC and AMC enters in system. PM gives provisional approval and enters as TBC in calendar.
3. Peter Marett			Group leader completes Form 1 proposal. Signed by PM and passed on to Admin. Health & Safety issues, Risk Assessment, Insurance and any adventurous activities discussed at this time with PM.
4. Admin			Form 1 given to Admin. Form 1 passed by Admin to LB to be signed by CBH. Form 1 sent by Admin to ESC. Trip recorded by Admin on spreadsheet. Admin emails DK to add to website calendar.
5. Finance Office			Travel arrangements discussed. Send email request to JCGtravel@jcg.sch.ie
6. Finance Office			Group leader completes costing template and trip launch template, financial arrangement agreed with Finance Dept.(can be emailed in advance for consideration)
7. Peter Marett			Form 1 approved by ESC and trip confirmed . TBC removed from entry in calendar and trip organiser informed.
8. Admin			Appropriate letter, consent, code of conduct, photocopy of passport request and medical forms sent to parents - completed copies to the Office. Book school mobile.
9. Finance Office			Bookings for travel once consent forms and appropriate deposits have been received.
10. Group Leader			Collect consent forms etc. from office and check that the information is still correct and that there have been no changes in contact or medical details. Complete and sign Form 2 to take to Admin together with accompanying staff emergency contact details and itinerary.
11. Peter Marett			Go through check list and completed risk assessment with PM and possibly CBH for a long haul destination or trip with significant risks.
12. Admin			Form 2 and itinerary checked, contacts added and given to Admin for signing by CBH and forwarding to the Education Dept – at least 2 weeks prior to the visit.
13. Admin			Group leader to collect insurance details, first aid kit(s) and from Admin. Admin to ensure file of necessary details is left with on-island emergency contacts. Phone from AVA.
14. Group Leader			All tasks complete. (Trip evaluation on return please)
15. Peter Marett			Final check (likely to be the day before). Group leader to read emergency procedures document.
16. Admin			Check list filed. Trip records archived

Appendix 2 – Checklist for on-island visits

Off site (on island) trip Request Form – essential check list



Trip:	Date of trip:
Organiser:	Time of trip:
Students involved:	Staff involved:

Organisation managing the activity (if any):
Summary of travel and trip arrangements (attach if necessary)
Staff names + mobile contact numbers:

- **Print sheet. Use paper copy and follow the steps in order.**
- **Do not make any firm arrangements or bookings until you have final confirmation.**
- **Inform PM at any point if the event cannot take place. PM to inform TR.**

	Date	Signed	Tasks
1. Organiser			Discuss with Peter Marett to ensure the idea in principle. Check calendar for clashes and email staff to ensure event does not impact on other important events or assessments
2. Peter Marett			PM checks cover with AMC and AMC enters in system. PM gives provisional approval PM enters on calendar tbc Discuss arrangements & Risk Assessment
3. Organiser			Complete risk assessment and place in staff shared area. Obtain statement of insurance coverage if using company to provide activity or similar.
4. Admin			Check that admin needs can be met e.g. letters to parents, any booklets, copying
5. Fiona Bell			Approve financial arrangements (including travel costs)
6. June Fosse			Confirm travel arrangements – minibus (if applicable)
7. Finance Office			Confirm travel arrangements. For coach - complete booking form and email it to JCGtravel@jcg.sch.je
8. Peter Marett			Trip confirmed. PM removes tbc from calendar Entry for website and social media. DK updates web calendar
9. Admin			Information letter sent to parents (as appropriate – ParentMail / via students. Group leader provides necessary details/draft letter to office.
10. Organiser			Ensure you have a First Aid Kit (collect from office if necessary)
11. Admin			Copy of this form, list of students and staff contact details left with the office

Appendix 3 - Code of Conduct for students on trips

JCG trip to ...

Code of conduct

1. I agree to participate fully in all aspects of the visit. I understand that I will be a representative of JCG and that I must behave in a manner appropriate to that role at all times.
2. I understand that all the school rules, including those on **piercings, alcohol, smoking and drugs**, apply for the duration of the trip and I agree to obey those rules.
3. I understand that I must be prompt for all rendez-vous times. I also agree not to go anywhere alone at any time during the trip. I understand that this is for my own safety and the safety of others.
4. *I understand that I must return to the host family home for dinner and must not then go out again in the evening unless accompanied by the host family. (only when applicable)*
5. I understand that any serious breach of school rules could result in me being sent home immediately and that in such case my parents would be responsible for any cost incurred.

Signed.....

Date.....

Signed.....

Date.....

Signature of Parent/Guardian

Appendix 4 – Risk Assessment Template



Education, Jersey College for Girls Risk Assessments

Area of Risk:					Department/Section:	JCG
Risk Assessment Conducted by:					Date:	Review date:
Hazard	Who's At Risk?	How Might They Be Harmed?	Risk Rating (L/M/H)	Existing Control Measures	Control Measures To Be Considered/Implemented	
	•	•		•		
	•	•				
	• •	•		•		
	•	•		•	•	
	•	•				
	• •	•				
	• •	•		•	•	
	• •	•		•	•	

Appendix 5

5-year plan of expeditions

2017	
Visit to potential partner school in Shanghai	February 2017
Biology Expedition to Ecuador and Galapagos	Summer 2017
Human Rights trip to USA	Summer 2017
2018	
Biology Expedition to Mexico	Summer 2018
Ghana Expedition	October 2018
2019	
2020	

Appendix 6

Application to receive funding for financial support towards trip/extra-curricular opportunity.



Jersey College for Girls

**APPLICATION TO RECEIVE FUNDING FOR FINANCIAL SUPPORT TOWARDS
A SCHOOL TRIP/EXTRA CURRICULAR OPPORTUNITY**

Student's Name
(BLOCK CAPITALS)

Student's Form

Applicant's Name
(person who has responsibility for student)

Name of the Trip/Extra Curricular Activity

Amount of Financial Support requested
Financial information to support this request

Applicant's signature

Applicant's address

School use:

Amount authorised £	by	
	Signature	