



EXCURSION POLICY

Responsible:	Director
Date Reviewed:	January 2025
Review Period:	Annually
Approval Authority:	Director
External Release:	Yes

Kingfisher Education recognises the educational and social importance of excursions for our students. Hence, we provide students with three full-day excursions and 1 half day excursion during the camp.

The two full-day excursions are split into two categories:

1. Raising cultural understanding and enhancing exposure to British culture. Such excursions include visits to nearby cities - Bath, Winchester and Salisbury.
2. Allowing students to spend time with their new friends and develop their social and language skills.

By planning and conducting excursions in line with this policy, all participants will be aware of their responsibilities and can actively engage in enhancing learning experiences beyond the classroom.

Our Responsibility

Under Common Law, staff members accompanying students on an excursion have ultimate responsibility for their safety and are deemed to be acting 'in loco parentis', where staff are held to the same standard of care as would be deemed a reasonable parent. Occasionally, this duty of care can temporarily be transferred to others such as a sports coach or tour guide where the activities are controlled by those instructors/experts.

We recognise and accept the risks to health and welfare of our students on excursions may present and will therefore ensure that:

- Appropriate safeguarding procedures are in place and the students' needs and risks to staff have been considered
- Risk assessments have been completed, and appropriate safety measures are in place
- The excursion/activity leaders possess the necessary skills and training to lead the excursion effectively and guide other members of staff in their responsibilities
- An appropriate student to staff ratio is in place on the excursion
- Parents have given excursion consent
- Appropriate first-aid provisions will be available, and student medical information is shared on a need-to-know basis with staff
- Appropriate mode of transport for travel and pick-up/drop-off times and meeting points have been confirmed
- The excursion/activity leaders have the names of all students and staff on the excursion and group leaders will have contact details for all students in their group.

The excursion/activity leaders and Group leaders must ensure the students are aware of their responsibilities whilst partaking in excursions, which include:

- Not taking any unnecessary risks

- Following instructions of Kingfisher Education staff, Group Leaders and other superiors including any excursion destination staff
- Dressing and behaving sensibly and responsibly
- Complying to British laws and customs
- Being aware of anything that could threaten the health or safety of any student or staff and reporting this to their Group Leader or excursion/activity leaders.

Any student whose behaviour poses a potential risk to themselves, or others may be prohibited from participating in the excursion.

Kingfisher Excursion / Activity Leaders:

The Excursion / Activity Leaders has the overall responsibility for overseeing and managing all participants during excursions and must be approved by the Director. Furthermore, the excursion / activity leaders is tasked with ensuring that the principles outlined in this policy are always adhered to whilst off-site.

Risk Assessments

Risk Assessments must be conducted well in advance and requires approval of the Director. The aim of a formal assessment is to identify any potential risks the students and staff may encounter and to determine ways to prevent or mitigate them. No students or staff should be put in situations that expose them to an unacceptable level of risk.

Transport

Each Kingfisher Education venue has dedicated transport providers who will supply the necessary vehicles for the planned excursion.

Some of the transport provider's obligations include:

- Comply with all national, local, trade and other relevant laws, regulations, and codes of practice
- All vehicles must be in roadworthy condition and meet all legal requirements, e.g. road tax, insurance, MOT certificate and logbook
- A PCV operator licence or small bus permit must be in place for vehicles carrying more than 8 passengers
- All vehicles must carry a fire extinguisher and first aid kit and be fitted with seatbelts

- Drivers must be suitably vetted, take sufficient breaks and do not exceed their maximum daily driving time

Student groups on excursion

Students attending an excursion will be split into smaller groups and allocated a Kingfisher excursion/activity group leader. The groups will be split into the following age ranges:

- 10 - 12 years = Minimum 1 adult for every 10 children
- 13 - 15 years = Minimum 1 adult for every 15 children
- 16 years+ = Minimum 1 adult for every 20 children

In addition to the different group sizes, the amount of unsupervised free time also varies between the age groups.

- 10 - 12 years = supervised free time with kingfisher staff
- 13 - 15 years = 90 minutes in groups of minimum 2
- 16 years+ = 90 minutes in groups of minimum 2

Friends belonging to two different age categories who wish to be together in the same group shall join the younger age group.

Sufficient staffing must be ensured when planning an excursion to ensure that there is enough staff to cope effectively with an emergency.

Partner Agency Group Leaders

Some partner agencies will send a Group Leader with their students to Kingfisher Education whose role it is to update the student's parents with their children's progress and to be a local point of contact for them at camp. If an agency Group Leader joins an excursion, they can only be responsible for their own students and cannot oversee other students of Kingfisher Education.

Security procedures

During excursions children will be registered:

1. Before boarding the coach
2. On the coach just before departure
3. At excursion destination drop-off point
4. At various times during the day depending on age and group size
5. At the end of the day before departure and once on the coach before departure

What to do if a child is missing

All students are required to provide their Group Leader with a mobile phone number for contact during excursions. Additionally, students are required to wear lanyards and/or ID cards that display Kingfisher Education's contact information, including a head office contact number. The head office is staffed while students are off-site, making sure that they can provide support to searches were necessary.

Procedure in the event of an injury

1. Assess the injury to see whether it needs treatment immediately
2. If necessary, contact the excursion/activity group leader who can either take care of either the remaining group or the casualty, depending on the situation

Please note that theme parks, stadiums, zoos, etc. have First Aid posts and all shops are required to keep First Aid equipment.

Procedure in the event of an emergency

1. Get help by phoning 999 immediately
2. Contact the excursion/activity group leader
3. Stay with the casualty

Procedure in the event of a missing student during off-site registration

1. If a student has not reported after 10 minutes, call their mobile phone (or a friend's that is in the same group).
2. Allow another 10 minutes and then notify the excursion/activity group leader who will take any necessary steps from this point.
3. After another 30 minutes, the police and site staff will be notified by the excursion/activity group leader

If a student who is not part of your group requests assistance or guidance, please contact the excursion/activity group leader who will have a record of all groups and reunite the student with his Group Leader.