



LONDON

TopUp Learning London (Tti) Excursions/Activities Policy and procedure 2024-25

school emergency number: **+44 7456 314794**

Policy Statement: We are committed to providing a caring, friendly and safe environment for all our students and staff so that they may learn and work in a relaxed and secure atmosphere both on site and off site

The purpose for this policy is:

- To ensure that all staff and students' expectations of excursions are met from academic, social and safety points of view.
- To outline the procedures for excursions and reduce health and safety risks.

Each Activity leader is allocated to a group of students that they are responsible for

Each Activity Leader must

- be familiar with the *Critical Incident and Emergency Plan*
- Read the risk assessment before the trip
- have a fully charged mobile phone with internet access and access to the WhatsApp group
- follow the given route for the specified activity or excursion
- explain the points of interest to students as described in the briefing notes provided to you
- if you are supporting a group leader, then you need to follow their instruction
- Participants given pre-visit talk about the dos and don'ts at museums, e.g. taking pictures, not touching the displays, security checks

Activity Leaders: must inform the management if/when (through WhatsApp group):

- *Number of students before any departure (from the school, from lunch, from the destination)*
- *Coach registration number and driver's name*
- *if the planned direction of travel changes for any reason (coach, walk, train, bus, and tube route change).*
- *Coach stop point changed*
- *When arriving to destination, and leaving, or any stops during the coach journey, including accidents and coach breakdown*
- *If a student is injured,*
- *Reaching different allocated points specified in the route plan*
- *The headcount at every point*

Ratios:

- 1 activity/group leader : 20 adult students
- 1 activity/group leader : 15 students age 12 to 17
- 1 activity/group leader : 12 students age under 12
- 1 activity/group leader : 6 students age under 12 during the free time (these students are not allowed to be alone at all) - Put the older students in groups during free time (buddy system)

Street crossing:

- Appropriate locations are used to cross the road safely such as zebra crossings and traffic lights where practicable. In rare cases, where there is no pavement, the group is to walk facing the oncoming traffic.
- One leader to use the red Flag to stop the traffic while group is crossing the street
- Students are not allowed to cross the street on their own

Register and headcount:

- Register check is required:
 - Before departing the school
 - Before returning from the destination (before boarding the coach/bus/train/tube)
 - After lunch
 - Headcount: Headcount at every stop point during the walk

Food and water:

- Allow a timely food session – consider the age of students / Remind students to have water

Toilet: Allow regular toilet stop / Ask the driver for emergency toilet stop if required

Fire evacuation and emergency plan for venues/coach/train/tube:

- Brief students before entering any of the venues.
- You may have to ask the venue staff to explain their procedure if it is not given to you before the trip

Coach/train/tube/bus breakdown or accident:

- Inform the management immediately
- Move uninjured students to a safe place and stay calm / Do not put yourself at risk
- Call 999 in case of accident
- Identify casualties and follow the instruction from Critical Incident and Emergency Plan

Brief students before departure.

Leader will ensure that young people are fully aware of itinerary and supervision/meeting arrangements.

Brief students:

- Itinerary and the route is given to students
- What to do if you are lost (please see below point)
- What to do if you miss a train/tube/bus or not to make it to the coach
- Students to wear lanyard at all time with an emergency number on it
- Students stay in their designated groups all the time and follow their leader
- Appropriate clothing (jacket if it is raining)
- Students have drinking water with them
- Students to bring sun cream as shade can be very limited
- Students to wear appropriate shoes (no slippers)
- Meeting point is set and students are fully aware of it (show the meeting point on arrival)
- Seatbelts must be worn at all times.
- Lanyard must be worn at all times
- Students are aware of the UK emergency number: 999
- Students are aware of the school emergency number: +44 7456 314794
- If lost inside the museum, approach a staff member immediately and ask them to contact the emergency number

Inform students that if they are separated from the group (specially under 18), they must:

- Contact emergency number, approach a police or security officer. In case of not having any of those available, talk to a staff member in a train/tube station, supermarket shop/store to contact the emergency number or call 999
- In case of serious emergencies when all means of communication are disconnected, stay with the staff in the stores or station and try to locate a police officer. Follow the orders given by police officer.

Missing students: Group leader/staff/supervisor or the person in charge at the time is required to:

- Check with other students, group leader from the same group,
- Inform the management immediately and management helps with the following:
 - Contact student through phone/WhatsApp/social media.
- If student is not located within 30 min:
- Inform the police about the incident.
- Management and staff to work with police to locate the students.
- Do not leave the destination before you are given permission by management (Management will have a staff on duty to stay back if coach/train has to leave)
- Management will inform parents in an agreed and adequate time

Academic excursions must be requested one week in advance and receive approval from the DOS
London Social programmes are planned before the start of each month

Under 18s are not permitted to join any activities or excursions to pubs or bars.

Annual Review: This policy is reviewed annually by the principal, Director of Studies and COO
Next review: January 2026