

# ECS Excursion Guide



## General information about trips

For provisional excursion destinations for this summer please see <https://www.countryschools.co.uk/activity-program/excursions/>

Excursions take place for all age groups each Saturday and Sunday. They provide a change of scene and a chance for pupils to immerse themselves in the history and culture of the country whose language they are learning. Children aged 11 and over are allowed to shop in groups of three or four but under-11s must be accompanied by a member of staff. Students usually travel by coach to their destination returning in time for the evening meal. Smaller excursions take place on Wednesday afternoons instead of sports, usually to Shaftsbury or Sherborne. We also organise weekend excursions to London and half-day excursions (during morning lessons) to Stonehenge

### Who's Who?

**Excursion Coordinator:** usually the Recreation Programme Organiser. Plans excursions in detail, coordinates during the day, monitors their success and adapts accordingly.

**Trip Leader:** the person in charge during a trip. Deals with any payments to enter attractions, has authority during a trip and is the main channel of communication with the office. Ideally should not have direct responsibility for a group of pupils during the trip.

**Trip Assistants:** are each allocated a group of students ('travel group') in order to account for pupils and get them on and off coaches efficiently. If not directly accompanying pupils, assistants must help to maintain a presence for any pupils who need help or advice.

### Head counts v. travel groups

Traditionally pupils are accounted for through name lists and head counts. For example they might be checked onto a coach by ticking off names on a list followed by a head count once they are on the coach. The problem is that name ticking is time-consuming, especially when staff are not familiar with foreign names and accents; and there may be pupils with the same name, which can cause confusion. Head counts are inefficient because it is easy to make a mistake, especially if pupils are moving around. This is further complicated if pupils are split between two coaches. Finally, and assuming there is no mistake in the count, the total can only be verified by reference to an official total which may itself be wrong, for example if a pupil is ill or has accidentally been included twice on a list. For this reason we prefer to account for pupils using small 'travel groups' whereby a small number of pupils is allocated to one member of staff. So long as the member of staff gets on and off the coach with all her pupils, she can be sure they are all present. This is both quick and reliable.

### Informing pupils about excursions

Excursions should be prepared in class by teachers. They will do things like researching the destination on the internet, using a map of the destination to practice asking and giving directions, practising comparatives and superlatives to talk about theme park rides, etc. To do this, teachers need to know about the excursion at least 4 days before the trip. If possible, post information about the excursion outside the dining room well before the excursion. There are Powerpoint presentations to inform pupils about where they are going: ask Chris about these. Sometimes pupils prepare their own presentations to show to other pupils. There might be time to use these just before an excursion so long as the technical arrangements are made in advance. Or they can be shown the previous evening, perhaps at the end of the social activity.

## Chronology

When?	Who?	What?
Before each course	Course Directors	<ul style="list-style-type: none"> <li>Decide provisional excursions</li> <li>Visit destinations and conduct risk assessment</li> <li>Book coaches</li> <li>Nominate an Excursion Coordinator</li> </ul>
Before induction	Excursion Coordinator	<ul style="list-style-type: none"> <li>Read this Excursions Guide</li> </ul>
At induction	Course Directors	<ul style="list-style-type: none"> <li>Talk generally about excursions</li> </ul>
4-5 days before excursion	Excursion Coordinator	<ul style="list-style-type: none"> <li>Check excursion destination for each age group</li> <li>Pass this on to academic staff so that teachers can prepare for the excursion in class</li> <li>Post the document 'Excursion Guide and Risks' in the staff room and ask staff to read it.</li> <li>Nominate a Trip Leader (an experienced member of staff) for each excursion</li> </ul>
3-4 days before excursion	Excursion Coordinator	<ul style="list-style-type: none"> <li>Obtain up to date pupil lists and divide students into travel groups, one per Trip Assistant. This is normally done by gender for under-11s and alphabetically for other pupils.</li> <li>Check welfare lists for any specific dietary or other medical needs. Pass on this information to kitchens / trip leaders.</li> <li>Check with coach company: timings, pupil numbers and coach sizes</li> <li>Check entrance times, group booking arrangements, fees and methods of payment for any attractions to be visited</li> <li>Check breakfast timings and packed lunches with kitchens</li> <li>Ensure there are caps / wristbands for pupils</li> </ul>
2-3 days before excursion	Excursion Coordinator	<ul style="list-style-type: none"> <li>Plan the trip and prepare a Trip Schedule</li> <li>Consider specific risks and 'What if?' scenarios including the possibility of bad weather</li> <li>Post the itinerary outside the dining room</li> </ul>
1-2 days before the excursion	Excursion Coordinator	<ul style="list-style-type: none"> <li>Meet with staff involved in the excursion to go over details</li> <li>Meet separately with house parents if necessary</li> <li>Double check coach timings and sizes</li> </ul>
Evening before	Excursion Coordinator	<ul style="list-style-type: none"> <li>Make sure charged mobile phones, clip boards and Trip Schedules are ready for each member of staff.</li> </ul>
Evening before	House Parents	<ul style="list-style-type: none"> <li>Make sure all students know what they will be doing the next day. Talk to them about: litter, punctuality, shop lifting, staying together, danger of strangers, pickpockets, what to do if...</li> <li>Make sure pupils have ECS wristbands and the right clothes ready – including facemasks for the coach.</li> <li>Remind them where and when to collect pocket money, cash and credit cards the next morning.</li> </ul>
Breakfast*	Excursion Coordinator	<ul style="list-style-type: none"> <li>Supervise / allocate staff to supervise pupils in collecting their packed lunches.</li> </ul>

Just before excursion	House Parents	<ul style="list-style-type: none"> <li>Hand out pocket money / credit cards in boarding houses or Farrington, as far as possible avoiding students huddling together. Make sure each pupil has a wristband and if under 12 an ECS cap.</li> </ul>
Just before excursion	Excursion Coordinator	<ul style="list-style-type: none"> <li>Check that breakfast and other timings are adhered to</li> <li>Double check that packed lunches, drinks and sick buckets are on the coaches</li> <li>Use two-way radio to liaise between trip leaders, office and boarding houses</li> </ul>
Just before excursion	Trip Leader	<ul style="list-style-type: none"> <li>Make any announcements, remind pupils about behaviour / safety, organise them into travel groups</li> </ul>
Just before excursion	Trip Assistants	<ul style="list-style-type: none"> <li>Collect their travel group, board coaches and leave in a timely manner</li> </ul>
During the excursion	Trip Leader	<ul style="list-style-type: none"> <li>Be in charge, deal with any payments, be main contact with office</li> </ul>
During the excursion	Trip Assistants	<ul style="list-style-type: none"> <li>Group pupils, get them on and off coaches in a timely manner, maintain discipline on coaches, accompany pupils and maintain a public presence during the day</li> </ul>
During the excursion	Excursion Coordinator	<ul style="list-style-type: none"> <li>Make sure you are in telephone contact the whole time and can react if a problem arises</li> </ul>
Arriving back at the school	Trip Assistants	<ul style="list-style-type: none"> <li>Check coaches for lost property / clear up rubbish / thank the drivers / remove sick buckets / return phones to office</li> </ul>
After the excursion	Excursion Coordinator	<ul style="list-style-type: none"> <li>Check phones / clip boards have been returned</li> <li>Follow up on any lost property</li> <li>Obtain feedback from pupils and staff and use the results to inform the planning of future trips</li> </ul>

### **A typical Trip Schedule will include:**

- List of all pupils for each member of staff, showing travel groups and the name of the Trip Assistant in charge of each group.
- Map of destination
- Timings for the day including specific meeting points and times.
- List of all staff on the trip and their mobile phone numbers
- ECS emergency contact phone numbers
- Name and telephone number of coach drivers

### **Green Britain**

One of the reasons pupils come to Britain is for its greenery. We will try to arrange excursions that include the countryside and parks and gardens.

### **Stonehenge & London**

There are separate excursions to Stonehenge and London for pupils who have chosen them. See the separate information for these excursions.



# ECS

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## Trip Leader checklist

<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Make sure all Trip Assistants are present and have collected their Trip Schedule</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Allocate a Trip Assistant on each coach to collect a sick bucket and any other items that might be needed (eg. games for the beach)</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• At the pre-excursion gathering place, when all pupils are present refer to the trip schedule and go through the day's itinerary with them. Tell them when and where they have to meet for lunch and at the end of the day and check their understanding of this.</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Remind students about safety:<ul style="list-style-type: none"><li>○ Being careful with their belongings,</li><li>○ Checking their change</li><li>○ Staying in groups, what to do if they get lost or have a problem.</li><li>○ Check everyone has a wristband and if under 11 an ECS cap.</li><li>○ Remind them about crossing the road – in the UK the traffic drives on the left.</li></ul></li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Remind them about behavior on the coach: noise, litter, gum, seat belts</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Remind pupils about punctuality and why this is important. Remind them that school rules apply off campus. Remind them to be courteous and respectful to each other, to staff and to the general public.</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• If there is time, you or another member of staff can tell pupils something about where they are going.</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• If you or other staff are feeling creative, set pupils an excursion challenge. For example the most photos of themselves at historical monuments, the most interesting facts they can find out about the destination, etc.</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Call out the names of the pupils to assemble each travel group who will then accompany their Trip Assistant to the coach.</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• When all pupils and staff have boarded, inform the Excursion Coordinator and leave.</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• At the destination, show pupils the meeting point and ask them to tell each other what time they have to meet back.</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• If not directly accompanying pupils, make sure that between you a staff presence is maintained all day</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Re-group and board coaches. Telephone the school with your estimated arrival time.</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Ask staff to check coaches for rubbish and lost property and thank the drivers.</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Remind staff to return sick buckets and clip boards to the office (they might be needed next day).</li></ul>
<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Report any problems, concerns or suggestions for improvements to the Excursion Coordinator.</li></ul>

### Nb.

- Pupils must wear seat belts on the coach
- Pupils should not eat, drink or chew gum on the coaches
- If the bus is a double decker, two members of staff must sit upstairs to supervise
- Under-11s must be accompanied at all times. Pupils 11 – 17 must stay in groups of minimum 3 unless accompanied by a member of staff
- At least one member of staff should be available to accompany pupils around the destination if they wish.

# Excursion Guide and Risks

## All staff please read / re-read before accompanying pupils on excursions

1. Make sure all pupils have an ECS wristband and, in the case of under-11s, an ECS cap.
2. Always have a sick bucket (containing gloves, wipes, disinfectant spray) on each coach.
3. Make sure there is a first aid kit on the coach, or ask for one from the office. Request ventilation.
4. Supervise behaviour on coaches: pupils should be seated, wearing face masks and seat belts, not too noisy and should not eat, drink (except water) or drop litter.
5. When you arrive at the destination show the students the meeting point. Ask them to tell each other what time they have to re-group.
6. Depending on the excursion you may need to walk en masse to the meeting point. If so pupils should do so in pairs. Assist them in crossing the road – usually one staff member on each side of the road a few metres from the crossing point to stop cars.
7. During excursions make sure over-10s are in groups of 3 or more at all times. If you find them wandering around on their own keep them with you until you see another group of students they can attach to.
8. Offer to accompany any students who want to be with a member of staff, for example to do a town trail.
9. At the end of the trip please check the coaches for rubbish and lost property and thank the drivers. Remove sick bucket and anything else belonging to the school. Report any concerns to the Trip Leader or Excursions Coordinator.

## If you discover that a student is missing:

- Ask other pupils if they know where they are or who they are with
- If there is no obvious cause for concern wait for 10 minutes to see if they turn up
- Try to contact the missing pupil by mobile phone: ask other pupils if they have their number or phone the office for the number
- After 20 minutes send staff to look for the missing student. Ensure sufficient staff stay with the remaining students.
- Keep in regular contact with the office and let them know what is happening
- The office will decide if and at what stage the police need to be informed
- Stay calm and reassure the group
- If the group has to return without the missing pupil a member of staff must stay behind at the destination.

## If a student is injured

- You may be able to treat it yourself or if you are at a tourist attraction they may be a first aid room. If you are at the shops a local pharmacy will often help. Wherever you are don't be afraid to ask for help from another adult.
- In serious cases you may need to phone for an ambulance. If possible send a member of staff with the pupil in the ambulance.
- At every opportunity keep the office informed so that they can liaise with the child's parents and the hospital.
- Keep pupils informed and try to keep them calm.

### **If the bus breaks down**

- Explain to pupils what is happening and ask them to sit quietly while you find out what is wrong.
- Talk to the bus driver and find out how long you are likely to be waiting.
- Inform the office. The office will inform any attraction that might be waiting for you and will inform the rest of the group if you are on separate coaches.
- If you decide it is safe to leave the coach, alight carefully and find a safe place to sit. Do not let pupils move around as the area has not been assessed for risks.
- Keep the students and the office informed at every opportunity.

### **If the coach crashes**

- Make sure you are OK first. Then look around to assess the situation.
- If appropriate talk to the students and ask them to check the person next to them to make sure they are OK.
- Consult the driver if possible.
- If necessary call an ambulance.
- Inform the school office at the earliest opportunity.
- If you decide it is safe to leave the coach, alight carefully and find a safe place to sit. Do not let pupils move around as the area has not been assessed for risks.
- Check on the students and reassure them.
- Do not talk to press or media about what has happened: give them the office number and ask them to call the school.
- Keep as calm as possible, reassure the students and keep the office informed at all times.

### **If you are in lockdown (for example police close exits to an airport or shopping centre)**

- Try to keep pupils together and calm
- If there is obvious danger, try to hide
- Turn mobile phones to silent and ask pupils to do the same
- If possible, inform others about what is happening – eg. by text message
- Listen to the police
- Keep as calm and quiet as possible, reassure the students and keep the office informed as far as possible
- Do not talk to press or media

**Trip Schedule (example)**



Excursion to:

Date: -



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Group: under 11s / Over 11s (circle)

	Name	Phone number	Device number
Excursion Coordinator	Pete Robson	01747 852551 / (mobile number)	
Directors	Chris & Sarah Etchells	07502 405807 / 07917 501161	
<b>Trip Leader</b>	Allastair Mace	etc	
Driver 1	Mike	etc	
Driver 2	Celia	etc	
Trip Assistant 1	Daphne		
Trip Assistant 2	Tom		
Trip Assistant 3	etc		
Trip Assistant 5	etc		

**Itinerary**

Time	
08:30	Breakfast + collect packed lunches
09:15	Meet in Farrington to collect pocket money + pre-trip announcements
09:45	Board coaches and leave
10:45	Arrive at Corfe Castle. The coach park is about 800m from the castle. Trip Leader take the letter to the office to pick up tickets while pupils and other staff walk to the castle entrance.
11:15	Enter the castle. Point out meeting point by exit (inside castle). Pupils can wander around / have lunch but must not leave castle.
13:00	Re-group: check everyone is present and OK.
13:15	Walk back to the coach en masse.
14:00	Arrive Weymouth. The coach will drop off at the sea front. Walk to the clock tower meeting point. Ask pupils to tell each other what time to re-group.
	Pupils can wander around Weymouth / spend time on the beach. Make sure they know that any pupils who wishes to accompany a teacher can do so.
16:30	Re-group at the meeting point. Check everyone is present and OK.
17:00	Leave Weymouth. Telephone Excursions Coordinator to confirm.
18:00	Arrive back at Port Regis.

## Notes for pupils on excursions

- + School rules apply equally both in and out of school grounds.
- + On the coach, please stay seated with facemask on and your seat belt fastened. Do not make too much noise.
- + Do not eat or drink (except water) on the coach. Do not drop litter.
- + At the destination, if you are not with a teacher you must stay in groups of 3 or more.
- + Be courteous and respectful to people you meet.
- + Take the opportunity to learn a little about the history / culture of the country whose language you are studying.
- + You can stay with a member of staff if you like and they will help you to make the most of the place you are visiting.
- + Remember that in Britain traffic drives on the left: keep your eyes and ears open and pay extra attention when you cross the road.
- + If you find yourself alone, or have any other problem, find a member of staff or call the number on your wristband.
- + Pay attention to meeting place and time and do not be late back.