

Policy date : May 2016

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Health and Safety of Pupils on Educational Visits

General Statement of Policy: the School places a high value on educational visits, fieldwork, trips and tours. Such trips are of enormous benefit and safely managed educational visits/trips with a clear purpose are an essential part of a broad and balanced curriculum.

Pupils' physical and moral safety on trips is of paramount concern. The school accepts that trips, visits and outdoor activities cannot be completely without risk and it requires that those staff in charge take all reasonable precautions to protect staff and pupils' health, safety and welfare and to minimise the risk of untoward or dangerous situations.

The information in this policy has been written to ensure that all members of staff involved with educational visits, trips, tours, etc. are aware of the requirements that must be observed to ensure the safety of those involved.

This policy is written with reference to the following:

- Staff Handbook
- Health and Safety Executive *School Trips and Outdoor Learning Activities* 2011
- DfE *Departmental Advice on Health and Safety for Schools* 2011, reviewed September 2012
- Department for Education and Skills Good Practice Guide *Health and Safety of Pupils on Educational Visits (HASPEV)* 1998
- Health and Safety at Work, etc. Act 1974
- School Safeguarding policy

Management Structure and responsibilities

Approval: the Educational Visits Co-ordinator give the School's approval for each trip after the submission of the standard application form.

Monitoring: the monitoring, review and management of Trips is the duty of the Health and Safety Committee, which meets each term under the Chairmanship of the Executive Headteacher.

Pupil Behaviour: responsibility for the behaviour of pupils on any trip lies with the party leader.

Educational Visit Co-ordinator [EVC]

The main functions of the EVC are to:

Support the Head teacher in ensuring that all visits follow regulations and guidelines, together with the school's relevant policies and procedures, and to act on behalf of the Head teacher.

Approve educational visits as agreed by the Head teacher and Governing body

Ensure that staff are adequately prepared to organise and run trips safely

Assist with writing risk assessments and where necessary to arrange appropriate training to ensure appropriate safety measures are in place.

Ensure visits have appropriate support ratios and adequate cover for health and safety, First Aid, medication and behavioural management to safeguard all party members.

Organise emergency arrangements and ensure there is an emergency contact for each visit.

Phone or text trip leaders during overnight trips to ensure trip is running smoothly and lines of communication are open.

Keep records and monitor individual visits through the completion of trip evaluation forms (including reports of accidents and 'near-accidents'), in order to review these in association with the Health and Safety Committee.

Ensure members of staff receive on-going training to fulfil their duties.

Procedure for planning visits

The procedure is:

1. Staff complete Form 1 (available on the VLE), ideally least one term in advance. The form is submitted to a senior staff for approval. If the trip leader has limited relevant experience or if the proposal is for a new trip, he/she should first meet with a senior member of staff to discuss the trip and how to compile any risk assessment(s). Staff should be made aware of the guidelines available through HASPEV concerning their particular trip. Copies of this booklet are available from the office. Any non-staff, volunteers or students should be identified on this form. This form should supply as much information as possible (type of trip, dates/times, year groups involved, numbers, staffing, First Aid qualified staff, etc.). **Outline approval must be obtained before any bookings are made or letters sent to parents.**
2. The proposal is assessed by the senior member of staff as well as the School Bursar for more expensive residential trips.
3. The senior member discusses the trip and any risk assessment(s) with the trip leader.
4. At least two weeks prior to departure, the completed Form 1 must be returned to the senior member of staff with all final trip details.
5. A post-trip review should be undertaken with the senior member of staff. Any lessons learned will be highlighted at the next meeting of the Health and Safety Committee.

Some basic principles:

Departments are permitted to miss up to one day of school, per year group per academic year to take pupils on trips. Dates for these trips must be agreed following consultation with the relevant Head of Year and senior member of staff.

All fieldwork and trips (e.g. at GCSE level) should be organised to minimise Overseas trips (e.g. Modern Language exchanges) should coincide with holiday periods as far as possible.

Departments are free to organise trips to special events outside of School hours as and when they arise (e.g. theatre trips, art exhibitions). Such visits/trips should be planned whenever possible in advance of the School calendar deadline for the forthcoming term.

Risk Assessment and First Aid

The object of a risk assessment (RA) form is to enable the staff undertaking a trip to adopt proactive procedures to manage identified risks. Risk Assessments are compulsory for all trips and a written RA form is required as part of the final submission document. The senior leader will advise on the level of risk assessment paperwork needed during his initial meeting with the trip leader. The School's VLE provides a full range of generic and specific assessments, which staff can download and adapt as appropriate. All staff on a trip must be issued with a copy of any risk assessment with which they are expected to comply.

First Aid provision must be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad, it is essential that there must be at least one trained First Aider in the group. The trip leader should have a working knowledge of First

Aid and all adults should be aware of how to contact the emergency services. First Aid kits should be readily available, though the contents will depend on the planned activities.

Prior to departure, the completed Form 1 (detailing staff and pupils on the trip) will be assessed to confirm to the Trip Leader any noteworthy medical conditions. Travelling First Aid kits are available from the Medical room by prior arrangement with the School Nurse. They are standard kits, but special requirements can be accommodated provided a few days' notice is given. Sports teams are issued with their own First Aid bags which should be collected by the team coach. (PE department –). All incidents or accidents, however minor, should be recorded in an incident book and reported to the School Nurse and the EVC on return from the trip using the standard School incident form. In the event of an injury resulting in hospital admission for more than 24 hours the trip leader must inform the school who will take appropriate action to conform to HSE accident reporting regulations.

Supervision

No trip may go ahead without discussion with the school's Educational Visits Co- Members of staff are reminded that in all circumstances they have a duty of care to ensure that the pupils are safe and a common law duty to act as a reasonably prudent parent would do. Supervision for all trips should conform to the recommended minimum staffing levels (see ratios below).

The staffing ratio and relevant experience of staff on the trip will be considered by the trip leader and the EVC when planning the trip. The trip leader should also take into account the children's age, experience away from home, capabilities, discipline and nature of activities. Hazardous and adventurous activities (e.g. Duke of Edinburgh's Award Scheme expeditions, climbing, sailing and CCF fieldwork) will require fully trained staff. Such trips may require the employment of qualified staff from Activity Centres or the armed forces.

Staffing ratios for visits are difficult to prescribe as they will vary according to the activity, age, group, location, and the efficient use of resources. However, there must always be enough supervisors to cope with an emergency situation.

There are the following general guidelines on trip ratios:

Trips in the UK:

Non-hazardous cultural

1:20 *Trips abroad:*

Country visits/fieldwork

1:15 This can vary between 1:8 and 1:12

In hazardous conditions (e.g. wild country)

1:10

In general, the preferred supervision ratio for Lynch Hill Enterprise Academy trips/visits is 1:10 plus 1 (i.e. a trip with 10 pupils will have two staff; a trip with 20 pupils will have three staff). Advice may be sought from the EVC who will advise on the appropriate final staff: pupil ratio for the trip.

If a parent or volunteer is permitted to be included on an overnight trip or will have unsupervised access to pupils they must be DBS-checked and must be issued with the risk assessment form.

For trips/visits involving coach travel there should be at least two members of staff per coach.

Co-educational groups must wherever possible contain at least one member of staff of each sex. If organising the appropriate staffing for a co-educational trip is proving difficult then the trip leader must consult a senior member of staff when completing the trip form. The party leader must ensure that he/she has access to a mobile phone – Senior staff hold spare phones if necessary. The assumption is that at least one member of staff must be competent in First Aid and hold a valid First Aid certificate.

Each member of staff should receive written or oral instructions specifying his or her duties, although ultimate responsibility for ensuring these duties are fulfilled rests with the party leader.

It is accepted that on residential trips pupils cannot be supervised throughout the full 24 hours of any day, but staff must use their professional judgement when assessing how much freedom pupils are given when unsupervised. Much will depend on the age and maturity of the pupils concerned and on the potential hazards of the location.

If pupils are to be unsupervised, they must be given clear instructions to stay in groups of a minimum of three, to confine themselves within a certain area, to obey instructions about what is and what is not permissible, and to rendezvous at a predetermined point within a specific space of time. Pupils should carry a form of personal identification and the trip leader's emergency contact details with them at all times; cards may be issued at the start of the trip (see details of card below). For overseas trips, this information should include a note in the relevant foreign language giving the reader instructions on how to contact the trip leader. Members of staff are urged to err on the side of caution.

On any trip, whether at home or abroad, there should be regular headcounts; staff should have written checklists of names with them at all times.

Preparing Pupils and Communication with Parents

There should always be an educational value to any proposed School trip/visit. This value will be considered by a senior member of staff before she decides that the trip may go ahead. Pupils will be informed of the purpose of each trip and should be involved in the risk assessment process as far as is practicable.

It is important that Parents are given full written details relating to the organisation of all visits outside the School site. For all such visits, including residential ones, a letter specific to that trip will be sent to the parents of participating pupils. Parental consent must be received acknowledging receipt of the letter and giving permission for boys to take part in each trip. For all residential visits parents will be issued with a Good Conduct Form, detailing the School's expectations of behaviour, and a Medical Consent Form. These documents include essential elements for parents to consider:

- overall consent for the pupil's inclusion on the trip
- consent if the parent cannot be contacted, for emergency medical attention (including an operation or anaesthetic considered necessary by a qualified medical practitioner)
- a Good Conduct form to be signed by both parent and pupil agreeing to the application of the School Code of Conduct and the exercise of School disciplinary measures if necessary

A separate Consent/Medical Form is required for each trip except when there is more than one excursion relating to the same event (e.g. training walks, weekends and organised events such as

Duke of Edinburgh's Award Scheme expeditions). In this case parents are requested to inform the trip leader of any changes in medical condition and contact details.

During the planning process, the trip leader will ask the School Nurse to provide medical information of the pupils involved in the trip. This is in addition to the medical information provided by the pupil's parent on the Medical Form required for residential trips. Full contact details of parents are included in the Consent/Medical forms. The Common Room Secretary is able to provide information from the School database to assist the trip leader.

It is the School's responsibility to include all pupils who might wish to participate in a school activity/trip/excursion regardless of ethnic origin, religion, sex, etc. The requirements of pupils with Learning Difficulties or Disabilities and/or Special Educational Needs will also be taken into account during the planning process. These will be included when writing risk assessments and may affect the staff to pupil ratio. Any such information must be taken on the trip.

Parents should ensure their child understands his responsibilities during the trip and understands the implications of signing the School's Good Conduct Agreement.

The School will provide parents with key contact details. Before the trip, pupils should know:

- who is in charge of the trip
- how to behave
- what to do if they get lost or into difficulties.

During any trip pupils should always know how to contact a member of staff. During trips involving overnight accommodation pupils need to know the location of staff rooms.

A pre-trip information meeting should be held for staff, parents and pupils involved on residential trips (adventurous activities, ski trips, foreign exchanges, sports tours etc.). Any parent not able to attend the meeting will be given the information in writing, usually by email.

Contact with parents will usually be via email or a telephone tree for overseas or large-scale trips. Parents of boys from smaller trip groups will be contacted individually via telephone/mobile.

Parents are to be informed that if a pupil has to be returned home for serious disciplinary matters, it will be at the parents' expense. For a return using a plane, the School will have the responsibility for the pupil until the departure lounge of the airport that they are returning from is reached, with the parent assuming responsibility from the arrivals area at the UK airport. A decision to send a pupil home can only be taken after the group leader has discussed the matter with the Headteacher

All pupils are made aware of the safety arrangements on all modes of transport. These details will be included in the risk assessment for that trip.

Planning Transport.

The School recognises that two of the major risk areas that must be managed are travel to/from a trip venue and the mode of transport used to do this.

The trip leader is responsible for ensuring that coaches and buses are hired from a reputable company. This is generally done in consultation with the School's coach co-ordinator. Seat belts will be requested by all trip organizers at the time of booking. In countries where there is no requirement for seat belts to be fitted, pupils will be told to remain seated at all times.

When a member of staff uses one of the School-owned vehicles or a hired vehicle, the Lynch Hill Enterprise Academy Minibus and School Vehicle policy will apply. Any member of staff wishing to drive a minibus must

be approved by the Bursar and is expected to show their Driving Licence to the Facilities Manager on an annual basis. Vehicles used must be fit for purpose. The Facilities Manager or his delegate carry out a visual check on the vehicles on a weekly basis and the Minibus Logbook is available from the Facilities Manager for Staff to view to ensure the vehicle is roadworthy. Minibuses are covered by roadside recovery schemes.

Anyone considering taking a minibus abroad should acquaint themselves with the Department of Transport Regulations in this area. In addition, the vehicle must have a Tachograph fitted and this must be used. Please consult the Facilities Manager or EVC for further information on driving abroad.

For most journeys, it is strongly recommended that there should be two available drivers. After **three hours** of driving, the driver **must** take a break of at least 20 minutes (except where a relief driver is available). The EVC will discuss travel arrangements during the initial meeting with the trip leader.

Private cars must not be used on trips without the Bursar's prior approval. If use is agreed, the vehicle must be roadworthy, the driver must have the appropriate licence and insurance cover and the safety of the passengers must be considered at all times.

Groups travelling by train will generally meet at School and travel together to a nearby rail station. A pupil may join a train along the route and get off the train at a different station to the remainder of the party providing the trip leader has obtained written permission from the pupil's parents.

When groups travel by ferry (generally to French and other European ferry ports) pupils must be introduced of the appropriate muster point on the ferry. They may visit other facilities on the ferry in groups of a minimum of three, but they must not go on to open decks unless they are with a supervising member of staff. Details will be included in the risk assessment.

Visits involving air travel require close supervision of pupils through the baggage and customs check-in processes. Groups will go through each stage with the teacher in charge of them. The trip leader will have the responsibility for seeing all staff with their groups through the various travel stages.

Groups of pupils are often split and have to sit in separate parts of the aeroplane, but the trip leader should identify him/herself to the cabin crew so that they can be easily found in the event of any difficulty.

Pupils on CCF/RAF flying experience must adhere to the safety rules laid down by the School and the RAF.

Insurance

The school has an insurance policy which covers all transport and medical needs for most trips. Trip leaders will have details of this and parents can be issued with the details upon request. Pupils are not insured for pre-existing medical conditions and parents are advised of this in the consent forms. Parents should organise additional insurance in such cases.

For certain high risk activities it may be necessary to take out additional insurance. The trip leader should seek advice from the Bursar well in advance of the trip as an additional premium may be required and this will need to be added to the cost of the trip. Contact details for the insurance company must be taken on the trip.

When a tour operator is used, the type and extent of the insurance cover being used should be ascertained. All providers must hold at least £5 million Public Liability Insurance. This should be checked by the party organiser as part of his pre-visit checks.

Types of Trips

At Lynch Hill Enterprise Academy, pupils are given significant opportunities to participate in a wide variety of trips. These include day trips and residential trips. Examples include:

Day Trips

Theatre productions

Concert

performances

Local visits (e.g. to university departments)

Fieldwork and coursework trips (e.g. Art, Biology, Drama, Geography and

History) Outdoor pursuits trips (e.g. paintballing and ropes courses)

Residential Trips

Ski trips

Sports

tours

Fieldwork and coursework trips (e.g. Art, Biology, Drama, Geography and

History) Foreign exchanges

Outdoor pursuits (e.g. Duke of Edinburgh expeditions, Adventure

Society trips) Choir and Orchestra tours

Trips may be school-led or organised by an external activity provider. For adventurous activities, providers may be either licensed or non-licensed providers. However, it is the duty of the trip leader to carry out checks to ensure whether the provider is legally required to hold a licence for the activities it offers and, if so, that the provider actually holds a licence. If a provider is not required to hold a licence, the trip leader should check necessary details such as safety arrangements and qualifications of staff/instructors.

The member of staff leading the trip is required to assess the safety arrangements of the venue and the activities to be carried out. If any external leaders are involved, the trip leader should ensure these external leaders are competent and adequately insured. Furthermore, they have a continuing duty of care to ensure that external leaders who have control over any pupil demonstrate an appropriate level of skill and exercise a proper level of care towards that pupil. A written agreement should be sought in advance of the trip, indicating in which circumstances centre staff will expect to be responsible for pupil safety. Any transfer of responsibility between School and centre staff must be clear to both pupils and all adults. A contingency plan for the unforeseen withdrawal of adult supervisors should be drawn up before each session.

In situations in which remote supervision is required, all staff, helpers and instructors will have relevant experience and training. Pupils will be given information regarding safety and contacting staff. This information will be written in the risk assessment and/or in the risk assessment of the activity provider. The school's risk assessment must always be used in conjunction with the activity provider's risk assessment.

For any activity that is water-based (including the use of a hotel swimming pool) parents will be required to complete a form indicating the competence in water of their son/daughter. Pupils will also generally be required to have performed a swim test, which takes place at the swimming pool. This matter will be discussed during the meeting between the EVC and the trip leader.

Consideration should also be given to whether there is constant supervision by lifeguards or whether any member of staff accompanying the group holds any life-saving award.

Trips Abroad

When organising a trip abroad it is good practice to make an exploratory/inspection visit to the location. If this is not possible the group leader should gather as much information as he/she can about the area to be visited. The minimum staffing ratio detailed above is required and there should be enough staff to cover an emergency. This will be discussed during the initial risk assessment discussion with the EVC, as will the travel and accommodation details.

For all foreign trips (to countries which require passports) parents will be requested to provide a photocopy of their son/daughter's passport, which will be checked by the trip leader to ensure that it is valid. These photocopies will be taken in the hand luggage of the member of staff responsible for that pupil on that trip. On the day of departure, all pupils will be asked to provide their passport for checking.

For trips to countries where the European Health Insurance Card (EHIC) can be used, parents are asked to provide a photocopy of this. These photocopies will be taken in the hand luggage of the member of staff in charge of that pupil on the trip.

The Foreign and Commonwealth Office (FCO) website must be checked for certain visits where there may be political unrest or medical considerations. (FCO's website: www.fco.gov.uk). The trip leader and other staff should know where the nearest British Embassy or Consulate is located and the relevant telephone number(s) should assistance be required.

For all foreign visits, the party organiser will need to research whether additional medical considerations need to be accommodated. Vaccinations, blood transfusions, provision of sterile suture kits, syringes and needles may be required, as may proof of vaccination in certain countries.

The trip leader should advise parents to consult their son's or daughter's GP prior to departure if there is any cause for concern. As with all trips, the group leader must ensure that the group has comprehensive travel insurance. The group leader must liaise with the Bursar well in advance of departure, especially if any hazardous activities are to be undertaken (e.g. SCUBA diving).

Modern Language exchanges take place successfully on a regular basis and Hampton School has excellent relationships with a number of schools in Europe. Staff organising exchange trips should consult the Head of Modern Languages for details of a standard procedure document for all language exchanges, as agreed with the EVC.

Consumption of Alcohol

The consumption of beer and wine (never spirits) in moderation by senior boys during a trip is permitted under certain supervised conditions only. Permission is at the discretion of the trip leader and must be declared on the trip application form so that the EVC can cover this important issue at the planning stage. No alcohol will be bought or drunk privately by pupils and staff will undertake random bag and room checks to monitor the situation. Parents must be made aware of the trip policy on the consumption of alcohol at the planning stage and are given the option to withdraw this privilege if they so wish. If a pupil has to be returned home for a breach of the trip rules on the consumption of alcohol, this will be at the parents' expense.

Emergency Procedures

At least two weeks prior to any trip's departure the party leader must have completed the second part of Form 1 (the trip application form) and have listed all emergency contacts for use if necessary by staff on the trip, the Head teacher's Office, the SMT and the Bursary.

The School has established accident procedures giving guidance for members of staff who may be required to handle a serious situation should one occur. In the event of an emergency (e.g. a travel accident after which a pupil or member of staff needs to be hospitalised, or a serious problem with a trip/visit) the priorities are to:

- Assess the situation
- Safeguard the uninjured members of the group
- Attend to the casualty
- Inform the emergency services and everyone who needs to know of the incident. This would generally be the Headmaster or an SMT emergency contact.

The trip leader will be given an emergency action checklist to be used in case of such an emergency. This will include:

- Out of School contacts for term time, holiday periods and weekends.
- Communication procedures for contact with SMT, parents and the media.
- Summoning medical/emergency services
- Incident management

The trip leader should ensure that he/she has easy access to medical and consent forms at all times.

These give contact information for parents, details of the pupil's doctor and permission to carry out emergency medical treatment.

The School also holds a confidential policy, held by the SMT, which covers the management of a major incident, disaster or emergency.

To assist any third party in the case of an emergency, pupils can hold a contact ID card (sample below):

My name is and I am a pupil of Hampton School, London, England on an Educational Visit to from .. / .. / ... to .. / .. / ...
For emergencies, please use the telephone numbers on the reverse of this card.

Contact numbers in priority order

FIRST: My teacher is who can be contacted on .. / .. / ...

SECOND: I am staying at where the telephone number is .. / .. / ...

THIRD: My home telephone number is .. / .. / ...

I havemedical conditions.

Monitoring of Leaders and Staff training

The EVC will monitor the training, experience, qualifications and competency of all staff managing or assisting trips. Hazardous and adventurous activities (e.g. geography fieldwork, D of E, climbing and sailing) will require fully trained staff. Members of staff undertaking School trips will receive internal training from the EVC covering compliance with this policy and the completion of associated risk assessments.

Finances

As a general rule, trips should aim to be self-financing. If there are any unexpected losses or problems the Bursar should be consulted as soon as possible. The trip leader will submit a basic costing/financial proposal to the School Bursar in the early planning stages of the trip. The costs should be reviewed with the School Bursar within three school weeks of the trip's return.

Term Time Sports Fixtures

Members of staff taking sports teams to away fixtures are required to leave details with School Reception in case a parent telephones with an enquiry

Review Process

All off-site journeys and visits should be reviewed and evaluated in relation to the visit's aims and purpose. For overnight trips, the School's evaluation form must be completed. These reports are held by the EVC and are subject to regular assessment by the Health and Safety Committee. It is the responsibility of the trip leader to inform the EVC of any specific issues concerning the venue, the method of transport, the group or the external provider.

This policy will be reviewed annually by the School's Health and Safety Committee, which will take into account any legislative changes or alterations/improvements to School procedure.

Audits

The Health and Safety Committee will undertake random audits to ensure the requirements of this policy are being satisfied across the School.

Distribution

This policy is available on the School's VLE to all staff undertaking or planning educational visits, trips, etc. Copies of all forms and policies referred to in this document are also available on the staff area of the VLE (Staff Room → School Trip Planning → Quick Links).

