

School Trips Policy

Date Implemented: September 2017

Safeguarding and Promoting the Health and Safety of Pupils on Activities outside the School (Inc Residential Trips)

Introduction

This policy is available to view in the school office and on the school website.

We have a duty to ensure, as far as is reasonably practicable, the health, safety and welfare of staff and the health and safety of pupils and visitors on and off site whilst on school activities. We are aware that educational visits are no longer treated separately from other aspects of health and safety and that there is no requirement to have an Educational Visits Coordinator; nevertheless, we always take all aspects of health and safety provision seriously and are mindful of any requirements set by our insurers when planning educational visits.

The central CLF Compliance Team and the Principal work together to ensure that all correct procedures are followed and precautions taken.

Procedures

School visits are arranged primarily to support curriculum work, but will also encompass visits to the theatre, nature walks and support the rewards that occur at Digitech Studio School Bristol. When a child enters school, the parent signs a consent form enabling staff to take children out of school but this would normally only cover nature walks in the immediate vicinity of the school, and any sporting activity that might occur at another school or venue. The School obtains a parental consent form for all outings.

When pupils are taken from school on organised visits, the same duty of care exists whether or not the visit is taken voluntarily and out of normal school hours. It covers the duration of the whole visit and should include, where appropriate, arrangements for the collection of the children at the end of the visit.

'Unofficial' visits are discouraged and staff must be aware that they have responsibility for any visit organised by a teacher, the membership of which arises from the teacher/pupil relationship.

A check list must be completed for each visit, signed by the teacher and then passed to the school Receptionist.

Staff arranging a school trip must complete the required forms and send them to the designated EVC ideally 4 weeks in advance.

Records of visits should be kept

Parents will always be informed by letter of any planned off site visit and a permission slip must be signed in order to enable the child to take part in the visit.

Provision in school will be made for any child whose parents refuse to allow him or her to take part in an off site visit.

Out of school activities will always be conducted according to the school's discipline and sanctions policy. The need to ensure appropriate behaviour will be assisted by thorough preparation of all involved in the activity or visit.

Adequate child protection procedures must be in place.

The needs of SEN pupils should be taken into account when planning an activity or visit.

Preparation

Each visit should have a specific and stated objective.

The Principal should ensure that visits comply with regulations and guidelines provided by the Health and Safety policy.

Staff should obtain the Principals' approval before any visit.

A preliminary visit should always be made to assess educational activities and potential hazards, unless the destination has been visited recently or a risk assessment can be provided by the establishment.

A comprehensive risk assessment by the group leader should be completed prior to any visit. First Aid should form part of a risk assessment—what kind of first aid may be needed? For visits involving children in the EYFS, there must be at least one person who has a current pediatric first aid certificate.

All teachers should be aware of a pupil's medical needs which should be indicated on a form signed by a parent before the visit.

Risk assessments should then be carried out on hazards identified and appropriate control measures introduced. Any significant findings should be recorded. Ask for the venue's own risk assessment too.

Evaluate completed visits and keep a record for future reference.

Ongoing risk assessment is essential to take account of new dangers which may emerge.

Careful briefing of the children is essential so that they know the purpose of the visit, difficult conditions likely to be encountered and the action/behaviour required of them during the visit. The party leader must explain to the children which adult is in charge of their group.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. Curricular aims of the visit will be fulfilled in other ways wherever possible.

Accompanying adults must also be briefed as above. They should be told which children will be in their group so that they can readily identify them if they are not with their child's class. It is not normally advisable to place a child in his/her parent's group.

Unsupervised access to children by parents or volunteers who do not have an enhanced DBS check is not permitted.

School visits must be carefully costed to include the cost of any preliminary visits, transport, entrance tickets, additional staff, and emergency expenditure.

Full details should be given to the school secretary who will make the booking and advise the cost per pupil. Costs are invoiced to parents at the end of the term.

The Business Manager holds copies of our own school forms and risk assessments.

Supervision

The member of staff of the class will be the responsible leader for the outing.

The level of supervision must realistically reflect the purpose and nature of the trip and the age and maturity of the pupils with sufficient adult help to allow for emergencies and the possibility that an adult may need to be detached from the main party.

The Principal must be satisfied that any accompanying adults who are not teachers are sufficiently experienced to undertake supervisory duties.

Regular head counts should take place, including before departure from the venue.

School uniform or school uniform tracksuits should be worn for visits. No name badges should be worn.

Pupils should carry a slip of paper or laminated card containing the name of the school, telephone number and mobile number of the group leader.

Group leaders should establish rendezvous points.

Pupils should be fully informed about all aspects of the activity or visit and should be aware of what is expected of them and how they should behave.

Every effort will be made to ensure that visits and activities are available and accessible to all who wish to participate.

The school will employ an assistant to act as deputy leader and this will normally be stated on the trip proposal form. For trips abroad more leaders should also be assigned in case of emergencies with a member of SLT as a point of contact throughout the trip. Assistants should be given a full class list with emergency contacts and the group lists.

The party leader must explain clearly to adult supervisors what their responsibilities are. Each supervisor should carry a list of children in the party, with the group for which he/she is responsible clearly marked.

Knowledge of Area and Conditions

The Principal must ensure that party leaders are familiar with the conditions likely to be encountered. If a prior visit is required, this will be costed into the charge to parents.

Children must be suitably clothed and equipped for the conditions likely to be encountered.

Farm visits—careful planning essential. Risk assessment to include misuse of farm machinery and hazards associated with E Coli 0157 and infections. Check reputation of the farm safety standards and animal welfare, good washing facilities, clean grounds and public areas.

Children should never:

- put hands in mouth after touching animals or place their face next to the animal
- eat before washing hands
- eat animal foodstuffs
- drink from farm taps
- ride on tractors or other machinery
- play in the farm area

If a Child Goes Missing

- A whistle is blown by the group leader to signal an emergency and gather the groups together.
- Children stand with their designated person and a register/head count is taken.
- One member of staff searches the immediate vicinity and notifies the venue's security team so that a full search of the venue can be carried out.
- The lead member of staff phones the School and the police. The School will contact the child's parents.
- Staff take the rest of the children back to school.
- The Principal will inform the Chair of Academy Council/Senior Principal.
- The incident is reported under RIDDOR arrangements and is recorded on an Incident Reporting Form.
- Our insurance company is informed.
- A full investigation will be carried out and an incident report written, detailing:
 - the date and time of the incident
 - the staff and children on the trip
 - when the child was last seen
 - what has taken place since then
 - the time it is estimated that the child went missing

Emergency Arrangements

The leader must ensure that all accompanying adults are aware of emergency procedures.

The leader is responsible for taking the First Aid kit from the office and checking that the contents are complete. A list of contents will be found inside the box, and if any of the equipment is used, the teacher is responsible for its replacement on return to school. Leaders should also be sure that inhalers are taken for any asthmatic members of the party, and any other medication required, especially medication for those children at risk of anaphylactic reaction. Parents are requested when completing medical forms to give permission for emergency medical treatment if the parents cannot be contacted.

Care should be taken to ensure that any medical protocol extends to the differing circumstances of the activity or visit. Risk assessment should be carried out.

In the event of an accident, the School must be informed as soon as possible, so that any necessary arrangements can be made and parents informed.

The School should have the address and phone number of the venue and have a contact name.

Group leaders and supervisors should have a copy of agreed emergency procedures, the names of all the adults and pupils travelling in the group and the contact details of parents and the teachers' and other supervisors' next of kin.

Contingency plan for delays are as follows:

- Breakdown
- phone office with details
- office will telephone parents
- buy hot drinks/food for children and adults if appropriate.
- Crash
- phone office with details
- Principal to go to site of accident if feasible, otherwise to hospital if appropriate
- office to phone parents to make arrangements for collection of children
- Delay
- phone office with details
- office to phone parents
- Injury/Accident
- phone office with details
- Principal to phone parents with details

- call ambulance if necessary, member of staff to escort child to hospital
- Incident
- phone office with details
- office team to phone parents with details
- school to contact appropriate counselling services if needed

In the event of an incident attracting the attention of the media, any release of information will be undertaken by the Principal. The Principal will advise on protecting staff and participants from the overzealous attention of the media. Under no circumstances are statements purporting to represent the official view of the School to be entered into with the media, the police or any other enforcing authority. Staff, if questioned, should be polite but firm and state “Sorry, no comment” and refer any enquiries to the Principal.

A whistle should be included in the pack for each group leader, and in the event of any emergency, this will be blown for immediate attention from all members of the party. If appropriate, an assistant will be sent to collect other groups so that the whole party is assembled together and a roll call taken.

Immediate medical attention for casualties—if necessary, the party leader will take a child to hospital, either by ambulance or taxi depending on circumstances, and will ensure that a message is passed to the parents to meet them at the hospital. This message will probably be passed by one of the other supervisors via school, but circumstances will dictate the best course of action.

If the party leader has to detach him/herself from the group, the assistant will take over responsibility, and will arrange for return to school. If the coach has not stayed with the party, the party leader will arrange for a message to school to ask for one to be dispatched as soon as possible.

Police will be notified if necessary and the Chair of Governors.

Written record of incident should be made and an accident form filled out. Do not discuss liability with other parties.

Insurance Cover

All pupils and members of staff are covered by the Personal Accident Cover. Accompanying adults are also included in this cover.

Members of staff and authorised adults are covered for the transport of children in their own cars, provided that all appropriate regulations are obeyed, i.e. that children may only be carried if a seat belt is available and worn. **Staff must have Business insurance and have permission from the child’s legal guardian.**

Emergency Equipment

Party leaders will ensure that the following equipment is taken on all visits:

- First aid kit and whistles

- Lists of children, with emergency contacts and medical requirements.
- Any medication required
- Emergency cash for telephone and taxi
- Mobile telephone
- “Day of Visit” checklist
- Transport

Only reputable coach companies will be used.

Seat belts must be provided on all seats.

All children must wear seat belts.

Parents will always be informed when it is intended to use private transport to convey their children.

Obtain consent for the transporting of pupils in the private vehicle of a non-teaching adult.

Reference

Make reference to DfE Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies
School Visits—Residential Trips

Procedures

This policy forms part of the school’s policy on Safety of Pupils on Activities Outside the School and should be read in conjunction with it.

The objectives of a residential trip are to teach pupils to take part in outdoor activity challenges in familiar, unfamiliar and changing environments, to use a range of problem solving skills and to work with others to meet challenges. Such trips provide opportunities for children to develop increased self-confidence and self-esteem and independence.

Written details of the proposed trip should be supplied to parents.

Details provided to parents should include:

- dates of the visit and its objectives and costs
- proposed schedule for provision of additional information
- times of departure and return (parents must agree to meet their child on return)
- location where pupils will be collected and returned
- mode of travel (include name of travel company)

- size of group and level of supervision
- details of accommodation with security and supervisory arrangements on site
- details of provision for SEN or medical needs
- procedure for pupils who become ill
- names of leader and other staff
- details of the activities planned and of how the assessed risks will be managed
- standards of behaviour expected (parents and children should be asked to sign a code of conduct)
- list of equipment needed, money needed and details of items which will not be allowed
- details of group insurance

Parental consent should be sought for a residential trip. A parental consent form should be completed for each pupil in the group and should include:

- information on any allergies or phobias details of medical conditions
- written details of any medication required, including dosage/times and parental permission to administer
- parental permission if the pupil needs to administer their own medication or agreement for a volunteer teacher to administer
- any contagious or infectious diseases suffered within the family during the preceding 4 weeks and any other recent illnesses suffered by the pupil
- emergency contact numbers
- name, address and phone number of the pupil's GP
- information on any special/medical dietary requirements
- whether the pupil suffers from travel sickness
- information on whether a pupil has spent a night away from home before and their ability to cope effectively—do they sleepwalk etc?
- information on any toileting difficulties, special equipment needed
- special transport needs
- the pupil's ability to swim in the pool or the sea and their level of safety awareness

- any other information which the parent thinks should be known

Parents should be asked to agree to the pupil's receiving emergency treatment, including an aesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this, we may decide to withdraw the child from the trip.

All staff supervising visits should be aware of a pupil's medical needs and any medical emergency procedures. The information sheet containing details of each pupil's needs and any other relevant information provided by parents should be taken on the trip by the Group Leader and a copy should be kept in the school office.

Whilst we would make every effort to include pupils with special educational needs, the safety of the group must remain paramount. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

Provision in school will be made for any child whose parents do not want him or her to take part in a residential trip.

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit or may be sent home from the residential centre. Parents of the pupil involved will be invoiced for the cost of sending the pupil home early.

Pupils should be fully informed about the visit, the safety precautions, standards of behaviour and emergency procedures.

All pupils should carry the address and telephone number of the accommodation if the activities take place off site.

Where visits involve multiple activities with differing requirements, each activity should be assessed.

The Group Leader must ensure, well in advance of the trip, that adequate insurance arrangements are in place, including potential additional cover for participants with medical conditions and that appropriate insurance is held by the transport company. Refer to revised DfE Guidance on the requirements for driving minibuses.

The Group Leader should also ascertain the details of the insurance held by the tour operator.

The group leader should check that the insurance policy covers staff and pupils with pre-existing medical needs.

If a pupil's safety cannot be guaranteed, it may be appropriate to ask the parent to accompany a particular pupil. The school reserves the right to refuse to take a pupil on a residential activity.

Parents should be encouraged to attend a briefing meeting before a residential trip.

After the trip, staff should evaluate the trip.

Supervision

The member of staff of the class would usually be the Group Leader for the trip.

The Group Leader should check and agree the centre's arrangements for supervision and recreation during the evenings and between adventure activities.

The Group Leader and accompanying school staff retain ultimate responsibility for pupils at all times during adventure activities, even when the group is under instruction by staff from the centre. The provider (e.g. PGL) is responsible for the safe running of an activity. Everyone, including pupils, must have an understanding of the roles and responsibilities of the school staff and the provider's staff.

The Group Leader and accompanying school staff should have sufficient information on what an activity involves before it takes place. They should approach the instructor at an appropriate safe interval if they are concerned that the pupils may be at unnecessary risk

Assurances should be sought that:

- Suitability of the provider's staff to work with young children has been checked according to current regulations relating to child protection
- Security arrangements are appropriate
- The provider has appropriate public liability insurance

Premises and accommodation

- The group should ideally have adjoining rooms with teachers' rooms next to the pupils' (Group Leader should obtain details/floor plan in advance). The immediate accommodation area should be exclusively for the group's use.
- There must be separate bathroom and sleeping facilities for boys and girls and adults, heating and ventilation should be safe and appropriate.
- All pupils should be made aware of fire precautions and exits and the routine of the centre. Locks on doors should work but appropriate access should be available to teachers at all times.
- Security arrangements should be in force to stop unauthorised visitors.
- Assurances should be sought that all staff at the centre have been checked as suitable to work with young people.
- There should be drying facilities.
- There should be adequate space for storing clothes, luggage and equipment and for the safe keeping of valuables.
- There should be adequate lighting.
- There should be adequate provision for pupils with SEN and those who fall ill.
- Windows and balconies should be secure and electrical connections safe. Where possible, pupils should not be lodged on the ground floor.
- The fire alarm must be audible throughout the building.

- There should be recreational facilities for the group.
- The centre should be able to meet any particular cultural or religious needs of the group.
- There should be an appropriate number of group supervisors on standby duty during the night.
- Contact with parents during the trip.
- The school office should hold details of the centre Parents can contact their child via the school office.
- In an emergency, parents should be able to contact the Group Leader by mobile phone or by contacting the centre directly.
- Parents will be informed by the school office if there is a delay in arrival or return time Parents will be informed if there is an incident at the centre.

Emergency procedures

Teachers have a common law duty to act as a reasonably prudent parent would

Priorities if an accident happens 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

The Group leader should take charge and ensure that emergency procedures are in place and also liaise with the provider

The Group Leader should immediately inform the school office, who will then inform parents and provide assistance as necessary. If the incident occurs outside school hours, the Headmistress should be contacted at home. If she is unavailable, the Bursar and Secretary should be contacted at home in that order. The Group leader should have all emergency contact numbers for these three people in the documentation file. Details provided to the office/Principal/Business Manager should include:

- nature, location, date and time of the incident
- names of the casualties and details of their injuries
- action taken so far
- action yet to be taken
- All those involved in the trip should be informed of who will take charge in an emergency and who will act as back up cover

- A teacher should always accompany a casualty to the hospital
- The remainder of the group should always be adequately supervised and kept together
- The police should be notified if necessary
- The provider and the insurers should be notified
- No one should discuss legal liability with other parties
- A written account should be completed as soon as possible after the incident, including all relevant facts, witness details, events, times, contacts and any evidence should be kept
- An accident report form should be completed and HSE contacted if appropriate
- No one in the group should speak to the media and names of those involved should not be released.
- Media enquiries should be referred to the school office
- Support should be offered to any members of the school trip who have been affected by the incident

Providers

The Group Leader should check whether the provider is legally required to hold a licence for the activities it offers and, if so, that the provider actually does hold a licence. When planning an activity that involves caving,

Climbing, trekking, skiing or watersports, we will check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

- If the provider is not required to hold a licence, the Group Leader should obtain assurances in writing from the provider:
- that risks have been assessed and that the provider's staff are competent to instruct and lead pupils of the group's age range on the activity
- that equipment is appropriate and that its safe condition is checked before each use
- operating procedures conform to the guidelines of the National Governing Body for the activity
- clear management of safety systems is in place
- there is appropriate provision for first aid
- there are emergency procedures, that the provider's staff are competent in the procedures and that the group will have a fire drill as soon as possible on arrival at the provider's base
- Coastal visits
- Tides, rip tides and sandbanks are potential hazards; timings and exit routes should be checked

- Group members should be made aware of warning signs and flags
- A base should be established on the beach to which members of the group may return if separated
- Look out for hazards such as glass, barbed wire and sewage outflows
- Establish boundaries on the beach
- Keep to paths at all times when near cliff tops
- If appropriate, check with the local coastguard, harbour master, lifeguard or tourist information office for information and advice, nature and location of hazards
- Swimming should always be supervised and take place in a recognised bathing area which has official surveillance
- The Group Leader should be aware of local conditions
- The Group Leader or another designated teacher should hold a relevant life saving award
- Swimming pools
- Check there is constant pool supervision by a sufficient number of qualified lifeguards
- Check that water temperature is appropriate and that water is clear
- Check there are depth signs clearly displayed
- Check the deep end is deep enough to allow for safe diving
- Check if there is a poolside telephone
- Check if there is a resuscitator, first aid and rescue equipment and that there is a member of pool staff trained to use them
- Check there are separate changing rooms for boys and girls and that facilities are safe and hygienic
- Ensure that pupils understand the behaviour code