



## **TRIPS AND VISITS POLICY**

### **INTRODUCTION**

1. This policy has been drawn up in accordance with 'The Health and Safety of Pupils on Educational Visits: A Good Practice Guide', DCSF guidance 2004 (see [www.teachernet.gov.uk](http://www.teachernet.gov.uk)). This policy is a 'Whole School Policy' and informs practice in the Senior School, Prep School and Nursery. All staff taking or assisting on school trips will be aware of the policy and of all specific local requirements. The Educational Visits Co-ordinator (Deputy Head) in the Senior School and Prep Head in the Prep School and Nursery) will oversee all trips and visits. This will include the procedures for:

- Planning and preparing for a visit or school trip.
- Assessing the risks associated with a visit or school trip.
- Informing parents, gaining their consent and, where appropriate, involving them in visits and trips.
- Defining the roles and responsibilities of party leaders and other supervisors during visits and trips.

### **ROLES AND RESPONSIBILITIES**

2. The Head is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature. The Educational Visits Co-ordinator (EVC) ensures that all off-site activities follow the correct procedures. The EVC will approve the group leader for every visit and monitor the written risk assessments to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Ensure that DBS disclosures are in place where necessary.
- Arrange Emergency Contact SLT member and draw up proper procedures to be followed in such an event.
- Keep records and make reports of accidents and 'near accidents'.
- Review and regularly monitor procedures.

The Group Leader is responsible for identifying the purpose of the visit and producing an appropriate risk assessment for each off-site visit. Significant risks and their control measures will need to be filed with the Deputy Bursar.

### **HEALTH AND SAFETY OF PUPILS**

3. Staff who lead or accompany school trips should familiarise themselves with the DCSF HASPEV guidance (see <http://publications.education.gov.uk>). The Group Leader is responsible for the planning and organisation of the trip and for taking day to day decisions once the trip is in progress. There must always be a designated Group Leader who is a member of the teaching staff. The accompanying teachers are in loco parentis (ie responsible for taking immediate and appropriate decisions) of the pupils in their charge at any given time.

4. Parents/carers need to give written consent that emergency medical action can be taken by doctors as necessary. If consent is withheld, the Head can withdraw the pupil from the trip. However, withdrawing a pupil would be a last resort: instead, it should be explained to parents/carers that the group leaders would communicate their wishes to medical staff but that the responsibility for any medical decision would lie with the doctor or other appropriate professional. The group leader would attempt to contact the parents or carers but in an extreme emergency this might not be possible. For journeys abroad, it is a sensible procedure to carry a signed translation of the consent form, which foreign medical staff can understand.

5. The need for first aid should be part of the risk assessment. A trained and qualified first-aider should always be available to administer first aid to groups. In practice this usually means that one member of the supervisory staff should hold a current, basic first aid qualification. Where contracted activity instructors holding a first aid qualification are running a session, there is no need for the group leader or supervisors to be first-aid qualified. Equally, a group going to a leisure centre, where there are first-aiders on site, need not be accompanied by a qualified first-aider, whereas a group working alone on a local common would need to be. It must be noted, however, that first aid should always be a voluntary action; a member of staff cannot be made to administer first aid, unless that is a clear part of their terms of employment.

*\* If painkillers are carried, prior parental consent should be sought. Painkillers can only be Paracetamol-based.*

## **SUPERVISION**

6. **Legal responsibilities.** All the activities covered in this policy take place within a legal framework. Adult supervisors in charge of pupils during a visit have a duty of care to make sure they remain safe and healthy. Adult supervisors in charge of young people during a visit are considered to be '*in loco parentis*'. They have both a duty of care towards those young people and a common-law duty to act as a reasonable, prudent and careful parent would in similar circumstances. Adult supervisors should not hesitate to act in an emergency and to take life-saving action in an extreme situation. In exercising the duty of care and interpreting the meaning of 'reasonable, prudent and careful', common sense should be applied. Those involved should:

- Try to think as a parent might think in similar circumstances;
- Consider whether they would be able to justify what is proposed to professional colleagues whose judgement they respect and, ultimately, a court of law;
- If they are in doubt they should not go ahead until they have sufficient further information and advice to remove the doubt.

7. **Voluntary supervisors and adult helpers.** The principle of *in loco parentis* applies to all who take responsibility for the children of others, but the law would be likely to expect a higher standard of care from professionals because of their training and experience.

8. **Young people aged eighteen and over.** With young people in this category the principle of *in loco parentis* does not apply as such, but those responsible for them should assume the same duty of care towards them as they would to under-eighteens.

9. **Outside agencies.** Where an activity involves the use of the resources or expertise of an establishment or organisation other than that of the school, the group leader must make all reasonable efforts to ensure that the agency involved is competent and any establishment safe.

10. **Contracted staff.** Contracted staff can never be left in sole charge of a group of pupils. Whilst contractors clearly have their own responsibilities towards pupils, the School will always retain a 'duty of care' towards the pupils and can therefore never hand the job of supervision over to a contractor.

11. **Disability Discrimination Act**. It is unlawful for schools to treat a disabled pupil less favourably, because of his/her disability, than his/her non-disabled peers. Schools must make reasonable adjustments to ensure that disabled pupils are not put at substantial disadvantage compared with non-disabled pupils.

12. **Use of parents and volunteers**. Parents and volunteers may be used to enhance the supervision of school visits and off-site activities. The group leader must discuss any proposed parents or volunteers with the EVC *in advance* of any parents or volunteers being invited or confirmed. It is vital that the following is taken into account:

- Adequate child protection procedures are in place;
- All parents and volunteers helping on residential visits **MUST** be DBS-checked;
- Where there is any doubt about the suitability of an adult supervisor, the adult should not be allowed to help supervise the visit. The EVC, in consultation with the Head, will not hesitate to act upon his own judgement, even if someone has been DBS-checked.
- For the protection of both adults and pupils, adult supervisors should ensure they are not alone with a pupil wherever possible.

### **APPROVAL FOR TRIPS AND VISITS**

13. The School has a formal procedure for the approval of all trips and visits. These include day trips, overnight trips and residential visits both at home and abroad. All trips and visits are given approval based on a variety of factors, including the risk assessment undertaken for the trip. The EVC gives formal approval for a visit if the following requirements are met:

- Adequate child protection procedures are in place.
- The EVC has confirmed that the date(s) requested for the visit do not clash with any other school events or would disrupt the routine school day unreasonably.
- All necessary documentation, actions and training have been completed before the visit begins.
- All necessary paperwork has been submitted to the Deputy Bursar.
- A comprehensive risk assessment has been undertaken and completed.
- The appropriate teacher-pupil ratio is met.
- The school's Visit Consent Form has been filled in for each pupil.
- For EYFS trips at least one person on the outing has a paediatric first aid certificate.

The Group Leader must complete a **Trips and Visits Proposal Form** to obtain approval in principle for the visit. All paperwork for any day visit must be submitted to the EVC and Deputy Bursar *at least* four working days in advance of the visit. All paperwork for any residential/hazardous activity visit must be submitted to the EVC and Deputy Bursar *at least* ten working days in advance. The Party Leader must hold a 'Visit Check' meeting with the EVC and Deputy Bursar four working days before a day visit and ten working days before a residential/hazardous activity visit.

### **OBTAINING PARENTAL CONSENT**

14. The following procedure applies to pupils of all ages:

- **Visit Consent Form**. This form must be signed and returned to the school by each pupil's parent/guardian *before* they can go on any school trips or off-site non-curriculum sporting activities (e.g. sports matches at other schools). If the form has not been completed satisfactorily, or has not been returned to the school before the trip, the pupil should not go on the trip. The form will cover all low risk day trips, sports visits and activities which do not

involve an overnight stay or travel abroad. The form becomes invalid at the end of the academic year and a new form will need to be completed to cover trips in the following academic year.

- **Visit Information Form**. This form must be sent to parents in advance of all trips to give details of the trip. The form must remind parents that the trip is covered by the annual Visit Consent Form and that they must notify the school of any relevant changes. The form must be completed, signed and returned to the school by each pupil's parent before they go on such trips.

## **REQUIREMENTS FOR TRIPS AND VISITS**

15. The Group Leader must ensure the following requirements are met for all trips and visits:

- EVC's and Deputy Bursar's approval.
- Risk Assessment.
- For supervisory purposes, the staff to pupil ratio for non hazardous activities is 1:20 (KS3 and KS4), 1:10 (Prep Years 4 – 6) and 1:6 (Prep Years 1 – 3). A higher ratio may be appropriate for pupils under 5. The Head Teacher will use his discretion for Years 12 and 13.
- The staff to pupil ratio must not be less than one **qualified** adult to 10 pupils during hazardous activities.
- Consideration of the appropriate staff to pupil ratio should form part of the risk assessment, taking into account the nature and location of the visit, activities being undertaken and any special needs of pupils.
- Mixed gender groups should have at least one male and one female member of staff; however, this does not apply to EYFS children and a paediatric first aider should be present on all trips and visits involving EYFS children.
- Parent volunteers can accompany a school trip if their own children are on the trip; however, parents should not supervise groups that include their own children due to the conflict of interest that might arise. Parent volunteers must be CRB checked by the school before they may participate in a trip.
- A School mobile phone must be taken.
- The Party Leader must carry the 'Emergency Procedures' instructions with him/her
- Appropriate back-up arrangements for contacting parents in an emergency must have been made in the event of problems arising both during and out of school hours.
- A detailed budget must be prepared by the Party Leader and approved by the Bursar in order to determine the cost to the pupils or to the school.

16. **Residential Visits**. The Party Leader must obtain contact details of the Head or other member of the SLT who will be available during the visit period for emergency contact purposes. In addition to the mandatory paperwork required for all visits and trips, the Group Leader should prepare a detailed plan of the residential visit which includes the following considerations as part of the risk assessment:

- Does the school's Behaviour Code for the trip cover all relevant circumstances, such as consumption of alcohol?
- If a pupil misbehaves and has to be returned home, how can this be arranged and who could accompany him/her?
- If a member of staff is taken ill or has to return home, what back-up measures are in place?
- Is the communication chain in place for accurate information to be disseminated quickly to parents?

- What arrangements have been made to ensure that pupils and staff are equipped for planned activities?

Each pupil should be provided with a card giving details of the address and telephone number of the residential base and an emergency contact telephone number in case he or she gets lost.

17. **Risk Assessment.** The Group Leader must produce a visit specific risk assessment for each visit. However, risk assessment is an on-going dynamic process which must continue throughout the visit and it should not be regarded as a paper exercise. Specific factors to consider when completing trip and visit risk assessments are:

- Activities and activity venue(s).
- Accommodation.
- Weather conditions.
- Age and experience of the pupils.
- Qualifications and related experience of accompanying staff and/or instructors.
- Travel and transport arrangements.
- Alternative arrangements for failed planned activities.
- Injury and illness contingency arrangements.

When use of staff cars is unavoidable in transporting pupils, staff must have clean driving licenses, current comprehensive and business use insurance, an MOT if the vehicle is over 3 years old, and parental consent must be obtained.

18. **Emergency Procedures.** These procedures are based on those contained in DCSF Circular 22/94 and should be used in the event of serious or fatal injury. An emergency is unlikely to occur in circumstances where these procedures can be carried out to the letter, but staff accompanying the party should be so familiar with them that they are able to adapt them to the situation in which they find themselves. The Party Leader (or person in charge of the discrete group involved) should:

- Establish the nature and extent of the emergency.
- If there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid.
- Establish the name(s) of the injured and call whichever emergency services are required.
- Make sure all other members of the party are accounted for and safe.
- Advise other party staff of the incident and that emergency procedures are in operation.
- Ensure that an adult from the party accompanies casualties to hospital.
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base.
- Arrange for one adult to remain at the incident site to liaise with emergency services.
- Control access to phones until contact is made with the Head Teacher/designated SLT member.
- Contact the Head Teacher / designated SLT member and give full details of:
  - Names and phone numbers of those involved.
  - Nature, location, date and time of incident.
  - Details of injuries if known.
  - Action taken so far.
  - Phone numbers for future communication.

The Group Leader and other accompanying staff must not talk to the media. Legal liability should not be discussed or admitted.