

# HIGHCLARE SCHOOL

## EDUCATIONAL VISITS POLICY AND PROCEDURES

### Introduction

Highclare School and the Board of Governors recognise their Health and Safety responsibilities and take all measures within their control to minimise any risk or harm to pupils and employees of Highclare School.

The Senior Leadership team Board of Governors and the Health and Safety Officer will provide adequate instruction, training and information to all staff who are responsible for the safety of both employees and students whilst on an authorised day trips/visits away from school premises, including field trips and outdoor pursuits, over night trip and trips abroad.

The Board of Governors and Senior Leadership Team aims to minimise the risk to those who take part in school trips by implementing the following policy which is written having regard to DCSF Guidance, Health and Safety on Educational Visits (HASEV).

### Planning the visit

- (a) **Safety** - It is of the utmost importance that any educational visit, educational holiday, recreational visit or activity either at home or abroad, is organised under the direction of a senior member of staff with a view to the safety of all those taking part. There must be a named party leader who will take overall responsibility for the organization of the trip and in particular the behaviour of the pupils for the duration of the trip.
- (b) **Permission** - Any member of staff who organises such a trip, whether in the UK or abroad, must first obtain the permission of the Head or appropriate Head of Site.
- (c) **Informing Parents** - A letter including permission slip and request for details regarding essential medical, dietary and other relevant requirements should be sent to parents, stating the purpose, dates / times, travel arrangements, cost and supervision arrangements of the proposed trip and any insurance cover arranged. Staff arranging a trip must ensure that all costs are covered and allowance is made for unforeseeable eventualities. All letters being sent to parents must first be approved by the Head.
- (d) **Payments** - Terms of payment should be made clear to parents. Payment should be requested in advance, in one or more installments, by cheques made payable to Highclare School. If deposits are to be paid, it should be made clear whether these are refundable.
- (e) **Detailed arrangements** - All visits out of school should be organized according to procedures recommended by teachers' professional and subject associations and with regard to the DCFS guidance 'Health & Safety on Educational Visits'.
  - a. It should be made clear to parents if pupils will at any time not be under direct supervision.
  - b. Parents need to be aware of the consequences of unacceptable / irresponsible behaviour, ie. that children may be sent home at parents' expense.
  - c. The party leader should ensure that pupils have the correct equipment.
  - d. The party leader must ensure that travel arrangements are appropriate for the size of the group and the nature of the activities planned. Transport used must comply with the safety standards of the country / countries in which the visit takes place. Parents should be informed in advance of consenting for their child to take part in a trip if the safety standards in a country being visited are below those normally expected in the UK (eg. If buses without seatbelts are likely to be used).

- e. Details of the trip to include a list of all party members, name and contact details of the travel company, emergency contact details for supervising staff and parents of pupils taking part in the trip, the full itinerary, name, address and contact details of accommodation being used, emergency travel arrangements, copies of parental consent forms and insurance details must be kept in the school office and with the nominated emergency contact in school (normally the Head or a member of the School Leadership Team). All office staff must be aware of the whereabouts of this paperwork.
  - f. The party leader must ensure that every member of the party is fully insured, taking into account the nature of the trip and the activities which are planned for the party. Insurance information is available from the Finance Manager. Parents must be asked for details of any pre-existing medical conditions of their child which might be excluded under a standard travel policy.
  - g. Any changes to travel arrangements should be communicated to school and arrangements made for parents to be informed, using the telephone tree system, established during the planning stages of the trip. All trip organisers must take a mobile telephone with them, leave the number with the School office and leave the telephone switched on.
- (f) **Trip File** - A trip file has been constructed to aid the implementation of safety for all employees responsible for school trips and visits. The trip file must be completed and signed off by the Health & Safety Officer, or in his absence, by the Head or appropriate Head of Site a prior to any trip taking place. Trip files to be completed and submitted **at least two weeks** before date of trip.

The trip file consists of twelve sections and shall be completed by the trip co-ordinator. Once completed and approved the file is taken with the co-ordinator for review throughout the duration of the trip / visit. On return to school the file will be archived centrally on each site.

#### **FILE CONTENTS**

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| <ul style="list-style-type: none"> <li>1. School trips – general instructions</li> <li>2. Date request form (green)</li> <li>3. Trip checklist</li> <li>4. Risk Assessment Procedure and generic risk assessments</li> <li>5. Safe system of work for pupils off school premises</li> <li>6. Blank risk assessment form</li> </ul> | <ul style="list-style-type: none"> <li>7. School trip supervision guidelines</li> <li>8. Checklist for pupils going on a visit</li> <li>9. School trip emergency procedures</li> <li>10. Day trip information form and pupil list</li> <li>11. Accident, incident and emergency report form</li> <li>12. Trip evaluation</li> </ul> |
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The Party Leader will update the generic trip risk assessment to reflect the trip to be taken and seek a current risk assessment from the person(s) responsible for the Health and Safety of visitors whilst staying and using the facilities of the venue, all identified hazards and control measures will be discussed with everyone involved with the trip. The aim of the trip co-ordinator and staff is to provide a happy, healthy and safe environment whilst away from the school premises.

- (g) The member of staff in charge of the party is personally responsible to the Head for ensuring that all visits are run according to strict rules and that all necessary safety precautions are in place prior to the departure of the party.

## **Risk Assessments**

- (a) The person in charge of any trip is to ensure that all parents/guardians are fully aware of the details of the programme. If there is to be any form of hazard - e.g. canoeing, rock climbing, sailing, skiing, etc. written permission from the parents is to be obtained prior to booking the trip and special insurance obtained.
- (b) Parents must be notified of the full details of the trips and the expectations of the school regarding rules of behaviour, e.g. policy on smoking and drinking of alcohol (Code of Conduct). Parents need to be made aware of the consequences of unacceptable / irresponsible behaviour, ie. that children may be sent home at parents' expense.
- (c) The person in charge is also personally responsible for ensuring that pupils are properly supervised AT ALL TIMES throughout the trip and that any activity which may be undertaken which is arranged through a third party - ski instructor, boating trip etc., is also properly supervised by a member of staff AT ALL TIMES. There should be no lone supervision of one child. Ratios as recommended by HASEV must be followed. All appropriate vetting checks must have been followed. CRB checks must have been undertaken for volunteers on overnight stays.
- (d) When organising an outdoor pursuit, it should always be ensured that the company is a member of ABTA and a current list of instructors should be requested, making sure that they are all recognised as qualified by the governing body of the sport in question and listed by name.
- (e) A full detailed risk assessment should be carried out by the member of staff. Whenever possible a risk assessment must be obtained from the organisation. Both risk assessments must be forwarded to the HSO (or in his absence, the Head or Site Head)

## **Planning the Journey**

- (a) When ever possible the school will use its own mini bus fleet to transport pupils and staff to and from the venue. In some cases this will not be possible; the school has an approved transport company who will then provide this service. The transport coordinator will manage the booking of the transport and all safety requirements. In all cases a first aid box is provided. School vehicles are fitted with first aid boxes.
- (b) It is most desirable that any member of staff intending to take a party abroad or on an activity holiday, should previously have visited the destination. It is understood that this is not always possible.
- (c) No trip must be planned that involves a long coach journey abroad that would necessitate taking a relief driver. In such circumstances travel must be by aeroplane.
- (d) It is essential that proper planning and documentation is carried out prior to departure and that detailed information concerning the whereabouts, addresses of hotels/accommodation and contact telephone numbers are left with school, the Head and senior member of staff who is willing to be "on duty" for the duration of the visit
- (e) In the event of any delay in return it is essential that the school or contact be informed immediately to that this information can be passed to the parents/guardians.
- (f) In organising foreign trips, it is important to use a local known travel company who are experienced in school trips and are members of ABTA.

## **Staffing levels**

The information below offers guidelines to staff but staffing levels are always subject to risk assessment and the nature of the trip.

### ***KS3, 4 and 5 (Seniors)***

There must be at least one member of staff for every 15 pupils and normally two staff on every visit. Exceptions may be permitted, subject to risk assessment, but this is subject to approval by the Head.

### ***KS2 (Juniors)***

For junior pupils the minimum ratio is 1 to 10 and when abroad 1 to 8. Parental assistance may be acceptable to increase the ratio of adults to children, but parents helpers who have not been CRB checked must not be permitted unsupervised contact with children. Parent helpers should, only be given limited responsibility for children. If at all possible, one accompanying adult should be first aid trained.

### ***KS1 (infants)***

Staff will decide, having checked with the Head of Site, the number of staff required for each trip, dependent on the nature of the trip. For pupils in KS1 the ratio is 1 to 10. Parental assistance may be acceptable, to increase the ratio of adults to children, but parent helpers who have not been CRB checked must not be permitted unsupervised contact with children. Parent helpers should only be given limited responsibility for children. If at all possible, one accompanying adult should be first aid trained.

### ***EYFS***

In the EYFS, statutory staffing ratios are laid down by the EYFS framework and will always be adhered to. Where the trip involves EYFS, it is a requirement that at least one person has a current paediatric first aid certificate.

## **Insurance**

- (a) All pupils and staff are protected by Public Liability Insurance throughout term and holiday time. However, extra cover would be necessary to cover "Hazardous pursuits". Please consult the Finance Manager
- (b) The School acts as Agents for the optional pupils Accident Insurance which covers personal injury, loss etc.
- (c) The insurance of staff members officially accompanying such trips is automatically covered by the School's insurance scheme providing the names of those concerned have previously been lodged with the School Insurance Company.
- (d) For all detailed information, consult the Finance Manager.

## **Medical requirements**

A First Aid kit is taken on all trips. Staff must also check in advance any special requirements or medical needs for individual pupils. Copies of personal information and contact details for all pupils involved must be taken on all trips.

The member of staff responsible for the trip is responsible for ensuring that pupils who need emergency medication, such as epi-pens, have access to one in an emergency. A detailed medical form should be completed for all pupils going on residential trips, to include authorization for a member of staff to give consent for emergency treatment, if deemed necessary by qualified medical practitioners.

## **Emergency Procedures**

- (a) Ensure all staff and pupils are safe from danger, that appropriate steps have been taken with regard to the welfare of all involved and that any necessary steps have been taken to ensure medical care and hospitalisation of anyone injured.
- (b) Notify the Head or, if not contactable, a member of the SLT as soon as possible
- (c) Follow closely the Guidelines as laid down in the Staff Handbook, particularly regarding briefings to the press and/or any other external personnel. See 'Emergency Procedures' in Handbook.

## **Foreign Travel**

Similar arrangements apply as to visits made in the UK. It is the Party Leader's responsibility to ensure that pupils and parents are aware of the need for documentation, injections, or any special arrangements. Pupils and their parents should also be aware of any special arrangements which are being made. Staff should not offer advice on appropriate injections/inoculations or any other medical matters. This advice can only be given by a suitably qualified medical professional.

For travel within the European Union, pupils should be required to take with them the European Health Insurance Card (E111)

Any pupil with special medication must, in advance, provide details of the problem and parents' doctor's permission / advice on travelling. A member of the accompanying staff will be first aid trained. Medical consent forms must be signed by parents, particularly if the party is travelling outside the EC.

## **Divorced Parents and Foreign Travel**

- (a) The Children Act has introduced changes when children of divorced or separated parents travel abroad with school parties.
- (b) Parental responsibility is shared under the Act and, as well as involving both parents, may also - for example - include the guardian of a child's estate.
- (c) When a trip abroad is arranged by the school, it is not sufficient to rely on the authority of the holder of the residence order. It is necessary to have the written consent of all those with parental responsibility. If there are good reasons why this consent cannot be secured, permission to take the child abroad may be given by the Court.

## **Preparing the pupils**

Before and during the trip, pupils should be made aware of behavioural expectations (Code of Conduct), risk assessments and emergency medical procedures. For residential trips and trips abroad, a meeting of parents, pupils and staff involved will be held in advance of the trip to impart all of the above information.

**This policy is subject to constant review and amendment as necessary**

<b>Written by:</b>	<b>Adopted by the Board:</b>	<b>Amendments made:</b>	<b>Review Date:</b>
DU/MV/September 2009	November 2009	July 2011	July 2012