



## Health and Safety on Educational Visits Policy

### Aims

The College recognises the significant educational value of visits and activities which take place away from the immediate College environment and believes that staff should be encouraged to organise and take students on school trips to:

- stimulate the mental, spiritual and physical development of the student
- enable a student to spend time intelligently and happily sharing experiences with others
- enable the student to acquire resourcefulness, initiative and self-reliance
- fulfil the requirements of the curriculum

The College encourages trips linked to all aspects of the curriculum; academic, sport, music, art and theatre, cultural, social and volunteering. All trips will be appropriate and relevant to the age group and the needs and development of the students participating. The College is committed to equal opportunities and will make every effort to ensure that these activities will be available and accessible in some form to all who wish to participate or are required to take part. This will be irrespective of their special educational or medical need, ethnic origin, sex or religion. When considering inclusion there are four important principles. All students are **entitled** to participate; good **accessibility** does not always mean the same activity, but it is important that all students participate alongside their peers. Where **integration** is not possible the **integrity** of the activity must be of equal value and meaningful for the student.

### Objectives

- To ensure all Health and Safety requirements are met
- To identify the roles of trip organisers, accompanying staff and students
- To detail the procedures required when organising a school trip
- To define the type of trips that should be encouraged to take place
- To identify the standards expected from all the staff and students participating in school trips

### Roles of Responsibility

Our system is based on everyone concerned understanding and using this policy and the procedures set out by the College.

- The Governing Body has overall responsibility for Health and Safety. (*Health and Safety: Responsibilities and Powers (2001)*)
- The Headmaster has responsibility for ensuring that the management of visits and ventures meets the regulations and guidance offered by the DCSF and the Governing Body, as well as conforming to the College's own Health and Safety Policy. (*Health and Safety: Responsibilities and Powers (2001)*)
- The Education Visits Coordinator has responsibility to:
  - Ensure that the policies, regulations and guidance are followed
  - Instruct all new staff on the legal and structural procedures of the College Trips Policy
  - Ensure that competent people lead or otherwise supervise a visit by assessing their competence against pre-determined standards (Appendix T2)

- Ensure that the aims of the visit are in line with those set down in the policy and are achievable
- Ensure that Criminal Record Bureau disclosures are in place for staff and for those volunteers accompanying students on residential trips or visits
- Ensure the same Criminal Record Bureau disclosure procedure has been applied to all staff employed by other organisations working directly with the College students on other sites. E.g. separate institutions and professionally operated licensed activity centres
- Confirm that adequate risk assessments have been carried out
- Have an overview of the programme of trips taking place
- Help and support staff in the planning of trips
- Ensure that the College's management of behaviour and other relevant policies are transferred off-site successfully and are consistently applied
- Ensure that liaison with parents, particularly with regard to obtaining consent, is effective
- Ensure that the College has robust emergency procedures in place
- Use and apply suitable record keeping practices for both students and staff off-site
- Learn from previous experience, recording successful practice and contacts for future reference
- Monitor and review to establish a clear picture of current practice; report on successes and set targets for improvement

Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that the College, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care on an approved venture and followed the school's guidelines.

- The Group Leader
  - has the legal responsibility of 'Duty of Care', which is:
    - A common law duty to act as a 'reasonable parent', refer to the DCSF Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," ([www.teachernet.gov.uk](http://www.teachernet.gov.uk))
    - To have a responsibility for all students in their care throughout the entire trip
    - To safeguard the health and safety of students both on the school premises and in authorised activities elsewhere
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  - Group Leader's Responsibilities and Good practice:
    - The Group Leader's competence and confidence will be judged against pre-determined competence assessment criteria (Appendix T2)
    - Ensure that the students are capable of undertaking the proposed activity
    - Group Leaders should do all that is reasonable and practicable to include those students with medical, behavioural or special needs whilst maintaining the safety of the whole group (Appendix T3)
    - To ensure the meticulous planning and preparation of the school trip including risk assessment of all activities
    - Should decide how information is provided to students to ensure that they understand the key safety information (Appendix T4)
    - Discuss and agree an acceptable code of conduct with both the accompanying staff and the students to promote good behaviour (Appendix T5)
    - Involve students in the risk assessment process (Appendix T6)

- Staff
  - The duty of care:
    - All staff accompanying a trip have a duty of care to the students. They must provide welfare, support and supervision throughout the visit and exercise the same level of care as would a reasonable and careful parent.
    - All staff should be able to contribute to the risk assessment, planning group management and inclusion strategies; be competent and confident in managing behaviour and have activity-specific competence to ensure that positive learning takes place.
    - The age of the student and the nature and location of the activity will help to determine the degree of supervision required.
  - Staff Responsibilities and Good practice:
    - Current good practice favours the 'apprenticeship model' of training staff to run trips. Less experienced staff should work alongside those with more experience to develop competence in running off-site trips.
    - For off-site trips, first aid provision should be appropriate to the nature of the visit and decisions about the deployment of first-aiders should be based on the risk assessment. Where swimming is involved, there must be a qualified Life Saver.
- Accompanying adults
  - The Headmaster/Deputy Headmaster/EVC must satisfy themselves that any adults wishing to accompany a trip or visit are 'responsible adults'.
  - Accompanying adult volunteers must accept the normal common-law duty of care towards the students; this is a requirement to act as would a reasonable person. It is accepted that they are not trained, but they are required to exercise this reasonable amount of care.
  - They should be made fully aware of their roles and responsibilities and be invited to any appropriate planning meetings.
  - All adults accompanying residential trips must have Criminal Record Bureau disclosures.
- Students
  - Should be involved as much as possible in the planning and organisation of the visit. HASPEV states "Young people who are involved in a visit's planning and organisation, and who are well prepared, will make more informed decisions and be less at risk" (Appendix T7).
  - Must understand the procedures and strategies in place for their supervision;
  - Must understand their individual and group responsibilities, have regard for the rewards and sanctions in place and ensure they follow the College 'Code of Behaviour' (Appendix T5).

## Essential Steps for Organising a Trip

1. Obtaining permission:  
Complete the appropriate form (Appendix T8/T9) outlining the proposed trip and defining aims and objectives, and return to the EVC to obtain clearance. The cleared form will be returned to the Group Leader and a copy filed with the Headmaster's P.A. Trips should be planned at least one term in advance and should be included in the Kalendar. International residential trips should be planned one year in advance.
2. Risk assessment:  
Group Leaders have a legal requirement to complete a risk assessment for their visit and must have referred to the relevant sections of 'Health and Safety of Students on Educational Visits' ([www.dcf.gov.uk](http://www.dcf.gov.uk) – on intranet). It is necessary to check that the provider of adventurous activities is licensed and the individual instructors possess a recognised qualification from a national body, such as the Adventure Activities Licensing Authority and to request copies of the risk assessments of all professionally operated licensed activity centres and tour operators. The risk assessment will be returned to EVC for approval, for non-residential trips at least one working week before, for residential or adventure activity trips at least four working weeks in advance. The cleared Risk Assessment will be returned to the Group Leader and a copy filed with the Headmaster's P.A. (Appendix T6).
3. Students with disabilities and health needs:  
Group Leaders must identify all students with disabilities and health needs who wish to take part in the trip and, in consultation with the EVC, parents, students and the Medical Centre, discuss the suitability of the trip and draw up plans to meet the needs of the student (Appendix T3).
4. Cost the Trip:  
The Group Leader will then calculate costs in line with the College guidelines and discuss billing arrangements with Accounts department.
5. Insurance provision:  
The College has Employers' Liability Insurance and Public liability insurance as well as an Insurance Policy to cover day trips, but leaders organising residential / overseas visits must refer to the Bursar's secretary for advice on adequate cover. The College has an 'occasional use' Insurance Policy to cover use of teachers' private cars, this is automatic and details can be obtained from the Bursar's secretary.
6. Parental consent:  
Parental consent must be obtained in writing for any overnight stay, for any non-routine non-residential visit and for any visit which involves an additional charge, using the appropriate form. Included with this request must be full information on the trip including information on insurance. In addition parents must be made aware that any student whose behaviour endangers themselves or others will be returned home at their parents' expense. Boarding HoMMs can provide consent for students whose parents are difficult to contact. HoMMs may refuse permission for a student to participate in a trip. The Group Leader must take a copy of the student consent forms, including emergency contact details, with them on the visit and a second copy of the student consent forms and staff emergency contact details must be left with the college contact. For residential visits, it is good practice for all accompanying staff to be given a copy of the forms and contact details for use in emergencies (Appendix T10).

7. Booking confirmation:

Confirm booking and enter date in draft Kalender;

8. Staffing and staff ratios:

Staff and staffing ratios will be discussed and decisions made to ensure adequate supervision for the particular group and for the particular activity. When making a decision on staff ratios and styles of supervision, consideration needs to be given to the site and its environment, (a mobile 'phone maybe advisable), the Group Leader's competence and the group of students participating. Each of these factors could present a reason for lowering or increasing the ratios or using more experienced staff.

**Those making the decisions must consider the following:**

- Are the staff suitably qualified for the task? Is it a pastoral or technical competence, or both?
- Do they have sufficient experience, training or induction for the responsibility they are being given?
- Is their experience in or related to the trip context?
- Has the evidence of staff current good practice been judged against pre-determined competence assessment criteria (Appendix T2)?
- Was the person making the judgement qualified and experienced enough themselves to make the judgment (Appendix T1)?
- Are there sufficient "additional" staff to cover emergency or unforeseen circumstances, particularly with regard to residential visits, visits abroad and visits involving adventure activities.

9. Overseas visits

Visits to another country bring an additional dimension to the organisational requirements, whether for an exchange visit, a residential stay abroad, or a day visit. Local conditions may be different and legislation may differ from that in the UK.

Group Leaders need to consider the following:

- Visits should be planned preferably one year in advance, where this is not possible sufficient time must be allowed to complete all the necessary checks.
- Before any decision is made to take a College mini-bus or a private vehicle abroad, it must be looked at in the light of all the regulations and discussed with the EVC.
- Before using a coach or tour operator Group Leaders must ensure that it is a reputable company. A coach operator should have appropriate 'back-up' to deal with breakdowns etc. whilst abroad. Ascertaining this should form part of the risk assessment when a visit or journey is planned.
- A tour operator can take partial responsibility for the risk assessment e.g. the quality of accommodation, but the management of the group remains the responsibility of Group Leader and must be reflected in their risk assessment.
- When planning the itinerary for a residential visit it is wise to consult in advance with the transport provider to check regulations regarding driver hours and local customs and laws. For example, where coach transport with a single driver is being used on a visit of over 6 days, the driver must have a rest period of 24 hours within that period.
- Group Leaders should involve all accompanying staff from the outset and arrange team meetings to ensure that all are in agreement with the principles established and the information being given to parents. All staff should have a clear and specific role which may be more specialised when planning a visit abroad.
- Group Leaders must give careful attention to preparing students for visits abroad.

- Supervisory ratios will need to take into account the nature and type of visit as well as the age of the students and the experience of the staff involved. Supervisory ratios must always be at a level adequate to deal with emergencies and unforeseen circumstances.
- Prior to departure, parents and students should be introduced to all staff who will be responsible for the group throughout the visit abroad. Attendance at this meeting should be considered a priority for all concerned.
- It is recommended that all staff should be invited to a separate briefing/planning session to discuss their roles and responsibilities as a team whilst in charge of a group abroad (Appendix T11).

### **Home stays and exchange visits**

When young people are staying with host families, supervisory staff will not be able to exercise the same level of control as in a residential setting. Young people must not be taken on outings with their host family which involve adventure activities, except where written consent has been given to the Group Leader in advance of the visit.

#### 10. Nominal role:

Names of students and staff participating should be published well in advance with the EVC, Office and Common Room. Names should be given alphabetically by House and initials added where confusion could arise and listed on iSAMs.

#### 11. Briefings: staff

The Group Leader will brief all accompanying adults to ensure they understand their responsibilities. For a residential or overseas trip there will be a final meeting for all staff to cover safety information, country code, etc.

#### 12. Briefings: students

The Group Leader will provide students with all the information and guidance necessary for their trip. They must understand what the visit entails and what is expected of them; what standard of behaviour is expected and why rules must be followed. They must also be told about any potential dangers and how they should act to ensure their own and others' safety.

#### 13. Briefing: parents

It is essential that communication with parents is clear, as detailed as required and interactive, so that questions can be asked and queries answered. The parents should be made fully aware of the commitment they are making and the expectations of themselves and their child(ren). Parents can exercise their right to give or withhold consent.

#### 14. Medical information:

Group Leaders must have up-to-date medical information on all students and specific information on those with health problems. This information will be on the Consent form and the Medical Centre staff will give further advice. Group Leaders must collect a First Aid Kit from the Medical Centre; adequate notice must be given. Each minibus has a minimal First Aid Kit on board.

#### 15. Transport:

Good operating procedures and management of transport are essential and a risk assessment of transport must be included in the Risk Assessment; it is good practice to include a rationale for the choice. Transport used must be school transport, public transport or a provider approved of by the College. Consideration should be given to the length of the journey, food, rest stops and seasonal conditions. Consideration must also

be given to the possibility of breakdown or long delay, as well as incident and emergency procedures.

16. Accident, incident and emergency procedures:

College procedures must be followed in the event of any accident, incident and emergency (Appendix 12).

17. Evaluation:

An Evaluation of Trip form must be completed within a reasonable time after the return of the trip and passed to the EVC (Appendix T13).

Adopted.....

**Monitoring:**

Trips committee

**Policy Review:**

Reviewed and revised	December 2011
Next review	September 2012

**Person Responsible:**

EVC

**All appendices are on 'Trip Safely'**