



OLD BUCKENHAM HALL

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Policy for Offsite Visits, Trips and Activities



OLD BUCKENHAM HALL

DRAFT Offsite Visits, Trips and Activities Policy

1. INTRODUCTION

Guidelines

This Educational visits guidance can be found on the following web site: www.oeapng.info
The DfE Guidance for Health and Safety in Schools is here: [DfE advice on Health and Safety](#)

This policy sets out the principles and criteria of good practice whilst leaving a good deal to the expertise and judgment of those approving, leading or supervising the visit. A 'culture of safety' is the prime consideration.

Pupils can derive a great deal of educational benefit from participating in educational visits with their school. Educational visits often bring the curriculum alive. They encourage pupils to learn, make the subject more exciting and consolidate the learning process. They are an ideal vehicle for learning life skills, risk management and gaining maturity.

Educational visits may vary from a local trip to an overseas expedition. The planning required will vary but the principles of assessing risk and putting in place reasonable control measures remain the same.

Taking pupils out of school can be a source of anxiety but careful planning and understanding of what is required is the basis for confidence. This policy is referred to at the start of each academic year and staff are also directed to various guidance documents on oeap.org.uk. All staff have access to this policy on the school intranet.

The Golden Rule

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. These duties apply to all school visits. Teachers and other staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

This Policy also applies to EYFS

2. AIMS

It is School Policy:

- To encourage visits and work outside school which enhances the curriculum
- For pupils to enjoy residential outdoor pursuits experiences during their schooling
- To offer a wide and stimulating programme of visits, trips and activities in the UK and overseas

The school believes that such opportunities enhance the character, learning, skills and experience of its pupils and help strengthen relationships within the school between pupils and between pupils and staff.

All activities which take place outside School are liable to potential hazards. It is appropriate, therefore, that special consideration be given to their organisation. This Policy will assist in the planning and expected conduct for all off-site school trips. Inevitably, most of the following is specifically relevant to lengthy long-distance trips, in the UK or abroad. However, much of the good practice in this document can also be applied to local, one day or evening trips.

On each of these occasions staff bear considerable responsibilities. This guide seeks to help to reduce risks and to avoid problems.

KEY POINTS

(Headmaster and EVC)

- To ensure visits comply with School Policy
- EVC's should have sufficient resources and training to do the job properly.
- Visits should have clear educational objectives
- The Headmaster/EVC should decide whether the School should provide water /rock /adventurous activities and, if so, whether it has the resources to provide them in-house or whether they should approach a licensed provider.
- The EVC should ensure appropriate risk assessments are carried out for all aspects of the visit.
- If such activities are provided by the School, the EVC should seek independent verification by a competent person of the suitability of the venue and technical competence of the proposed leader (s).
- Headmasters and EVCs should be best placed to consider whether a teacher has appropriate leadership skills, experience and other personal qualities to run a particular visit.
- There should be clear procedures to deal with any concerns about unsafe practice.

(Informed parental consent)

Parents should be informed of any off-site visits and should complete a consent form if they are to exceed normal school hours or have any cost implications. They should have sufficient information on hazards and risks.

(Risk Assessments)

- The assessment for adventurous activities needs generic, site specific and dynamic assessments.
- Any proposed new activity should be subject to r/a.
- Generic and site-specific r/a should be reviewed at intervals.
- Dynamic r/a should be immediately reconsidered if participants are reluctant to do it on safety grounds, a warning is received from others about safety or changes in the actual or perceived environmental conditions or physical capabilities of the participants.
- The AALA has now published guidance on the 'unexpected panicker' – a factor in some recent drownings. They believe it to be a reasonably foreseeable risk and it can be managed under Anticipation, Prevention and Recovery. (see AALA guidance).

(Competencies)

- Nobody should lead water/rock activities or other adventure activities unless they have been assessed as competent, understand the full range of hazards and risks and can implement rescue and emergency procedures.
- The level of competence/qualification needed should be identified through risk assessment; for adventure activities, ensuring competence may be a wider task than a simple check of qualifications. Appropriate personal qualities are important too.

3. EDUCATIONAL VISITS CO-ORDINATOR (EVC)

Mrs Sharon Schanschieff acts as the EVC, on behalf of the Headmaster. She is assisted by the Assistant EVC (AEVC: Mrs Anne-marie Shropshire.)

The EVC's role is to:

- Consider and approve proposals for trips
- Ensure that appropriate documentation exists including risk assessments
- Ensure planning and documentation meets with School Policy
- To organise the training of leaders
- To support trip leaders
- To organise emergency planning including the emergency contact for each visit
- To evaluate and monitor trips
- To review policies and systems annually, with the designated Governor, especially in the light of any incidents
- Make sure that DBS disclosures are in place as necessary
- Work with the group leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.

The EVC and AEVC meet regularly to review trips. A list of trips is posted in the Common Room Half Termly. In the absence of the EVC, the AEVC assumes responsibility for trips.

4. TRIP LEADERS: COMPETENCE AND TRAINING

The DfE identifies the competence of the leader as a crucial factor, especially in outdoor activities. It is the primary factor ensuring safe practice. The School is responsible for assessing the competence of staff to lead school trips and to provide information, support and training. The School must be satisfied that staff roles and responsibilities are commensurate with their experience and competence to undertake them. Competence is wider than just holding of qualifications. All adult supervisors should fully understand their roles and responsibilities at all times.

5. AUTHORISATION/ESSENTIAL PLANNING INFORMATION

- Curriculum trips should be educationally justifiable, with a clearly defined educational purpose, and related or complementary to the philosophy outlined at the beginning of this section. There should be stated aims for the visit.
- Any school trip must first be sanctioned by the EVC to whom a request should be forwarded. No visits should be booked until permission has been granted. Wherever possible, such requests must be made at least a term in advance and before the termly

Calendar deadline. The EVC and Headmaster have the right to decline a proposal on the grounds of several criteria e.g. cost, purpose.

- Overseas trips must be sanctioned by the Headmaster, however, in the first instance all paperwork must be sent to the EVC. The EVC will pass it on to the Headmaster for his signature after processing has taken place. Headmasters are able to delegate the planning of a trip abroad but must satisfy themselves that the person planning the visit is competent to do so and has the necessary relevant experience. The governing body should satisfy itself that the visit has been planned effectively and that risks are minimised. Outside expert help may be called upon to assess proposals for major tours.
- Group letters should be sent via ClarionCall by either the EVC or the school office after approval from the Deputy Head. Copies of all communications with parents should be lodged with the EVC
- All trips should be value for money.
- Any money for school trips should be paid into an account approved by the School Accountant. Organisers should make sure that all arrangements for finance are clear. All accounts need to be audited after the trip.
- Bookings with travel firms should only be made with those which are fully bonded and which conform to the Package Holidays Regulations (1992). Group leaders must ensure that any package holiday/tour company standards are similar to those detailed in the SAGTA Code of Conduct.
- Insurance cover is provided by the School Insurers. Any queries should be directed to the Business Manager.
- The School reserves the right not to allow certain pupils to join a visit on the grounds of their history of inappropriate behaviour or on the grounds of potential danger to themselves or others. If a pupil is excluded from School they cannot be allowed to go on a school visit. They or their parents are liable for any financial loss resulting, for example, in the case of non-returnable deposits or cancellation fees.
- Pre-trip planning meetings are essential and notes should be kept; meetings during the trip are crucial; a verbal post-trip evaluation report is also necessary.

6. PRELIMINARY VISIT

Whenever possible there should be a preliminary visit by the leader or at the very least very careful research into the venue and its facilities. Other schools may be consulted. Site-specific risk assessments must be carried out for certain visits and time must be allocated to this.

7. COMMUNICATION WITH PARENTS AND PUPILS - Overnight and Over Seas Trips

Parents are responsible for ensuring the School is aware of any medical and/or dental health problems, or any personal problem that could affect their child during the trip. Parents should also ensure that their child understands his/her responsibilities during the trip. The School will provide parents with key contact details and other important information. Parents should carefully keep details of the itinerary and timetable and who to contact if there is an urgent need to get in touch with their child during the trip.

The Trip Leader should address all pupils before overnight and overseas trips. The briefing should include, safety, discipline. For major tours abroad pupils and parents should be addressed together.

- Once the visit/trip has been approved and planned, parents will need preliminary information before deciding whether their children should take part. This should include the purpose of the visit, dates and times, which pupils it is aimed at, destination, method of travel, itinerary, accommodation, the provisional programme, estimated cost/payment arrangements, supervision of the party, details of insurance cover, mention of any special hazards e.g. rock climbing, method of organisation e.g. by teacher or travel agent, documentation (passports and visas). It should be made clear whether deposits are returnable. Parents should be asked for a substantial deposit well in advance - this makes a firm commitment and lessens the risk of organisers being frustrated by ditherers or time-wasters. If the group is travelling within the EU, it is essential to remind parents to obtain an E111. A month should be allowed if applying in busy holiday periods. Parents need to be informed of a £50.00 excess on all insurance claims.
- Parents' written permission should be obtained and medical consent, i.e. authority to take immediate action in medical emergencies including anaesthetics and blood transfusions. Parents should be asked to disclose any relevant medical information. Organisers should know who are the asthma sufferers, diabetics etc and may be asked to carry medication. Similarly, parents should be asked if there are any special dietary and religious requirements.
- The group leader should reach a pre-agreement with parents on whether any funds left surplus after the visit will be returned to the parents or retained for another visit.
- Before departure a letter should be sent to parents with final comprehensive details about the visit (including names of leaders/adults, timings and programme, emergency contact procedures, mention of pocket money, equipment, clothing and any food and drink that may be needed). The brief should include a statement on the code of behaviour expected from their children and that the School Rules still apply during the course of the trip. The guiding principle must be that students must at all times behave as their parents and teachers would wish them to behave. In the case of longer visits which include times when the School is closed, clear arrangements should be made known to parents as to who to phone if in doubt or difficulty.
- Consideration should be given as to whether or not to use a behaviour agreement (either for the group or a particular individual). This should not normally be necessary; if in doubt, see the EVC. The special discipline paragraphs should be included.*
- The pupils should be given a written brief and also be briefed verbally, particularly about behaviour and safety matters. Pupils will need to be regularly briefed during the trip itself, especially at the start of the day and at appropriate points during the day.
- Copies of the final written brief to parents, plus a list of names of the party and telephone contact numbers, should be given to the EVC and the Office. Contact details should include all relevant residential contact numbers as well as home numbers of all members of the party (pupils and staff).

- ETAs for return should be as accurate as possible. Considerable anxieties can be caused if a trip is seriously behind schedule and parents are unaware of any delay. In the event of any delay, every effort should be made to notify parents, either directly or by contacting School.
- All pupils will be required to return to School to be collected by parents, unless the School has been notified by parents. This is to ensure there is no delay in the return time to school.
- On return outside School hours, two adults must wait until every pupil has been collected.

** ' I agree to impress upon him/her the necessity to behave responsibly and to help the leaders to ensure the safety of everyone on the visit. The School reserves the right to send a pupil home from any trip (including long-distance overseas tours) if in the opinion of the trip leader – and after consultation with the EVC - the pupil is jeopardising the health & safety of others.*

I am aware that the School has a detailed policy on the safe running of educational visits, which I can obtain from the School. I am also aware that the School's educational visits are always well organised with a particular attention paid to health and safety. I understand that there can be no absolute guarantee of safety, but appreciate that the School leaders of the visit retain the same legal responsibility for pupils as they have in School and will do everything that is reasonably practicable to ensure the safety of everyone on the visit.'

8. DISCIPLINE

Before the trip pupils should know the code of behaviour expected for the trip.

Parents will already have been informed of expectations (see Communication). Organisers should lay down explicit ground rules so that pupils know how they are expected to behave. On any school expedition they are subject to school discipline and the laws of the land, and are representing the School. The clear code of rules should, as far as practicable, be agreed with participants

- Normal school rules will apply to trips (with the exception of dress on day visits outside school time e.g. to the theatre or on holiday visits).
- Pupils need to be made aware of any potential dangers, the need to obey instructions, to be punctual and to avoid noisy and inconsiderate behaviour at all times and not least in public places. It is important to stress the importance of behaviour on coaches, trains, aircraft and ferries. Pupils also need to be reminded of the need to be responsible for their own property. Pupils should be told of emergency procedures (for example if separated from the party or in case of accident).
- Where an activity is governed by a national authority, e.g. walking in a National Park, these rules should be drawn to the attention of the group.
- If staying in a hotel, make sure pupils know what the rules are on bedtimes, the rules governing separate sleeping areas and general conduct of male and female pupils, courtesy to other guests and general conduct.
- Bullying in any form is unacceptable and should be dealt with promptly (see School Anti-Bullying Policy on the school website or available on request)
- The School reserves the right to send home any pupil involved in a serious breach of School rules. (In the case of an overseas trip this would present serious difficulties but

may still be necessary. The tour leader would liaise with the Headmaster and EVC at School). A pupil may need to be segregated from the rest of the party.

- The Headmaster and EVC should be informed of any major incident as soon as possible. A written report should later be submitted

8.1. STAFF AND STUDENT DISCIPLINE

- Staff should ensure that individuals on excursions and trips are not allowed to go off on their own. The law requires staff to exercise adequate supervision. Whilst detailed regulations would be inappropriate and much will depend on the age of the pupil and local circumstances, the following is offered as a general rule:

UNDER NO CIRCUMSTANCES ARE PUPILS IN EYFS TO BE LEFT ALONE.

- Where pupils are allowed 'free time' in groups, pupils should always be placed in small groups of not less than three who must be told to keep together. It is important to set clear, definite times for any rendezvous and insist that they are carefully adhered to. They should be told where and how a member of staff can be contacted at all times in the event of an emergency. Pupils should not be allowed 'free time' for prolonged periods without regular checks or 'reporting in'. At bedtime, a careful check should be made that all pupils are present. Staff should always know, at any time, where any member of the party should be.
- Where necessary, it may be important to provide all members of the party with street maps and the telephone number of the hotel, in case they get lost. Staff should ensure all pupils carry this information with them.
- Trip organisers should consider dividing pupils into sub-groups for oversight/checking by a particular member of staff. 10-12 pupils per staff member should be the norm.
- Teachers have a duty to set a responsible example to pupils. They must therefore not consume alcohol in front of pupils unless at an appropriate time on a overnight School trip (ie; with a meal) and in all cases alcohol must only be consumed in moderation. Smoking in front of pupils is not acceptable at any time.

9. COMMON ROOM INFORMATION

A list of trips is posted each Half Term. During term-time, a list of pupils absent on any School trip will be entered in advance on the electronic register and will be posted on the relevant notice-board.

10. COMPOSITION OF THE PARTY SUPERVISION AND STAFF-PUPIL RATIOS

A school party should normally be composed of pupils and staff (including Gap Students); other adults (e.g. parents) must be cleared by the EVC before an invitation is extended to join the trip. Once cleared, they may be included to establish the appropriate adult/pupil ratio, but may not be left alone with children for substantial periods. Adults who have not been DBS checked will not have unsupervised access to children. All volunteers working with the school are DBS checked, regardless of how many times they volunteer or whether they have unsupervised access. All School parties should have a named leader (and, where possible, a deputy) who must be a serving employee at OBH.

Accompanying adults must be given explicit advice about their role and responsibilities but the trip leader always retains ultimate responsibility. One person will be needed to be assigned to deal with matters of First Aid. On a residential trip one teacher will need to be

responsible for the keeping of money. *In the case of EYFS, ALL trips must be accompanied by a member of staff holding a current, Paediatric first Aid certificate.*

Additional members e.g. children of staff may only join a trip with prior approval of the EVC. The implications must be subject to risk assessment especially in light of the Glenridding Beck tragedy.

It is not possible to be precise about the appropriate ratio of adults to pupils. In assessing staffing ratios the following factors are significant:

- the sex, age and ability of the pupils
- pupils with special educational needs or medical needs
- experience of adults in off-site supervision
- duration and nature of the journey
- type of any accommodation
- competence of staff, both general and on specific activities
- requirements of the organisation/location to be visited
- first aid cover
- the type of activity
- their previous experience away from home or school
- their general capabilities, maturity and discipline
- their training for the trip
- location and travel arrangements

The following ratios, however, are a sensible guide:

Day Trips

- 1 adult to every 4 children in EYFS
- 1 adult to every 6 in Years 1 to 3
- 1 adult for every 10/15 pupils in school years 4 – 6
- 1 adults for every 15/20 pupils in school year 7 – 8
- Where visits include arduous activities or activities near water eg River Brett a ratio of 1 to 6 for all year groups should be applies.
- For day trips that include motorway journeys there must be two members of staff in each minibus.
- Gap students and/or staff not employed by OBH must not have sole responsibility for the pupils except for when a member of OBH staff is nearby.
- 2 members of staff must accompany a group by coach

Sports Matches

- 1 adult for every 16 pupils
- Gap students and staff not employed by OBH may not have sole responsibility for a sporting team eg they may not travel to a venue alone. Gap students/people employed as coaches may umpire for or supervise teams if a member of OBH staff is on an adjacent pitch.
- 2 members of staff must accompany a group by coach.

Overnight Trips

- The same ratios as day trips apply for short residential stays in the UK however, staff members of opposite sexes must be available if a mixed party is taken
- Overnight trips that involve arduous activities run by or where OBH staff are part of the activities require a ratio of 1 to 8 pupils and opposite sexes if a mixed party.
- Activity holidays where OBH staff are in a supervisory role throughout the duration and where they do not take part in activities can have larger ratios eg PGL weekends. The correct day trip ratios must apply for travel to and from venue however.
- Overseas trips must have a ratio of 1 to 10 pupils of opposite sexes if a mixed party.
- All overnight trips must have at least 2 members of staff

Recommended or required ratios should not be seen as automatically safe. They are minimum levels of supervision. The correct supervision is not just a matter of applying a simple calculation but must be based on risk assessments.

It is good practice in larger groups to allocate supervisory responsibility to each adult for specific named children. Each adult should know which children they are responsible for and each child should know which adult is responsible for them. Group Leaders should ensure that all staff are clear about their roles, responsibilities and any special tasks. *Wherever possible, staff children will not be part of a group allocated to the parent.*

On most trips, male and female accommodation and washing/changing facilities will be separate and out of bounds to the opposite sex. Where facilities are shared, for example on some camping trips, parents will be notified in advance and appropriate supervision will take place.

The party leader, teachers and other accompanying adults act in loco parentis, need to be aware of potential hazards and must exercise proper control over and appropriate care for the group in their charge. For example, children near a potential hazard e.g. a lake or a busy road should be watched at all times. All staff supervisors should be fully briefed by the group leader and carry a list of all group members and regularly check that the entire group is present. With small groups a visual check will be sufficient but for larger groups there will need to be a head count. The group leader should establish rendezvous points and tell pupils what to do if they become separated.

Remote supervision should only be allowed where staff and certain pupils have sufficient training, experience and maturity to be left without direct supervision. Parents should be notified in advance of what will be involved. They must understand exactly what pupils are to do and should give written consent to remote supervision for the activity.

All trips should include a contingency plan if a member of staff is ill or injured, including possible back-up from School.

11. SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)

The School will endeavour to make every effort to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, sex, religion etc. All young people are encouraged to participate in as wide a range of activities as possible. If a visit is to cater for pupils with special needs, a suitable venue should be selected.

Special attention will be given to appropriate supervision ratios and additional safety measures that may need to be addressed at the planning stage.

The School's EVC will check that all reasonably practicable efforts have been made during the course of risk assessment to include disabled pupils in educational visits. The School will also include disabled pupils who wish to take part in educational visits out of school hours. The School will discuss with pupils, parents, group leaders and other supervisors as well as the manager of the venue to be visited/the tour operator to ensure a thorough risk assessment is carried out.

The School will update this Policy from time to time to keep informed as to the most current guidance and legislation surrounding SEND to ensure this Policy is relevant

12. HEALTH AND SAFETY MATTERS

The School must comply with Health and Safety law.

The leader and school nurse should collect such personal and medical information as is appropriate to the nature of the visit or journey. The leader will need to inform supervising staff of any known health problems/medications, restrictions, etc, and ensure that they are complied with.

There must be sufficient adults to ensure the visit can continue, or appropriate measures be put in place, if an adult has to accompany a child to hospital.

A First Aid kit should be taken on each School trip. Where there are hazards involved in the trip (swimming, caving, fell walking etc), one adult member of the party should be suitably qualified in First Aid. In addition, it is the responsibility of the party leader to ascertain the availability of local first aid and rescue facilities. Staff should not give treatment beyond elementary first aid except in an emergency.

When using minibuses, colleagues must be aware of and adhere to School Policies regarding drivers and seatbelts. There should be a list of pupils on each coach. It is advisable to check that all are present by reading this list, rather than by adopting a simple head count.

When staying in a hotel or other residential accommodation, on arrival pupils and staff should be made familiar with fire and emergency procedures.

Staff should have mobile phone contact whenever possible.

On trips abroad and residential UK trips (including overnight sporting fixtures.) pupils should be given a card providing key information, e.g. phone contacts, hotel, British Embassy number etc

Organisers should ensure that pupils behave sensibly when crossing roads. Authorised crossings should always be used. On any walk, there must be adults at the front and rear of the group.

Regular head counts should always take place, particularly before leaving a venue

Adopting a sensible approach to H & S means recognising that 'no one size fits all'.

13. CONTRACTORS

Contractors for educational visits might be tour operators, expedition providers, outdoor education centres, local farms, civic museums, and national bodies such as the RSPCA, YHA etc. Such contractors should be chosen carefully and contact be made with any relevant representative body e.g. the British Activities Holiday Association (BAHA).

Contractors are responsible for assessing the risks of those parts of the visit appearing in the contract. Assurances should be obtained from the providers 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. It is good practice to seek details of their safety management systems. Contractors should also provide details of any independent, inspection-based external verification.

14. RISK ASSESSMENTS

Risk assessments and risk management are legal requirements. For educational visits they involve the careful examination of what could cause significant harm during the visit and whether enough precautions have been taken or whether more should be done. The School aims to make sure no one gets hurt or becomes ill. Our risk assessment covers how medical needs are addressed.

In every educational trip we will ensure that the programme of a visit, as set out in the risk assessment and the consent form, will, where is practicable, be adhered to and will include contingency measures i.e. a plan B.

A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Pupils must not be placed in situations, which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained, then the visit must not take place.

For routine trips there can be a generic risk assessment but an individual site-specific risk assessment is required for a trip which involves a higher than normal risk. Risk assessment is a key part of preparation for a school trip.

The risk assessment process involves identifying the hazards (something with potential to cause harm), assessing the risk, which is the likelihood that harm will be caused by a particular hazard, and then taking steps to control the risk. Activities should not proceed if risks are assessed to be too high. Guidance emphasises that risk assessment is a process not a document and part of the planning. It suggests that the leader first of all produces a plan and then considers what could go wrong and how that could be avoided. The process is then repeated until a final proposal is produced.

Risk assessment for visits should be considered at 3 distinct levels:

- Generic activity risk assessments ie: Sport, which are likely to apply to the activity wherever and whenever it takes place.
- Visit/site specific risk assessments, which will differ from place to place and group to group. Guidance recommends the group leader should visit the site beforehand to gain first hand knowledge of the area/route. The knowledge will then inform the risk assessment. An exploratory visit will give the leader greater confidence when taking participants. It will, for example, enable the group leader to concentrate on leading the group than finding the way.
- That is not the end of the process. If some aspects of the risk assessment turn out in practice to have been faulty (e.g. because it was impossible to implement certain steps, or because other measures would have been preferable), it is essential the risk assessment be modified for future use. The fact that the original risk assessment was not perfect does not mean that it was not negligent; it just proves how difficult it is to foresee every eventuality. Use your on-going Risk Assessment box to inform trip leaders for next time.
- On a trip there needs to be ongoing risk assessment. Planned events may change. Leaders must have clear majority arrangements for both administrative procedures and activities in the field. The weather may change and the risks become too great and the activity be curtailed. A staff member may have become unavailable or required to attend to a sick or injured pupil. Behaviour may become an issue. Supervision arrangements will constantly need reassessing. These are judgements and decisions taken as they arise. Staff must be able to recognise changed or changing conditions, be aware of the associated implication of these and be able to adapt the activity so as to control the associated risks e.g.
 - a) changing weather, tiredness/illness in group, behaviour.
 - b) emergencies – establishing the nature and extent as quickly as possible, ensuring all the group are safe and looked after; establishing whether anyone has been hurt and obtaining immediate medical attention for them; ensure that all group members follow emergency procedures; ensure that if a teacher accompanies casualties to hospital, the rest of the group are adequately supervised at all times and kept together; and informing the emergency contact at School.

Various factors will be relevant in assessing risks:

- The activity/activities and how well these are matched to the group
- Location
- Quality and suitability of facilities and equipment
- Travel arrangements
- Experience and qualifications of supervisory staff, including any centre staff
- Staff/pupil ratios
- Group members' age, competence, fitness, temperament, as well as the special educational or medical needs of the pupils
- Seasonal and environmental conditions, including weather
- Communications
- Emergency procedures

Copies of risk assessment should accompany final documentation

All Leaders and accompanying adults should help devise the risk assessments and must have a strong working knowledge of them.

The need for a 'Plan B' to provide alternative activities of educational value if the main objective cannot be delivered is a priority in planning for a trip.

15. DRIVING

School Minibuses:

Members of staff may only drive school minibuses if:

- They are fit to drive (remember alcohol can remain in the body for 24 hours.)
- They hold a D1 on their Licence
- They have successfully completed a Suffolk County Council Driving Assessment

Drivers must adhere to the guidance for driving and therefore it may be that 2 drivers are required to complete some trips.

Guidance - Are you fit to drive?	
Total length of working day (including teaching activities)	10 hours
Total time spent driving	4 hours
Max. Time driving without a break	Max 2 hrs or sooner if tired
Breaks (free of vehicle & pupil responsibility)	min 15 mins
Daily rest period required (between work on one day and work on the next day)	11 consecutive hours

Private vehicles:

The School holds insurance for *occasional* use of staff vehicles. *Trips must never be planned to use private vehicles or for parents to use their vehicles to carry pupils.*

In the event that a private vehicle is used, the driver should produce their driving licence, MOT certificate and insurance document for checking by the Business Manager. Pupils should be carried in the rear seat of a private vehicle wherever possible.

Staff must not organise or allow pupils to travel in the private vehicles of parents (even after a match), without the permission of the parent of the pupil requiring transport.

16. WATER

Many incidents affecting pupils have occurred by or in the sea and special care is needed when pupils enter water. The group leader or colleague should be fully aware of local conditions such as tides and currents, designate a safe bathing area and establish emergency procedures, including what to do if a pupil is in distress. The group should know recall procedures.

17. EMERGENCIES

School trips rarely run right to schedule. The unforeseen usually occurs. Although problems are rarely emergencies, it is necessary for schools to have procedures in place if things go wrong.

Minor problems could include:

- A vehicle breakdown
- Road delays
- Bad weather

Some problems that directly involve pupils require prompt and efficient action. For example, a pupil may sustain an injury which is not life-threatening. First aid may be needed or the pupil may need hospital attention. In this situation communication is the key. The teacher in charge will need to:

- Organise first aid treatment
- Call for help if necessary
- See that the remainder of the group are safe and supervised
- Phone the school contact to report the incident
- Follow procedures for informing parents

The level of seriousness increases if:

- The injury to the pupil is very serious or life-threatening
- There is a fatality
- A pupil goes missing
- There is an accident involving all or part of the group

If an accident occurs, the response should be:

- An assessment of the situation
- Action to safeguard the rest of the group
- Attention for the casualty
- Summoning help from the emergency services
- Using available resources to control the incident area and the pupils who have been involved in or witnessed the incident
- Informing the School
- Informing the Police if it is a reportable accident which has resulted in serious injury
- Informing parents if their child has to go to hospital for treatment (but in serious cases, see below)
- Informing parents or guardians (but this is likely to be undertaken from School):
 - of pupils who have been involved
 - of pupils not hurt or directly involved
 - of teachers involved
- release of information to the media is normally undertaken by the Headmaster
- protecting pupils and staff from the overzealous attention of the media

- arranging support and counselling of pupils and staff where necessary
- arranging for interviews and the accurate recording of statements from all those involved

In any cases of accident or emergency necessary arrangements must be made quickly and efficiently by the leader whilst other teachers supervise the children. As soon as possible the leader or deputy leader should telephone the school emergency contact. Staff should avoid talking to the press if possible. If anything is said to the press it should be confined to statements of fact rather than speculation. Certainly at first, children should not be allowed to phone home. Parents should be informed quickly about incident details rather than through the media or participants (though this will probably depend on police guidance).

In any emergency the overriding consideration is that the children's health and safety should be paramount. All participants (staff and pupils) and parents must know the procedures, as must school admin staff. All must have the necessary contact numbers. There is an arrangement whereby the Headmaster, EVC, Deputy Head or members of the Senior Management Team can be contacted 24 hours a day during the visit. The Headmaster is the usual point of contact and there is also a back-up contact. Organisers of day and evening trips also have emergency contact provision.

Where a trip is due to last 24 hours or more the Headmaster, EVC, or a member of the SMT is 'on call' and also prepared to join the trip in the event of a major problem. For trips abroad the member of staff should ensure that they have an up to date passport.

18. DUTY OF CARE

- In order for the School to discharge their duty of care we will ensure our records show:
- A structured supervision plan for remote supervision and staff:pupil ratios
- All pupils and adults on the trip knew and understood their particular responsibilities
- Adequate care was being exercised at the time of the accident

Records must include risk assessments, letters to parents, notes of pre-trip staff meetings if appropriate and guidance to any adult volunteers. In the event of an accident, the supervisor should record carefully and as soon as possible his/her version of events and all action taken to minimise harm and protect pupils.

Investigation of serious incidents

If there has been a serious incident there will be a formal investigation. The purpose of the investigation will be to:

- Determine the cause of the incident
- Determine whether there are lessons to be learned
- Provide information to bereaved parents
- Exchange information with statutory investigation bodies as required
- Manage media enquiries

A serious incident would include a fatality of a pupil or adult but might also include serious injuries and incidents where no serious injury occurred but where the risk of injury was high

19. EVALUATION

After residential visits, a brief evaluation should be submitted to the EVC. This should include what went well, what could have been improved and lessons for future trips. This will also include effectiveness of risk assessments.

20. STAFF TRAINING

The School provides training for staff, identifies training needs and uses visit evaluation to inform training needs. Training for First Aid, minibus driving and life-saving is also available to relevant staff.

21. GOVERNORS

The designated governor will, from time to time, inspect the procedures and paperwork for a major trip and review the Policy annually.

22. SOME TIPS FOR EXPEDITIONS ABROAD

- It is often quicker at airports if pupils have a collective passport - but older pupils might have their own. Tour operators will advise on the collective type.
- It may be the decision of the EVC and group leaders to have a Collective Passport. These can be held for an approved group of usually 5-50 British nationals under 18 years of age travelling abroad in the charge of a responsible adult. It is often quicker at airports if this system is used, however, as some older pupils have their own passports the School will take a view in this matter and inform parents of their decision. If students are holding their own passports, remind them to carry them personally and not pack them in their luggage. Make sure all members of the party keep a separate note of the numbers of their Travellers Cheques and passport, in case they get lost. Photocopies of passports should be kept.
- Valuable or important items can be left in the hotel safe.
- Luggage can be stowed free of charge in the aircraft hold if it weighs less than 20 kilos. One item of hand luggage is also permitted. It is a good idea to restrict pupils to one piece of each kind of luggage on any trip.
- Make sure all luggage is clearly and distinctively labelled. Many suitcases look (and often are) the same.
- Arrange regular planning meetings (meal times are handy) once you reach your destination for running over the day's arrangements.
- Tipping is best undertaken by the staff in charge. Remember to include a small contribution from each pupil in your overall charge.
- It would be impractical to ban pupils from duty free shops at airports but they should be strongly reminded that the purchase of cigarettes or alcohol is forbidden.
- Check foreign legislation on fire and safety regulations
- Make sure all staff and pupils know how to contact/reach the nearest British Embassy or Consulate.

23. MONITORING AND REVIEW:

This policy will be monitored on a day to day basis by the EVC and Headmaster. It will be reviewed annually, or in the event of an incident or change in legislation, by the EVC, Deputy EVC and designated Governor.

S Schanschieff
A. Shropshire

EVC
Deputy EVC

Jan 2012
Reviewed and updated May 2015

Appendix 1 So what do I have to do to organise my trip?

Appendix 2 Swimming in the sea or other natural waters

Appendix 3 Guidelines for a Group Leader in the Event of a Disaster on a School Trip

Insurance Information available from the Bursary

So what do I have to do to organise my trip?

Appendix 1

Specific guidance to help you organise your trip is available on the intranet and/or from Mrs Schanschieff/Mrs Shropshire.

Swimming and paddling or otherwise entering the waters of river, sea or lake should never be allowed as an impromptu activity. The pleas of children to be allowed to bathe – because it is hot weather, for example, or after a kayaking exercise – should be resisted where the bathing has been unprepared-for. In-water activities should take place only when a proper risk assessment has been completed and proper measures put in to control the risks. The activities should be formal and supervised and should preferably take place, if at all, only in recognised bathing areas, which have official surveillance, i.e. qualified lifeguard cover.

But, even then, group leaders should be aware that pupils may mingle with members of the public and be lost to view. Pupils should always be in sight of their supervisors.

One supervisor should always stay out of the water for better surveillance, even where lifeguards are on duty. Supervisors should take up a best position from which to exercise a constant vigilance. At the seaside, for example, the supervisors should never swim themselves unless it is to help a child in distress. They should not join in any of the children's games.

The supervisors should divide their careful watching between staff who stand in the sea and look landward and staff who stay on land and watch the group from that vantage point. No child should be allowed to wade out further than waist height. All the same, supervisors should remember it is possible to drown in one's own depth, and to act immediately when a child appears to be in difficulties.

Supervisors should bear in mind the extreme effect of cold water on the human system. It is good practice for the group leader, or another designated adult in the group, to hold a relevant life saving award, especially where lifeguard cover may not be available.

The group leader should:

- Be aware that many children who drown are strong swimmers;
- Ascertain for themselves the level of the pupil's swimming ability;
- Be aware of the local conditions – such as currents, weeds, a shelving, uneven or unstable bottom – using local information from the lifeguard, coastguard, harbourmaster, police or tourist information office;
- Designate a safe area of water for use by the group.
- Brief the group about the limits of the swimming area;
- Avoid crowded beaches where it is harder to see pupils;
- Be aware of the dangerous effects of sudden immersion in cold water;
- Be aware of the dangers of paddling especially for young pupils;
- Ensure that pupils have not eaten (at least half an hour) before swimming;
- Ensure the activity is suitable for the pupils, especially any with disabilities;
- Adopt and explain the signals of distress and recall;
- Ensure that buoyancy aids, lifejackets etc are used where appropriate;
- Carry out regular head counts – plus be aware that it is not always possible to tell when someone is in difficulties.

If any trip involves swimming or water-based activities, this should have been discussed in detail with the EVC beforehand.

Guidelines for a Group Leader in the Event of a Disaster on a School Trip **Appendix 3**

What follows is given in the way of guidance that will need to be adapted to suit the situation. Each adult member of the party should hold this written guidance.

- Establish the nature and extent of the emergency.
- Make sure all other members of the party are accounted for and are safe.
- If there are injuries, establish their extent and administer appropriate first aid if you have been trained and feel capable. Be aware of consequences that might follow were you to give incorrect treatment. Have regard to your own safety vis a vis blood contact. Call all the appropriate emergency services.
- Advise other party of the incident and of actions taken. Decide, if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.
- Ensure that an adult accompanies any casualties to hospital. If only one adult is available in the circumstances, a decision will have to be reached as to the best course of action.
- Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
- Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the accident is over and all children are accounted for.
- Contact the School/senior member of staff on call. Give full, accurate details of the incident including:
 - Name of person(s) involved.
 - Nature, date, location and time of the incident.
 - Details of injuries etc.
 - Names and home telephone numbers of those involved.
 - Action taken so far.
 - Telephone numbers for future communication. Contact access to telephones until the School has contacted parents/others directly involved.
- No member of staff should discuss matters with the media.
- The Headmaster (or his Deputy in his absence) will establish who will take charge of the situation and what immediate action will be taken. This will include guidance for the switchboard and briefings for the press. The Headmaster will advise the Chairman of Governors.
- The Party Leader should, at the first opportunity, make notes on the incident as should other people involved. Ensure accident forms are completed as soon as possible.
- Legal liability should not be discussed.

