

# Bancroft's School

## Trips & Educational Visits Health and Safety Policy

Including guidance on Risk Assessments



## CONTENTS

|  |    |
|--|----|
| TRIPS AND EDUCATIONAL VISITS   | 3  |
| Practical Guidance for Staff   |    |
| Introduction and Rationale   | 3  |
| Principles   | 3  |
| Legal Aspects Related to Care and Supervision: The Relevant Legislation and Guidance | 5  |
| Care and Supervision: the Legal Duties   | 6  |
| The Standard of the Legal Duty of Care   | 6  |
| List of useful Web sites   | 7  |
| Bancroft's School Policy   |    |
| Permission   | 8  |
| Supervision Ratios   | 10 |
| Activities/sports Fixtures   | 10 |
| Day Trip -Low Risk   | 10 |
| Overnight Stays in the UK  | 10 |
| Hazardous Activities   | 10 |
| Extended Tours Abroad  | 10 |
| Supervision by Pupils  | 11 |
| Duke of Edinburgh  | 11 |
| Risk Assessment  | 11 |
| Insurance  | 12 |
| Minibuses  | 12 |
| Driving Abroad   | 14 |
| Driver Checks  | 14 |
| Use of own car   | 15 |
| First aid  | 15 |
| Procedures   | 15 |
| Before the visit   |    |
| Exploratory/Preliminary visits   | 17 |
| Other considerations   | 17 |
| Financial planning   | 17 |
| Charges  | 18 |
| During the visit   |    |
| The Duties of the Trip Leader  | 19 |
| Briefing Supervisors   | 21 |
| Duties of all Staff  | 22 |
| Accidents  | 23 |
| Illness and Sickness during the visit  | 23 |
| Emergency Procedures   | 24 |
| Vetting Suitability  | 26 |
| Planning checklist   | 27 |
| Checklist of Information to Parents, Guardians & Carers                              | 29 |
| Pupils Code of Conduct   | 30 |

## **TRIPS AND EDUCATIONAL VISITS**

Practical Guidance for Staff

### **Introduction and rationale**

One of the strengths of our school is that we provide a great range of off-site activities for our pupils. They offer young people enjoyable and memorable learning experiences which can have a lasting and positive impact on their personal, social and educational development.

Several tragic incidents recently have led to a significant amount of public and media interest in these aspects of school life.

Interest has focused on:

- Transport arrangements
- Qualified supervision
- Emergency procedures
- The vetting of supervisors in contact with young persons.

Although legislation is starting to appear, the situation is still very confused. It is our responsibility to set/follow the best practice in each area in which we operate and this document attempts to provide clear guidance for all staff. This policy is not definitive and should not be taken as an authoritative interpretation of the law.

Accidents rarely happen, but when they do there is usually a cause. By following guidelines and backing yourself by insurance you can significantly reduce the risk of liability.

Remember however that you cannot contract out of liability for death or personal injury related to negligence.

### **Principles**

- The School is committed to incorporating educational visits into its scheme of work, providing that they will enhance pupils' relevant understanding and experiences, and that their inclusion is practicable, considering the constraints of staffing, cost and time. Visits help to develop a pupil's investigative skills and longer visits in particular encourage greater independence.
- All staff in the School have the option to take part in visits. If for any reason they do not wish to participate they should be prepared to cover for others.
- Educational visits should be available to all of the pupils concerned, and should be organised accordingly, with particular consideration being given, especially when selecting venues and organising transport, to any pupils who have some sensory impairment or physical handicap. Just as all other elements in course programmes, educational visits should have clear, relevant and achievable aims and objectives.

- A major consideration in the organisation of any visit must be the safety of the participants, and in this, as in all other respects the School policy must be complied with.
- The minimum adult-to-pupil ratio is dependent on the nature of the visit and the age of the pupils - staff must therefore check that they comply with all school requirements and regulations.
- The organiser must be satisfied that the venue is a suitable one, with all that this entails, and, where applicable, that any officials from the venue who will be involved in the visit, are qualified and dependable.

## Legal Aspects Related to Care and Supervision: The Relevant Legislation and Guidance

- DFE Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies. (February 2014)  
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- Activity Centre (Young Persons' Safety) Act 1995 which applies to all activity centres providing activities to people under 18 years. The Act provides for central inspection and licensing but the school should still make its own enquiries to be reasonably sure that the centre has a good reputation and adequate experience of supervision of children of the ages and capabilities contemplated.
- The Activity Centre Advisory Committee Code of Practice which addresses written procedures; qualified personnel; a chain of responsibility; an accident and emergency reporting procedure; clearly defined responsibilities; and also facilities, standards, environmental concerns, statutory obligations, insurance and sub-contractors.
- Package Travel etc. Regulations 1992 which apply to a travel firm that provides any two of: transport; accommodation; tourist services. The legislation does not generally apply to a school that organises its own tour.
- Specific guidance can also be obtained from other associations under which specific activities are organised such as the Sports Council; Royal Yachting Association; British Orienteering Federation and so on.
- Healthcare Abroad – Guidance provided by the Department of Health  
<http://www.nhs.uk/nhsengland/Healthcareabroad/pages/Healthcareabroad.aspx>
- Rabies (importation of dogs, Cats & Other Mammals) Order 1974.
- Health Education Authority Guidelines issued in 1995 on behalf of the UK Skin Cancer

## Care and Supervision: the Legal Duties

- The trip leader has practical responsibility for the care and supervision of pupils under 18. The authority to detain or send a pupil home underpins that responsibility.
- Activity Centres (Young Persons' Safety) Act 1995 makes it an offence for an operator of an activity centre to provide fake or misleading information to the licensing authority or to act contrary to the terms of any licence - refer also to the Lyme Bay Disaster 1992.
- The responsibility for authorisation and approval of all out-of-school visits rests with the Head and the SMT.
- There must be adequate cover at school for teachers who are absent on school trips.

## The Standard of the Legal Duty of Care

- The standard of the responsibility depends on a number of factors including age of pupils; their known behaviour; nature of the activity; the foreseeable needs of the trip; the size of the Trip etc.
- Hazardous activities or circumstances call for a higher standard of care. The starting point is to ask the question "Can reasonable safety be assured with the people and equipment selected and the instructions that will be given?"

NB: The law does not set a standard of total care or total safety.

- Following the Austrian Alps Disaster 1988 when four children slipped to their deaths the report from the Berkshire Education Authority concluded: "Telling the pupils what to do and trusting them to obey was not enough.....; the teachers should not have allowed the pupils to go unsupervised for some 50 minutes; their presence might have discouraged the pupils from leaving the path".
- In Porter -v-City of Bradford Metropolitan Council (1985) Lexis CA a dozen 15/16 year olds and their geology teacher went on an outing to Shipley Glen. A teacher reprimanded a boy who was rolling large stones down a slope at the bottom of which were five pupils.

Later, the same boy was left unsupervised and for fifteen minutes he dropped or threw stones from a bridge. One of them injured the head of a girl pupil. Stephenson LJ held that: he did not wish to impose on teachers a duty of supervision which went beyond that of a reasonable parent in the context of a trip of this nature but in this case the teacher had failed in his duty to supervise. He should have kept both the willing and the unwilling pupils together.

The government has reduced the regulation governing school trips and advice can be found on the Department for Education website and the Health & Safety Executive website (both of which are listed below)

**List of useful Web sites**

- [Ace Insurance](#) – our insurer’s web site dedicated to offsite activity with advice.
- [Guidance for schools from the Department for Education](#)
- [Guidance from Royal Society for the Prevention of Accidents](#)
- [Guidance from the Health & Safety Executive](#)

## **Bancroft's School Policy**

### **Permission**

#### **a) Approval -“In Principle”**

Approval to take pupils off-site whether for a day trip or an extended tour must be obtained from the Head through the Deputy Head for academic trips and then the following criteria must have been satisfied. The approval “in principle” must be obtained before any substantial arrangements are made. You should give at least two months’ notice and under normal circumstances as much notice as possible. This will allow the Assistant Head (Co-Curricular) to publish trips for the academic year and enable parents to plan well in advance.

#### **Trips Policy – end of Spring term and Summer term**

For pupils in examination years (U4ths, 5ths and U6ths), academic trips out of school in the second half of the Spring Term and first half of Summer Term may be taken provided that the circumstances are "special".

In this context, "special" means:

- Uniqueness - no alternative dates
- Closely linked to the syllabus or examination specifications
- Significantly better experience than could be offered in class
- Could not be equally well delivered in school by an intermediary (e.g. teacher and/or a limited number of students attending the event and reporting back to the wider student body)

*When seeking permission to take students out of school at this time, please include an explanation of how your bid fulfils these criteria.* The Assistant Head (Co-Curricular), in reaching a final judgement, will weigh up the merits of a claim against these criteria.

#### **b) Approval -'Formal'**

- The formal approval (yellow) form must be made in triplicate. One copy retained by the Assistant head (Co-Curricular) (kept by reception), another by the Trip Leader and the final copy should go to the EVC (Damian Pascal). As well as completing the formal approval form the Trip Leader must show how the plans for the visit comply with current regulations and guidelines, including the School's Policy on Visits and the School's general Health and Safety Policy.
- The Trip Leader must also seek approval from the Educational Visits Co-ordinator, completing the relevant approval forms and all required health and safety paperwork and risk assessments. Once completed this should be submitted to the EVC with a copy of the Approval in Principle Form. This should be completed at least a week prior to departure in order for the EVC to check the details.

- It is the Trip Leader's responsibility to inform the Assistant Head (Co-Curricular) and EVC of any changes to the information contained in the formal approval form and Safety Approval paperwork, e.g. insurance, itinerary, staffing.

### **Parental Consent**

Parental consent must be provided in writing on the schools consent forms (pink or blue depending on length). Few trips contain no risk and some trips by their nature involve challenge and therefore comparatively higher risks – this in itself is not a problem but you must work on the principle of 'informed consent'.

This means you must make parents fully aware of any and all the risks so they can make an informed judgement and if they are happy an informed consent. Both forms are designed to allow parents to inform staff of any special requirements their children may have. Any requirements must be considered very carefully before departure. Should the trip leader need further information they must speak to the pupil's parents prior to departure. **Any sensitive information obtained must be destroyed upon the completion of the trip, by being delivered to the Head's Office and placed in the confidential waste.**

### **Trip Manifest**

All trip manifests need to be placed into the co-curricular file on the staff drive and must include their reserves as well. This will enable staff to see whether or not a pupil is consistently missing out on school trips. **These lists must be consulted if the trip is oversubscribed.**

If a trip is oversubscribed, pupils should be drawn ideally from a hat to ensure fairness. It is important to take into account a gender balance where the trip is co-ed and any pupils handing in forms after a stated deadline must be placed onto a reserve list. If the trip is oversubscribed then the member of staff should consult with the Deputy Head and Assistant Head CC and possibly House Staff to ensure that a particular pupil is not missing out repeatedly.

## **Supervision Ratios**

There are no hard and fast rules prescribed by law. The following guidance is offered. The exact staffing ratio will be determined by a risk assessment for the proposed activity.

### **Activities/sports fixtures**

For routine visits which take place wholly during school hours or Saturdays, the staffing ratio would depend on various considerations such as: method of transport, length of journey, age of pupils and experience of teachers in charge. These considerations would be taken into account when allocating staff to activities. Some examples could be:

- 1:25 for a Sports Centre based Activity where external supervision is provided
- 1:15 for walking a Trip of pupils in the local area (e.g. Epping Forest)
- 1:17 for Rugby / Football Fixture

### **Day Trip -Low Risk**

The ratio of responsible adults to pupils must not fall below 1:15. Supervision by age should be as follows (minimum):

- Juniors to 11 - 1:12
- Seniors 11 -18 - 1:15

### **Overnight Stays in the UK**

The following ratios are recommended:

- Juniors to 11 - 1:10
- Seniors 11 – 18 - 1:10

With a minimum of two teachers on every trip and a MoS from each gender in the case of a mixed gender trip

### **Hazardous Activities**

- These include winter sports, rock climbing, hill walking, mountaineering, skin diving, scuba diving, white water rafting and any activity of that nature.
- The trip leader and/or at least one other supervisor must have achieved adequate proficiency in that activity. Specific advice should be obtained from the relevant federations or associations.

Supervision Ratios for outdoor activities are (minimum of two Teachers)

- Non Wild Country -1:10
- Wild Country -1:6

### **Extended Tours Abroad**

- It is likely that supervision will be by a combination of teachers, parents, host families abroad and schools being visited. The Trip Leader must ensure that arrangements are suitable prior to departure – the best way to achieve this is with a reputable tour operator that complies with BS8848.
- The responsibility for ensuring that supervision is adequate rests with the pupils' school and Trip Leader. Vetting of supervisors must be conducted where possible.
- However, the immediate responsibility may cease when the care of the pupil is responsibly handed over to and accepted by parents, host parents or the overseas school provided adequate "return" arrangements have been made and the trip leader or his delegate can be contacted in an emergency. *In the case of exchange visits pupils should never be billeted alone and should always have immediate access to a member of staff by phone or other means.* Staff should stay in 'neutral' accommodation close by, such as a hotel and provision should be made to withdraw pupils to this location if need be.

### **Supervision by Pupils**

- In a non-hazardous area/activity, a trip of ten pupils or fewer may be supervised by older pupils aged 16+ for short periods (e.g. up to an hour or so) if those older pupils are known to be responsible and have been properly briefed. Where OB volunteers are used (for example on CCF camps) they must be vetted by the Disclosure and Barring Service (DBS) by the School's HR department and recorded on the Central Register.

### **Duke of Edinburgh**

Within the Duke of Edinburgh Award Scheme pupils complete expeditions which involve minimal direct supervision. No expedition or training is to take place without the approval of the Assistant Head (Co-Curricular). Pupils are trained to make their own decisions on trip and individual safety and emergency procedures are established for each expedition. This is achieved by controlled withdrawal of direct supervision to remote supervision. In all cases however the supervisor will establish a base in the area of the expedition. Parents and pupils are made aware of the special nature of the Duke of Edinburgh Award with respect to these matters when they consent to take part in the Scheme. For more details on DoE policy please seek out advice from the MoS I/C DoE.

## **Risk Assessment**

Before any off site activity is embarked upon the Trip Leader must have written proof that he has assessed the risks. Risk assessments are required for the Safety Approval part of any trip.

Regularly updated generic risk assessments are held on Firefly and cover most eventualities – these should be read and used to brief all participants as they contain detailed safety measures to protect all participants.

The EVC should be consulted for help and advice if any trip presents specific risks. Trip Leaders are responsible for specific risk assessments and the EVC will offer guidance on how to meet this requirement if you feel the school's generic assessments do not cover your proposed activity. Remember you only need to carry out a risk assessment if you or the school are responsible for an activity – if you use a service provider complying with AALS or BS8848 regulations they will be responsible for risk assessment unless agreed prior to the trip. In any case you should check with any provider where and when their and the school's responsibilities begin and end. The Bancroft's system of risk assessment recording is to be used at all times. The need to carry out a risk assessment is contained in the Management of Health and Safety at work etc. regulations 1999. It should be remembered that these regulations apply even when you are half way up a mountain - you are still at work.

### **What is a risk assessment?**

1. Identifying hazards.
2. Evaluating extent of risks.
3. Considering existing precautions as well as those required.
  - A 'hazard'-something having the potential to cause harm.
  - A 'risk'-likelihood that the hazard is realised.
  - 'Extent of risk'-number of people affected and severity of consequence.
  - Risks can be evaluated as simply high, medium or low. A low risk means that either there is a low risk of a potential hazard occurring or that if the hazard occurs there will be minimal consequences.

## **Insurance**

At present the school holds the following insurance policies

a) Employers Liability Insurance.

This gives the school indemnity against any claims made by employees and would cover claims made arising out of trips abroad. An example would be if the trip leader is injured because of faulty equipment supplied by the school.

#### b) Public Liability Insurance.

Almost every school carries this type of insurance even though it is not a compulsory requirement of law, and they are wise to do so.

Public liability insurance provides cover to the governors and every teacher for their negligence to others such as pupils and members of the public. If a pupil is injured as a result of a teacher's negligence, the pupil sues the school and/or the teacher and the insurers deal with the claim and, if necessary, pay damages and legal costs in accordance with the policy terms and conditions.

Check that the public liability insurance covers those who are helping on the tour but who are not employees of the school, such as volunteer helpers.

#### c) Personal Accident Insurance.

This is a benefit paid as a result of, for example, the loss of an eye. Benefits are on a sliding scale according to severity. This insurance covers all pupils at Bancroft's School and is worldwide (details available from the Bursar).

The above insurances are sufficient for most day trips but if in doubt please consult the EVC or Bursar.

#### d) Annual Travel Insurance for Off-Site Activities.

This covers any pupil attending the School who undertakes a journey authorised by the School and: any teacher of the insured School and any accompanying adults who are authorised to undertake a journey.

## Minibuses

- You should first check that you have the appropriate licence and are covered by the school's insurance (refer to the Bursary).
- If you obtained a licence before 1st January 1997 and have been driving for 2 years it will automatically cover you to drive a school minibus within the U.K. and should look like this:



- If you obtained a licence after the 1st January 1997 - your licence will not allow you to drive a minibus without passing an additional test known as a PCV (details from the Bursary).

The school has purchased minibuses which have disabled access and therefore are exempt from the current D1 requirements. The School's insurance policy covers any eligible driver over the age of 21 years who is driving with the School's permission. To be eligible the school requires that staff have received and successfully passed the MiDAS minibus driving awareness scheme qualification.

## Driving Abroad

The law states that provided you passed your test before 1st January 1997 and have been driving for 2 years you do not need a PCV (Passenger Carrying Vehicle Licence) provided the bus is not used for hire or reward. This is a grey area as many would argue that any payment toward a trip, or indeed independent school fees in themselves constitute hire and reward.

Many school minibuses are being turned away from French Channel parts and authorities in Germany are issuing spot fines.

Please check with the Bursary regarding current legislation before you consider driving abroad.

## **Driver Checks**

Although the minibuses are checked and maintained on a regular basis it is the responsibility of the driver to make certain pre-journey checks. This is important as it will be your licence that is endorsed should any defects be found.

1. Tyre treads
2. Indicators working
3. Lights working
4. Wipers working
5. Wing mirrors in place
6. Number plates on/visible
7. No excessive body damage
8. Horn working
9. Hand brake working

In addition all drivers should know in advance:

- Where the spare wheel and tools are
- How to change a wheel
- Whether the fuel is diesel or petrol and if petrol leaded/unleaded
- How to contact breakdown services in case of an emergency  
(This information is displayed inside the vehicle)

If the vehicle sustains any damage during the course of the journey the Bursary must be informed in writing. For more detailed information, please see the Bursary. There are also information check lists in each mini-bus.

## **Use of own car**

Use of a teacher's car or parent's car for the purpose of carrying pupils on visits is covered by school insurance but not for 'hire or reward'. The vehicle must not be used if it fails to comply with other road regulations such as not being taxed or in current MOT.

## **First aid**

Where appropriate, and certainly on any extended trip involving overnight stays a basic first aid kit should be carried. The School Matron holds first aid kits and should be consulted for advice on what is appropriate. Care must be taken to ensure that pupils are adequately covered in hot conditions and have suitable clothing in cold weather.

A First Aider must accompany all trips abroad, adventurous activities and residential visits from either the school staff or a service provider's staff.

First aid considerations must form part of the risk assessment - these considerations should include:

- The numbers in the Trip and the nature of the activity;
- The nature of any likely injuries and how effective first aid would be;
- The distance to the nearest hospital and availability of transport.
- All adults in the Trip should know how to contact the emergency services.

In all cases a nominated person should be in charge of the first-aid arrangements. However, for normal school trips and visits the Trip leader should have a good knowledge of first aid and ensure that an adequate first-aid box is taken.

The minimum contents for a travelling first-aid box where no special risk has been identified are:

- A leaflet giving general advice on first aid;
- Six individually wrapped sterile adhesive dressings;
- One large sterile unmedicated wound dressing approximately 18 cm x 18 cm;
- Two triangular bandages;
- Two safety pins;
- Individually wrapped moist cleansing wipes;
- One pair of disposable gloves;
- A resuscitator (for mouth to mouth resuscitation) is recommended but not compulsory.

N.B. All minibuses must carry a first-aid kit.

## **Procedures**

Every visit or journey must have a Trip Leader who should be a teacher. Arrangements should be made for another teacher to join the trip quickly in case of emergency issues.

## **Before the visit**

### **Exploratory/preliminary visits**

In most cases visits must have an exploratory/preliminary visit if not a regular event. For outdoor activities the exploratory visit is essential for safety reasons. This is not required if you are using a AALS or BS8848 service provider as this forms part of their responsibilities. In this case you must request a copy of the providers Risk Management Summary.

Exploratory visits contribute to overall planning by ensuring that the venue:

- Can be assessed with regard to its ability to meet the aims and objectives of the visit;
- Can be effectively assessed for risk;
- Can cater for the individual needs of the Trip;
- Can direct the visit's itinerary to make the best use of the venue's educational potential

Exploratory visits contribute to overall planning by ensuring that the Trip Leader:

- Is familiar with the geographical, logistical and social aspects of the venue;
- Has obtained names and addresses of other schools who have used the venue;
- Has met staff at the venue and has obtained advice from them

If the venue for the visit is not familiar to an instructor or prospective Trip leader then an exploratory visit must be undertaken if:

- The visit is abroad or;
- The visit involves a residential element or;
- The visit involves outdoor activities, e.g. caving, climbing, hill walking, trekking or water sports

Many visits are straight forward repeats of a previously successful visit but with a different group of pupils. However many factors at the venue can alter during the course of the year, e.g. museum displays may change, pollution may appear on a shoreline and the weather is likely to be totally different from a previous year. For these reasons it is still good practice to conduct an exploratory visit in order that planning and risk assessment is effective.

If an exploratory visit really is not possible then the Trip Leader should obtain written information from the venue, from other schools who have recently visited it, and from local organisations such as tourist boards in order to complete a risk assessment - good practice would suggest that the visit should not take place if this is the case.

### **Other considerations**

Other factors to be considered during the initial planning include:

- The facilities/equipment/clothing to be provided by parents for the visit;

- The facilities/equipment/clothing to be provided by the School for the visit;
- The facilities/equipment/clothing to be provided by the venue for the visit;
- Identification the need for and provide relevant staff training;
- The designation of someone to record the details of the visit and to carry accident forms etc.;
- Transport arrangements;
- insurance arrangements;
- information to the provider, e.g. names, ages, genders, special dietary requirements, etc.;
- arrangements for communication between the Trip and the school;
- supervision ratios;
- contingency measures for enforced change of plan, late return, sending pupils home early or other emergency arrangements;
- measures to keep parents fully informed;
- the preparation of pupils - to include knowledge and learning skills, safety awareness, code of behaviour, etc.;
- it is also important to consider those children with special and medical needs – the dietary information sheet to parents must be completed for those children with specific dietary requirements. Where there are cases of children with specific medical needs, the group leader must ensure that medical forms have been completed prior to departure and that any medicines that are required are provided by the child's parents / guardians. The same also applies to any allergies which may require the administration of an EpiPen. For information on how to use an EpiPen, staff must consult with the school's matron prior to the trip or activity.

### **Financial planning**

The Trip leader should ensure that parents are notified as early as possible as to:

- the total cost of the visit;
- how much of the cost will come from school, parental or other funds;
- how much each parent will need to pay or be asked to contribute towards the cost of the visit;

- how much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element);
- use of any surplus funds, i.e. will they be returned to parents or retained for future visits?

Early notification of the above is important as this allows parents to make financial preparations.

Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e. transport, accommodation, food, etc.

### **Charges**

- The school will charge parents for board and lodging on residential visits as well as the full cost of activities.
- Parents who have difficulty paying may make arrangements with the trip organiser if appropriate – they can also see the Assistant Head (Co-Curricular) if the trip is in the senior school as monies may be available through the OBA. Letters sent to parents advertising trips should draw to their attention the availability of such funds.
- The parents' agreement to meet the costs of all activities and visits before the visit is planned in detail will always be obtained in writing.

### **During the visit**

#### **The Duties of the Trip Leader**

- The Trip Leader is responsible for overseeing all aspects of the trip
- A list containing the names of teachers, adults and pupils participating in the event should be lodged in the general office for all trips. There should be specific contact details left with the office and a member of staff remaining at home or school this can be the EVC.
- Each supervisor, helper, host parent and the school must have the name, address and telephone number of 'the home contact' for each pupil both in the UK and in any other country visited.
- Accommodation arrangements must be suitable from the point view of security, gender and age of pupils, fire precautions and food.
- There must be contingency arrangements in the event of transport breakdown or other failure, or in the event of a pupil having to be sent home.
- The trip leader has the full authority of the Head. He or she is responsible for maintaining the good discipline and conduct of the Trip. He or she has the right to

return any pupil home if, after consideration of all relevant matters, they are of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the parent.

- Appropriate Insurance or additional insurance must be arranged if required
- A checklist must be completed
- A First Aid Kit, where appropriate must be carried (See section on first aid).
- Supervision ratios must be adhered to (See section on supervision).
- A minimum of one mobile or satellite phone, if required, must be taken on the journey.
- For trips involving an overnight stay a behaviour/code of conduct form must be signed by both the pupils and their parents (See blue and pink consent forms). Where a pupil is aged 18 or over they must be paired with a similarly aged pupil(s) of the same gender. Where this is not possible they should be roomed on their own should there be an overnight stay involved.
- Only travel firms with ABTA membership & BS8848 certification should be used.
- If an activity centre is being used the trip leader must satisfy himself that it has been licensed under Activity Centres (Young Persons' Safety) Act 1995.

Trip organisers and assistant members of staff should be fully aware of the very considerable responsibility which they bear for the safety and welfare of the children during the entire period of the trip. Pupils on a School organised trip will at all times be properly supervised and their conduct should be such as to reflect credit upon themselves and the School.

The departure point and return point for all holidays will normally be the School and not some other venue such as Heathrow Airport. Any exceptions to this must be agreed by the Deputy Head.

At least two members of staff will be required on any trip (however small the pupil numbers) in order to ensure that there will always be one member of staff in charge at any one time.

Pupils must be accompanied by a member of staff at all times. However, there may be exceptions to this rule. For example:

- On skiing holidays, pupils could be under the direction of the ski instructor.
- On foreign exchanges pupils may be sent off with parents and/or pupils of the exchange school.
- On exchanges, or other holidays, pupils may be allowed to go around in small groups for short periods and within a clearly defined area.

Regular bedtimes and getting up times must be established and communicated to pupils. It is the organiser's responsibility to ensure that these are adhered to. As a guide, bedtimes should not exceed

- 9.30p.m. for pupils under 11 years,
- 10.30 p.m. for pupils 11 – 13 years,
- 11.30 p.m. for pupils 14 – 15 years
- Midnight for 16 – 18 year olds.

Organisers must ensure that the pupils are properly dressed and equipped for any particular venture such as mountain walking, skiing etc. If there are special requirements for this type of trip then these must be stipulated in communication with parents before the holiday.

Pupils should be sensibly dressed for all trips and this includes the travel to and from School.

A full programme of activities should be devised so that pupils are not left at a loose end for long periods of time. It may not be possible to set down all of the details before departure but nevertheless organisers must have given considerable fore-thought to this aspect of the trip.

The conduct and behaviour of pupils on a School organised trip will be subject to all aspects of School policy e.g. obedience to members of staff, courtesy and good manners, rules regarding alcohol, smoking etc.

On matters which are not normally covered by School policy, organisers should make any decisions in the light of their in loco parentis responsibilities i.e. being able to justify any decisions they make as those which would be reasonable if made by a responsible parent.

If there is an accident, whether or not it is likely that the school be liable for it, you should make sure that a detailed account of the accident, with statements from eye witnesses, is prepared at once. If there is any physical evidence that too should be preserved.

### **Briefing Supervisors**

- The trip leader is responsible for ensuring that supervisors, helpers and host parents know the travelling arrangements, the types of activity permitted and all emergency contacts.

### **Accounting for Individuals**

- The trip leader must ensure that each pupil who is not under visual supervision is accounted for.
- This means knowing the identity, whereabouts and expected time and place of return of the pupil.

## **Appropriate Clothing and Equipment**

- The trip leader is responsible for ensuring that parents and pupils are fully aware of any special clothing/equipment requirements.

## **Medication and Pocket Money**

- The trip leader must appoint one supervisor to be responsible for medication.
- The trip leader must appoint one supervisor (who may be the same supervisor) to hold and account for pocket money if he or she does not handle these matters themselves.

## **Fire Drill**

- The fire drill for an overnight stay must be explained to every pupil by a designated person.

## **Immigration Matters**

The trip leader must ensure that each pupil knows:

- That he/she may not bring into or take out of the U.K: animals, insects, vegetable matter, flick knives, real or imitation firearms or other prohibited items
- That children under 17 are not entitled to duty free allowances
- That any pupil bitten by an animal must seek medical treatment immediately

## **Duties of all Staff**

Staff should make frequent references to the rules and procedures applicable to the visit or particular activity. Each pupil is given a copy of the 'Trip Aide Memoire'.

- a) Staff must be available to supervise pupils, must display and expect from pupils a real sense of their duty of care to others, safety awareness and good practice
- b) Staff should be encouraged to develop a strong sense of 'Health & Safety' for themselves and others, and to become familiar with the general and visit specific rules and procedures.

Staff are to expect pupils to heed the staff's advice on how to avoid any potential risks when using particular equipment/hardware. Staff are required to behave sensibly at all times and should expect the same from pupils and should reminded participants regularly of any dangers.

- c) Staff should carry out a check at lights out to ensure pupils have returned to their sleeping accommodation. They should ensure it is secure at night -excepting fire exits. Pupils should be made aware of out of bounds areas.
- d) Staff should supervise the tidying/clearing up at the end of activities or the visit effectively.

Various factors will dictate the time that is needed, but clearing up should never be left until the very last minute. The major safety consideration is that equipment is stored in its designated locations so that the next session is not compromised, and equipment will not be found by subsequent Trips in an unsafe condition, or in locations which might cause injury.

- e) Staff should know the procedures for dealing with accidents and emergencies.
- f) Staff should be available to supervise all aspects of the trip although in some circumstances this supervision may be classed as remote supervision.
- g) Staff should know and enforce the school's alcohol policy. It is never acceptable for staff to be drunk on a trip and one member of staff should be 'on duty' each night on a residential trip. (See alcohol policy)

## **Accidents**

In the event of a pupil injuring themselves, dealing with that incident must take priority. All participation in such activities must stop and pupils must be instructed to rest quietly and not to make any further use of any equipment/hardware associated with the accident, until the incident has been dealt with and the welfare of the injured pupil(s) has been organised.

Pupils must be made aware of the circumstances leading up to the accident and an appropriate short discussion about the incident should serve as an example to others.

Small cuts and abrasions can be dealt with using the first aid bag but more serious incidents should receive the attention and evaluation of a qualified 'first aider'.

All accidents however minor should be reported in the SCHOOL ACCIDENT BOOK by the end of the day on which they occur - if the visit is abroad then the incident should be written up as soon as possible on return to the School. The accident book can be found in Matron's office.

Pupils should be encouraged to report all injuries however minor and should be reassured that no punishment or sanctions will be taken against them. Pupils should also be reminded at regular intervals about the course of action that they should take immediately following a personal injury.

Any cuts and abrasions should be dealt with in accordance with the 'HIV preventative protocol'.

## **Illness & Sickness during the visit**

Pupils must be encouraged to report that they are feeling unwell during a visit - otherwise it is possible that their condition could cause them to lose concentration or become faint.

They should have confidence in knowing that such matters are regarded seriously from a Health and Safety point of view, e.g. the unwell pupil may have an increased chance of an accident. Opportunities must be afforded in such circumstances for the pupil to leave the activity to visit the cloakroom, get some fresh air, have a drink of water, rest, etc. and the advice of a first aider should be sought if there is cause for concern, **even** if it is thought that the incident is not genuine.

However, pupils must not leave the activity without first informing a member of staff of the situation.

Serious injury and illness must be planned for and an emergency action plan must be published with the briefing package.

## **Emergency Procedures**

### **All trips must have an Emergency Action Plan**

Generally

- The trip leader, supervisors and helpers should be aware of the risk, however remote, that there might be death, personal injury, damage to property or involvement with the police at a location where help is less readily available than under normal circumstances at home.
- It is only prudent for procedures to be drawn up, understood and agreed by the trip leader, supervisors and helpers and also the pupils.
- Following an incident, photographs that are taken, tape recordings and written statements and notes become evidence. Great care should be taken over accuracy and record keeping in particular names, timing and date. Photographs should, if possible, record height of lens and approximate position on a sketch plan.
- No liability or any form of blame must be admitted without insurer's consent or cover under the policy may be jeopardised.

Accident & Injury

- The senior uninjured person should take control.
- So far as practicable take immediate action to safeguard all pupils and staff.
- Summon help and inform the police.
- Keep calm, control the area of the incident.

- Inform the emergency contact point at school. Ensure there is a two way contact number and stay in touch.
- Each witness who is able should as soon as possible make an individual written account of what occurred. Accuracy, names, dates and times are essential. A rough sketch plan should be drawn showing the main features if appropriate
- Take photographs and generally record the circumstances as best may be done at the time.

In the event of accidents or faults with electrical equipment/hardware - it is important that the equipment/hardware be disconnected from the power supply and an 'EQUIPMENT/HARDWARE OUT OF USE' sign secured to the equipment.

Portable electrical equipment/hardware should be removed from the area and locked away until such time that the equipment has been inspected and/or repaired. Pupils must be made aware of all incidents where damage occurs to equipment so that they are not tempted to use such items, and they should always be encouraged to report any situation or equipment which appears to present a hazard.

In all cases there should be a series of clearly understood emergency procedures and contact numbers. This will involve SLT providing a contact number should the trip be taking place outside school hours or over a weekend or holiday period. Emergency contact numbers for parents must also be held by the trip leader and the SLT MoS. These will be provided on the blue and pink parental consent forms.

### **Statements & Admissions**

- Under no circumstances should anyone make a statement to the press or any admission of liability for any occurrence other than on legal advice. Make a written record of oral legal advice -including name, address, date and time.
- Statements to the police, customs & excise or other officials should only be made in the presence of a lawyer and on his/her advice. This applies equally to oral as to written statements.

### **Theft or Other Loss**

- Where a claim might be brought following theft or loss, the local police must be informed.
- The trip leader should note down the name, address and reference of the official and the time and date the report is made.
- Written confirmation of the report should be obtained from the official, if practicable.

## **Jewellery**

Jewellery (except closely fitting and non-protruding ear studs) should not normally be worn in school or during school visits. N.B. If jewellery is worn for cultural reasons, religious observance or as a means of ethnic identity then every endeavour will be made to reach a safe compromise, e.g. adhesive tape may be wrapped around the finger or wrist in order that the risk of that item 'catching' or being damaged is minimised. When such instances occur, the advice of the Senior Management Team must be sought and parents must be informed in writing of any remaining risk.

## **Evaluation and Follow-Up**

- a) In general, work or pictures of staff and pupils either during or subsequent to an educational visit, should be displayed as and when appropriate, in a public area of the School
- b) The Trip Leader should ensure that senior management are informed of the conduct of the pupils so that appropriate comments/praise can be made in assemblies and that the Governing Body are made aware - perhaps for inclusion in the next Head's report to the Governors or the school report
- c) A report should be included in the next newsletter to parents
- d) The success of a tour should be evaluated against its aims and objectives – forms can be found in the working common room

## **Vetting suitability**

The Group Leader of any trip in conjunction with the school's EVC will assess the suitability of potential trip supervisors and those who volunteer to be part of a trip. This is particularly important in the case of residential trips. It is important that all supervisors have been DBS checked and the trip leader must seek assurance from trip supervisors.

Where possible the trip leader and EVC should seek assurances from trip supervisors in foreign countries that their staff have an equivalent DBS check, for example the Spanish DBS equivalent Certificado de antecedentes penales. Where this is not possible a letter from the trip supervisors (or in the case of a school exchange the Head of the partner school) based in the host country stating that they have no reservations to those persons working with children must be obtained and logged with the EVC.

For the protection of both adults and pupils, all adult supervisors should try to avoid being alone with a pupil wherever possible.

## **Staff Planning Check List**

### **1. TRIP LEADER**

Is there a clearly identified trip leader or activity organiser familiar with the School Policy Statement on outdoor activities?

### **2. RISK ASSESSMENT**

Have as the Trip Leader checked the activities are covered by the generic risk assessments or carried out a specific risk assessment related to the proposed activity?

Have you requested a risk management summary from any service provider and checked their ABTA/ATOL/BS8848 status?

### **3. PURPOSE**

Have the purpose and objectives of the activity been clearly identified, discussed with any other provider, and are they appropriate to the age and ability of the Trip?

### **4. LOCATION**

Is the location of the visit appropriate to the activity to be undertaken? Have you checked on local laws and customs?

### **5. ADVICE AND APPROVAL**

Have you discussed plans with any other suitably qualified and experienced staff?

Has the activity been approved by the Deputy Head and EVC?

Have specific checks been made of external facilities and centres?

### **6. STAFF**

Are members of staff leading activities suitably qualified and experienced for the activities proposed?

### **7. STAFF / STUDENT RATIO**

Will the Trip have the correct staff / student ratio necessary for the activities proposed?

Will this include male and female supervision where necessary?

### **8. PARENTAL / CARERS CONSENT**

Has the consent of parents / guardians been obtained for the visit and for the activities which are planned where appropriate?

### **9. CHOOSING A VENUE AND PRELIMINARY VISITS**

Have you made a preliminary visit to the site or centre to be visited, to check arrangements or are you using a service provider?

(E.g. travel time, access and permission, facilities and equipment, leisure or recreational facilities for residential stays, staff support, guides or programmes of work, potential health and safety issues, shelter, toilets, costs, accommodation, contingency arrangements, references from previous users.)

Are you aware of potential hazards and opportunities?

#### 10. THE PROGRAMME

Do the students and staff have the appropriate dress and equipment necessary for the activities proposed and allowing for a range of weather conditions?

If not, will another provider be offering additional appropriate equipment?

Are the students prepared for or physically capable of taking part in the proposed activity?

Is there an alternative programme in the event of poor weather?

Are the students prepared for or physically capable of taking part in the proposed activity?

Is there an alternative programme in the event of poor weather?

#### 11. ORGANISATION

Are you aware of legal and organisational issues?

Do you have first aid available and staff who are sufficiently competent in first aid?

Are you aware of dietary and medical needs?

Are you aware of food safety and hygiene?

Are you aware of insurance arrangements?

Is appropriate transport available?

#### 12. FINANCE

Have adequate arrangements been made to finance the visit and manage the finances?

#### 13. BRIEFING FOR STUDENTS AND STAFF

Will the students be properly briefed on the activities they will undertake during the visit?

(Within the briefing include:

Rendezvous procedure for lost Trip members

Will the trip leader also brief adults and voluntary helpers?

(This should include reference to: careful supervision, to cover the whole time away, anticipation of hazards, standards of students' behaviour expected, regular counting of students, how much help to give to students in their tasks, a list of names of people in sub Trips.)

#### 14. EMERGENCY PROCEDURES

Are you aware of emergency procedure? Has a named point of contact been identified at home in the event of an emergency, who has a list of the Trip members and a programme of the Trip's activities?

Is there an emergency phone number known to all adult helpers, at home or at "base"?

#### 15. COMMUNICATIONS PROCEDURES

Have other staff and colleagues whose work may be affected been notified of planned arrangements?

## Checklist of Information to Parents, Guardians & Carers

- I. Dates.
- II. Times of departure and return.
- III. Method of travel including name of Travel Company, if any.
- IV. Destination with full address and telephone number.
- V. Emergency contact arrangements at home and away, if all pupils are not at one centre.
- VI. Consider the value of a "telephone tree" to make easy and rapid contact with a large
- VII. Trip of parents e.g. regarding changed transport arrangements.
- VIII. Names of leaders and accompanying staff.
- IX. Names and status (e.g. parent) of other accompany adults who will exercise some responsibility during the visit.
- X. Broad aim of visit and details of activities planned. Any activity involving special hazards must be clearly specified.
- XI. Charges or voluntary contributions: what they cover and do not cover.
- XII. Methods of payment and cancellation arrangements.
- XIII. Advice on pocket money.
- XIV. Insurance effected for the Trip members in respect of baggage, personal accident, cancellation and medical cover. Send photocopy of insurance schedule to all parents or state that a copy of schedule may be obtained from the trip leader.
- XV. Clothing/footwear and other items to be taken. Prohibited items.
- XVI. Code of conduct: details relating to the standard of behaviour expected from the Trip during the visit, including, for example, rules on smoking and alcoholic drinks.
- XVII. Parents should complete a medical form for all except day educational visits and give their written consent for emergency medical treatment. **This medical form and any other sensitive information must then be disposed of through the Head's Office in the confidential waste.**
- XVIII. Trip leaders will realise the benefits of inviting parents to a planning meeting, particularly where residential experience is involved, visits abroad or where the activity constitutes a "new direction" for the Trip members or the establishment. There is then the opportunity for all involved to be fully informed and to raise issues which may be difficult to put down in writing.

## **TO PARENTS OF PUPILS PARTICIPATING IN SCHOOL TRIPS**

### **PUPILS' CODE OF CONDUCT**

The enjoyment and safety of members of a school party depend upon the sensible behaviour of all participants. We are fortunate that the standard of behaviour of pupils on school trips is normally extremely high. It is most important that the thoughtless action of one or two members of a party should not ruin things for others.

The following points should be developed at a meeting for parents involved in the trip or outlined clearly in a letter to parents. It is important that children going on a trip understand these and accept the need to conform to them.

Smoking is not permitted at all during school trips.

Pupils under 16 years of age are not permitted to drink alcohol. Pupils over 16 may be permitted to drink alcohol, subject to conditions laid down by the member of staff in charge of the party.

Possession of cigarettes or alcohol will be treated the same as if the pupil was smoking or drinking.

Failure to observe deadlines for reporting, returning to accommodation or remaining in accommodation will be regarded as a serious matter.

Pupils are not permitted to be in the rooms of persons of the opposite sex.

Failure to heed instructions given by a member of staff, thus putting the pupil or another pupil in danger, will be regarded as serious matters.

Behaviour in public that would bring Bancroft's School into disrepute

The member of staff in charge of the party reserves the right to send home immediately any pupil who infringes these major points of discipline and any consequent expense will be charged to the parent.