



## Reviewed September 2023 Mark Pearce & Suzanne Sharpe EVC (Deputy Head)

### Introduction

The utmost care will be taken by the school to ensure the safety of pupils and staff involved in visits and activities out of school and that they are fully protected.

Members of staff in charge of and assisting with school visits must be conversant with this policy and all local requirements. Mrs Suzanne Sharp is the school's nominated Educational Visits Co-ordinator (EVC). When planning any trip the member of staff in charge should ensure that the EVC is fully briefed during the organisation of the trip and has access to all the relevant paperwork.

The types of activity that fall within the scope of an out of school activity are numerous but include:

- Visits to local woods and nature reserves
- Visits to outdoor activity centres
- Visits to museums and theatres
- Visits to rivers and coastal regions
- Visits to farms, factories or other places of work
- Visits to swimming pools, leisure centres or other schools for sport etc.

The same guidelines apply for recreational visits as for those forming part of the curriculum.

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. If time permits, a reconnaissance visit is usually advisable to enable the Party Leader to identify any potential hazards.

It is expected that staff involved with the initial planning of a visit will continue to be responsible for the visit until its conclusion and be available to deal with the follow up work afterwards.

Staff planning a school visit are advised to consult the DfE Good Practice Guide "Health and Safety on Educational Visits" of which there is a copy in the Trips File held by Mrs Sharp. In addition staff must liaise with the EVC when planning their trip in order to ensure all areas of planning are covered.

### **Educational Visits Co-ordinator (EVC)**

The school's EVC is Mrs Suzanne Sharp, who, within this role, is responsible for the safe running of all school trips. Approval from the Board of Governors is needed for all overseas visits.

The EVC is responsible for ensuring that:

- Visits comply with the school policy and the DfE Good Practice guide *Health and Safety on Educational Visits*. She should ensure that she is conversant with any changes in Government regulations as they occur;

- The group leader is competent to monitor the risks throughout a visit
- A pre-visit is normally made for a new destination or activity
- Risk assessments are completed and the necessary checks are in place and where a pupil has a special medical condition such as diabetes these pupils are considered by name in the risk assessment
- An Application for the Approval of Educational Visits form is completed
- The ratio of pupils to supervisors is appropriate
- Information about the visit is communicated to the parents
- Parents sign consent forms including medical information updates as necessary
- Arrangements are made for medical and special educational needs ● Adequate first aid provision is made
- There is a contingency plan for any delays
- The evaluation and report is completed on return
- All accidents are reported and recorded including any requiring notification to the Health and Safety Executive or under RIDDOR
- DBS disclosures are in place and any child protection issues are managed
- A copy of all documentation is given to the Head Teacher and the School office before the trip leaves
- Documentation for educational visits is held for 7 years

### **The Law**

At common law, teachers accompanying pupils on a school visit will have the ultimate responsibility for their safety and are said to be acting *in loco parentis*. In those circumstances, they are held to the same standard of care as would apply to a “reasonable parent”. Therefore, a teacher’s response to any given incident must be within the “range of reasonable responses” that would apply to a parent. Where liability is established on the part of a teacher, the school will be held vicariously liable for the negligence of that teacher, providing the teacher was acting in the course of his or her employment at the time. The situations in which an employee is said to be acting in the course of his or her employment are very widely defined, and it is only if the employee is acting on “a frolic of their own” that the school will not be held vicariously liable for the teacher’s acts. Under the criminal law, personal liability on the part of those teachers involved in the event of an accident can arise if they have failed to exercise reasonable care for the health and safety of others affected by their acts or omissions.

### **The role of the Group Leader**

The Group Leader should:

- Request permission from the EVC and discuss the proposed dates and timings (complete OA1 as soon as the trip is being considered, see end of policy)
- Work through the Check list for trips form (see end of policy)
- Carry out a risk assessment for the trip For a new site, arrangements should normally be made to visit before the trip takes place
- Ensure all accompanying staff have a copy of the risk assessment and all

necessary information and contact details for the trip

- Arrange adequate supervision ratios. This should include the use of outside instructors as necessary
- Ensure all instructors of hazardous activities have the appropriate qualifications
- Book the appropriate transport. If cars are to be used, carry out risk assessments and checks on all drivers and vehicles. This would include driving licences, insurance and MOT testing. Herries Preparatory School Drivers Policy must be followed
- Accurately cost the trip to include a contingency fund
- Assign tasks and responsibilities to adults accompanying the trip
- Write to parents informing them of the proposed trip and including the consent form
- Arrange a formal briefing for parents in the case of residential trips
- Arrange a formal briefing for the adults participating in the trip (This maybe on the morning of the trip)
- Ensure all information is given to the Headteacher and the School Office before the trip leaves
- Ensure adequate lesson plans are in place if the trip is during term-time and classes are to be covered by a substitute teacher
- Brief the pupils on all aspects of the trip and reinforce codes of conduct with regard to behaviour
- Carry a First Aid kit and other medical equipment such as epi pens and inhalers
- Ensure any last minute changes are given to the EVC and the school office
- Ensure the safety of all during the trip

## **Planning**

Successful planning of all these events will require consideration of the following: 1) **Approval**

Before any detailed planning is undertaken by the teacher or department that proposes to take pupils on a trip of any sort, approval in principle should be obtained from the Headteacher. Clearly, this may take the form of a standing instruction where a trip is organised as a matter of course, e.g. a sports match at another school, but it may require consideration of the objectives of the visit, dates and times, the venue and staffing issues. If appropriate, the Headteacher may require that the funding procedure and the business plan should be checked with the Finance Administrator. In any event, final approval should be obtained before the actual trip goes ahead, after careful consideration of the risk assessment. Staff should check with the Headteacher and the school calendar to ensure that the proposed dates do not clash with other school commitments

### **2) Staff Pupil Ratio**

There should be a minimum of two members of staff accompanying any visit in the ratio of not less than 1:10 for pupils in years 3-6 1:8 for pupils in year 2 and 1:6 for year 1 .Pupils in EYFS Reception and older Nursery children 1:4 and a ratio of 1:3 for two year olds. The EYFS ratio for trips will usually be considerably higher and the decision will be made by the EVC based on the needs of the individual children who are going on the trip. One teacher appointed by the EVC should have overall responsibility for the supervision and conduct of the visit.

An exception to the ratio for Years 1-6, may be made, at the Head's discretion, in the case of small groups, depending on the circumstances and the number of pupils involved, to allow one member of staff only to accompany the group. This would normally require the presence of another adult, for example a parent or instructor.

Wherever possible, all members of staff accompanying the visit should be qualified teachers or teaching assistants employed by the school, but the Head may allow an ancillary helper or a member of the administrative staff to accompany the visit provided a qualified teacher employed by the school is always in charge.

It must be emphasised that the above ratios are minimum recommendations. The EVC will be responsible for ensuring that a group is adequately staffed and in considering whether a higher ratio of staff to pupils will be necessary for any particular visit the following points will be taken into account:

- The ages of the pupils involved
- The length and purposes of the visit
- The method of travel
- The nature of the locality and the activities to be undertaken
- Whether any hazardous activities are involved
- The special needs of any pupils taking part.

If a joint visit is arranged with another school so that teachers share supervision, members of staff of the other school may be included in calculating the appropriate staff pupil ratio.

All staff must have a current DBS check, as must parents or other volunteers assisting residential visits. Parents who have not been DBS checked may accompany day trips as helpers but will not be left to supervise children alone or to take children to the toilet alone. In addition there must be a qualified first aider and in the case of the EYFS a qualified paediatric first aider, and in the event of hazardous activities taking place e.g. water based activities, a qualified lifesaver, or appropriately trained person, should also be in attendance.

**3) Parent and Other Adult Helpers:** It is accepted that parents often play a useful role in connection with accompanying school visits.

Parents or other responsible adults should only be allowed to accompany the visit if:

- Their inclusion is expressly approved by the Head. The Head should reserve the right to refuse any offer of help.
- They have been informed of the nature of the visit, and made aware of their duties and responsibilities.
- Guidance for parent helpers accompanying school trips is attached - Appendix 1

**4) Risk Assessment:** This aspect of school trips is perhaps the most important. It is crucial to the discharge by the school of the civil and criminal law duties outlined earlier.

Activities out of school will vary in the degree of physical and psychological risk posed to members of staff and pupils depending on the nature of the activity and the numbers involved. Before embarking on any visit, however, it is important to undertake a risk assessment. Guidance on carrying out this risk assessment is included in the Risk Assessment Policy.

The member of staff in charge should complete each risk assessment, inserting the nature of the trip, the numbers of staff and pupils involved and the name of the qualified

first aider and for the Early Years the name of the Paediatric First Aider.

All staff are required to undertake Educare Trip Risk Assessment training.

## **5) Consent Forms**

A pupil may not be allowed to participate in a school trip unless an appropriate consent form has been signed by her parents/guardian and returned to school.

Parents will be asked to provide details of any medical conditions or relevant medical information and also give permission for emergency treatment to be administered if necessary (OA4 offsite activity medical and consent form attached to end of policy).

## **6) Use of private Cars for Conveying Children**

Where possible, pupils should be transported in a coach, minibus or by public transport and the use of private cars is limited to occasions when the use of the other three means is not feasible. Before allowing a member of staff to use her/his own car to transport pupils the Head (or in his absence, the EVC coordinator who is also the person who is in charge of risk assessment) will check that the member of staff:

- Has an appropriate driving licence which is free of serious motoring convictions
- Has fully comprehensive insurance
- Has had their vehicle properly serviced and where needed, has a current MOT test certificate.

The Herries School Driver Policy must be followed.

## **.7) Hazardous or Unusual Activities**

Where unusual or hazardous activities are involved it is important to ensure that members of staff accompanying the visit are appropriately qualified and competent and that all equipment used is to the appropriate safety standards and properly maintained. Where possible, these activities should be undertaken at a specialist centre where appropriate and properly maintained equipment and qualified and competent staff are available. It is important that parents are informed in writing of any hazardous activities involved, and that these are specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water sports, pony trekking.

## **8) First Aid**

A first aid kit must be carried and there must be a qualified first aider in every group involving travel, including a paediatric first aider if there are EYFS children involved.

## **Regular Routine Curricular Activities off the School Premises under the Supervision of School Staff**

A risk assessment is completed for each of these activities.

These include activities such as swimming, games and recreational activities that do not take place on the school premises and which involve walking and/or coach transport. It is not necessary for parents to sign a consent form for these activities and the Head may take parent and other adult helpers into account when deciding on the number of

supervisors required for the journey, provided a teacher is in charge.

It must, however, be borne in mind that the ratio of pupils to teachers for the actual teaching of the games and other activities should be appropriate to the activity being taught

### **Residential Visits**

All visits involving a period of residence away from home need to be planned well in advance.

### **Information Concerning Visits of More than the School day**

The minimum ratio of adult to children will be 1:8 with one Herries member of staff to eight pupils. The expectation is that the actual ratio will be higher due to staff employed by the residential centre.

Parents must be fully informed in writing about the visit well in advance. Written information should include safety items such as the following:

- Accommodation type and meal arrangements
- Transport and road safety arrangements
- Activities and visits in which pupils will be allowed to participate
- Insurance cover and name and address of insurers
- Health formalities
- Names of party leaders and members of staff accompanying party (and address and telephone number of party leader at destination)
- Advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money
- Code of conduct and details relating to standard of behaviour expected from pupils during visit.

Parents should also be advised that the Headteacher reserves the right to exclude a pupil from a visit on behavioural grounds.

**Parents' meeting:** Before any residential trip the parents of those participating in the trip should be invited to attend a briefing meeting. The meeting gives the Party Leader the opportunity to explain the details of the visit. It will also give the parents the opportunity to meet the staff accompanying the trip and to ask questions.

### **Trips Abroad**

**Insurance Cover:** The school has its own insurance and this may be used for the purpose of the trip. Details of the cover should be obtained from the Bursar. If this does not cover the nature of the trip, additional insurance must be purchased for all participants.

**Visas:** The member of staff in charge of the trip should ensure that he/she has knowledge of any visas required for the participants. This may apply to all members of the party or just to those who do not hold a British passport. The EVC will be able to advise on this. In some circumstances the Party Leader may be able to obtain a visa waiver from

the British Council. The EVC will assist with this process.

**Health:** A check should be made to see whether inoculations are required either for the country to be visited or for those to be passed through. Parents and pupils should be carefully briefed on any health and hygiene precautions, which are necessary in the regions where the pupil will be travelling.

**Emergency Action:** Every group will have a contact in the UK, e.g. with the Head and a reserve with whom they have exchanged telephone numbers. The school office and the Head must know where the party can be reached abroad at all times.

- In the case of serious injury or illness, the family concerned in the UK should be informed, and also the official school contact, to anticipate the possibility of inaccurate rumours. All group leaders should have with them the telephone number of the nearest British Consul.
- In the event of a death, the British Consul should be contacted immediately.
- All dealings with the Press will be handled by the Head or, in his absence, by the Deputy Head or Bursar.

### **Travel Guidelines**

In advance of the trip, pupils should be given clear safety instructions based upon the risks associated with the particular type of travel. In addition they should be briefed on the expected behaviour during the trip. Where provided, seat belts must be worn at all times.

### **Contacts**

Before departure, staff must ensure that the Head has all the necessary contact names, numbers and addresses. In addition, a copy of the trip information should be given to the Head and a copy given to the office. This should include:

- The Approval of Educational Visits Form
- Details of the Company insurance and Safety Management policies where available
- The risk assessment
- The consent forms for each of the participants
- Copies of passport details for each of the participants (overseas trips)
- Detailed itinerary

Staff must also ensure that they have the Head's contact details in case of

emergency. **This policy will be reviewed on an annual basis.**

**OA1 Off-Site Outline Approval Form****Herries School:****Year.....**

Name &amp; Address of Place/Location to be Visited:

This form is to be sent to the EVC as soon as the activity is conceived and before any information is given to students/young people or parent/guardians.

Depart Date:

Return Date:

Aim of Visit (Educational/Social Education Purposes)

Proposed Programme:

If Hazardous Activities are Involved, please list them:

Staffing:

Proposed Party Leader:

Others:

Are you intending to use an external organisation, if so please state name and address so we can check policies etc.

COMMENTS

EVC:

HEAD:

Date:

Possible number of young people

**Name:****Date Completed:**

Copy of this form to be kept at the School office, 1 copy to be sent to the EVC, a copy will be returned to the Applicant.





### Check list for trips

1. OA1 Off site Outline Approval Form
2. Do a preliminary visit
3. Anticipated start and finish time
4. Check pupil /teacher ratio.
5. Office to organize coach, checking Coach Company's accreditation?
6. Medical check forms
7. Named party leader and deputy in the event of any incident and to have overall responsibility.
8. Risk assessment forms
9. Letter to parents for money through Bursar include mention of extra money if needed for refreshments or shop.
10. Advise on suitable clothing, sun block etc in letter to parents
11. Arrange with Office to cancel-possibly piano, football, French, WW, tennis extended day.
12. Notify kitchen for packed lunch required on trip lunch form ( hand to kitchen 1 week before)
13. First aid kit/who is responsible?
14. Specialist medical equipment if required by a particular student with consent form
15. List of students with particular allergies (if appropriate). Copy given to head
16. Route map to destination
17. Wrist/arm bands
18. Mobile phone
19. Contact details with the office- telephone number of venue and if possible name of contact at venue.
20. List of contact details for parents in the event of any delay/incident.



## Appendix 1

Thank you for volunteering to accompany this school trip.

Guidelines to follow:

- If you are allocated a group of children, please ensure that you stay with them at all times and regularly check that they are all present.
- Dress appropriately for the trip.
- Do not use your mobile phone for personal reasons when in charge of the children or use it to take photos of them.
- Be careful about the language you use and any conversations that take place in front of the children.
- Do not treat your own child, if they are with you, any differently from the other children.
- Should any problems arise, speak immediately to the Trip Leader.