



**HEATHFIELD SCHOOL**

# **TRIPS AND VISITS PROCEDURES**

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Heathfield SLG	

## **Heathfield Trips and Visits Procedures:**

### **Safety in Outdoor Education/ Trips and Visits**

Heathfield is committed to furthering the welfare of all children and recognises that this welfare includes rounded educations which produces challenges which will develop the individual. Heathfield will safeguard and promote the welfare of children who are pupils at the school, in compliance with DCSF *Guidance Safeguarding Children and Safer Recruitment in Education*.

This document should be read in conjunction with all relevant Rishworth and Heathfield Policies, including *Child Protection* and policies concerning *Teaching and Learning* and *Outdoor Learning*.

The trips and visits will attempt to satisfy the five strands of the Every Child Matters agenda and the various articles from the United Nations Charter for Children. We aim to demonstrate the due regard given to DfE guidance of 2011, as below (*Health and Safety of Learners Outside the Classroom* - HASLOC):

#### **HEALTH & SAFETY DEPARTMENT FOR EDUCATION ADVICE ON LEGAL DUTIES AND POWERS FOR LOCAL AUTHORITIES, HEAD TEACHERS, STAFF AND GOVERNING BODIES**

#### **About this advice**

The Government is determined to reduce burdens on schools. We want to simplify health and safety requirements and explain them better. The Government is making it easier for schools to take pupils on trips, removing paperwork and taking steps to reduce teachers' fears of legal action. Teachers should be confident that they know best how to look after pupils and keep them safe.

This document summarises the existing health and safety law relevant to schools and explains how it affects local authorities, governing bodies, head teachers and other school staff. It covers activities that take place on or off school premises, including school trips.

This advice document replaces a number of guidance documents on health, safety and security in schools, including *Health and Safety: Responsibilities and Powers* (2001) and *Health and Safety of Pupils on Educational Visits* (HASPEV 1998). You should also read a new document from the Health and Safety Executive (HSE) *School trips and outdoor learning activities: Tackling the health and safety myths*.

#### **Expiry/review date**

The advisory document will be reviewed in Summer 2012.

The advice in the advisory document is based on the law as it stands. The Government are reviewing health and safety laws to simplify them further.

## INTRODUCTION

The participation in any outdoor pursuit will, at times, involve physical challenge and, consequently, some element of risk. The total elimination of risk is not possible. Awareness and recognition of risk and the ability to take appropriate action is part of the learning process. It would not be possible to give absolute guarantees of safety to participants or to parents, but appropriate and sensible arrangements will be made prior to any out of school activity.

At Heathfield we recognise the importance of trips and visits within the wider curriculum and we actively encourage staff to consider trips and visits for their classes and subject areas. In particular we wish to encourage trips which feature outdoor learning and where there are activities which challenge and stimulate pupils in ways which they are unlikely to encounter in the classroom.

In all such activities, the welfare of children is of paramount concern and the clearly expressed expectation is that all adults will be fully aware of this and empowered to use common sense and initiative at all times in order to ensure that the welfare of children is best protected.

This document also reflects the now superseded guidelines issued by the Council for Learning Outside of the Classroom concerning Health and Safety of Learners Outside the Classroom (HASLOC), at:

<http://www.dcsf.gov.uk/consultations>

and takes account of DfE (formerly DCSF) guidance given in *Health and Safety of Pupils on Educational Visits (HASPEV)*, as well as the more recent material given in the 2011 document (*Health and Safety of Learners Outside the Classroom – HASLOC*)

## GENERAL PRINCIPLES

1. Those accompanying children on a trip or visit are required to act in the interests of the welfare of the children on the trip.
2. Those accompanying children on a trip or visit are required to act in the interests of the health and safety of themselves and other adults
3. Those accompanying children on a trip or visit are required to be aware of local statute, especially when abroad.
4. Those accompanying children on a trip or visit are required to observe common law duty of care (i.e. to act in all ways like a prudent parent)

5. If specialist skills are required, training should have been undertaken. If any adult believes that risk is not being safely managed, then there is a duty to speak out

We seek to incorporate outdoor learning across the curriculum but recognise that there are some health and safety issues which may need to be addressed. Some of the guidelines included in the organisation of outdoor learning may also be relevant to trips and visits. Where appropriate, a risk assessment should be carried out for activities which take place out of school bounds or under circumstances which would merit such attention.

Essential elements of trip planning and preparation will include (as appropriate):

- Named adults responsible
- Risk assessments and trip plans, with first aid responses (e.g. description of first aiders accompanying and any identifiable risks they might encounter)
- Supervision, ratios and any necessary checking procedures (e.g. CRB checks for volunteers on overnight stays)
- Description of behaviour protocols, especially where different to those generally applicable in School
- Preparation of pupils
- Preparation of particular needs of pupils – e.g. medical or dietary
- Communication with parents (e.g. information given beforehand, telephone cascades for return etc)
- Planning of transport (and risk assessment where this is appropriate)
- Insurance (usually through school / tour company, as appropriate)
- Emergency procedures (e.g. medical consent forms, contact details for emergency medical treatment if parents cannot be contacted etc.)

Assessing benefit and risk – a checklist for group leaders

- State main benefits
- If main objectives cannot be attained, what is the secondary plan?
- What could (reasonably) be expected to go wrong?
- Do parents need to be informed (Yes – if the group is off-site, No if not)
- If parents do need to be informed, how will consent be obtained? (There is a standard school pro-forma)
- Do parents need a forum to ask questions (generally – Yes if the group is residential, No otherwise)
- Are you competent to be group leader?
- Are you satisfied that other adults in the party are competent?
- Are you reasonably confident that children have been told of expectations and will comply in all major areas impacting on health and safety?
- How will you maintain communication? (e.g. by using a mobile phone)

Ongoing or 'dynamic' risk assessments should be undertaken on all visits to take account of changes in hazards both prior to embarking on visit and as visits progress, to enable proper account to be taken of up to date information. These

dynamic risk assessments should take into account matters such as changes in weather or traffic conditions and the physical and mental conditions of participants, including those of the accompanying adults. These risk assessments need not be written but the teacher in charge should reassess dynamically at critical junctures and a note to this effect could be included in any written risk assessment, to act as a reminder.

In addition to having conducted an initial risk assessment and completing risk assessment forms, the group leader must continually monitor hazards throughout the visit and adapt the plans and reassess risks as necessary.

The group leader should take the following factors into consideration when assessing the risks:

- the type of visit/activity and the level at which it is being undertaken;
- the location, routes and modes of transport;
- the competence, experience and qualifications of supervisory staff;
- details of staffing: supervision including ratios and vetting checks (for example CRB checks for volunteers on overnight stays) the ratios of teachers and supervisory staff to pupils;
- the group members' age, competence, fitness and temperament and the suitability of the activity;
- the special educational or medical needs of pupils;
- the effect (such as tiredness, loss of concentration, hunger and dehydration) previous activities and current activities may combine to have on those involved in them;
- the quality and suitability of available equipment;
- seasonal conditions, weather and timing;
- how to cope when a pupil becomes unable or unwilling to continue;
- **the need to monitor the risks throughout the visit**
- first aid arrangements.'

## GENERAL PROCEDURES

1. Details of all proposed outdoor activities must be submitted to the Head of Heathfield for approval.
2. The Head of Heathfield must be satisfied that appropriate preparations have been made for the activity.
3. Staff planning the activity must complete the School's Trip/activity form. A copy of the completed form will be held in the school office and complete a risk assessment for the trip and activity (see Appendix 1)
4. The teacher planning the activity will be designated 'Teacher in Charge' and will lead the group ensuring all relevant information is sought, disseminated and guidance followed.
5. Parental consent must be obtained prior to taking any pupil on a trip.
6. A Risk Assessment of the trip must be undertaken identifying all possible risks and the actions undertaken to ensure the trip remains safe. This must be given to the Head of Heathfield to ensure that all relevant procedures and

actions have been undertaken. All children with medical needs must also be placed on the risk assessment with information of their needs – medical, dietary or physical.

7. Teachers involved in any outdoor activity must ensure that suitable clothing is worn by pupils before setting out, including pre-empting changes in the weather during that day.
8. Before leaving the school, the Teacher in Charge will ensure that all pupils involved are aware of the standards of behaviour expected of them. Pupils will be advised of any special conditions or situation which they are likely to encounter during the trip and how these may affect their behaviour. In particular, pupils will be informed of what to expect and how to behave on the trip.
9. On all trips or visits pupils will be expected to work in groups of two or more as befits the occasion.
10. On residential or other trips involving use of 'centres', staff to check and enter onto trip information current licence as required by the Adventure Activities Licensing Regulations 2004 [AALA] for England, Scotland & Wales and obtain licence number.
11. Where there is a need to obtain the School minibus, this should be effected through the Junior School Secretary and in compliance with the policies and set procedures for booking the minibus

## ADULTS OTHER THAN TEACHERS

Whenever it is necessary to use adults other than teachers to assist on trips or visits, the following procedure will be put into practice;

- i. The Head of Heathfield must be satisfied that each adult involved is suitably trained or experienced to assist in the activity and that the appropriate safety checks on each individual is in place (CRB/List 99 where appropriate). Such records will be kept within the schools system.
- ii. The Head of Heathfield will require that the Teacher in Charge will ensure that each adult is advised of the risk assessment carried out by the teacher in charge and understands the children who require additional support/potential issues arising, e.g. medical/behavioural.
- iii. Group lists must be drawn up by the class teacher, and ensure that any children who may pose a potential risk to the smooth running of the trip are within the teachers' group, or if the parent is in attendance because of specific difficulties, within the parent's group. Children must be safe and within the company of a trained adult at all times.

- iv. In the case of residential activities, the Head of Heathfield will ensure that all CRB and List 99 checks have been conducted before allowing an adult helper, other than a member of school staff onto the visit.

## INSURANCE

The Teacher in Charge needs to check the insurance cover as a) provided by the School and b) by the centre or location to be visited

Colleagues should not use their own cars excepting where express permission has been sought and granted by the Bursar.

## SAFETY IN WALKING

From time to time pupils are taken on walks of varying lengths. Some of these will be very short and close to the school, whilst others will be much longer and more demanding. Whenever a walk is being planned the following requirements will be satisfied:

- i. The teacher in charge will take into account all likely hazards and the weather prospects for the period. Also, the teacher in charge will take into consideration the age, aptitude and ability of each pupil who is to be involved in the walk.
- ii. Road Safety Education must be provided, and children will be reminded of this before leaving school, with the expectation being that children will walk responsibly following the Road Safety Training they have received.
- iii. The teacher in charge must have first-hand knowledge and experience of the proposed route. Details of any hazards likely to be encountered and the probable duration of the walk must be related to the party and advice given on appropriate behaviour. Parents will also receive such information, together with advice on appropriate clothing.
- iv. The teacher in charge, in consultation with the Head of Heathfield will decide on the most appropriate level of First Aid to be carried.
- v. The teacher in charge will satisfy the Head of Heathfield that he/she is appropriately experienced to deal with any conditions which may be reasonably expected to be encountered on the walk.

## RESIDENTIAL ACTIVITIES

The planning of any residential activity must take account of the following requirements:

- i. The ratio of adults to children will not be less than 1:10 with a minimum of two adults (in the case of children in Years 1 - 3, the ratio should be at least 1:6 –

- we would certainly not be countenancing residential trips for children below Year 1 age in any case)
- ii. When mixed gender groups are involved, consideration should be given to attempting to make provision for appropriate numbers of male and female adults to be in attendance.
  - iii. At least one of the adults involved will hold a current First Aid Certificate or be able to call upon such a person at all times in the residential centre
  - iv. All participants will be advised of relevant safety information and practice, including Fire Safety, prior to the commencement of the activity.
  - v. In the planning of residential visits, parents will always be invited to a meeting to discuss the trip, its purposes and curricular aims and disseminate all possible information at this point about the value of the trip.

See risk assessment documents at: **Staff Shared: P: Risk Assessments**

See other guidance documents at: **drive U: public on exchange-RS**

## Further guidance

- *Guidance to the Licensing Authority on the Adventure Activities Licensing Regulations 1996* (HSC 9)
- *Avoiding ill health at open farms: Advice to farmers with teachers supplement* - Agricultural Information Sheet no.23 (revised 2002).
- *Five Steps to Risk Assessment*. ( [www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf))
- *Adventure activities centres; five steps to risk assessment* (4.50)
- *Managing Health and Safety in Swimming Pools* revised edition 1999 (HSC 179 10.50)
- *Reducing Risk Protecting People* 2001
- Adventure Activities Industry Advisory Committee (AAIAC): *Statement of Risk Perception in Adventure and Outdoor Activities*
- *Everyone's Guide to RIDDOR 95* - HSE31 - free leaflet or available in priced packs. ISBN 0 7176 1077 2
- **Others**
- *The Administration of Medicines in Schools* - Scottish Executive Education Department - ( [www.scotland.gov.uk/library3/education/amis-00.asp](http://www.scotland.gov.uk/library3/education/amis-00.asp))
- For guidance on Farm Visits, see Scottish Executive website – ( [www.scotland.gov.uk/library5/health/ecsip-00.asp](http://www.scotland.gov.uk/library5/health/ecsip-00.asp))
- *Health Advice to Travellers Anywhere in the World* - Available free from most Post Offices, travel agents and local libraries or Free Phone 0800 555777
- *Safe Practice in Physical Education* - The British Association of Advisers and Lecturers in Physical Education - ( [www.baalpe.org/publications.htm](http://www.baalpe.org/publications.htm))
- Information about adventure activity providers covered by the Adventure Activities Licensing Scheme - ( [www.aala.org.uk](http://www.aala.org.uk))
- *Self Assessment and Guidance* - Adventure Activities Licensing Authority (AALA) - ( [www.aala.org.uk](http://www.aala.org.uk))
- The Wales Tourist Board, VisitScotland and the British Activity Holiday Association provide voluntary inspection schemes to complement licensing for providers of activities that are out of scope of licensing
- *Safety on British Beaches* - Joint publication by the Royal Life Saving Society and the Royal Society for the Prevention of Accidents (RoSPA) 13.49. Available from RoSPA.
- *Safe Supervision for Teaching and Coaching Swimming* - Amateur Swimming Association and others. 2nd edition 2001 Tel: 01509 618700.

- *Group Safety at Water Margins* - Central Council for Physical Recreation - ( [www.ccpr.org.uk](http://www.ccpr.org.uk) )
- *A Practical Guide to Safe School Trips* - Scottish School Board Association - ( [www.schoolboard-scotland.com](http://www.schoolboard-scotland.com) )
- Guidance published by the National Governing Bodies (NGBs) for various adventure activities. NGBs also maintain leader training and assessment programmes.
- The Royal Geographical Society (with IBG)'s Expedition Advisory Centre, 1 Kensington Gore, London SW7 2AR provides advice, information and training to anyone planning an overseas expedition. Tel 020 7591 3030 - ( [www.rgs.org/eac](http://www.rgs.org/eac) )
- The Duke of Edinburgh's Award has its own clear structure, procedures and guidelines - ( [www.theaward.org](http://www.theaward.org) )
- Guidance is produced by many of the voluntary youth organisations
- *Quality, Safety and Sustainability - Field Study Centres: A Code of Practice* - National Association of Field Studies Officers (NAFSO) - ( [www.nafso.org.uk](http://www.nafso.org.uk) )
- *The Waterways Code* (leaflet) and *The Waterways Code for Boaters* (video) are available from British Waterways - [hq@britishwaterways.co.uk](mailto:hq@britishwaterways.co.uk) - Tel: 01923 201120
- The Suzy Lamplugh Trust has produced a range of guidance on personal safety, including booklets, videos and training courses - ( [www.suzylamplugh.org](http://www.suzylamplugh.org) )