

Policy on Health and Safety of Pupils on Educational Visits

<i>Reviewed by: PSe</i>
<i>Date: Lent 2017</i>
<i>Next Review: Lent 2019</i>

Distribution: School Internal Policy Files and Web-site

1. The Policy

- 1.1 Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Rishworth School encourages staff to organise trips and educational visits and the Headmaster is committed to supporting them in these ventures.
- 1.2 Educational visits should be available to all pupils and should be organised accordingly, with particular consideration being given where possible to any pupils with a disability, especially when selecting venues and organising transport.
- 1.3 Rishworth School recognises the value of the very many school visits that take place both during the academic year and during school holidays. These vary from routine sporting fixtures to residential field trips and major overseas trips. Examples of educational visits include:
 - Sporting fixtures
 - Visits to art galleries and museums
 - Geography and biology field trips
 - An annual 3-day residential team-building course for Y12 students
 - An annual residential visit for Y3 and Y4 pupils and another for pupils in Y5 and Y6
 - Boarders' activities: a wide ranging list of activities including: go-carting; ice skating; climbing; cinema visits; paintballing; indoor skiing; shopping
 - Visits abroad include: an annual ski trip for students in Years 7 to 13; a music tours to mainland Europe; a two or 3 yearly sports tour (usually for rugby and hockey teams); a two yearly expedition to Nepal and trips to France for pupils in Y6.
- 1.4 This policy is written with regard to the following documents:
 - DfE guidance; Health and safety: *Advice on legal duties and powers For local authorities, school leaders, school staff and governing bodies (February 2014)*
 - The Health and Safety Executive; *School trips and outdoor learning activities (June 2011)*
 - *ISI Regulatory Requirements (January 2017)*

2. Procedures

- 2.1 The following appendices should be used by group leaders in conjunction with this policy to aid planning:

- **Guidelines for School Visits (Appendix A)**
- **Risk Assessments for Educational Visits (Appendix B)**
- **Rishworth School Educational Visits Planning, Application and Approval Form (Appendix C)**
- **Rishworth School Consent Forms for Educational Visit, Field Trip or Out of School Activity (Appendix D)**
- **Heathfield Procedures (Appendix E)**

2.2 The Educational Visits Coordinator for Rishworth School is the Deputy Headmaster who can give advice on the planning of educational visits and risk assessments. The Deputy Headmaster must give final approval before the educational visit takes place.

2.3 For every educational visit, a group leader will be appointed and the composition of accompanying staff group planned to ensure an appropriate level of supervision and expertise. The group leader will be responsible for all aspects of the educational visit, although the group leader may delegate tasks to other members of staff or volunteers accompanying the trip.

2.4 The staff to pupil ratio should not only reflect the nature of the trip but also the gender balance and ages of those pupils going. The Deputy Headmaster can advise on appropriate staff-pupil ratios. All personnel to be included in these calculations must be authorised by the Deputy Headmaster. The group leader will draft the guidelines and code of conduct for the pupils taking part in the visit are clear and ensure that it is explained to pupils. The group leader will organise the group effectively, preparing pupils including those with particular learning needs and medical needs

2.5 The group leader must ensure that:

- risk assessments have been carried out, that any risk assessment focuses attention on real risks and that proportionate systems are in place so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed;
- the precautions proposed are proportionate to the risks involved, and that their paperwork is easy to use.
- they take account of the assessments and procedures of any other organisations involved, and ensure that communications with others are clear
- appropriate safeguarding procedures are in place
- the expectations of acceptable pupils' behaviour are understood by pupils and staff,
- training needs have been assessed and met and the needs of staff and pupils considered
- at least one member of staff is suitably competent to instruct the activity
- non-teaching supervisors on the visit are appropriate people to supervise children
- ratio of supervisors to pupils is appropriate

- where appropriate, parents have signed the consent forms. Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be when off-site and of any extra safety measures required. Written consent from parents is required for adventure activities (trips with additional hazards), residential visits and all off-site activities for nursery schools which take place at any time (including during school holidays or at the weekend). Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form. The School has a 'one-off' consent which parents sign when their child enrolls at the school.
- when planning an activity involving caving, climbing, trekking, skiing or water sports (other than rowing), check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).
- if school minibuses are to be used for transporting pupils, the minibuses guidelines as shown in the minibuses policy are followed
- arrangements have been made for the medical and educational needs of all pupils on the educational visit
- adequate first-aid provision will be available
- there is adequate and relevant insurance cover and that the insurance cover arrangements have been approved by the Bursar
- the travel arrangements and timings are known
- a school contact has been organised and all the accompanying staff have details
- all those who need to have names and contact details of everyone in the group, as well as full details of the arrangements
- all the staff on the visit, the school contact and the Educational Visits Coordinator (Deputy Headmaster) have a copy of the following, where appropriate: (**see Appendix C**)
 - A the address and phone number of the visit's venue and have a contact name;
 - B a copy of the agreed emergency procedures;
 - C the names of all the adults and pupils travelling in the group
 - D the contact details of parents and the teachers' and other supervisors' next of kin;
 - E risk assessment documents
 - F a contingency plan for any delays including a late return home.

3. Planning

- 3.1 Outline approval by the Headmaster should be requested before any other planning takes place.
- 3.2 Dates, times, costings and staffing arrangements of the proposed trip should be checked with the Deputy Headmaster (Educational Visits Coordinator).

- 3.3 Transport and other arrangements should then be made and confirmed in writing.
- 3.4 For any overnight or overseas visit, or for any higher risk adventure activity, a full risk assessment for the whole visit, including each significant activity, must be made and appropriate planning undertaken as a result of this. The risk assessment must include first aid arrangements and vetting checks (for example checks for volunteers on overnight stays). An exploratory visit should, as appropriate, be considered and carried out prior to the event, the better to assess risks.
- 3.5 The document: **Rishworth School Educational Visits Planning, Application and Approval Form (Appendix C)** must be completed and approval given by the Headmaster or Deputy Headmaster prior to the visit. Subsequent visits to the same venue do not need separate copies of this document.

4. Contact with Parents/Guardians

- 4.1 For some visits, for example, trips involving an overnight stay or an overseas visit, one or more parents' meetings may be held as the planning of the trip progresses. Regardless of whether a parents' meeting is held, parents should be sent details of the proposed trip, which should include the following;
- dates, times and the proposed itinerary
 - transport arrangements
 - preparing pupils, including those with particular learning needs and medical needs
 - cost and payment arrangements, including the payment of refundable or non-refundable deposits and details of extra costs, guidance on pocket money etc.
 - details of staffing: supervision including ratios and safeguarding checks
 - insurance
 - details of the code of conduct for pupils going on the trip.
 - details of any equipment, clothing etc., pupils need to take.
 - emergency procedures including contact details and permission for emergency medical treatment if the parents/guardians cannot be contacted
- 4.2 For any visit requiring the completion of a consent form (**Appendix D: Rishworth School Consent Forms for Educational Visit, Field Trip or Out of School Activity**), the Housemaster of Calder and the Housemistress of Wheelwright may sign the consent form for boarders in their house. Pupils will not be permitted to take part in the school trip if the consent form is not completed. For any trip involving an overnight stay this should involve consent for a member of staff to act *in loco parentis* in terms of agreeing to medical treatment in an emergency. Parents should be asked to provide emergency contact numbers and a medical report detailing any known medical conditions or allergies their children have. Once these are known, if the party leader has any doubts as to whether or not a given pupil should attend (s)he should discuss this with the Deputy Headmaster.

5. Further Arrangements

- 5.1 Whenever possible, school trips should be shown on the School Calendar.
- 5.2 A responsible person must be appointed to act as a school contact and a relevant telephone number circulated to parents. The Headmaster, the Deputy Headmaster and the office must know the identity and details of this contact.
- 5.3 A full list of members of the party along with the detailed arrangements, to include, where appropriate, consent forms and risk assessments, must be provided for the Deputy Headmaster and a copy of this kept in the School Educational Visits File in the School Office. **(See Appendices B and C)**
- 5.4 Parents should be provided with details of the trip including the estimated return time and emergency procedures for informing them of late or early arrivals.
- 5.5 When pupils are missing lessons then a list of those going should be posted on the common room notice board.

6. During the School Visit

- 6.1. Detailed advice is set out in the **Guidelines for School Visits (Appendix A)**. It is essential that all pupils be supervised with the degree of care that would be expected from a responsible parent in similar circumstances. The organiser should be prepared to modify plans in the light of circumstances and in the interests of the party's welfare.

7. Emergency Procedures

- 7.1 It is the responsibility of the party leader to see that all staff accompanying the visit have copies of relevant documentation on pupils' medical conditions and emergency contact numbers. The party leader should ensure that all the staff are aware of the emergency procedures.

8. After the Visit

- 8.1 A statement of account should be agreed with the Assistant Bursar. Depending on the nature of the trip, a brief written report on the trip should be provided for the Headmaster and appropriate School publications. The Deputy Headmaster can give advice on whether a report should be written.

PSe