



Trips and Visits Policy	Associated Policies
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Last reviewed	November 2020	Safeguarding and Child Protection
Next review	November 2023	Trips and visits folder
Gov. sub-committee	Education	Supervision Policy
Owner	Headmaster	Staff Code of Conduct

Covid caveat: On our return to full time education in September 2020, the Governors and Senior Leadership team, under Government guidance to reduce the potential transmission of the virus, have decided that no trips or visits should go ahead. This policy will remain in place until such time as the guidance indicates otherwise. Once the sanctions are lifted, the policy will come into force again and this caveat will be removed.

Chris Bouckley Headmaster, 24/11/2020.

Introduction

The purpose of this policy is to give clear advice to staff so that any organised trip complies with current Health and Safety Regulations and that all reasonable steps have been taken in the planning and running of a trip to ensure that all those on the trip remain as safe as is practicably possible. Trips are seen as a vital part of pupil development.

In terms of this policy, **Trips** does not cover events that are part of the curriculum and take place during the school day, e.g., swimming lessons. **EYFS** trips are different; consent in writing is needed for all events. EYFS children must always be accompanied by a member of staff with a relevant current First Aid certificate. The School Office keeps a list. Parents should

be informed if their child is off site and of any extra safety measures needed, but no written consent is required for participation.

Legal Responsibilities

Headmaster and Governors

The Headmaster and Governors' responsibility is to ensure that school trips comply with school regulations. The Headmaster should approve each trip and the Governors are deemed to have passed this responsibility to the Head, in the day to day running of the school. When the Headmaster has given his permission the responsibility for the smooth running of the trip is deemed to be delegated to the trip organiser who should be a salaried member of the teaching staff. The overall responsibility of the Headmaster is to ensure that all activities are properly planned and supervised. Pupils' safety is paramount and if a trip does not meet the standards we would expect to keep all participants safe, then it will not go ahead.

Consultation

- All trips must be authorised by the Headmaster prior to detailed planning takes place or putting in the school diary.
- Once agreed the Group Leader should refer to the guidance and forms in the Trips and Visits folder: [P:\Trips and Visits](#)
- The Group Leader must ensure that detailed planning includes a full risk assessment (see risk assessments below) is completed along with a detailed breakdown of costs.
- The Headmaster or Bursar must also authorise the total cost of a trip to ensure that it is within a reasonable budget. A full costing of a trip should be done before any letters are sent home to parents advising them of the trip.
- Parents **must** be informed by a letter providing information about the trip together with a **consent form** and this should be returned **before** the trip is undertaken.

Risk Assessment

- Part of the planning and preparation of a trip is the risk assessment which must be carried out by the **group leader**. An assessment should be made of all aspects of a trip which could incur a risk and an action plan of what to do in the case of an emergency must be prepared.

The risk assessment should be based on the following considerations:

1. What are the hazards?
 2. Who might be affected by them?
 3. What safety measures need to be in place to reduce the risk to an acceptable level?
 4. Can the group leader put the safety measures in place?
 5. What steps will be taken in an emergency?
- A copy of the risk assessment form can be downloaded from the 'shared documents' folder: <G:\RHSCHOOL\RISK ASSESSMENTS>
 - Generic Risk Assessments are available, **but these should be amended to make them specific to age, group type, individual children and particular visit.**
 - The group leader should complete the RHS Risk Assessment form and give a copy to the Headmaster for approval at least **THREE** weeks before the visit.
 - Copies must also be given to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks; which should be read and signed to say they understand the implications.
 - The Group Leader must obtain site specific risk assessments for trips and visits.
 - The Group Leader must hold a meeting for the staff and accompanying adults to brief them of the arrangements, expectations and risks involved.

- Where appropriate a similar meeting should be held for parents to clarify the arrangements in place and to allow parents to ask questions of the Group Leader and staff.
- Frequent visits, for example, to the local swimming pool for pupils' lessons, do not need a risk assessment every time. A generic assessment of the risk involved in such visits will be made at the start of each year/or when a child joins the school.

Responsibilities for Visits

- **Teachers** and other **Staff** in charge of pupils have a common law duty to act as any reasonably prudent parent would do in the same circumstances. Only school staff may be involved in any intimate care of children, eg toileting, changing clothes, etc. Be aware of this when considering adults accompanying on trips, e.g. volunteers or parents.
- The **School Governors** must assess proposals for certain types of visits, which may include visits involving overnight stay or travel outside the UK.
- The **Headmaster** should ensure that the visits comply with the school's own health and safety policy and that the group leader is competent to monitor the risks throughout the visit.
- One person should be designated as the **group leader** and should have overall responsibility for the supervision and conduct of the visit and should have regard for the health and safety of the group. A deputy group leader could be created, especially for overnight trips, and this should be made clear to the pupils at the start of the trip.

Salaried Staff Responsibilities

- Pupils are the staff's responsibility throughout the entire trip and the Health and Safety of pupils must be safeguarded. It is the responsibility of the staff to maintain good order and behaviour.

- Where a trip involves boys and girls and an overnight stay is required, there must be male and female staff accompanying the group. This will not always be necessary on non-residential visits but should be taken into consideration.
- All trips must be **insured** and it is the leader's responsibility to check that the insurance is appropriate to the trip undertaken and approved by the **Bursar**. If necessary the advice of the school's Insurance company/solicitor will be sought if there are any queries.
- For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone with a pupil wherever possible.
- It is the **group leader's** responsibility to ensure that all participants within the group are clear about the intended learning objectives of the visit and expectations for behaviour and health and safety related matters.

Adult Helpers

- Consideration must be made, before approaching a parent, of their expected role on the visit and their suitability to fulfil this.
- If parents accompany a visit which includes their own child, where possible, place the adult with a group that does not include their child.
- The parent or adult helper must be checked as a suitable person through the Disclosure and Barring Service (DBS) see the **Bursar** for the appropriate forms.
- All adult members of the group should have a copy of the Risk Assessment and a full list of the children and their allocated supervisory role.
- If parents are expected to help complete written tasks or focus on particular aspects of a visit they must be briefed in sufficient time for them to understand the task and undertake any relevant reading.
- Non-salaried helpers should be seen to act with the teachers, but the teachers have the overall responsibility for the trip.

Adult: pupil ratio

- The ratio used should depend on the number of pupils involved and the appropriate experience of the staff.
- The responsibility of the ratio is delegated to the **group leader**.
- As a generic guideline the following ratios would be appropriate, but **group leaders** should assess the risks and consider an appropriate safe supervision level for their particular group and the activity.

Nursery and Reception	-	Ratio of 1:5
Lower School	-	Ratio of 1:8
Upper School	-	Ratio of 1:10
Trips abroad	-	Ratio of 1:8

- The ratio used should be checked with the insurance policy and, if in doubt, take more staff, so that a crisis, if it should arise, can be effectively managed and the Health and Safety of all the pupils is not put at risk.

Head Counts

- Whatever the length and nature of the visit, regular Headmaster counting of pupils should take place, particularly before leaving any venue.
- All supervisors should carry a list of pupils and adults involved in the visit at all times.
- The **group leader** should establish rendezvous points and brief pupils on what to do if they become separated from the group.

Dress

- School uniform is generally worn as it is easily identifiable. Other identifiable items could be used if the group leaders deem it necessary.

- In some circumstances appropriate home clothes may be worn.

Emergency Procedures

- In case of an emergency the **group leader** would usually take charge and would need to ensure that emergency procedures are in place and that back up cover is arranged.
- In the case of residential and overseas visits a pre-arranged school home contact (normally the Headmaster) must be appointed. This person's main role is to link the group with the school and parents and to provide assistance where necessary. The named person should have all the essential information about the visit.

Day Trips

- Contact the school office immediately on 0113 2752670. The call should be put through to the named **school contact** or Headmaster.
- Arrangements should be in place if the trip has to be abandoned and pupils need to be returned to school.

Residential/Overnight Trips.

- In the case of such trips the actual distance from school should be considered.
- During the school day contact the school office who will inform the Headmaster or **home contact**, but if out of normal school hours, inform the named **home contact** immediately or any of the Senior Leadership Team. Their numbers should be included in the trip pack. Relief and replacement staff, who they are and how many are available should have been planned beforehand.

Prior to the visit, the name, school and home telephone numbers of a **school home contact** should be identified. It is advisable to arrange a *second* school

home contact as a reserve. Contact lines may become busy in the event of an incident and in that case alternative numbers to ring would be useful.

The main factors for the **school home contact** to consider include:

- Ensuring that the **group leader** is in control of the emergency and establishing if any help is needed from the school base.
- Consider implementing the school's '**Critical Incident Policy**'
- **Contacting parents.** Details of parents' contact numbers need to be available at all time while the group is on the visit. The school contact should act as a link between the group and the parents. Parents should be kept as fully informed as possible at all stages of the emergency.

If an emergency occurs during a school visit the main factors to consider are:

- ☞ Establish the nature and extent of the emergency as quickly as possible
- ☞ Ensure that all members of the group are safe and looked after
- ☞ Establish the names of any casualties and get immediate medical attention for them
- ☞ Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedure
- ☞ Ensure that a teacher accompanies casualties to hospital (if required) and that the rest of the group are adequately supervised at all times and kept together
- ☞ Notify the police if necessary
- ☞ Notify the British Embassy/consulate if an emergency occurs abroad
- ☞ Inform the **school home contact** or school contact. The school contact number should be accessible at all times during the visit
- ☞ Details of the incident to pass on to the school should include:
 - Nature, date and time of incident

- Location of incident
- Names of casualties and details of their injuries
- Names of others involved so that their parents can be reassured
- Action taken so far
- Action yet to be taken and by whom
- ☞ Notify insurers, especially if medical assistance is required. This may be done through the **school home contact**
- ☞ Notify the provider/tour operator. This may be done through the **school home contact**
- ☞ Ascertain telephone numbers for future calls (do not rely on mobile telephones as they can be subject to technical difficulty).
- ☞ Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- ☞ Complete an accident report form as soon as possible
- ☞ **No-one in the group should speak to the media.** Media enquiries should be referred to a designated media contact within the Crisis Management Team.
- ☞ On return to school a full written report of the emergency should be made and given to the Headmaster or Governors within 24 hours if practicable

Transport

- The group leader should give careful thought to planning transport and the type of vehicle required.
- Coaches should be booked through the school office
- If a minibus is to be used, **TWO** adults should be present (one being the driver).
- The driver is responsible for the vehicle during the visit.
- The driver of the minibus must be appropriate in terms defined by the DfE – advice should be sought from the Bursar if uncertain.
- The mini-bus driver must have a valid driving licence and receive training. A rest period before driving is advisable

- The **group leader** should consider the level of supervision as part of the risk assessment
- If children are required to travel in a member of staff's car, parental permission must be sought beforehand and a child must not travel on their own with an adult member of staff.
- The member of staff must have the appropriate level of motor insurance to be able to carry Richmond House children.
- Children must only be transported by a member of staff to a school visit, unless in special circumstances, and agreed by the Headmaster beforehand, where a parent transports their own child.

Mechanical Problems

- If the problem is mechanical, and in the case of the mini-bus breaking down, then refer to the AA documents in the minibus.
- If the problem is with a hired bus the company will have its own procedures and this should be part of the planning of a trip, about what happens when a mechanical fault is detected and affects the trip.

Adventure Activities

- Leaders of adventure activity trips should heed all the above procedures and in addition the leader should check that the provider of the outdoor activity or residential activity has a current licence from the Adventure Activities Licensing Regulations (2004) if the activity involves caving, climbing, trekking, skiing or watersports plus all relevant DBS checks for staff are in place.
- Ideally an inspection trip should be made by staff before the trip is undertaken.
- The leader must inform the Activity instructors of any medical and behavioural problems before the trip commences. In the case of medical problems confidentiality must be maintained.

- The **group leader** should not permit any activity that has not been pre-arranged or any activity that he/she is unhappy with in respect of a possible unforeseen risk to Health and Safety. All staff and supervisors should air any concerns that they have with regard to the health and safety of the pupils with the group leader.
- Careful plans must also be made for any free time and for overnight supervision. The free time element should be assessed in the overall Risk Assessment.
- Someone must be on duty at all times and the pupils must be aware of who it is and how to contact them in case of an accident/emergency.
- Accommodation should be inspected and attention paid to fire exits, alarm systems and evacuation procedures and the pupils must be made aware of these.
- Security of the building and site should also be a concern and inspected beforehand.
- There should, by law, be a fire practice within 24 hours of arrival; if not, insist on one.
- Appropriate insurance cover is essential. Liaise with the **Bursar** about this and ensure that the company has the necessary cover.

Preparation Information for Organising a School Trip

(See Checklist)

- It is impossible to overstate the significance to the success and safety of a school trip of careful preparation.
- Successful safety planning depends largely on the **group leader** being able to foresee all the dangers and difficulties which could arise, and making plans to avoid them.
- Planning will also enhance the educational value of the trip and ensure its aims are achieved.
- The ability to identify potential dangers requires knowledge of the area that is to be visited and of each of the children being taken there.

- The **group leader** needs to know not only which children require special attention but also which of them can be given responsibility or trusted to use initiative.
- Part of the planning should deal with what happens when things go wrong. An emergency procedure is vital.
- Emergency procedures are just as important in activities not so readily identified as being hazardous. It is folly to take a group of children into town without having considered what to do if a child falls ill or becomes lost.
- Despite the fact that we repeat some visits each year it is a necessity that the risks are re-assessed each time – even when the **group leader** stays the same.
- Preparation will inevitably involve the children themselves and from the outset, the importance of good order and behaviour should be observed.
- Any list of rules that is drawn up during preparation should be made known to the group.
- The checklist will help identify points that should be considered.

Preparation is crucial; the safety and success of the whole trip depends on it. Advance planning reveals risks that can be avoided before departure, however, the group leader and accompanying staff must undertake a 'dynamic risk assessment' during the trip, to uncover any unacceptable level of risk the children may be exposed to. Altering plans that have been made is sometimes the only proper and responsible decision to make.

Farm Visits

Group leaders should check the provision at the farm to ensure that –

- ☞ Eating areas are separate from those where there is any contact with animals
- ☞ There are adequate clean and well-maintained washing facilities

Ensure that

- ☞ There is clear information for visitors on the risks and the precautions to take
- ☞ There is adequate trained adult supervision whenever children can come into contact with animals and need to wash their hands
- ☞ All children wash their hands thoroughly immediately after touching animals and before eating or drinking
- ☞ Footwear is cleaned (if required) and hands are washed on leaving the farm

Never let pupils

- ☞ Place their faces against the animals
- ☞ Put their hands in their own mouth after touching or feeding the animals
- ☞ Eat or drink while going around the farm
- ☞ Eat or drink until they have washed their hands
- ☞ Sample any animal foodstuffs
- ☞ Drink from farm taps (other than in designated public facilities)
- ☞ Touch animal droppings
- ☞ Ride on tractors or other machines
- ☞ Play in the farm area, or in other areas that are out of bounds

First Aid

- First aid provision should always form part of the risk assessment of any visit
- There must be at least one suitably qualified first aid person. If a trip involves Early Years children, a member of staff must have a paediatric or Early Years First Aid qualification. All members of the party, including children, should be aware of who this is.

- A suitably stocked first aid box must be taken and the member of staff responsible should be aware of any children who have specific needs.
- In the case of residential trips, a medical record log should be kept of any medicines given during the stay. The information should include the name of the person it was administered to; time and date; type of medicine and quantity.

Visits Abroad

All of the advice within this booklet applies to visits abroad, but there are additional factors which also need to be considered.

- Before using a tour operator the group leader should ensure that it is reputable. Ascertaining this should form part of the risk assessment.
- If possible, an exploratory visit to the location should be made. If this is not possible then the group leader must gather as much information as possible on the area and facilities to be visited.
- A minimum ratio of 1 : 8 should be observed, but there must always be enough adults in the group to cover an emergency.
- The group leader should ensure that all members of the group have valid passports and visas (where appropriate) in the early stages of planning the trip.
- Photocopies of the group's passports should be taken for emergency use.
- Consideration should be given to the nationality of each of the participants on the trip, especially with regard to the possible use of separate passport control channels, from the rest of the group.
- For travel abroad, comprehensive medical insurance needs to be included in the package (see below). The EHIC (or post Brexit alternative) should be applied for and taken on all European trips.

- One of the adults within the group should be able to speak and read the language of the visited country, or at least know enough to hold a basic conversation and know what to say in an emergency.
- Many health problems of pupils on longer visits are caused by lack of food, liquid or sleep. The group leader should take this into account at the planning stage and take measures for preventing these risks.
- It is advisable to have a teacher/home contact with a valid passport, who could go to the area being visited in order to provide support to the group in the event of an emergency.
- When travelling by air, the group leader should resist any attempt by the airline to split the group between different aircraft.
- A check list of relevant paperwork which should be taken by the group leader and a copy of the information should be retained at school.

Insurance cover

Copies of the insurance documents can be obtained from the Bursar and the trip leader is responsible for obtaining a copy before the trip.

- Insurance group: **The school has insurance** and will cover for the following: personal accident, travel, property, money, cover from leaving home/school to returning to school/home and a 24hr emergency telephone number. **Please see the bursar for information.**



Signed (Headmaster):



Chair of Governors