



# High March

## EDUCATIONAL VISITS POLICY

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This policy applies to the Early Year Foundation Stage, Key Stage 1 and Key Stage 2

### Useful Websites

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

<http://www.hse.gov.uk/services/education/school-trips.pdf>

# HIGH MARCH

## EDUCATIONAL VISITS POLICY

### Rationale

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good primary practice. We arrange day trips to a variety of museums, theatres, and activity centres, as well as to local Churches and supermarkets. Residential trips within the UK and abroad are also undertaken.

### Purposes

Educational Visits can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum.

Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

### Guidelines

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils.

The following guidelines support the planning and implementation of educational visits.

## 1. Responsibilities

### a) Headmistress and the Educational Visits Co-ordinator (EVC)

The Educational Visits Co-ordinator (EVC) is Mrs Kate O'Shaughnessy, the Deputy Head (Curriculum). The Headmistress oversees the work of the EVC who will endeavour to ensure that:

- A suitable Group Leader has been appointed.
- All necessary actions have been completed before the visit begins. (This applies even when the Headmistress is not going on the visit).
- The risk assessment is complete and that it is safe to make the visit.
- Training needs have been met.
- The Group Leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively.
- The Group Leader has relevant skills, qualifications and experience if acting as an instructor, and knows the location of the activity.
- All supervisors on the visit are appropriate people to supervise children and have appropriate clearance. (See Appendix 2)
- The governing body has approved the visit if necessary.
- Parents have given written consent either for the specific visit or within a blanket permission given in the pupil's Parental Consent and Contact Details Form.
- Arrangements have been made for all the medical needs and special educational needs of all the children.
- The mode of travel is appropriate.

- Travel times out and back are known.
- There is adequate and relevant insurance cover.
- The School Office has the address and phone number of the visit's venue and have a contact name.
- The School Office has the names of all the adults and pupils in the travelling group, and the contact details of parents and the staff's and next of kin.
- The visit's venue has confirmed that it is GDPR compliant.

#### **b) Group Leader**

One teacher, the Group Leader, is responsible overall for the supervision and conduct of the visit, and should have been appointed by the Headmistress. For visits involving EYFS children a paediatric first-aider will be in attendance. The Group Leader should:

- Appoint a deputy.
- Be able to control and lead pupils of the relevant age range.
- Be suitably qualified if instructing an activity and be conversant in the good practice for that activity if not.
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.
- Undertake and complete a comprehensive risk assessment.
- Have regard to the health and safety of the group at all times, including having full details of any individual pupil requirements and be responsible for ensuring any required medication is carried safely and instructions on use are understood. Eg adrenaline pens, inhalers etc. (See Appendix 2)
- Know all the pupils proposed for the visit to assess their suitability.
- Observe the guidance set out for teachers and other adults below.
- Ensure that pupils understand their responsibilities (see responsibilities of pupils below).

#### **c) Other teachers and adults involved in a visit**

Teachers on school-led visits act as ambassadors of the Governing Body. They will therefore be acting in the course of their normal employment during their normal hours. If some of their time on the visit falls outside normal hours they will continue to represent the School and will be working with the express and implied agreement of the Headmistress on behalf of the School.

Teacher and other adults on the visit must:

- Do their best to ensure the health and safety of everyone in the group.
- Care for each individual pupil following School policy.
- Follow the instructions of the leader and help with control and discipline. Non-teachers may only have sole charge of a group of pupils by agreement with the Headmistress and following thorough preparation and agreement on adult:child ratios.
- Consider stopping the visit or the activity if they reasonably consider the risk to the health or safety of the pupils in their charge is unacceptable.

#### **d) Responsibilities of pupils and pupils' behaviour**

The Group Leader should make it clear to pupils that they must:

- Not take unnecessary risks.
- Follow the instructions of the leader and other adults.
- Dress and behave sensibly and responsibly.
- Look out for anything that might hurt or threaten anyone in the group and tell the Group Leader about it.

- Should not undertake any task that they fear or that they think will be dangerous.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways.

### e) Parents

The Group Leader should ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions for longer visits.

The Group Leader should also tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct.

Special arrangements may be necessary for parents for whom English is a second language;

Parents must:

- Provide the Group Leader with emergency contact number(s).
- Provide written consent.
- Give the Group Leader relevant information about their child's health which might be relevant to the visit.

## 2. Planning off-site visits

Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them.

The Headmistress is responsible for overseeing the planning of all off-site visits. In practice, the detailed planning is delegated to the organiser of the visit or the Group Leader, but the Headmistress must be satisfied that the person planning the visit is qualified to do so and has the necessary experience.

The Educational Visits Co-ordinator or Group Leader must agree all plans with the Headmistress.

### a) Risk Assessment

A Risk Assessment must always be carried out before setting off on a visit, using the School's Risk Assessment Form (Appendix 3). The Risk Assessment will decide the adult:child ratio for each visit. (See Guidance under 'Supervision'). The Risk Assessment should include the following considerations:

- What are the risks?
- Who is affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the Group Leader guarantee that these safety measures will be provided?
- What steps will be taken in an emergency?
- What is the acceptable ratio of adults to children for this visit? (See section on

Supervision.)

- Has the venue confirmed that it is GDPR compliant?

The Group Leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if pupils are in danger.

The Group Leader should take the following factors into consideration when assessing the risks:

- The type of activity and the level at which it is being undertaken.
- The location.
- The competence, experience and qualifications of supervisory staff.
- The group members' age, competence, fitness and temperament.
- Pupils with special educational or medical needs.
- The quality and suitability of available equipment.
- Seasonal conditions, weather and timing.
- If pupils are taken to an activity centre, then the Group Leader must check the provider holds the required licenses from The Adventure Licensing Regulations 2004. Activities covered under these regulations include caving, trekking, climbing and watersports.

#### **b) Exploratory visit**

Wherever possible the Group Leader should undertake an exploratory visit to:

- Ensure that the venue is suitable to meet the aims and objectives of the school visit.
- Assess potential areas and levels of risk.
- Ensure that the venue can cater for the needs of the staff and pupils in the group.
- Ensure that the Group Leader is familiar with the area before taking a party of young people.

If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness for the visiting group. In addition, it may be worth seeking views from other schools who have recently visited the venue. In some cases, such as when taking walking parties to remote areas, it may be appropriate to obtain local information from the Tourist Boards.

#### **c) First Aid**

First Aid provision should be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad it is essential to have at least one trained first-aider in the group, and that the provider has suitable access to full first aid facilities. The Group Leader should have a working knowledge of first aid and all adults in the group should know how to contact emergency services.

The minimum first-aid provision is:

- A fully qualified first aider amongst the School staff attending the visit who will be in charge of first aid arrangements.
- In the case of visits involving EYFS children, a paediatric first aider must be in attendance.
- A High March trips first-aid kit. These kits are checked and restocked before and after each trip by the School Nurse.

First-aid should be available and accessible at all times. If a first-aider is attending to one member of the group, there should be adequate first-aid cover for the other pupils. The Headmistress should take this into account when assessing what level of

first-aid facilities will be needed. The contents of the first-aid kit will depend on what activities are planned.

## 2. Supervision

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. The factors to take into consideration include:

- Sex, age and ability of group.
- Special needs pupils.
- Nature of activities.
- Experience of adults in off-site supervision.
- Duration and nature of the journey.
- Type of any accommodation.
- Competence of staff, both general and on specific activities.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly.

### a) Ratios

As general guidelines, the following ratio of adults to children should be used:

Nursery and Early Years, visits off-site may be as low as:	1:2
Key Stage One, visits off-site on foot:	1:10
Key Stage One, visits off site involving public transport:	1:6
Key Stage Two, visits off-site on foot:	1:20
Key Stage Two, visits off-site involving public transport:	1:15
Trips abroad eg. Ski Trip; French Trip	1:10
Residential Trips eg. Manor Adventure	1:10

Any visits off-site on foot or involving public transport should have a minimum of two, but preferably three adults accompanying the visit. This is to ensure sufficient supervision is in place in case of an emergency.

Regardless of these suggested ratios, each visit will be assessed individually through the school's risk assessment procedure for educational visits.

Where there is more than one adult supervisor, a Group Leader, who has authority over the whole party, should be appointed.

Where a high adult: pupil ratio is required, it is not always feasible to use school staff alone. Parents or other adults with appropriate clearance may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group.

### b) Vetting Checks

The Group Leader must check with the venue and indicate on the Outings Form (Appendix 1) whether the staff that will be working with the children at the venue have been DBS checked.

The Group Leader must list the names of all parent and volunteer helpers on the Risk Assessment Form for the outing (Appendix 3). If undertaking regulated activity, parent and volunteer helpers must have a valid DBS check. For residential trips, or trips involving

an overnight stay, all parent and volunteer helpers must have a valid enhanced DBS disclosure certificate. In the majority of cases the activity will be unregulated (helpers will be supervised at all times not involved in personal care) and the Group Leader must risk assess to ensure there will not be any unsupervised access to any of the children on the trip by the parent or volunteer.

All adult supervisors, including School staff and parent / volunteer helpers must understand their roles and responsibilities at all times. In particular, all supervisors should be aware of any pupils who may require closer supervision, such as those with special needs or those with behavioural difficulties. Teachers retain responsibility for the group at all times.

For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone in a one to one situation with a pupil.

The Group Leader must ask all parent and volunteer helpers kindly to adhere to the following guidance regarding the taking of photographs on school outings:

- Do not distribute or publish photographs and videos if they include any children other than your own. This includes the posting of images and videos on social networking websites such as Facebook and video sharing websites such as YouTube. Do observe the terms of the School's Mobile Phone and Images Policy
- Be courteous and do not let your enthusiasm for photography spoil the event for others.

#### **c) Qualifications**

If the School is leading an adventure activity, such as canoeing, the Governing Body must ensure that the Group Leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. Qualifications can be checked with the National Governing Body of each sporting activity.

#### **d) Safety**

Whatever the length and nature of the visit, regular head counting of pupils should take place. The Group Leader should establish rendezvous points and tell pupils what to do if they become separated from the party.

### **4. Preparing Pupils**

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed. The lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety.

Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

#### **Participation**

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit they should not be coerced into activities they fear.

Pupils whose behaviour is such that the Group Leader is concerned for their, or others' safety, should be withdrawn from the activity. On residential visits the Group Leader should consider whether such pupils will return home early.

### **Information to pupils**

It is for the Group Leader to decide how to provide information, but they should be satisfied that the pupils understand key safety information. Pupils should understand:

- The aims and objectives of the visit / activity.
- Background information about the place to be visited.
- How to avoid specific dangers and why they should follow rules.
- Why safety precautions are in place.
- Why special safety precautions are in place for anyone with disabilities.
- What standard of behaviour is expected from pupils.
- Who is responsible for the group.
- What to do if approached by a stranger.
- What to do if separated from the group.
- Emergency procedures.
- Rendezvous procedures.

### **Transport and pupils**

Pupils using transport on a visit should be made aware of basic safety rules including:

- Arrive on time and wait for the transport away from the road, track, etc.
- Do not rush towards the transport when it arrives.
- Wear your seatbelt and stay seated while travelling on transport.
- Make sure your bags do not block aisles on the transport.
- Never attempt to get on or off the moving transport.
- Never throw things out of the transport vehicle's windows.
- Never get off a vehicle held up by traffic lights or in traffic.
- Never run about while transport is moving or pass someone on steps or stairs.
- Never kneel or stand on seats or otherwise impede the driver's vision.
- Never distract or disturb the driver.
- Stay clear of automatic doors / manual doors after boarding or leaving the transport.
- After leaving the vehicle, always wait for it to move off before crossing the road.
- If you have to cross roads to get to the transport always use the Green Cross Code.
- If you feel unwell while travelling, tell a teacher or the person who is otherwise responsible for the group.

### **Pupils with special educational and medical needs**

The Headmistress will not exclude pupils with special educational or medical needs from school visits. Every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

## **5. Communicating with Parents / Guardians**

Parents need to be aware that the teachers on the visit will be acting in their place – 'in loco parentis' – and will be exercising the same care that a prudent parent would. The following information on matters that might affect pupils' health and safety is useful to parents, and will be included in a letter to parents / guardians prior to a visit:



- Dates of the visit.
- Times of departure and return.
- Mode(s) of travel including the name of any travel company.
- Details of accommodation with security and supervisory arrangements on site.
- Names of leader, or other staff and of other accompanying adults.
- Visit's objectives.
- Details of the activities planned and of how the assessed risks will be managed.
- Insurance taken out for the group as a whole in respect of luggage, accident, cancellation and medical cover. Any cover should be arranged by the parents, if appropriate, will be requested.
- Clothing and equipment to be taken.
- Amount and currency of any money to be taken.
- The information to be given by parents and what they will be asked to consent to.

### Parental consent

Parental consent must be sought for all off-site visits. If parents withhold consent absolutely the pupil should not be taken on the visit, but the curricular aims of the visit should be delivered to the pupil in some other way, wherever possible. If the parents give a conditional consent the Headmistress will need to consider whether the child may be taken on the visit or not. The School will request blanket written permission from parents for their children to participate in all outings and workshops with visiting groups for the duration of their tenure at High March. Parents are referred to the terms of the Parental Consent and Contact Details Form and to the School's Privacy Notices for Pupils and Parents.

## 6. Planning Transport

The Bursar, in conjunction with the EVC, is responsible for ensuring that coaches and buses are hired from a reputable company. Professional operators of buses and coaches are legally required to be licensed. Schools using operators to transport pupils should ensure that the operators have the appropriate public service vehicle (PSV) operators' licence. When booking transport, the Bursar should ensure that seat belts are available for pupils. Whilst seat belts must be fitted on coaches which carry groups of children, they are not legally required on buses. Coaches fitted with 3-point seatbelts are to be requested for all trips.

If any of the group use a wheelchair, the Group Leader should ensure that transport used has appropriate access and securing facilities. It may be appropriate to use portable ramps.

Drivers of any vehicle must ensure that they have the correct entitlement on their licence.

The Group Leader, with reference as necessary to the EVC must give careful thought to planning transport. The main factors to consider include:

- Passenger safety.
- The competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid licence.
- Number of driving hours required for the journey and length of the driver's day (including non-driving hours).
- Whether more than one driver is needed to avoid driver fatigue.

- Type of journey - will the visit take place locally or will it include long distance driving i.e. motorways?
- Traffic conditions.
- Contingency funds and arrangements in case of breakdown/emergency.
- Appropriate insurance cover.
- Weather.
- Journey time and distance.
- Stopping points on long journeys for toilet and refreshments.
- Supervision.
- The driver is responsible for the vehicle during the visit.

### Seat belts

All minibuses and coaches which carry groups of three or more children aged between 3 and 15 years inclusive must be fitted with a seat belt for each child. The seats must face forward and seat restraints must comply with legal requirements. The Group Leader or another delegated supervisor should check that all pupil seat belts are fastened.

### Supervision on transport

The level of supervision necessary should be considered as part of the risk assessment for the journey. The Group Leader is responsible for the party at all times including maintaining good discipline.

The driver should never be responsible for supervision. All group members should be made aware of the position of the emergency door and first-aid and anti-fire equipment on transport. The Group Leader should also be aware of alternative routes or means of travel in the event of delay or cancellation.

Factors that the Group Leader should consider when planning supervision on transport include:

- Level of supervision that will be necessary on double-decker buses/coaches - one supervisor on each deck should be appropriate in normal circumstances.
  - a. Safety when crossing roads as part of the journey.
  - b. The Group Leader should ensure that pupils know how to observe the safety rules set out in the Highway Code and the Green Cross Code.
  - c. Pedestrian crossings and traffic lights or footbridges should be used to cross roads, whenever possible.
  - d. Safety on buses, trains, ferries and boats – the Group Leader should make clear to pupils how much or little freedom they have to ‘roam’.
  - e. Appropriate supervision and discipline should be maintained at all times. Pupils should also be made aware of what to do in an emergency and where emergency procedures are displayed.
  - f. Safety of pupils whilst waiting at pick-up and drop-off points and when getting on or off transport, particularly when using UK vehicles abroad.
  - g. Pupils should be made aware of safety rules and expected standards of behaviour.
  - h. Safety of the group in the event of an accident or breakdown the group should remain under the direct supervision of the Group Leader or other teachers wherever possible.
  - i. Head counts, by the Group Leader or another delegated teacher or supervisor, should always be carried out when the group is getting off or onto transport pupils should be made aware that they are not allowed access to the driving area at any time.
  - j. Group members should be made aware that travel sickness tablets should

only be administered to a pupil with previous authorisation from the parents.

### **Private cars**

Any member of staff transporting a pupil in their own vehicle must have a valid driving licence for the vehicle concerned, be duly insured by their insurance company for Business Use, and the vehicle must have a valid MoT certificate (where applicable). Any parent transporting any pupil at the request of the School (rather than under a private arrangement between the parents), must have DBS clearance.

### **School minibus driver (see Appendix 5 Minibus Policy)**

The minibus driver is responsible for the vehicle during the visit and must be competent to drive a minibus and have an appropriate valid driving licence.

Where appropriate, the EVC should ensure that teachers driving school minibuses have a rest period before driving.

Minibus drivers must always adhere to transport Regulations.

The minibus driver must:

- Not drive when taking medication or undergoing treatment that might affect their ability or judgement.
- Know what to do in an emergency.
- Know how to use firefighting and first-aid equipment.
- Avoid driving for long periods and ensure that rests are taken when needed.
- Clarify and comply with transport regulations and the requirements of the vehicle's insurance cover.
- Take into consideration the effects of teaching and the working day.
- Have regular medical checks e.g. eyesight.

### **Maintenance and checks of the School Minibuses**

The Bursar, on delegation from the Headmistress will be responsible for the school minibuses and reports to the Headmistress, EVC and Directors as appropriate any issues arising in connection with the School minibuses. The Bursar will arrange for regular maintenance checks to be carried out on the minibuses. A formal termly maintenance check is recorded prior to the commencement of each term. Periodic checks on the vehicles' condition are also carried out during the course of the term.

The Bursar should:

- Check the vehicles' condition on a regular basis.
- Ensure proper servicing by a reputable garage.
- Maintain the service history, insurance and other relevant documents.
- Check with the Headmistress before allowing anyone not so authorised to drive the vehicles.
- Ensure that any member of staff driving the minibuses are competent and have undertaken suitable training as required.
- Always be informed before staff wish to use the School minibuses.

### **Breakdown Policy**

In the event of a breakdown or mechanical problem with the minibuses whilst it is being used away from School, and recovery or assistance is required, the following procedure should be adopted:

- Call 020 3564 4444 Ford Assistance.
- Provide the registration number of the minibus.
- Advise the operator of the location of the minibus and the nature of the fault.
- If there are pupils in the minibus, let the operator know this too, as it should elicit a quicker response.
- Assistance and/or recovery will be provided.
- Call the School Office

A laminated copy of these procedures is kept in the driver's door compartment of the minibuses should it be required.

### **Travel Guidelines**

In advance of the trip, pupils should be given clear safety instructions. These will vary according to the nature of transport used, but in general pupils should not attempt to board or alight from a moving vehicle or open doors while the vehicle is moving. They should not lean out of windows or throw anything from a window or door. On boats they should walk, not run or lean over the rails on deck. They should not run about on either a train or coach or climb on seats. On coaches they should always remain seated facing the front with a seat belt fastened, and there should be a seat for each pupil.

In countries where vehicles drive on the right-hand side of the road, pupils should be reminded to be particularly careful when alighting from a coach or crossing the road.

According to circumstances the Group Leader will decide whether singing and/or eating may be permitted. In all cases the Group Leader should be provided with a litter bag in which to collect rubbish at the end of a trip, and be provided with a "sick" bag. Suitable toilet and refreshments stops should be arranged. Rush hour travel should be avoided and reservations made in advance, where possible.

If a large group of pupils is involved in walking any distance, there should be an adult at the rear of the group which should stop at all road crossings. Generally it is best to walk in "crocodile" unless older pupils and small numbers are involved. Groups should always be checked and a roll taken before the coach/train/boat/plane departs.

More detailed suggestions concerning instructions to be given to pupils for rail, and coach travel follow:-

### **Travel Instructions**

#### **Rail Travel**

Accident prevention instructions should be given to the children in advance and strictly enforced on the journey:

- Keep well away from the edges of platforms.
- Do not interfere with platform trolleys: they can cause injury and, if they run on to the line, a serious accident.
- Keep away from lifts not intended for passengers.
- Never attempt to get on or off a moving train.
- Stow rack luggage with care: heavy luggage must be put in the luggage van, not in corridors.

- Do not touch door catches when the train is in motion.
- Do not lean out of windows or throw anything from them.
- Do not run along corridors or climb on seats.
- Use the handrail when walking along corridors: trains can lurch and sway.
- Do not carry hot liquids from the buffet car to compartments.
- Do not drink water from taps on trains unless labelled “drinking water”.
- Never open doors before the train stops: they are heavy and could seriously injure or kill people on the platform.
- In some areas stations have no recognisable platforms: be careful when alighting, and only cross the lines at authorised points.

### Coach Travel

The following accident prevention instructions for coach travel apply equally to travel by local public bus services:

- Never attempt to get on or off a moving vehicle.
- Use handrails, especially when carrying luggage.
- Stow rack luggage carefully: heavy articles must be put in the boot or on the floor.
- Do not put your head or arms out through a bus window.
- Do not throw anything from windows.
- Do not stand and never run about in a moving bus or coach: a sudden stop or swerve may cause a heavy fall.
- Do not talk to the driver - except in an emergency.
- Do not pass on steps or stairs.
- Fasten belts or coats that might get caught in seats as you get off.
- Never get off a vehicle held up by traffic lights.
- After leaving the coach or bus, wait for it to move off before you cross the road.
- Make sure that all litter is removed from the coach at the end of the visit.
- Always wear the seatbelt provided.

### Other Tips

- Ensure pupils/staff know the precise location of the coach, its colour and the carrier’s name.
- Pupils are never to go away from the public areas - whether invited or not - unless accompanied by a member of staff.
- Pupils are never to wander alone.
- Pupils are never to carry anything for anyone else through customs.
- Staff should be available at an easily identified location.
- Pupils should return promptly to the coach (if appropriate) as soon as instructed to do so.
- If, on foot, pupils should be registered before disembarkation at a pre- arranged point. This will prevent them from being swallowed up in the general stampede to be first off.
- Pupils should be warned not to touch or tamper with a ship’s equipment
- - it may be there for safety reasons and could be dangerous.
- Possessions should be packed away from gangways to avoid obstruction and should NOT be left unattended.

### Insurance

The School holds a Commercial Combined Insurance Policy with the Ecclesiastical Insurance Company. The School’s insurance brokers, Stackhouse Poland, have confirmed that the liability cover provided under the policy extends to include school trips subject to

appropriate risks assessments being completed, recorded and retained. In some instances insurers would look to rely on third party Public Liability insurance, for example, in respect of trips involving adventure activities.

## Types of Visit

### a) Residential Visits

#### Hostels and Hotels

- The Group Leader should ideally have adjoining rooms with staff quarters next to the young people's – we will endeavour to obtain a floor plan of the rooms reserved for the group's use in advance.
- If pupils' rooms are on more than one floor we will aim to have a member of staff on each floor.
- The immediate accommodation area should be exclusively for the use of the group.
- Access by staff to student rooms must be available at all times.
- Separate male and female sleeping areas for pupils and adults.
- Ensure that the whole party are aware of the lay-out of the accommodation, its fire precautions / exits, its regulations and routing, and that everyone can identify key personnel.
- Security arrangements – where the reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visitors.
- Ensure that locks / shutters etc. work on all the rooms used by the group.
- Storage of clothes, luggage, equipment etc., particularly safekeeping of valuables.
- Adequate lighting – it is advisable to bring a torch.
- Provision for sick, disabled pupils or those with special needs.
- Safety in rooms (electrical connections, secure balconies).
- Recreational accommodation / facilities for the group.

### b) Coastal Visits

Group Leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming. The Group Leader should bear the following points in mind in the risk assessment of a coastal activity:

- Tides and sandbanks are potential hazards so timings and exit routes should be checked.
- Ensure group members are aware of warning signs and flags.
- Establish a base on the beach to which members of the group may return if separated.
- If the group is split into smaller groups, the Group Leader must be kept informed where each group is going .
- Pupils must never go off alone or if in groups, without a supervising adult.
- Look out for hazards such as glass, barbed wire and sewage outflows etc.
- Some of a group's time on a beach may be recreational. Group Leaders should consider which areas of the terrain and sea are out of bounds.
- Cliff tops can be highly dangerous for school groups even during daylight. The group should keep to the path at all times. Group Leaders should consider whether it is safe for pupils to ride mountain bikes on coastal paths.

### c) Swimming

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group.

Swimming in the sea on a coastal visit, will **not** be allowed for High March children. Paddling will only be allowed as part of a supervised activity, preferably in recognised bathing areas which have official surveillance. Pupils should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance. Where paddling is to be allowed on a visit, a ratio of 1 adult:4 children is a minimum.

### d) Farm Visits

The School recognises that farms can be dangerous even for the people who work on them. Taking children to a farm will be very carefully planned, and the risks to be assessed should include those arising from the misuse of farm machinery and the hazards associated with E-coli 0157 food poisoning and other infections.

The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare; and that it maintains good washing facilities and clean grounds and public areas. An exploratory visit should be carried out.

The basic rules for a farm visit will be:

Never let pupils:

- Place their faces against the animals or their hands in their mouths after feeding them.
- Eat until they have washed their hands.
- Sample any animal foodstuffs.
- Drink from farm taps (other than in designated public facilities).
- Ride on working tractors or other machines.

For further details refer to Appendix 2 – HSE Information Sheet – Avoiding ill health at open farms – Agriculture Information Sheet 23 Supplement (revised)  
- Advice to Teachers.

### e) Mountain Walking

- All pupils should have boots or shoes which support the foot and have ridged soles (i.e. not trainers, loafers or Wellington boots with smooth soles).
- Rainproof clothing, including a hood, should always be taken on a walk.
- The leader should carry a first aid kit, emergency rations and a groundsheet. One adult should be at the head of each group of walkers and another should bring up the rear.
- The leader should check the weather report for the day to make sure that conditions are suitable, and leave details of the route and expected time of return with a responsible adult who is not going on the expedition and who would take action if the party did not return within a reasonable time. The leader and deputy leader should both carry ordinance survey maps of the area, a compass, a torch and a spare battery and bulb, spare warm clothing, an exposure bag and a whistle.

The Party Leader should have a Mountain Leadership Certificate if rough country is involved.



## **f) Visits Abroad**

Travelling abroad can be hugely rewarding for pupils and adults alike, but it is important that careful preparation takes place.

Two residential trips abroad are usually arranged, namely a Ski Trip, and a trip to France. Specialist companies are used for these visits.

### **Briefing meeting for parents**

Parents are given the opportunity to meet the teachers and others who will be taking the pupils on any residential trip whether within the UK or abroad.

### **Vaccinations**

The Group Leader should find out whether vaccination is necessary and ensure that all members of the group have received it in good time and also check whether the country to be visited requires proof of vaccination.

### **Insurance**

The Group Leader must ensure that the group has comprehensive travel insurance.

### **Travel Documents**

The Group Leader should ensure that all members of the group have valid passports and visas (if appropriate) in the early stages of planning the trip.

Photocopies of the group's passports should be taken for emergency use. Otherwise there can be problems if someone other than the designated leader has to accompany an injured pupil back to the UK.

The Group Leader should ensure that they obtain and take with them:

- Travel tickets, passports and visas. It is also advisable to carry a separate list of the numbers of any travel documents/passports, and photocopies of all the group's documents in a sealed waterproof bag.
- A copy of the contract with the centre/hotel etc, if appropriate.
- Medical papers e.g. EHIC card, significant medical histories plus any medication.
- Parental consent forms and permission for Group Leader to authorise emergency treatment on parental behalf.
- The phone numbers and addresses, at home and in school, of the Headmistress and of the School contact.
- The names of parents and the addresses and telephone numbers at which they can be contacted (home and workplace), plus the pupil's emergency contacts if the parents cannot be contacted.
- Copies of a list of group members and their details.
- Details of insurance arrangements and the company's telephone number.
- The name, address and telephone number of the group's accommodation.
- Location of local hospital/medical services.

The Group Leader will ask parents for passport size photographs of the pupils. It might be useful to have photographs of the adults in the group as well.

### **Information retained at the School**

Full details of the visit should be retained at school while the visit is in progress. This should include:

- The itinerary and contact telephone number/address of the group.
- A list of group members and their details.



- Contact names, addresses, telephone numbers of the parents and next of kin.
- Copies of parental consent forms.
- Copies of travel documents, insurance documents, medical papers.
- A copy of the contract with the centre/hotel etc, if appropriate.

It is the Headmistress's or Bursar's responsibility to ensure this information is available at all times. This is particularly important if the visit takes place when the School is closed. All this information is processed in accordance with the principles of GDPR and data protection legislation as amended from time to time.

It is advisable to have a teacher/contact at home with a valid passport, who could go to the area being visited to provide support to the group in the event of an emergency.

### **Travel by air**

Taking a school group on an aircraft requires careful planning and preparation. The airline/travel agent will be able to advise on particular requirements.

If the group includes any members with disabilities, it is advisable to check that the airline has a wheelchair service and lifting facility etc, if appropriate. The Group Leader should resist any attempt by the airline to split the group between different aircraft.

## **Emergency Procedures**

### **a) Accidents and Emergencies**

#### **General**

Members of staff in charge of pupils during a trip or visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Members of staff should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

Emergency procedures are an essential part of planning a school visit. If an accident happens, the priorities are to:

- Assess the situation.
- Safeguard the uninjured members of the group.
- Attend to the casualty.
- Inform the emergency services and everyone who needs to know of the incident.

### **b) Who should take charge in an emergency?**

The Group Leader should usually take immediate charge in an emergency, and should ensure that emergency procedures are put in place and that back up cover is arranged. If a tour operator is being used, then the Group Leader should liaise with its representative.

The nominated senior member of staff must be contacted as soon as possible. The nominated senior member of staff provides the link between the Group Leader and the School in an emergency and must have previously been given all necessary information about the trip. The nominated senior member of staff will, depending on the scale and severity of the emergency, establish an emergency incident team at the School and will usually handle

communications with parents, other concerned parties. Any media contacts should be referred to the Head and the Bursar's Office.

### **c) Emergency procedures framework**

All those involved in the school trip, including supervisors, pupils and their parents, should be informed of who will take charge in an emergency, of who will provide backup cover and what they are expected to do in an emergency.

#### d) **Emergency procedures framework during the trip**

If an emergency occurs on a school trip, the main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that all 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 procedures.
- Ensure that a member of staff accompanies casualties to hospital 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 nominated senior member of staff. The telephone number of the nominated senior member of staff should be available at all times during the visit.
- In the event that the nominated senior member of staff is unreachable, then the home contact should be informed and asked to keep trying to contact the nominated member of staff, thereby enabling the Group Leader and other accompanying staff to concentrate their efforts at the scene of the emergency.
- 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 parents can be reassured; action taken so far; action yet to be taken (and by whom). any change or addition to contact telephone numbers already advised;
- The nominated senior member of staff will notify insurers.
- Ascertain landline telephone numbers for future calls. Mobile phones, though useful, can be subject to technical difficulties, and should not replace usual communication procedures.
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any evidence.
- Keep a written account of all events, times and contacts after the incident.
- Complete an accident report form as soon as possible. The nominated senior member of staff will provide the form.
- No one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this causes distress to their families. Media enquiries should be referred to the nominated senior member of staff at the School.
- No one in the group should discuss legal liability with other parties. Furthermore, under no circumstances should anyone make a statement to the press or any admission of liability for any occurrence other than on legal advice. You should make a written record of oral legal advice – including name, address, date and time. Subject to the laws of the country concerned, statements to the Police, Customs & Excise or other officials should only be made in the presence of a lawyer, appointed by the School or its insurers, and on his/her advice. This applies equally to oral and to written statements.
- 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.

### **e) Emergency procedures framework for school base**

The nominated senior member of staff will be aware of the School's Critical Incident Plan and will act accordingly.

## **GUIDELINES FOR DAY VISITS CHECKLIST FOR ORGANISER**

### **INFORM**

- Headmistress and EVC. Letters, dates and coach quotes well in advance.
- Parents by letter.

### **ORGANISE**

- Relief playground duty if appropriate.
- Collect first aid kit.
- Check asthma inhalers or any other medical requirements (e.g. epi- pens; diabetic etc.)
- Take cheque for payment if required.
- Check packed lunches if appropriate.
- Specialist / suitable clothing.
- Pencils / paper / clipboards if required.
- Emergency contact lists if appropriate.
- Check one pupil to a seat
- Inform parents if expected back later than end of School.
- Class teacher to be free of group if possible to cope with any crises.
- Adult helpers if required – minimum ratios adhered to; appropriate Safeguarding checks and arrangements in order plus guidance to helpers.
- Mobile telephone to contact School Office in the event of difficulties / delay.
- Seek confirmation from visit venue that it is GDPR compliant.

### **HEALTH AND SAFETY GUIDELINES**

- Be familiar with the Accidents and Emergencies Procedure.
- Risk Assessment completed.
- Ensure one seat to each pupil on transport - seat belts to be used if provided.
- If using a minibus, seat belts must be fitted and used and the Minibus procedures set out above must be adhered to.
- Adult helpers must be given a list of pupils for whom they are responsible.
- Pupils must know which group they are in.
- Dependent upon the location and nature of the visit, pupils in the Foundation Stage may wear a label with their teacher's mobile number on it.
- First aid kit must be taken.
- Check named emergency medicines are with pupil or designated member of staff.
- One teacher should try, where possible, to be free of group - so as to be able to cope with any crises.
- If parents are used to transport pupils (a) check 1 pupil per seat belt,
- (b) insurance cover and (c) suitability and safety of vehicle.
- If the activity is an 'adventurous' one, obtain written confirmation from the provider that all staff are appropriately qualified together with the names of the instructors and details of the qualifications they hold.

## **GUIDELINES FOR RESIDENTIAL ACTIVITIES**

### **AT SCHOOL**

Full itinerary to be left with designated member of staff not on the visits – usually the School Office.

Details of pupils, essential information form, telephone number of venue, copies of insurance forms to be readily available.

Allocate a designated “off-site” telephone number as if a serious incident arose the media / parents may swamp school number.

### **PRE-VISIT**

- Briefing meetings for parents and pupils to include details of expected safe behaviour of pupils, activities to be undertaken, accommodation and mode of transport.
- Essential information form to be completed and returned - medication and allergies to be discussed with parents where possible and note of identification signed.
- First aider to be identified for each trip.
- Parents informed that any medication must be clearly labelled with pupil’s name and dosage and given to a named member of staff prior to boarding transport.
- First Aid kit to be checked and loaded.
- Written details of venue, activities and timings to be given to parents.

### **IN THE EVENT OF AN EMERGENCY**

- Group Leader to establish nature of injury.
- All members of party to be accounted for and safety checked.
- If there are injuries - establish nature and administer first aid.
- If serious accident - call emergency services.
- Advise all members of the party of the incident.
- Ensure an adult accompanies the injured party to hospital.
- Ensure remainder of party are adequately supervised and returned to base.
- Arrange for adult to remain at incident site to liaise with emergency services until incident is over and all pupils are accounted for.
- Control access to telephone until contact is made with Headmistress or designated member of staff - ‘off site’ number if school is closed.

### **Give full details of incident:**

- Name: Nature, date and time of incident, location, details of injuries. Names and telephone numbers of those involved. Action taken.
- Designated members of staff to alert Headmistress and / or Bursar’s Office if serious incident.

Contingency plans if one or more member(s) of staff has / have to accompany injured to hospital.

- One member of staff must be left to supervise pupils.
- Control access to telephone.
- Adventurous activities not to be used if adequate supervision cannot be provided.

## Appendix 1 – School Outings Form

<b>HIGH MARCH SCHOOL OUTINGS FORM</b>
---------------------------------------

**Please complete and return this form to the Bursar by the end of the term preceding the term of your proposed outing in order for any necessary coaches to be booked.  
NO COACH WILL BE BOOKED UNTIL A COMPLETED FORM HAS BEEN RECEIVED.**

**Please attach a copy of the consent letter that you would like sent home to the children.**

Date of the outing and name of teacher organising the trip:	
Year group involved and number of children involved:	
Where is the outing going to?	
Please tick to show that you have checked that the staff at the venue who will be working with the children are DBS checked and the venue is GDPR	
Number of adults going on the trip: Adult (non-staff) helpers – DBS / Barred List / Supervision checks as appropriate in order?	
Provision for any children with SEN?	
Time of arrival at the venue:	
Time of departure from the venue:	
Entry Cost per child inclusive of vat. if applicable:	
Entry Cost per adult inclusive of vat. if applicable: (if there are any free places please give details):	
Are any workshops included? If so, are they chargeable (please give details):	
Are there any ancillary charges – i.e. ice-creams on the day; train/boat tickets; parking fee etc? If so, please give details	
Is payment required on the day? If so please indicate whether this should be a cheque or cash	
Is a contribution towards adult refreshments required?	
Do the children need to take money, if so how much and what is it for:	
Please specify any food and drink that the children need to take with them. If food is to be taken, include the following on your letter: <i>Please remember that the School and any School trip is a nut-free zone.</i>	
What uniform should be worn:	
Has a risk assessment form been completed? Attach or forward a copy prior to the trip taking	
Any other special requirements:	

## Appendix 2

### Planning an Educational Visit

#### Check List

Things to do - Planning Order :	?
<b>At least a term before the trip</b>	
1. Check the Trips Overview Sheet for the date of the trip – double check with Deputy Head (Curriculum). JH check diary and agree with Headmistress.	
2. Book the venue and any and any workshops. Send any invoices to Bursar. Check the venue is GDPR compliant.	
3. Fill out the Trips Form and send to Bursar as soon as the trip is booked.	
<b>At least 6 weeks before the trip date</b>	
4. Prepare letter for Parents – update or write new letter – email to Bursar, and, at US letters should be sent to Deputy Head (Curriculum) and Educational Visits Coordinator (Template letter in the Forms folder of the Shared drive on the network)	
5. Prepare or update the Risk Assessment – email to Bursar and Deputy Head (Curriculum).	
6. If you need to take parent / volunteer adult helpers, please list their names on the Risk Assessment Form for the outing. NB: If undertaking regulated activity, parent and volunteer helpers must have a valid DBS check. For residential trips, or trips involving an overnight stay, all parent and volunteer helpers must have a valid enhanced DBS disclosure certificate. In the majority of cases the activity will be unregulated and the Group Leader must risk assess to ensure there will not be any unsupervised access to any of the children on the trip by the parent or volunteer.	
<b>2 weeks before trip</b>	
7. Confirm staffing required with Deputy Head (Curriculum)	
8. Check with Deputy Head (Curriculum) / Office that parent's letter is ready to be sent out.	
<b>Several days before trip</b>	
9. Check that all the children have permission.	
10. Prepare group lists and allocate staff.	
11. Check for any particular medical requirements of girls on the trip e.g. a child with a needs an adrenaline pen (red medical bag in First Aid room)	
12. Check Bursar has coach driver tips and refreshments money ready.	
13. Check the Nurse has First Aid kit.	
<b>On the day of the trip</b>	
14. Take a printout of the register from Engage.	
15. Make sure the School Office have a mobile and the school office number in case you need to contact School. The Office needs your mobile number also!	
16. First aid kit/ travel sick bags.	
17. Camera!	





## Avoiding ill health at open farms – Advice to teachers

### HSE information sheet

#### AIS23 Supplement (revised)

This supplement to AIS23 *Avoiding ill health at open farms – Advice to farmers* advises teachers and others who organise visits for children to farms on controlling the risk of infections from the animals the children may contact during their visit.

All animals naturally carry a range of micro-organisms, some of which can be transmitted to humans, where they may cause ill health. Some infections which may be contracted on farms, such as the bacterium *Escherichia coli* O157 (*E coli* O157 and also more recently *E coli* O26), present a serious hazard and potentially cause severe disease which may be particularly acute in young children.

While the hazard from infection resulting from a farm visit is real, the risks are readily controlled by everyday measures. The following sensible steps will help make your visit even more safe, healthy and enjoyable.

#### Before your visit:

- read and understand the advice in the main AIS23 information sheet, and discuss visit arrangements with the farm management. Assure yourself that the facilities provided match the recommendations in AIS23;
- complete a risk assessment which will help you to decide the appropriate level of adult supervision for the group. Staffing ratios for visits are difficult to prescribe as a range of factors need to be taken into account including the age, ability and characteristics of the group, the mode of travel, the nature of the activities planned, and the experience of the teachers and other adults in off-site supervision. In addition to the teacher in charge, there should be enough supervisors to cope with an emergency. Further advice may be obtained from your local education authority or the Department for Children, Schools and Families ([www.lotc.org.uk](http://www.lotc.org.uk));
- discuss with the supervisors, who may be parents or staff of the school, creche etc, their role during the visit. They must understand the need to make sure that the children wash, or are helped to wash, their hands thoroughly after contacting animals, and follow the other rules suggested below;
- discuss with pupils the rules for the visit, stressing that they must not eat or chew outside the areas in which you permit them to do so;
- make sure that pupils wear appropriate clothing, including sturdy outdoor shoes (not sandals) or wellington boots if possible;
- check that cuts, grazes etc on children's hands are covered with a waterproof dressing.

During and after the visit, make sure that the children:

- do not kiss animals;
- always wash their hands thoroughly before and after eating, after any contact with animals and again before leaving the farm;
- eat only food that they have brought with them, or food for human consumption they have bought on the farm, in designated areas, and never eat food which has fallen to the ground, or taste animal foods;
- do not suck fingers or put hands, pens, pencils or crayons etc in mouths;
- clean or change their footwear before leaving, remembering to wash their hands after any contact with animal faeces on their footwear.

Check that the children stay in their allocated groups during the visit, and that they:

- do not use or pick up tools (eg spades and forks) unless permitted to do so by farm staff;
- do not climb on to walls or animal pens etc;
- listen carefully and follow the instructions and information given by the farm staff;
- approach and handle animals quietly and gently;
- do not chase, frighten or torment the animals.

Remember:

- the children are your responsibility during the visit;
- you should supervise them during the visit, especially during hand washing to make sure that each child washes and dries their hands thoroughly. Farm staff may be able to help with this supervision;
- allow plenty of time before eating or leaving so that the children do not have to rush.

If a member of your group shows signs of illness (eg sickness or diarrhoea) after a visit, advise them or their parent/guardian to visit the doctor and explain that they have had recent contact with animals.

#### Further information

Extra copies of this information sheet and supplement are available free from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA. Tel: 01787 881165 Fax: 01787 313995. Website: [www.hsebooks.co.uk](http://www.hsebooks.co.uk)

## Appendix 4 – Sample Risk Assessment Forms

### 4.1 Day Outing

## High March

Where are the children going to on the outing? Class:

Date of Outing: Staff:

Other Adults: Number of pupils:

Parents are kindly asked to adhere to the following guidance regarding the taking of photographs on school outings:

- Only a camera belonging to the school should be used for the taking of photographs.
- If parents use their own camera, we would ask that it should only be to photograph their own child as it is against School policy for parents to have images of pupils other than their own children on their cameras on school trips unless with the express written consent of that pupil's parent or guardian.

The Trip Leader is to ensure that all staff at the venue have been DBS checked, and that if undertaking regulated activity, parent and volunteer helpers must have a valid DBS check. In the majority of cases the activity will be unregulated and the Group Leader must risk assess to ensure there will not be any unsupervised access to any of the children on the trip by the parent or volunteer.

The Trip Leader is to check that the venue is GDPR compliant.

Where possible, the Trip Leader should undertake a pre-visit if the trip is going to a new venue.

## Risk Assessment

ACTIVITY	RISK	REDUCING RISK
<b>Before Departure:</b>  Take basic First Aid Kit, including sick bags / bucket and wet wipes for coach journey.  Special Medical requirements  Special Educational Needs  Give School Office contact mobile numbers for all members of staff.	  Travel sickness on coach.  Forgetting medication  Control of unpredictable behaviour  Forgetting Mobile phones	  Check with children, suggest they take a travel sickness tablet and bring one for the return journey if they know they suffer!  Check for any children having special medical requirements and make sure any required medication is taken on the trip.  Ensure any children with SEN are placed in smaller groups to ensure close supervision  Staff to carry mobile phones with emergency numbers. More than one member of staff asked to bring mobile phone. Staff to exchange mobile phone numbers with one



<p>Make sure registers are taken and photocopy so we know exactly who is present. Check adults have their group list.</p> <p>Read the Centre's own Risk Assessment</p> <p><b>Any trip or venue-specific details to be noted below:</b></p>	<p>Forget lists and registers.</p>	<p>Photocopy class registers. Take a copy of register on the coach and count heads to ensure numbers tally. Do a double check. Staff to have own group lists leader to have spares.</p>
<p><b>On the Journey (Outward &amp; Return):</b></p> <p>Seating</p> <p>Ensure children wear seatbelts and remain seated.</p> <p><b>Any trip or venue-specific details to be noted below:</b></p>	<p>Safety of children in coach</p> <ul style="list-style-type: none"> <li>• Seats/seat belts</li> <li>• Safety of children getting on and off the coach.</li> </ul> <p>Coach Driver – capability</p> <p>Accident or breakdown of coach.</p>	<p>Children not to be seated in the very front or back row on the coach.</p> <p>Make sure children remain seated, secured with seat belt whilst coach is moving. Check seatbelts are correctly and securely fastened. Children to be made aware of road conditions as they disembark.</p> <p>Chat to driver, look for his P.S.V badge. Try to establish his driving pattern e.g. Has he already worked prior to our trip.</p> <p>Children should be removed from any immediate risk (if safe, disembark and stand well away from carriageway). Notify School Office asap.</p>

<p><b>At the Venue:</b></p> <p>Make sure each adult has their group together before proceeding into the Centre.</p> <p>Moving between buildings and/or crossing roads or car parks.</p> <p><b>Any trip or venue-specific details to be noted below:</b></p>	<p>Children wandering off and becoming separated from group.</p> <p>Children walking alongside busy road or car park.</p> <p>Crossing Roads</p> <p>Unwell Children</p> <p>Stranger Danger!</p> <p>Toilet trips Getting Lost</p>	<p>Place children in small manageable groups with an adult to supervise them (max. 10 per adult).</p> <p>Supervising adult to continually monitor that each member of their group is safe and happy.</p> <p>Roll call by group leader for their group on exiting coach and at reasonable intervals throughout the day.</p> <p>Identify venue staff to pupils.</p> <p>Children to walk in single file with teacher at front and back of line and 2 in amongst line. Children forewarned to pay close attention to traffic and other pedestrians.</p> <p>On the coach warn the children of the dangers of crossing the road. An adult should lead at the front of group. Two adults should position themselves either side of children and wait in road as children cross. Remaining adults should wait, ready to stop children crossing if needed.</p> <p>If a child becomes unwell, it may be necessary to seek help from the venue's First Aid facilities. If the child is distressed, contact School Office to phone parents.</p> <p>Impress on the children not to talk to any strangers and if a stranger speaks to them to be polite but insist they return immediately to their teacher.</p> <p>Children should be accompanied to any toilets or cloakrooms.</p> <p>Discuss with children what to do in the event they get lost (stay where they are – adult will find them).</p>
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## 4.2 Residential Trip (UK)

### High March

#### Year 5 Manor Adventure

Staff: - Mrs Jones, Miss Cook, Mrs Brown

39 girls from Year 5.

The Trip Leader is to ensure that all staff at the venue have been DBS checked, and that if undertaking regulated activity, parent and volunteer helpers must have a valid DBS check. In the majority of cases the activity will be unregulated and the Group Leader must risk assess to ensure there will not be any unsupervised access to any of the children on the trip by the parent or volunteer.

The Trip Leader is to check that the venue is GDPR compliant.

#### Risk Assessment

ACTIVITY	RISK	REDUCING RISK
<p><b>Before we leave to go on the Trip</b></p> <p><b>a)</b> Take basic First Aid Kit</p> <p><b>b)</b> Give Sue Clifford contact telephone numbers – GC and School phone mobile numbers.</p> <p><b>c)</b> Collect any</p>	<p><b>1.</b> Getting lost on journey.</p> <p><b>2.</b> Forgetting paperwork- medical forms and contact numbers.</p> <p><b>3.</b> Luggage left behind</p>	<p><b>1.</b> Send directions to coach company. GC to have directions with her.</p> <p><b>2.</b> Duplicate forms and give GB, BR, KC, BA and SJC a set.</p> <p><b>3.</b> Check all luggage is loaded on the coach.</p>
<p><b>On the Journey</b></p>	<p><b>1.</b> Safety of girls in bus – Seats/seat belts</p> <p><b>2.</b> Coach driver capabilities.</p> <p><b>3.</b> Safety of girls getting on and off the coach during stops en route.</p>	<p><b>1.</b> Make sure girls remain seated, secured with 3 point seat belt whilst coach is moving.</p> <p><b>2.</b> Chat to driver, look for his P.S.V badge. Try to establish his driving pattern e.g. Has he already worked prior to our journey?</p> <p><b>3.</b> Girls to be made aware of traffic conditions as they disembark. Girls to stay in their groups, with their adult at all times and adults to do a role call before moving off. Check all group back on the coach before we leave.</p>

<p><b>Accommodation at Centre.</b></p>	<p><b>1. Fire.</b></p>	<p><b>1.</b> Show girls where fire exits and staff rooms are. Manor Adventure staff will run through evacuation procedure and safety issues etc soon after arrival.</p>
	<p><b>2. Intruders</b></p>	<p><b>2.</b> Building secure with keypad security. All windows to be kept shut at night. After bedtime, girls are not to leave their rooms and under no circumstances to leave the accommodation building at night unless instructed to do so by staff. Girls to be accompanied by a teacher to go to vending machine area.</p>
<p><b>Out on Activities</b></p> <p><b>d)</b> Activity adult leader to take folder with medical forms and contact numbers with them on activities.</p>	<p><b>1. SEE SEPARATE CENTRE ACTIVITIES RISK ASSESSMENT.</b></p>	<p><b>1a.</b> Girls are under the supervision of Manor Adventure staff during activities. Supervising HM adult to continually monitor that the girls in their group are safe and happy.</p> <p><b>1b.</b> Make sure that all the adults and children understand the possible dangers of an activity and that they follow all the instructions given by Centre staff or any other supervising adult on the trip.</p>
<p><b>Return Journey</b></p>	<p><b>As for outward journey.</b></p>	

## 4.3 Residential Trip (Abroad – French Trip)

### RISK ASSESSMENT FOR FRENCH TRIP

SITUATION/ACTIVITY	ACTION REQUIRED
Before departure from lay-by in front of Waitrose	<p>Collect medicines and ensure travel sickness tablets have been taken if required</p> <p>Check all luggage is loaded on to the coach</p> <p>Check all girls and staff on to the coach</p> <p>Remind girls to keep their hand luggage with them No loo stops until we arrive in Dover</p> <p>Check staff have own passports</p>
Coach to Dover	<p>Keep seat belts fastened at all times and no walking around</p> <p>Advise a member of staff if anyone feels sick or there is any other problem No excessive eating or drinking - save your snack for the ferry</p> <p>No rubbish to be left on the coach</p>
On the ferry	<p>Remind girls to take hand luggage off coach if required</p> <p>Ask girls to stay with their Group Leader until we are in ferry lounge area Each group to find a base/meeting point</p> <p>Explain to girls they must stay in small groups and be back at a designated time</p> <p>Under no circumstances is any girl allowed out on deck without a member of staff</p> <p>Do not talk to or accept anything from a stranger</p> <p>Do not go off with anyone other than a member of our group Be sure to keep bags with you at all times</p> <p>Remind girls to use loos on ferry if necessary at least 10 mins before we arrive in Calais</p> <p>stay in groups and wait for each other</p>
On arrival in Calais	<p>Group Leaders to ensure everyone is present before descending to coach Check everyone back on to the coach</p> <p>Mrs Kilbourn to keep all girls' passports for passport control</p>
Lost girl on the ferry	<p>Tell pupils that if they become separated from their group to find a P&amp;O member of staff and give own name and name of school</p> <p>Group Leaders to report any lost girls so an announcement can be made Regularly check numbers and whereabouts of girls</p>
On arrival at Château	<p>Remove all luggage from coach and check that nothing has been left behind</p> <p>Allocate rooms and show girls where fire exits and staff rooms are</p> <p>Chateau staff to run through safety issues etc soon after arrival</p> <p>All windows to be kept shut at night and anti-mosquito devices are not to be touched After bedtime, girls are not to leave their rooms and under no circumstances to leave La Gareyne building at night unless instructed to do so by staff. Girls to be accompanied by a teacher to go to bar area</p> <p>Sensible, courteous behaviour at all times Listen to instructions and respond immediately No keys for girls' rooms</p>
Ill / injured girl on trip	<p>Girls to inform their Group Leader and Mrs Kilbourn Illness / injury to be assessed</p> <p>Use First Aid kit if necessary and inform P&amp;O staff or Chateau staff if medical assistance is required</p> <p>Check medical records before administering any pain relief</p> <p>If a doctor or hospital treatment is required, Group Leader to accompany with European Health Card/insurance forms and medical notes</p> <p>Inform parents and school asap</p>

	<p>If a girl is too ill to come on excursions on Thursday, a member of HM staff will stay with her and Chateau will be asked to provide an extra adult to accompany the rest of the group</p>
<p>Visit to St Omer and Aire-sur-la- Lys</p>	<p>Check girls are suitably dressed and have what they need Pocket money to be looked after carefully by each girl  Remind girls of road safety – look left not right before crossing – take great care at pedestrian crossings  Behave sensibly at all times  Check all girls off the coach and arrange pick-up point with driver  Girls to stay with their Group Leader who will decide if they can do treasure trail / shopping in small groups  Agree meeting point and time  Visit to café / boulangerie / tabac in groups if possible Spend pocket money on sensible items  At end of visit, check all girls and staff back on to the coach</p>
<p>Other excursions</p>	<p>Check girls are suitably dressed and have what they need Pocket money to be looked after carefully by each girl Remind girls of road safety when getting off coach – look left Arrange pick-up point with the driver  Group Leaders to supervise their groups Behave sensibly and courteously at all times Keep checking numbers  Make sure girls go in twos or threes to the loos  Never wander off alone or without telling your Group Leader REMEMBER: Warm clothes for visit to Bunker d’Eperlecques</p>
<p>Return journey</p>	<p>See notes for outward journey</p>

**Girls with special needs** – All staff have a list of girls with health issues and special dietary requirements.

#### 4.4 Residential Trip (Abroad – Ski Trip)

### HIGH MARCH

### RISK ASSESSMENT FOR SKI TRIP

<u>HAZARD/SITUATION</u>	<u>RISK FACTORS</u>	<u>WHO MIGHT BE AT RISK</u>	<u>ACTION REQUIRED</u>	<u>Severity/ Likelihood</u>
Coach in road accident	Injuries to head / body, cuts and grazes	Pupils / Staff	Make sure all coach travellers wear seatbelts & stay in seats throughout journey Talk to driver, look for PSV badge & establish his recent driving patterns	A3
Lost child/children in airport	Minor injury, upset crying	Pupils	Place girls in small manageable groups with an adult to supervise them - Supervising adult to continually monitor that each member of their group is safe and happy Report to Party Leader <b>On slopes-ski instructor to check nos. Report to Party Leader/Rep</b>	C3
Fire in hotel	Burns to body	Pupils / Staff	Follow hotel procedure Rep to organise fire drill for party Point out fire exits & place to assemble when outside-don't lock children/adult doors	A3
Injured/sick person at hotel/après ski activity	Injuries to head / body, cuts and grazes, aches & pains	Pupils / Staff	If anyone is ill inform Party leader & trained first aider(GC)- to assess injury, use 1 <sup>st</sup> Aid kit & check file for pain relief or seek help from Rep/Drs Party leader will need relevant forms & Health card In pool make sure member of staff watching girls from poolside-HM <b>pool rules to be followed</b>	C2
Faulty ski equipment	Injuries to head / body and limbs, cuts and grazes	Pupils / Staff	All girls must wear a helmet when skiing. Return faulty equipment to Ski Hire Centre and new equipment issued	B3
Injury of party member while skiing in lesson	Injuries to head / body and limbs, cuts and grazes	Pupils / Staff	All girls must wear a helmet when skiing. Adults advised to wear helmet, Ski instructor to advise & take action under The Ski School Risk Assessment Inform Rep/staff via mobile phone <b>Staff member to travel with health documents( found in file) to hospital</b>	B3

Hungry/tired /cold dehydrated girls	Injuries to body and limbs, cuts and grazes	Pupils	Make sure girls have pocket money for extra food & rest at lunchtime before afternoon ski session Wear a few thin layers of clothes & take drink carton/bottle onto slopes <del>Assess child before next ski session. allowed to rest if necessary</del>	C3
Crossing roads abroad	Injuries to body and limbs, cuts and grazes	Pupils/Staff	Staff remind pupils to look carefully when crossing roads-cars approaching from different direction Organise shopping on one side of road before crossing over in groups with member of staff <del>Safe, sensible behaviour at all times &amp; listen to relevant instructions</del>	A3
Slipping over when carrying ski equipment to & from coach & ski	Injuries to body and limbs, cuts and grazes .	Pupils/Staff	Show pupils how to carry own equipment safely Make children aware of road/path conditions-no running <del>Safe, sensible behaviour at all times &amp; listen to relevant instructions</del>	C2
Bad weather in ski resort	Injuries to body and limbs, cuts and grazes .	Pupils/Staff	Responsibility of Rep/Ski School to advise on whether suitable to ski	B3



## Appendix 5

### High March Minibus Policy

#### Scope

This guidance considers the areas to address when using a minibus as part of activities undertaken by the School.

#### Objectives

- To ensure that there is a suitable vehicle in a satisfactory condition for use.
- To ensure that those using the vehicle are competent to do so.

#### Guidance

The Bursar is the School Safety Co-ordinator and will be responsible for the co-ordination of the use of the minibus. They will maintain a list of those eligible to drive the minibus.

The driver of the minibus must have an appropriate and valid driving licence. For any non-staff "voluntary" drivers, e.g. governors, parents, checks should be made with the insurance company for specific requirements.

Suitable insurance must be in place.

The vehicle must be in a satisfactory condition, details to be checked are included at Appendix 5.1.

Consideration should be given to planning the journey, including:

- route (and availability of map / satnav)
- length of journey and travelling time
- driving time and driver rest breaks
- weather conditions
- more than one driver required?

Supervision needs must be assessed and the rules for any passengers, e.g. wearing of seatbelts, driver not to be distracted.

An emergency plan should be in place to include:

- means of communication
- dealing with road accidents
- dealing with illness of a passenger / driver
- arrangements for dealing with mechanical incidents, e.g. breakdowns & punctures

The driver of the vehicle must report any defects on completion of the journey.

## **Minibuses**

The School has two minibuses. One can transport 17 people including the driver, and the other, 9 people including the driver. These vehicles may be used for School related activities and School business.

## **Maintenance**

Regular servicing and MOT testing will be carried out at the appropriate times and in accordance with the manufacturer's guidelines. The Head of Maintenance or Bursar will ensure that servicing is carried out at the correct mileage and that the service books are available for inspection. If a fault is found with a minibus, it must be reported to the Bursar immediately. All drivers should ensure that they carry out a basic pre-journey check\* on a minibus before taking it out as the driver has ultimate responsibility for the vehicle once on the road. There is a comprehensive weekly check carried out on the minibuses and the completed sheets are kept in the file in each vehicle.

\*see checklist attached (Appendix A)

## **Insurance**

The minibuses are comprehensively insured when driven on School business.

## **Drivers**

All drivers drive a minibus as a volunteer, there is no remuneration within any staff contract for driver duties.

All new drivers must produce a valid driving license to the Bursar and undergo basic familiarisation instruction with the Head of Maintenance or Bursar. No driver under the age of 21 and over the age of 71 (see need for medical under Driving Licences) may be authorised to drive a School minibus. The licence must have been held for at least two years. Before a journey, the driver should assess the journey to ascertain whether the journey is within their capabilities and whether more than one driver is required. The driver is responsible for the vehicle and their passengers and consequently should assess his/her state of fatigue and ability to drive. If a member of staff is overcome with fatigue, they should immediately pull over and, where possible, have another member of staff take over the driving. If this is not possible, they should find the first safe point to stop and take a break. The break should involve getting out of the vehicle and taking a walk.

## **Driving Licences**

Any member of staff, or person authorised by the Directors, having held a Category B drivers' licence for at least two years may drive the 9 seater minibus.

A full category D1 licence without the 101 restriction is required for any member of staff, or person authorised by the Directors, to drive the 17 seater minibus.

## **Loading of Buses**

Minibuses should be evenly loaded with passengers and luggage, and in a way to keep all escape

routes clear.

## **Speed Limits**

National speed limits or any localised speed restrictions must be observed. Care should be taken that drivers do not exceed a speed at which they feel comfortable and in control.

## **Fuel**

The Facilities Manager or Bursar will ensure that the minibuses are kept supplied with sufficient fuel.

## **Seat Belts**

Both minibuses are fitted with 3-point seat belts. It is the driver's responsibility to ensure that all passengers (plus the driver) wear their seat belts at all times when the vehicle is in motion. There is an adjuster fitted to the seat belt making it suitable and safe for use by children of all ages in the 17 seat minibus.

Booster seats are provided in the 9 seat minibus for use by children shorter than 125cm and weighing less than 22kg.

## **Minibus Booking**

Bookings for the use of the minibuses should be made with the Bursar's office.

## **Mobile Phones**

It is important to have a mobile phone available to call for help in the event of an accident or breakdown, and to contact the School Office if necessary. The vehicle must obviously be safely parked if the driver is to take or make any call.

## **Accidents**

In the event of an accident, firstly evaluate the situation and whether there are any casualties; if necessary call the emergency services. The driver should evacuate all passengers to a safe location. Where a third party is involved, the insurance company insist that staff do not accept liability and write down all details including location of the accident, time of the accident, vehicles involved, registration numbers, addresses and witness third party details. If the vehicle is deemed to be safe to drive, the trip is to continue. If the vehicle has been damaged and is unsafe to drive he/she should call the recovery company (details in vehicle). The driver must be aware that, by law, the safe condition of the vehicle is his/her responsibility. It is the driver's responsibility to ensure the vehicle is safe to drive. Any damage must be reported to the Bursar as soon as possible after the vehicle is returned to School.

## **Breakdowns**

In the event of a breakdown or mechanical problem with one of the minibuses whilst it being used away from School, and recovery or assistance is required, the following procedure should be adopted:

- Call 020 3564 4444 Ford Assistance.
- Provide the registration number of the minibus.

- Advise the operator of the location of the minibus and the nature of the fault.
- If there are pupils in the minibus, let the operator know this too, as it should elicit a quicker response.
- Assistance and/or recovery will be provided.
- Call the School Office

A laminated copy of these procedures is kept in the driver's door compartment of the minibus should it be required.

### Broken Window

If a window becomes damaged or broken which prevents the vehicle from being safely used, follow the "Breakdowns" procedure as described above.

### First Aid

Each minibus is equipped with a basic first aid kit. The kits are checked regularly by the School Nurse, and she should be advised if the kits need to be replenished.

### Luggage

Only hand luggage or small items should be carried in the bus. If larger items of luggage such as sports bags are carried in the minibus they should be placed on the floor of the minibus and should not be a hazard to passengers. The driver is responsible for the security of all luggage carried and is to ensure that access is maintained to the normal and emergency exits.

### Cleanliness

It is the responsibility of the driver to ensure that the vehicle is returned in the same condition as it left the School. All litter should be removed and any spillage cleaned up. **The driver should not allow any food to be eaten in the vehicle.** The vehicle will be cleaned inside and outside as arranged by the Bursar at the end of each term.

### Behaviour

Children travelling in the minibuses should be made aware that they are representing the school and must behave in an appropriate manner. There must be no noisy or unruly behaviour which is likely to distract the driver or cause offense to other road users.

## Appendix 5.1

### **PRE - JOURNEY CHECK LIST**

Before driving a minibus from the School premises, drivers should check the following:

Please remember that by law staff members are responsible for the school vehicle they are driving once off school premises.

			Comments
1	Lights		
2	Horn		
3	Wing mirrors		
4	Indicators		
5	Stop lights		
6	Reflectors		
7	Brakes		
8	Tyre pressures and condition		
9	Engine oil level		
10	Water level		
11	Fuel levels		
12	No vehicle body damage likely to cause injury		