



'ALIS VOLAT PROPRIIS'

SEATON HOUSE SCHOOL
Trips and Visits Policy

Date Reviewed: January 2020
Next Review Date: Spring 2022
Reviewed by: Trips Co-ordinator & SLT

Seaton House School Trips & Visits policy

This policy is applicable to all pupils, including those in the EYFS.

INTRODUCTION

This document aims to inform staff of the steps they need to follow and the issues that must be considered when planning a school trip. It seeks to provide information for parents, such that they can be assured of the safety of their children on trips and outlines the responsibilities placed on the pupils partaking in such trips.

We aim to offer our pupils a wide variety of fulfilling experiences to complement and extend the curriculum and enhance the learning process. Seaton House's School Governing Body appreciates the fact that staff are prepared to organise and conduct out of school visits. We are, of course, conscious of the need for all visits to be properly considered and planned so as to minimise the likelihood of accidents or mishaps.

The guidelines outlined in this policy cannot guarantee a problem-free visit and accidents will happen, but it is the responsibility of all staff to ensure, as far as is reasonably practicable, that the risk of hazardous incidents occurring on an educational visit is reduced to the absolute minimum and that in the event of an incident they act in a timely and appropriate fashion so as to preserve the safety and well-being of the children as far as they are capable. Therefore, the purpose of this policy document is to ensure that the School offers pupils a variety of opportunities to explore wider opportunities but in a safe an environment as possible.

PLANNING

Pre-planning

Initial planning should begin at least four weeks before the planned trip. In the case of residential visits, it is often necessary to book up to a year in advance. At this stage, you should ensure that you have:

- Discussed your plans with the Headteacher and Deputy Head who will advise on staffing and check dates with the school diary.
- Discussed the proposed trip with the Trips Co-ordinator.

When planning any visit, it is essential to consider the following:

- The aims of the visit.
- The needs of the pupils.
- The chain of responsibility and emergency procedures.
- The full itinerary of the visit.

Once permission has been granted and the dates agreed, detailed planning should follow. There is an Off Site Checklist and two pro-formas (Appendix 1) for writing the Risk Assessments that must be carried out prior to the trip. These documents can be found in the Staff Shared Area (P:\) in Trips and Visits 2019-20 folder. Completed Outings forms should be handed to the office staff who will take responsibility for liaising over transport and will also help with general administration. Consideration also needs to be made of the chosen location and its suitability in fulfilling the aims of the visit.

If visiting an outdoor education centre, staff need to ask for proof of their 'Adventure Activities Licence.' This licence lists the activities that the centre is permitted to offer. Staff also need to ask for a list of the instructors' qualifications and who awards those qualifications.

Pre-visit Inspection

If the planned venue has not been visited before, it is essential that a pre-visit inspection be carried out. Only then can an accurate risk assessment be carried out. This provides for then opportunity to inspect the premises, the sleeping accommodation and the catering arrangements (if applicable), the safety of the site, and the suitability of the activities available. This is also the opportunity of looking for potential hazards, which might endanger pupils, e.g.: are there adequate fire evacuation procedures etc. When visiting a new residential site, a member of the SLT or trips co-ordinator should be present.

Once the centre/venue is deemed suitable, then dates need to be booked and the accompanying team of staff assembled. Staff must ensure that the pre-inspection is noted on their final risk assessment and also that activities have been discussed with on-site staff.

School trip risk assessments

The DfE advises that a risk assessment need not be complex but it should be comprehensive. It does not generally require professional health and safety expertise, but some specialist information may be needed and the Head teacher should ensure that the assessor is competent for the task. The advice states that the ultimate responsibility for risk assessment rests with the employer and not the employee. Risk assessment is not just a paper exercise; it is a process involving legally binding documentation.

The DfE advises that the leader should produce a plan for the trip, consider what could go wrong with the plan and then decide how that could be avoided. This thought process produces a risk assessment, following which the original plan may need to be modified. The risk assessment continues throughout the trip with the leader needing to continually reassess the risks as the trip unfolds and especially where there may need to be an unplanned change to the programme, a change in the weather, an accident or a near miss.

The DfE encourages schools to involve pupils in the risk assessment process. As a minimum requirement, staff should outline to pupils what the safety rules and procedures are prior to the commencement of a trip or outing. In the case of trips involving overnight stays, a meeting is held between the organising staff and the parents to outline the trip procedures and the pupils are asked to attend the meeting too. In this way, the whole community surrounding the trip is aware of expectations and how to ensure the safety of all involved.

Supervision

The DfE suggests that supervision works best when:

- The aims and objectives of the trip are identified and understood.
- There has been proper planning and preparation.
- Participants have been involved in the planning and risk assessment.
- There are agreed standards of behaviour.

The Head teacher ensures appropriate staffing for day trips. Ratios of staff to pupils are flexible dependent upon the nature of the trip and the composition of the group undertaking the visit. In general, there will be at least two staff members per class (three for Pre-Prep classes) as a minimum requirement. Ratios of staff to pupils will be risk assessed before the staffing is confirmed. Longer trips, ones considered to carry greater risks and those which pupils are identified as having specific needs are staffed accordingly. All trips are staffed with at least one first aider who is adequately trained. It is expected that Form Teachers assume pastoral responsibility for the group.

Parents do not accompany residential trips in a supervisory capacity. Where the needs of a pupil

may dictate that a parent is required to accompany their child on a residential trip, that parent will be DBS checked before the departure of the trip. A pupil will only be taken on a residential trip if all staff feel it would be appropriate and that all necessary risks have been assessed.

Residential visits

The Headteacher and Deputy meet to assign staffing for residential trips based on who has sufficient experience to take responsibility for leading those trips. On every trip there is a nominated deputy who could take over in an emergency. Where necessary, the Headteacher might advise that additional training is appropriate. It is essential that staff accompanying a trip have adequate behaviour management and organisational skills and are prepared to abide by the code of conduct laid down in the risk assessment. When making decisions about the staffing for each trip, consideration of experience, first aid requirements, how well staff will work together and the overall ratio of staff to pupils will be considered.

At some of the residential trip venues, activities are run by qualified instructors increasing the ratios of adults to children significantly. Positions and areas of responsibility are clearly defined to all accompanying staff before the trip.

Travel

For both residential and day trips, reliable and well-established coach companies should be used. The school office takes responsibility for arranging transport. For all trips the telephone numbers of ferry/coach companies are essential.

In all cases, where coaches are to be used, we ensure that they are fitted with seat belts. Staff booking trips should specify that the coaches must be equipped with seat belts. Staff are responsible for insisting that pupils use seat belts. Staff must keep checking this and there must be a member of staff positioned at the rear of the coach near the emergency exit when travelling with whole class groups and more.

On double decker coaches, staff will be positioned on both levels of the coach. Pupils need to be counted on to the coach as a check that nobody has been left behind.

The full itinerary

Parents sign to give the school permission to take their children on day visits for the duration of their time in the school.

Parents are notified by letter before all Trips and Outings. This provides an outline of the trip, including dates, venue and methods of transport. Parents are reminded that we use our school data base for all medical and dietary issues and that they should inform the office if anything changes for their child in this regard.

In the case of residential trips, parents are asked to sign a consent form specific to the trip and provide specific information required to ensure welfare and happiness of the children whilst they are away.

Pre-visit meetings

All parents will be invited to school to a presentation evening when full details of the residential trip will be given. The trip leader will be invited to talk to parents and pupils together, often providing a power point presentation to illustrate their talk. There is an opportunity for questions and an invitation to parents to talk to the SLT or trip leader in confidence about any further concerns they might have. These meetings also

provide an opportunity to inform parents and pupils together of what will happen in the event of illness during the trip or instances of behaviour that put either that pupil or others at risk.

A final letter is sent to parents with details of coach departure times, the expected return times, any last minute reminders and emergency contact details.

Attendance and accommodation

It is expected that all pupils will attend all the trips and outings that are organised by school for that particular age group. The cost of all these visits is included in the school fees with the exception of the residential trips.

When making a booking for a residential trip we try to ensure that if other schools are going to be on-site at the same time, that their children are a similar age to ours.

Special Needs

Consideration is always given to any of our children who have special medical or dietary needs. Wherever possible, we try not to exclude any child from a trip, no matter how severe the problem. Together with the residential Centre, we would try to put in place special measures that would keep the pupil safe but still allow them to participate as fully as possible. Alternative activities will be arranged where some are deemed unsuitable.

Occasionally, parents have travelled to school trip locations and stayed nearby the group. Under these circumstances, there is a carefully agreed protocol for contact between the child and/or group and the parent, which is minimised as far as possible. The protocol is drawn up and agreed several weeks before the trip by all relevant parties.

Behaviour and pupil preparation

In the days just prior to departure of all residential visits, the accompanying staff will have a meeting with all the pupils they are taking on the trip. They will remind pupils of the behaviour that will be expected whilst they are away.

We reserve the right to exclude pupils who behave in such a way that threatens either their own safety or the safety of others. It is made very clear to the parents and pupils that such behaviour will not be tolerated and that parents would be expected to collect their child from the trip should matters not improve.

Pupils are prepared at school for the activities they will be required to undertake whilst on their school trip. The nature of the preparation required will be at the discretion of the trip leader and Form Teachers attending the trip.

Insurance

The school's insurance is comprehensive and wide reaching but staff must check that all proposed activities are covered. The Bursar will deal with specific enquiries.

A card giving contact details for the school travel insurance and a summary of cover is available from the Bursar to be taken on trips. If activities are added during the trip, care must be taken to check that those activities are included in the policy.

The school carries a substantial insurance against claims by any Third Parties for any loss, damage or injury caused by negligence or any other legally proven cause. Staff, employees and adult supervisors accompanying the trip are similarly indemnified. Whist appropriate instructions and 'rules' will be made clear, and all reasonable supervision given, pupils must themselves behave in a sensible manner at all times.

Medical

Parents provide the school with medical details about their child as part of the whole school policy and update details as they change.

Parents and guardians must advise the organisers of the trip of any particular medical conditions from which their child is suffering and advising any particular routines or actions necessary. Parents are asked to indicate any medicines that their child is allergic to prior to residential trips and parents agree to allow first aid staff on residential trips to administer prescription medicine as appropriate. Where possible, staff contact parents prior to administering any medication. A record of all medication or treatment given during a residential trip is clearly logged.

Staff will only administer prescription medication as directed by parents. Parents are asked to provide full written details of timing, dosage and administration methods for all medication. Full details of any special medication carried by pupils must also be set out clearly and the Trip Leader expects all medication (excluding inhalers for older children) to be handed to staff on commencement of the trip. All staff carry a hand sized first aid pack containing non-alcohol wipes and plasters in order to deal with minor injuries. The treatment of all injuries, however small is documented in the trip First Aid book.

Following day trips the First Aid book should be returned to the school office and the details transferred to the school record of injury treatments.

During residential trips the above protocol is followed except that the first aider should keep a running record of any medication or treatment given.

Emergency procedures

In the event of an incident or full-scale emergency, there is always a nominated person who remains in 24-hour contact with the Group Leader. This person is usually either the Headteacher or the Deputy Head. They would be responsible for co-ordinating emergency action and handling any press/media should the need arise.

Staff attending a trip will ensure they have a contact number of a member of SLT to contact in the event of an emergency.

All residential centres have their own emergency procedures. On arrival, these are explained to the pupils during their 'welcome talk'. They are also taken on a tour of the site to familiarise the pupils with their new surroundings. A practice emergency evacuation may be carried out during this time and pupils are shown where they should assemble in the event of the fire alarm sounding.

Residential Centres have a Duty Officer who is available 24 hours a day. They would co-ordinate any emergency action that needed to be taken whilst the group was resident at the Centre and enlist the help of the Centre management and emergency services if necessary.

In the event of any pupil needing to visit a doctor or hospital, the Group Leader or one of the trip first aiders will take them. The Group Leader carries emergency contact details and consent forms of all pupils, as do all the other members of staff on the trip. The Deputy Trip Leader assumes responsibility for the overall organisation of the trip for the duration of the absence of the Trip Leader. The residential centre and relevant staff also have copies of consent forms and emergency contact details as necessary.

The Group Leader will endeavour to contact parents should the pupil require any medical treatment. In an emergency, when to delay treatment might be critical, and parents cannot be contacted despite all efforts, the Group Leader will give permission, having consulted locally with the most highly trained first aider and the nominated emergency contact at school. On all residential trips, there will always be sufficient accompanying staff to enable the Group Leader to deal with emergencies without the visit being compromised in any way for the other pupils. Should a member of staff become ill, the Group Leader will make suitable arrangements for their care and the school will arrange for a replacement where it is deemed necessary by the Group Leader.

Should parents need to make urgent contact they are provided with the telephone number of the Centre and with the school mobile number of the Group Leader. Parents are asked to telephone only in an emergency. At the discretion of the Group Leader, pupils will be allowed to speak to their parents if they are homesick or unwell.

Emergency details, such as contact numbers and next of kin, of all staff are kept in the school office and will be used as necessary.

Before a trip commences it is the responsibility of the Trip Leader to ensure that the Trip Coordinator has a signed copy of the Risk Assessments prepared for the trip. All final Risk Assessments should be signed off by the Head and Trip Coordinator two weeks before departure. The school office should hold a copy of all paperwork. This will include information on time of departure and return, the names of the pupils involved and their consent forms in the case of residential trips, names of accompanying staff and their mobile telephone numbers.

Checklist for trips and outings

ACTION TO BE TAKEN	BY	DONE
Check calendar/school diary for other school events with Head or Deputy Head		
Discuss with Deputy Head to confirm staffing, dates and cover		
Obtain approval for proposal from Head or Deputy Head		
Complete trip planning form and pass to office to arrange transport		
Complete cost spreadsheet on staff shared area		
Draft standard letter detailing trip arrangements. Pass to school office for approval and distribution to appropriate classes via email or hard copy.		
For residential trips prepare letter detailing trip arrangements and consent/information returns. Plan for parent/pupil meeting		
Request Risk Assessment from the planned venue		
Site visit to be carried out by trip organiser four weeks prior to the date of the visit if this is a new venue		
The Generic Risk Assessment and Event Specific Risk Assessment to be completed and handed to the Head at least two weeks before the date of the trip. Details of both may be available from previous trips		
Class summary sheets listing pupils' medical conditions and emergency contact numbers for parents to be collected from the office prior to leaving school		
Ensure list of accompanying staff, including mobile numbers, is completed on the Offsite checklist form		
Set up a system for informing the school (and contacts) of issues/matters that arise during the trip		
Arrange emergency contact numbers for staff if the visit falls outside school hours		
Consider first aid arrangements. Collect first aid kit including ice packs		