

## School Trips Policy – Version 3

Written by: Marcus Link Date: October 2017  
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Date for next review: September 2019

### Policy Statement

South Devon Steiner School is committed to safeguarding and promoting the welfare, health and safety of its pupils and expects all staff and volunteers to adhere to these principles.

This policy, along with the accompanying attachments, is designed to provide practical information and guidance for trip leaders and all other staff and volunteers who participate in any off-site educational visits and all other school trips and class camps.

This policy takes note of the DfE publication “Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies” (February 2014).

Trip leaders are expected to be familiar with this publication and keep abreast of any changes and updates. A copy of this is provided on the policies page of the school website.

### Aims of the Policy

The aims of this policy are:

- To define the procedures for planning and preparing for an educational visit or school trip.
- To define the procedures for assessing any risks that might be associated with an educational visit or school trip.
- To detail the procedures for informing parents, gaining their consent and, when appropriate, involving them in educational visits and school trips.
- To define the roles and responsibilities of the Education Visits Coordinator (EVC), the College of Management, the Council of Trustees and trip leaders and other supervisors during educational visits and school trips.

- To define the financial arrangements in relation to educational visits and school trips.
- To remind those in supervisory roles to be aware of child protection and safeguarding protocols.
- To reference the regulatory requirements and best practice guidance for the attention of colleagues involved in school trips and educational visits.

## Planning and Preparation

**It is the duty of all teachers to plan and prepare any school trips which they would like to undertake in line with their educational delivery ensuring that they safeguard the welfare, health and safety of all pupils in their care, stay within the agreed budgetary confines and inform parents and management with ample time. This duty must be documented, and the documentation must be submitted in a timely fashion.**

It is the duty of any teacher to have the necessary paperwork completed including all necessary communication two weeks prior to ANY trip and four weeks prior to any overnight and overseas trip.

If you undertake routine trips, e.g. the same routine for a walk every walk or a trip into town every so often, you can write a routine risk assessment which you should review annually.

It is required of every trip leader to inform the EVC with at least the following information:

- The nature, purpose and length of the proposed visit or journey.
- The name of the class/es and the intended number of pupils going.
- The proposed number of supervisors.
- The name of the proposed trip leader.
- The proposed transport arrangements.
- The proposed accommodation arrangements.
- The name(s) and conditions as well as control measures for any pupils with SEND, behaviour issues or medical or other relevant needs.
- The expected cost per pupil and how the trip is financed.
- Any insurance arrangements and third party risk assessments from external trip leaders, activity centres etc.

The Council of Trustees will be kept informed of all school trips.

The EVC will need to have signed off on any paperwork prior to the trip commencing and the designated trustees for Health & Safety and Safeguarding will have had to agree to any overseas and overnight trip.

Any intended trip that has not met these requirements cannot go ahead. Going ahead with the trip without the necessary arrangements will constitute at least a breach of policy, contract and, in all

likelihood, also a breach of legal duties which the school will take seriously and investigate as a disciplinary matter.

## **Risk Assessment**

The trip leader of each educational visit or school trip (and not the EVC) will undertake a thorough risk assessment. This will be thoroughly looked over and, if necessary, discussed with the EVC. A written statement on the five key areas of risk assessment will be prepared, covering the following:

- Annual and trip specific consents for all pupils in the group
- Conditions as well as control measures for any pupils with SEND, behaviour issues or medical or other relevant needs
- A detailed, specific and structured approach to the any potential hazards which are involved in the visit or activity
- Consideration of those who might be affected by the hazards
- What safety measures and controls need to be put in place to reduce any risks to an acceptable level?
- What are the possible emergencies that could be encountered?
- What are the arrangements for dealing with emergencies including pupils going missing, accidents and injuries, fire, terror, transport issues, accommodation issues?
- Is the trip leader able to put the safety measures in place without specialist assistance?

Any trip related risk assessment will consider:

- The type of activity and the level at which it is undertaken.
- The age, competence, fitness and behavioural implications of the group members.
- Any special educational or medical needs of individuals within the group.
- Supervision ratios.
- The competence, experience and qualifications of the supervisory team.
- The location, routes and modes of transport to be used.

Ongoing dynamic risk assessments: The trip leader and other supervisors should monitor risks throughout the trip and take appropriate action as necessary e.g. changing weather, new safety warnings, illnesses, behavioural problems etc.

## **Emergency Procedures**

Should an emergency situation or change of schedule arise, the trip leader shall consult with either the EVC, Health & Safety Officer and/or School Business Manager – and in their absence any SMT member - before making any changes. Out of hours contact details will be provided.

In an emergency, the priority is to ensure that the group is safe and adequately supervised. Call the necessary emergency services, ensuring that any casualty is accompanied by an adult from the group. (This possibility will have to be anticipated in the supervisory arrangements.) Any designated persons must be informed as soon as possible after the event.

## **Incidents and Near Misses**

“Near misses” must also be reported as this information can help with the safety of future groups. For more guidance, refer to the school’s guidance “Trip Emergency Planning Advice for Staff” located on the school’s website in the policy section on school trips.

## **Supervision and Ratios**

The ratio of supervisors to pupils will vary depending on the nature of the trip, its activities, the age, ability, behaviour and number of the participants. The EVC, Health & Safety Officer or School Business Manager will be consulted for each trip and will consider carefully what the ratio should be. General guidance on this can be found in the school’s “Trip Planning Advice & Guidance for Staff”.

All overnight trips with mixed gender participants will be accompanied by adults of each sex wherever possible.

Pupils will be under supervision at all times. Any remote supervision must be carefully planned and managed.

Adult to pupil ratios for overseas trips will be given careful attention in order to ensure the well-being and safety of the group should an emergency arise. Considerations must take into account the possibility that one of the supervisors may become incapacitated and the group will need to still have sufficient supervision.

## **Informing and Involving Parents**

The school seeks parental consent for school trips on an annual basis with the understanding that a risk assessment will be undertaken for every trip. Prior consent to emergency medical treatment will also be obtained via the annual consent.

Parents will be asked to provide up to date information about any current medical conditions, allergies and special dietary needs that their child has.

Parents are given an opportunity to update the annual consents prior to a trip.

For major trips, the trip leader may decide to request special trip related consent.

Prior to the trip parents will be given full information concerning the proposed off-site activity or visit in-line with statutory requirements, giving parents the chance to opt out of specific trips.

Parents and children of Class 5 and above may be expected to sign a **positive behaviour agreement** before any residential trip and for any other outing if deemed necessary.

## **Overseas Travel and Residential Visits in the UK**

For journeys involving overseas travel or residential journeys in this country, the trip leader will hold a meeting with the parents of those pupils going so that they have access to full information before making a final decision on their children's participation.

Such meetings will cover:

- The dates and time of departure and return.
- The destination with full address and telephone numbers.
- The name of travel company/coach company, method of travel.
- The activities planned for the participants.
- The cost and what it covers.
- Insurance arrangements.
- The date after which the deposit cannot be returned if cancelling.
- Advice on pocket money.
- The identity of staff who will be responsible for money.
- A checklist of clothing and/or equipment required.
- Details of any vaccinations required.
- Planned care for any pupils with special education or health needs.
- The names of the trip leader, other staff and or parents accompanying the party.
- The ratio of pupils to supervisors.
- The rules and any disciplinary consequences.
- Emergency protocol.
- Contact details in case of an emergency.

## **Accompanying Parents & Other Volunteers**

All parents or others who volunteer to accompany the group as one of the supervisors will be subject to appropriate DBS checks. Their suitability and participation will be considered by the EVC

and it is therefore a priority for any trip leader to ensure that they have this aspect fully covered.

## **Roles and Responsibilities**

### **The Educational Visits Coordinator (EVC)**

The Educational Visits Coordinator will support trip leaders with all areas of preparation:

- Induction to all staff of any policy changes.
- Be available for monitoring meetings with the trip leaders.
- Guidance with the preparations, including financial arrangements, as required.
- Keeping the Council of Trustees informed of all school trips.
- Informing the SMT of all school trips.

### **Trustees**

The Trustees of South Devon Steiner School, namely the trustees for Safeguarding and Health & Safety, have a duty to keep informed about all off-site trips which occur on a regular basis, as well as the one-off trips, whether day trips or residential.

The Trustees will authorise all residential and overseas activities prior to the activity commencing.

### **The Trip Leader**

The Trip Leader will have overall responsibility for the planning, the trip, the group and all its members at all times. The trip leader is “in loco parentis” and has a duty of care to all members of the party.

In delegating supervisory roles to other adults in the group the trip Leader will ensure that:

- Supervisory responsibility is allocated to each adult for named pupils
- Each adult knows which pupils they are responsible for
- Each pupil knows which adult is responsible for them
- All adults understand that they are responsible to the Trip Leader for the supervision of pupils assigned to them
- All adults and pupils are aware of the expected standards of behaviour
- All adults are aware of potential hazards and control measures to be followed throughout the trip
- All adults are aware of child protection principles

Where reasonably possible, the trip leader will be expected to have made an exploratory visit to the location. If not, detailed advice shall be sought from those who have visited before and any potential additional risk will be added to the risk assessment.

Throughout the trip, the trip leader will keep a copy of all documentation.

**The trip leader is to keep a journal whatever the duration of the trip.** This journal is to be handed in at the trip evaluation meeting in order to assist with any future risk assessments.

## Supervisors

Individual supervisors will be expected to:

- Have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities.
- Carry a list/register of all group members.
- Directly supervise the pupils, particularly when they are mingling with the public and may not be easily identified.
- Regularly check that the entire group is present.
- Have a clear plan of the activity to be undertaken and its educational objectives.
- Have the means to contact the trip leader or other supervisors if help is required.
- Have prior information about the venue (the trip leader should normally have made an exploratory visit).
- Anticipate any potential risk by recognising hazards and act promptly where necessary.
- Continuously monitor the appropriateness of all activities and the physical and mental condition and abilities of the group and suitability of prevailing conditions.
- Exercise appropriate control of the group and ensure that pupils abide by the agreed standards of behaviour.
- Have a clear understanding of emergency procedures and be able to carry them out.
- Ensure that all pupils are aware of an appropriate rendezvous point.
- Ensure that all pupils know what to do if they become separated from the group.
- Have appropriate access to first aid.
- Follow child protection principles.

Prior to the trip, all supervisors will meet with the trip leader and when necessary with the EVC to thoroughly discuss their roles and responsibilities as listed above.

## Financial Arrangements

The amount charged to the parents will cover the exact cost of each trip. The trip leader will be

supported by the EVC and/or Finance Office in calculating the costs of the trip.

A cover letter with a payment scheme will be sent out to the parents in good time so that any possible difficulties with payment that could arise can be addressed early.

Finance will manage the payments prior to the trip and afterwards if still necessary.

The trip leader is normally the treasurer for the duration of the trip. He or she will ensure they have access to sufficient funds to meet any emergencies that can be reasonably foreseen.

The treasurer will ensure that all supervisors have sufficient financial resources available when necessary and in the case of an emergency.

### **Pupils' Pocket Money**

The trip leader will make appropriate arrangements to ensure that pupils' pocket money is kept safe. For younger classes this money will be kept centrally and issued at regular intervals to ensure that individual pupils are not carrying excessive amounts of cash.

All pupils must carry enough money to make an emergency phone call.

### **Child Protection and Safeguarding on School Trips**

As a guideline, all adults on any school trip must follow these principles:

- Follow the school's Staff Code of Conduct Policy.
- Follow the Safeguarding and Child Protection Policy.
- Avoid inappropriate physical or verbal contact with others.
- Protect your own and children's privacy particularly in the case of overnight outings.
- Refrain from showing favouritism.
- Never be on your own whenever possible.
- Never make suggestive remarks or gestures.
- Report any concerns about inappropriate behaviour to the trip leader or the DSL as soon as possible.
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### **Further information, advice and guidance**

- DfE Advice "Health and safety: advice on legal duties and powers for local authorities,

school leaders, school staff and governing bodies” (Februray 2014):

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335111/DfE\\_Health\\_and\\_Safety\\_Advice\\_06\\_02\\_14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf)

- HSE advice “School trips and outdoor learning activities, Tackling the health and safety myths”  
<http://www.hse.gov.uk/services/education/school-trips.pdf>
- Further guidance on safety management of school trips has been published by the Health and Safety Executive (HSE). The HSE’s ‘high-level statement’ School Trips and Outdoor Learning Activities is available at  
<http://www.hse.gov.uk/services/education/school-trips.pdf>
- In addition, the HSE has published 5 school trip case studies that can be found at:  
<http://www.hse.gov.uk/services/education/case-studies.htm>
- Also, the HSE has developed some school trip frequently-asked questions:  
<http://www.hse.gov.uk/services/education/faqs.htm#school-trips>
- NAHT Advice & Guidance on School Trips (updated June 2017):  
<http://www.naht.org.uk/resources/assets/attachment/full/0/68652.pdf>

## Compliance

- Health and Safety at Work etc. Act 1974  
<http://www.legislation.gov.uk/ukpga/1974/37/contents>
- Independent school standards, December 2014  
[https://www.legislation.gov.uk/uksi/2014/3283/pdfs/uksi\\_20143283\\_en.pdf](https://www.legislation.gov.uk/uksi/2014/3283/pdfs/uksi_20143283_en.pdf)

## References:

- Safeguarding & Child Protection Policy
- Health & Safety Policy
- Risk Assessment Policy
- Minibus Policy
- Open Water Policy
- Trip Planning Advice & Guidance for Staff
- Trip Emergency Planning Advice for Staff
- Staff Code of Conduct Policy
- Mobile Camera, Phone and ICT Devices Policy
- Image Use Policy

## Forms & Templates (on the policies page on the school’s website and contained in Administration >> Health & Safety >> Educational Visits):

- Safeguarding advice for school trips (prepared by other authorities):
  - NAHT Advice on School Trips June 2017
  - School-Trips-Keeping-Children-Safe-London-Borough-of-Havering

- Planning Advice & Guidance
- Emergency Planning
- Reference Risk Assessment – Generic
- Reference Risk Assessment – Approved Detailed & Specific
- Template Letter to Parents
- Trip Planning Form
- Staff Vehicle Declaration
- Use of Private Vehicles – Guidance for Parents (PDF for distribution to parents)