



## **DAME ALLAN'S SCHOOLS**

### **OUTINGS AND RESIDENTIAL TRIPS POLICY AND PROCEDURE**

#### **Introduction**

The Schools provide a wide range of supervised co-curricular activities which take place during normal school hours (usually on site but certainly not always) and outside normal school hours (often off-site). The opportunities which co-curricular activities provide are greatly valued by pupils, parents and staff. On site activities in normal school hours (e.g. clubs and rehearsals) take place in accordance with routine procedures and their requirements are overseen by the Head of Boys' Years 7- 11 who is responsible for co-curriculum matters in the senior schools and the Head of the Junior School for Nursery to Year 6.

Off-site visits must always have clearly defined educational aims which can be evaluated at the conclusion of the visit. The balance of risk and benefit ought to be clear to pupils, parents and staff involved, and the objective ought to be to make pupils risk-aware rather than risk-averse. At every opportunity, pupils should be involved in the planning, operation and evaluation of the visit, and their contribution to risk management during the visit should not be under-estimated. The relevant DfE guidance is contained in the document ["Health and safety on educational visits"](#) (November 2018).

Activities involving the Schools' CCF Royal Marine section operate separately and are controlled by Ministry of Defence regulations and insurance.

## **1. Definitions**

### **a. Routine Educational and Cultural Visits**

These take many forms e.g. visits to museums, theatres, art galleries, concert halls, places of interest, and other educational establishments.

### **b. Outdoor and Adventure Education Trips, which may require risk assessment and extra planning**

Again these types of activities take many forms - for example, biology/geography field courses, farm visits, Duke of Edinburgh expeditions, sports training camps and tours, ski trips, adventurous expeditions such as World Challenge, international tours, Junior School residential trip, visits and foreign exchanges. The Educational Visits Coordinator (EVC), in conjunction with the Head of Outdoor and Leadership Education (OLED) and the OLED Instructors act as guides and supporters to members of staff who are planning such activities. A trip leader should ensure that members of staff are aware of all the relevant issues listed in the DfE Guidance document "Health and Safety on educational visits" (see link above). The EVC (in conjunction with the OLED staff) can advise on levels of competence required to supervise the activity. They also make recommendations about training, preparations and equipment likely to be needed. They advise on qualifications and competence of tour operators. This advice would be based on National Government Body standards (for example, holding a LOtC Quality badge or complying with BS8848) and best practice in the outdoor industry. Adventure activity centres should hold an AALA licence, and their licence number should be noted. Helpful guidance can also be found on the [Outdoor Education Advisors' Panel website](#).

## **2. Legal Implications**

The legal implications are well known but are worthy of clear statement:

- a. The trip leader, in particular, and all accompanying adults are *in loco parentis*. They have a duty of care to pupils and staff under Health and Safety legislation. The trip leader, in discussion with the Principal and EVC, has the power not to accept onto the visit any pupil

whose wellbeing they feel could be compromised during the visit, or a pupil whose past record of behaviour means they pose a significant risk to the safety of the party. A list of such pupils exists, and is used to ensure that no pupil who has acted in an unsafe or ill-disciplined manner in the past will be allowed to participate in future visits, at the Principal's discretion. An existing medical condition which staff do not feel competent to deal with in the course of the visit will also mean a pupil is not accepted onto the trip, or has to be removed from it if diagnosis is received after a place has been confirmed. In these circumstances, every effort will be made to cooperate with a medical insurance claim for any reimbursement.

- b. The Governors, as employers, have the legal liability for ensuring the safety of all employees and pupils of the schools, including appropriate leadership, proper planning and organisation for all outings and trips.

The Principal may delegate responsibility for the day-to-day granting of permission for outings and residential trips to:

- i. The Head of the Junior School, for Junior School outings and trips.
- ii. The Vice Principal (Pastoral) (hereafter VPP), for Senior School outings and trips in consultation with the Head of Sixth Form where sixth formers are involved.

The Principal delegates the responsibility for managing trips, including the completion of risk assessments, to the EVC, who is currently the Head of Boys' School for Years 7-11, and to the Head or Deputy Head of Junior School for years Nursery – Year 6. Advice on Junior School trips can always be sought from the EVC.

### **3. The Need for Guidelines and Regulations**

Within the Schools, regulations clearly define the behaviour required of pupils. It is the responsibility of the Schools to see that on outings and residential trips, when pupils are away from the controlled environment of the Schools, great care and control are exercised. Where a pupil's prior behaviour suggests that they may not be trusted to behave sensibly outside the school environment, the Schools reserve the right not to allow a pupil to take part in a trip. Payment of a deposit will only guarantee a pupil a place on a school trip provided their behaviour has been in keeping with the school rules and that they have demonstrated normal standards of acceptable behaviour, both prior to the trip being announced and leading up to it.

Once on a trip, it is the responsibility of the pupils to obey any code of conduct drawn up by the trip leader as well as normal school rules of acceptable behaviour. Where it is agreed by both the trip leader and the management team that a pupil's behaviour has not warranted inclusion on a trip then a decision to remove a pupil from a trip will be made by the management team and this decision conveyed to pupil and parents. There could well be a situation in which a pupil was accepted on one trip but not on another due to the type of trip and the nature of any activities there might be on one trip and not another. Pupils who misbehave on any trip can expect to be sanctioned while on the trip and, depending on the nature of their misbehaviour, when they return to school after the trip. If pupil behaviour is such that they need to leave the trip early, the cost of this return will be met by the parents. Where a pupil has behaved in a way that compromised, or was likely to compromise safety on a trip, or made a gross violation of the code of conduct/school rules during a trip, they may also be prevented from taking part in trips in future for a specified period to be defined by the Principal. Again the cost of returning early will be met by the pupil's parents, who will also be expected to collect their child from the trip location and accompany them home. For older pupils, parents may give written consent to the trip leader for the pupil to travel home unaccompanied. Such a pupil's name will be added to a register of banned pupils held by the EVC. Names shall only be added to this register jointly by the EVC and Principal, and parents must be informed in writing if this has been the case.

If an accident should happen a court may enquire whether negligence can be proven. It is therefore essential that best practice is adhered to at all times. Our agreed protocols for the standards we expect all trips to maintain are set out for staff to use and form part of the training brief for all new staff at induction.

All trips should have a clearly identified trip leader whose responsibility it is to adhere to best practice as set out in the trip protocols.

#### **4. Planning of Trips**

Members of staff are asked to refer to the Trips Checklist on the Staff Portal for further information relating to the phases to be followed for the approval, planning and organisation of a trip.

##### **a. Mechanism for approval**

Details of a request to organise a proposed outing involving Senior Schools and Sixth Form

pupils should be submitted to the VPP. In the Junior School this request is submitted to the Head or Deputy Head. This should be done by completing and submitting the 'Out of School Visit Proposal Form'.

The VPP or Head or Deputy Head of the Junior School must approve the outing in principle before the trip leader can proceed.

If a member of staff offers to go on the trip as a paying extra, the trip leader should speak to the VPP to discuss this before any agreements are made. Should this be allowed, no costs will be met by the pupil members of the group and any free staff places must go to members of staff who will be able to supervise (staff related to pupils on trips do not count in supervision ratios). The paying member of staff will not be part of the supervision ratios.

Where the trip leader is likely to have a pupil on the trip to whom they are related, and it is clear that there is no other member of staff who can assume responsibility for leading the trip, then in the first instance the trip leader must discuss this possibility with the VPP at the time that the trip is proposed. This also applies to any member of staff who offers a specific skill.

The VPP and Head or Deputy Head of the Junior School keep records of all trips which are approved. These will also be entered into the Schools' calendar.

## **b. Preparation**

Where practicable staff should have prior experience of the type of outing to be arranged and whenever possible should undertake a preliminary visit.

The School Nurse must be consulted before any trip leaves to determine if any of the pupils involved has a School Health Plan. The trip leader should obtain a copy of this from the Nurse, who will advise on any special needs a pupil may have so that the planning can take account of the pupil's circumstances. This will also apply to any pupil who is registered with the SENDCo for any educational need which should be borne in mind during the planning of the trip. A specific briefing should be addressed to such pupils at the start of the trip and at appropriate points during the activity which will ensure that they are able to access as many as possible of the educational benefits which other pupils enjoy.

Pupils should be thoroughly prepared for the visit so that the maximum educational benefit can be derived from their experience. The aims of the visit must be clear, support materials provided where applicable, and clear links to the curriculum should have been made. Safety

considerations and behavioural expectations must be set out before the visit begins. Pupil input to the assessment of risk, and the Code of Conduct is to be encouraged.

### **c. Use of Third Party (TP) Providers**

Many visits involve placing staff and pupils into the hands of a third party provider of activities / visits. We would normally expect these providers to hold the LOtC Quality badge or similar. Organisations not holding such a badge should provide the Schools with evidence that they have appropriate insurance, risk assessments and staff qualifications. For overseas trips, there may not be an equivalent accreditation in the TP's location; however, we will ensure that we take all reasonable steps to check that the TP is meeting appropriate safety standards. It must be made absolutely clear by the trip leader what he/she and the School staff are responsible for, and what the TP is responsible for. In particular, at what times are pupils under TP supervision and when are they not? Exactly what liabilities are the TPs accepting? Who is the legally responsible person on the TP's staff? Where this understanding has been reached with a TP whom the Schools use frequently, it will not be necessary to document the answers to all these issues every time that same TP is used. Parents should be aware that the person with immediate responsibility for their child at any particular point in the visit may not be a member of Dame Allan's staff.

### **d. Insurance**

Insurance cover can be arranged via the Bursary. Trip leaders need to provide details of the trip, personnel, itinerary and any activity which may go beyond the standard cover which the existing school policy insures against. These details must be with the Bursary at least 2 weeks before the trip if in the UK, and at least a month before if overseas. The cost of any additional cover must be built into the price charged for the visit. Bookings with any third party provider must include details of their public liability insurance, and travel operators must be ATOL or ABTA certified. Any other operators must be discussed with the Bursary before a firm booking is made.

**Insurance for non UK trips.** For all foreign trips it is imperative that the trip leader ensures that there is adequate insurance cover and medical cover appropriate to their expedition. In addition, an EHIC (if still valid) or GHIC should be obtained for each member of any party visiting the EU. Assistance and advice can be sought from the Bursar. When thefts occur, whether at home or abroad, a report must be made to the local police and confirmation obtained that this has been done by means of a Crime Number. Where medical expenses are incurred, all receipts must be retained.

### **e. Risk Assessments**

The trip leader is responsible for undertaking a risk assessment for each outing, which requires it. Most routine trips will not require specific risk assessment forms, but a specified list of what DfE deems to be more hazardous activities will still need formal paperwork to prove risk has been assessed and managed properly before the trip proceeds (See appendix). If a visit is to a third party organisation which has already assessed the risks in a specialist environment, this document should be sought and included as part of this process only where it does not hold an LOfC quality badge or comply with BS8848. If a TP does hold one of these, the trip leader should have had sight of their certificate or award. The nature of the risks will vary considerably according to the details of the outing, some of which - e.g. visits to open farms - require special precautions.

If the EVC considers it necessary after reviewing the trip documentation, including the risk assessments submitted by the trip leader, he/she will hold a meeting with the trip leader to discuss any issues of concern.

It is clear that the trip leader will be making many decisions on the ground during a visit to safeguard pupils as a process of Dynamic Risk Assessment continues. Not every eventuality can be foreseen and parents must appreciate that the trip leader will act in good faith to exercise their duty of care to the pupils, other staff and others involved in any developing situation.

Note: EYFS must complete a risk assessment for every trip.

#### **f. Supervision and Staff Ratios for Non-Adventurous Activities**

The party should be in the charge of a single, clearly identified member of staff. There should normally be at least two members of staff. At least 50% of the minimum number of adults required to accompany the visit (see ratios below) should be staff. Details of any non-staff helpers who will have unrestricted access to pupils must be provided to the Schools (either the Bursar's office or the Principal's P.A.) to carry out the mandatory checks through the Disclosure and Barring Service procedures. These details must be with the Schools at least 2 months before the trip departs to allow clearance of the person involved. Non-employed adult helpers should also be added to the insurance cover list held by the Bursary. If the group contains a mixture of girls and boys and does not include an overnight stay then it is good practice, but not essential, to have male and female staff on the trip. Any visit including overnight accommodation involving pupils of both genders must have a male and female adult present. Staff should talk to the EVC or Head of OLED about this if unsure. Supervision ratios should always be set with a view to: age, gender mix, any special or medical needs, duration/residential requirements, competence and experience of accompanying staff, nature of visit/activity.

The ratio of adults to pupils, for UK visits must be at least as follows:

**N.B. These are minimum ratios. For each trip which requires a risk assessment, consideration must be given to whether these ratios are appropriate having regard to the level of risk involved. The adult / child ratio should be increased if the risk assessment requires it.**

### **Junior School**

**No trip involving junior school pupils will ever take place with one member of staff only - there would always be at least 2.**

As a general guide and in normal circumstances, the **minimum** adult /child ratio would be:

Nursery: 1:5

Reception: 1:6

Years 1 & 2: 1:8

Years 3-6: 1:10

However, a professional judgement must be made for each visit by the Head or Deputy Head as a range of characteristics relevant to the particular visit should determine the ratio. These are:

- Type, duration and level of activity
- Needs of individuals within the group – medical, SEND, behaviour
- Experience and competence of staff and accompanying adults
- Nature of venue
- Weather conditions at that time of year
- Nature of transport involved.

The competence of supervisors and the supervision arrangements are more important than ratios.

### **Senior School**

Year 7-11: 1:15-20, depending on the nature of the visit

Year 12-13: 1:25-30

**Overseas ratios differ - again these are MINIMUM ratios:**

Years 7-11: 1:10

Years 12-13: 1:10-15, depending on the nature of the visit

It should be borne in mind that some providers (especially airlines) may stipulate different, tighter ratios for the part of the visit for which they are responsible. Enough staff ought to be present to meet these demands, which should have been checked before departure.



Using adult helpers who are also parents of a pupil on the trip, or adult helpers who are partners of teachers, presents particular issues. Where this is going to be the case to allow the trip to run at all, that must be made clear to the EVC from the start and the implications discussed beforehand. An accompanying parent whose child is on the trip will not count in the staffing ratio. Any supervising adults, including those who are parents or partners, irrespective of whether or not they have made any financial contribution to the trip, cannot be relieved of their duty of care and are still acting *in loco parentis* as supervising adults.

### **Water Based Activities**

Any activity involving swimming should be a minimum 1:10 ratio for all ages, and must be conducted in the presence of a qualified lifeguard in the UK. Overseas, where a lifeguard is not available, at least one member of staff must be on duty out of a swimming pool to supervise the pupils. Swimming in open water and the sea outside the UK ought to be considered only with extreme caution and its management should have been discussed with the EVC before the trip. Water activities like canoeing, gorge scrambling and sailing must be instructed by suitably qualified instructors commensurate with the age, ability of the pupils and the demand of the activity. These will often require ratios of 1:8. Paddling near water margins or fieldwork involving entering shallow streams may qualify under these rules, but should be discussed with the EVC before being planned or promised to pupils.

### **g. Supervision and Staff Ratios for Adventurous Activities**

An experienced member of staff, with recognised competence, must be in charge, not an Early Career Teacher. For all residential trips there should normally be a minimum of 2 adults. The risk assessment for an adventurous activity should always conclude that a qualified first aider should attend the trip. Ideally, the trip leader will have a first aid qualification; if this is not the case then one member of staff amongst the party should have. Leaders of hazardous activities must have appropriate qualifications.

The **MINIMUM** ratio of adults to pupils is as follows:

#### **Trips Abroad**

Senior School all years: 1:10

#### **Trips in UK**

Junior School: 2:15

Senior School: all years 1:15

There should be sufficient staff to cover an emergency requiring staff to supervise an injured/ill pupil in hospital.

Leaders of residential adventure trips must ensure that supervisors of activities have all necessary qualifications and experience. Whilst qualifications do not guarantee safety, if there is an accident and the trip leader or instructor is not appropriately qualified, the courts will be critical of the system that allowed this to happen. In the case of an AALA licensed provider the AALA License number must be sought. When using a private instructor the trip leader must see and retain a copy of their qualifications to run the specific activity and evidence of their public liability insurance. Further advice about competence and qualification can be sought from the Head of OLED.

Sound judgement and experience are the most important leadership qualities required, as these normally ensure the knowledge and skill in selecting and using equipment and in coping with natural elements. For staff taking responsibility for the activities above, participation in the coaching and certification schemes of the national governing bodies of the various outdoor pursuits is encouraged. The Head of OLED holds publications which list the safe practices for the activities listed and can advise on the appropriateness of courses for individual members of staff who wish to develop their skills.

### **Close and Remote Supervision**

Close supervision occurs when the pupils remain in the presence of supervising adults at all times. Depending on the activity, the location and the task, this would be the normal type of supervision for all pupils in the lower part of the Schools. Remote supervision, (often referred to as “free time”) could be considered for older pupils in low/medium risk environments when the following conditions can be met:

- A clear meeting point and time are agreed;
- Consideration should be given to the length of any “free time” granted to pupils. Factors such as their age, the location, specific risk factors (e.g. water hazards) and the time of day should be considered;
- Clear boundaries are set so as to narrow any later search area;
- Pupils will not be in groups of less than 3;
- Pupils have an effective way of contacting supervisors in the case of emergency;
- Supervising staff should collect the mobile numbers of pupils either on a sheet of paper to be destroyed immediately after the trip or to be entered into a school mobile phone. Pupils should be given the school mobile phone number, which they are required to delete once

the trip is over. At no time should pupil mobile numbers be recorded on a staff personal mobile.

- There is a well understood procedure for pupils and staff in the case of a pupil not appearing at the agreed time / place.

Remote supervision has distinct educational benefits in some activities (e.g. Duke of Edinburgh expeditions) but the decision to use it must be based on a clear risk: benefit analysis, and meet the criteria above.

#### **h. Accommodation of Pupils with Host Families**

Due to the difficulties of providing suitable safeguarding guarantees on host families, for all practical purposes this now means children staying in homes on language exchanges or sports tours is not permissible. This also applies to pupils from other schools and other countries being accommodated in the homes of Dame Allan's students. Where such visits are planned, hostel or hotel accommodation must now be used so that the pupils remain under the control of staff who hold a current DBS certificate.

#### **i. First Aid Cover**

Trip leaders are encouraged to be qualified First Aiders themselves, or else have another member of staff with them who is. Courses are made available to staff every year in June for the purposes of initial training and updating of qualifications. However, with the exception of trips involving EYFS children where a member of staff with a paediatric first aid certificate must always be present, it may not always be necessary to have a qualified First Aider on the trip. If no member of staff attending the trip is a qualified First Aider, the Trip Leader must be satisfied that other adult supervisors at the venue are qualified, or that the visit entails no more risk than that to which pupils are exposed in a normal school day i.e. they are within standard ambulance response times and the activity involves no more risk than a normal day at School. In addition, as part of their risk assessment, the trip leader should consider:

- Any risks in the activity the pupils and members of staff are undertaking;
- Any risks associated with the journey to and from the venue;
- Any particular risks associated with the pupils and members of staff (for example, whether anyone suffers from severe asthma/allergies, which would require the administration of immediate first aid at the venue).

The Bursary undertakes to provide properly stocked First Aid kits in all minibuses, and a range of

kits are available from the School Nurse to suit the group size and activity.

#### **j. Information to Parents and Parental Consent Forms**

Parents of all pupils are asked to complete an annual consent form prior to entry to the Schools (in the New Parents' booklet) and at the start of each academic year thereafter. The forms completed by parents are stored electronically by the Data Manager. In signing the form parents are consenting to the named child taking part in trips and activities organised by the Schools. As a result, separate consent forms will not normally be sent for each trip, but parents should always be informed about the trip and have the opportunity to revoke this consent in writing to the teacher in charge of a particular activity. Their consent includes all visits (including residential trips) which take place during term time; the holidays; or a weekend; adventure activities at any time, and off-site sporting fixtures outside the school day.

Written parental consent will not be requested from parents for the majority of off-site activities offered by the Schools – for example, year group visits to local amenities – as such activities are part of the School's curriculum and usually take place during the normal school day. Planned activities which appear in fixture lists or the Schools' calendar would also be covered by this consent. Trips involving substantially higher risk activities (watersports, caving, skiing, etc) *will still require a specific consent form* which will be sent with the activity details.

An information letter must be sent to parents giving them the details of the trip and a clear indication of cost, as well as the opportunity to withdraw their annual consent for the specific trip planned. A proforma letter for this purpose is stored in the staff trips area. Parents should be made aware that a lack of numbers may prevent the trip taking place or cause the quoted cost of the trip to increase. Parents should also be informed that payment of a deposit will only guarantee a pupil a place on a school trip provided the pupil's behaviour has been in keeping with the school rules and they have demonstrated normal standards of acceptable behaviour, both prior to the trip being announced and leading up to it. In order to keep everyone safe and for the trip to go well, pupils will have to have shown that they can be relied upon to follow instructions, behave sensibly and meet high standards of politeness. If a pupil has shown that they are unable to behave in an acceptable manner it may be that they will not be allowed the privilege of being part of the trip at all, or have their deposit returned if they have seriously misbehaved leading up to the trip. This decision would not be taken lightly nor would it be made for a minor infringement. There could well be a situation in which a pupil was accepted on one trip but not on another due to the type of trip and the nature of any activities there might be on one trip and not another.

It is the Schools' wish to take as many pupils as possible on the wide range of trips and visits that are organised by the staff. The overriding concern has to be one of safety – anything which could potentially compromise the wellbeing of the party must be avoided.

Pupils who have not returned their annual consent form may be excluded from the trip. Verbal permission given by a parent over the telephone may be sought for short visits in the local area, but a written record of the conversation must be made immediately giving the time, name and telephone number of the person contacted. This person must be contactable for the duration of the trip for emergency purposes.

Trip leaders must carry copies of the contact details of all those present on the trip (including members of staff [as well as themselves]). This allows rapid contact with the next of kin of pupils and staff so that appropriate medical care can be administered quickly.

#### **k. Transport Arrangements**

The majority of trips will use either hired coach transport or use minibuses. Trains and aircraft are used less frequently. Occasionally pupils may be carried in the private car of a staff member.

Coaches – reputable local companies are used regularly for travel within the UK. All UK operators must use vehicles fitted with seatbelts. Staff should consider whereabouts in the coach they are seated so as to achieve the best possible supervision of the pupils.

Minibuses – School minibuses are available for use on trips. Minibuses of less than 3.5t do not require drivers to hold a DI endorsement on their licence. Drivers must hold a D1 endorsement on their driving licence, or have obtained a PCV licence if they wish to drive minibuses over 3.5t. All staff wishing to drive a School minibus must present their licence to the Bursary in advance, where a photocopy will be taken. **All drivers must inform the Bursary when/ if they have their licence endorsed with points for a motoring offence.**

A driver is not usually in a position to supervise the pupil passengers. Therefore a second adult will usually be needed in a minibus. For longer journeys, involving lengthy periods of driving, especially motorway driving, a second driver should be available to share the driving. The person in charge of the trip may determine as part of their risk assessment that a second member of staff is not required. Instances where this MIGHT be appropriate could be local journeys within a 5 mile radius of the Schools or trips where all of the pupils being carried in the minibus are in Years 12 and/or 13.

Appropriate rest breaks must be taken on longer journeys and staff should not be expected to drive for anything beyond a very local journey after a demanding day's work in school. Whilst the Bursary undertakes to have the vehicles serviced and maintained, it remains the legal responsibility of the driver to ensure that traffic law is not contravened. Safe loading, clear exits, tyre pressure and condition, lights and speed limits are all to be borne in mind by the driver. **Particular attention is drawn to the National Speed Limit for minibuses being 60 mph on dual carriageways and 50mph on single carriageways.** They may travel at 70mph on motorways, though post 2012 minibuses are speed limited to 62mph. MIDAS certificates do not add categories to a person's licence, but rather are a nationally recognised qualification to assess minibus driving competence. MIDAS training courses are made available to all staff, but holding a MIDAS Certificate is not yet a condition of driving a School minibus. All new drivers of School minibuses will be taken on a familiarisation drive by the Estates Manager before their first drive with pupils.

Trains/Underground – group tickets can be arranged through School reception. Regular headcounts should be made where changes of train are necessary. For underground trains where it is often difficult to ensure pupils/staff have all got off at the correct stop, immediate counts should be made on the platform and all pupils/staff instructed to get off at the next stop if they find themselves separated from the group.

Aircraft – pupils must abide by all airline arrangements, and are responsible for any excess baggage costs incurred or security breaches regarding sharp objects or fluids. Arrangements for pupils/staff with disabilities or injuries should be made in advance with the airline. Trip leaders should resist any attempt to separate a party into two different aircraft. Refer to Supervision Ratios above for particular points on staffing for aircraft.

Private Car – in rare cases pupils may be carried in a private vehicle belonging to, and driven by a member of staff. This should normally only happen for short, local journeys or in the case of an emergency where delaying someone's movement would risk serious harm. In either case the member of staff must ensure that they have adequate motor insurance, which covers business use, including the carriage of pupils. The Schools do have a motor insurance policy, which allows members of staff to use their own vehicle for "occasional business use", but any member of staff proposing to carry pupils in their own vehicle must check with the Bursar's Office before starting their journey whether that journey would be covered by the Schools' insurance or whether they must arrange their own insurance cover for this purpose. It should not normally be a case where the adult driver is alone with a pupil in the vehicle. Senior pupils who are drivers **are not** encouraged to use their cars for visit transport. A parent may give written permission for a pupil driver to transport themselves to and from a visit, but the **pupil may not**

**convey any other pupil in their car.** For sports' fixtures, licence holding senior pupils may travel to and from a fixture in their own car, and may convey other pupils with the consent of the parents of the passenger. These senior pupils will not be part of the school fixture or under the teacher's supervision until they arrive at the fixture's venue and will leave the teacher's supervision at the moment they get back into their own car. Parents, who attend a visit or fixture may, with the knowledge of the teacher in charge, drive their child to and/or from the event, but other pupils will not be released into their custody for transportation without the written consent of the other pupil's parent. A member of staff should never ask a parent to transport pupils, other than their own child, to or from a school trip or sports' fixture.

## **5. Emergency Procedures**

Many emergencies will require 'on the spot' responses by the trip leader and staff, who should take the action required and then inform their management contact as soon as possible. This management contact at School, a member of the SMT, will act in emergencies to ensure the local transmission of messages and will be available throughout the period of the trip/tour/expedition for this purpose. A grave emergency may require further consultation, for which the management contact will be prepared. He/she will proceed according to the Schools' 'Major Incident Plan'. At the first practical opportunity staff should test the communication line to the management contact before departure and when arriving at the destination so that it can be relied upon later *in extremis*. A final call may be made to them once the visit is safely concluded, especially during out of term time. If such a call is agreed, it must be made, otherwise emergency plans may be erroneously initiated. In situations of grave emergency the trip leader should not allow any member of the party to have access to a telephone until advised that it is acceptable to do so. The trip leader of any party should, in situations of grave emergency, make no comment to the media until authorised to do so by the management contact at school. The trip leader must ensure that all serious accidents are reported to the HSE in accordance with the RIDDOR regulations. It is also important that "near miss" events are reported to the EVC, so that potentially dangerous incidents can be avoided in future. In this way we all learn to provide safer activities. No-one must admit legal liability to an accident or other occurrence, as this might invalidate the insurance cover. Where practicable a log should be kept to record the sequence of events.

In the event of an emergency other than an accident or near miss (for example, an outbreak of war or terrorism, cancellation or severe delay in travel arrangements, other medical emergencies (for example, an outbreak of Covid-19)), the trip leader will follow the advice given by the member of SMT, as well as advice provided by the travel operator and any official guidance provided by government in that location, including police and local health authorities.

## **6 Overseas Considerations**

It must be appreciated by pupils, staff and parents that visits abroad, especially outside the EU or USA, will inevitably mean many of the standard checks and procedures we use in the UK will not be possible. It is impossible to transplant the Health and Safety regulations and mentality into a different country, and the interpretation of acceptable risk will vary enormously around the world. It may well be part of the educational purpose of a trip to another country to experience such a different safety culture, and as such, we should not aim to travel in a “UK bubble.”

## **7. GDPR Considerations**

The Schools’ Data Protection Coordinator needs to check that TP organisations with whom pupil and staff personal data is shared are compliant with data protection legislation. No personal data should be shared with them unless these checks have been carried out and parents have been informed. All forms to be completed prior to the trip must have an appropriate data processing notice on them.

Personal data must be kept safe and never left unattended and the trip leader must make sure that any third parties who are given personal data do the same. Any personal data taken on the trip must be destroyed securely afterwards, unless an event requires it to be kept such as an accident. Third parties should be reminded to destroy any data passed on to them, after the trip. The loss or theft of any data while on the trip must be reported to the Data Protection Coordinator back at school, immediately.



## **APPENDIX**

### **DO I NEED TO DO A RISK ASSESSMENT FORM?**

#### **ASSUME NOT UNLESS:**

1. Pupils will take part in mountaineering (not merely walking), climbing at an outdoor location (not a climbing wall), canoeing / kayaking, sailing, gorge-walking, open water swimming (lake or sea), caving or skiing / snow-boarding outdoors on snow (not at an artificial ski slope)
2. This is a brand new activity / location used for the first time
3. This is the first time a new member of staff has run an activity
4. There is any other reason pupils / staff will be exposed to particularly hazardous conditions, in which case discuss the activity with the EVC.

### **DO I NEED TO GET PARENTAL CONSENT BEYOND THE ANNUAL CONSENT FORM?**

#### **ASSUME NOT UNLESS:**

1. Pupils are in the EYFS;
2. The activity planned is covered by a written risk assessment – see above;
3. The activity will take place outside normal school hours (08:00 – 17:00h) AND is not part of the school's published curriculum, calendar or fixture lists.

### **WHO NEEDS TO KNOW ABOUT WHAT I AM PLANNING?**

1. The parents, who must be informed of the child's location at all times and must be given the opportunity to withdraw their child, in writing, by revoking the overall consent for any individual trip or visit. (Modify the standard information letter provided in trips pack please – available in office and in staff area.);
2. The pupils, so that they arrive correctly prepared and equipped;
3. The VP Pastoral who gives permission for staff and pupils to be absent from school;
4. The VP Academic who will need to replace absent staff who require cover;
5. The office staff, so that they can properly respond to telephone enquiries, and provide emergency contact details for pupils and staff attending;

6. Kitchen staff, so that they can provide packed lunches and adjust numbers.

Please follow the guidance provided on the Trips Checklist on the Staff Portal.

DO I NEED TO CHECK ACTIVITY LICENCES OR RISK ASSESSMENTS FOR THIRD PARTY PROVIDERS?

Only where you are engaging a new provider to put on any of the more hazardous activities listed above which would need a written risk assessment