



## S43 SCHOOL TRIPS and EDUCATIONAL VISITS

This policy has regard to DfE guidance: [Health & Safety of Pupils on Educational Visits](#) (November 2018) and [Health and Safety Executive \(HSE\) School trips and outdoor learning activities: Tackling the health and safety myths](#).

The headmaster remains the Educational Visits Coordinator and he therefore carries ultimate responsibility for all visits.

The behaviour of boys taking part in the individual visit is the responsibility of the particular organiser of the trip.

The procedure for taking trips which **do not** include overnight stays is as follows:

1. Choose a date in consultation with the Head. Try to avoid clashes with music lessons, and certainly avoid any choir commitments.
2. Decide on the priorities of the trip. Discuss outline and possible staffing requirements with the head and obtain their agreement.
3. See that the date is entered in the school diary.
4. The head will decide whether or not it is necessary to seek parental permission. In general, unless the trip involves additional expense, is to take place outside school time or it involves an activity which might be considered especially hazardous, parents will simply be informed about it, either on the school calendar or in the weekly newsletter, their blanket permission having already been obtained via the parents' contract. If permission is required, prepare a letter to parents giving details of the trip and include a tear-off slip for their response. A draft should be shown to the head. Slips should be returned to the office.
5. Plan the trip in detail. You will need to have considered staffing, transport, communications, refreshments, costs involved, medication to be taken, first aid, resources, the nature of the activity and any specific risks or dangers. If the trip involves public transport, or if it involves specific risks not generally associated with the normal timetable, the organizer will need to complete a risk assessment form. The completed form should be given to the head at least 48 hours before departure. If the trip is to take place within normal class time and it involves a regular activity, a simpler form is used.
6. Check with Matron whether any boys suffer from medical conditions for which additional support may be required.
7. Book any transport required checking that there is a qualified driver available if using the school minibus.

8. On departure, ensure that the office has a copy of the Risk Assessment which includes clear details of all participants (boys and staff). Check you have a school mobile phone together with necessary contact numbers. Take some extra cash for unforeseen emergencies.

Trips involving **overnight stays** will require even more careful planning. In addition to the above, staff, and then the head, will need to be satisfied that the following issues have been addressed:

- Parents have given their consent
- Accommodation meets the school's standards and those laid down in the National Minimum Standards for Boarding Schools.
- There are appropriate provisions in place for safeguarding.
- There are adequate provisions for the safety and protection of boys especially at night.
- There is satisfactory medical cover.
- There is adequate insurance in place including medical cover (e.g. EHIC or its replacement if travelling in Europe).
- All members of the party have valid passports (if overseas)
- A performing licence has been obtained if required.
- That there are adequate safeguards in the event of an emergency.
- A full assessment of risks has taken place.

## **Notes:**

### Staffing:

Consult with the head but the normal recommendations will be at least 1:10-15 for ages 8-10 and 1:15-20 for ages 11 and over in this country; 1:10 for all ages if travelling abroad. These ratios may need to be more generous depending on the activity involved and/or the means of transport used. In general, at least two members of staff will normally accompany a party on out of school trips. At least one member of staff must have had basic 1<sup>st</sup> Aid training within three years. In the rare situation in which volunteers or parents are used, the head will ensure that relevant vetting checks including DBS have been made and recorded where such adults will have unsupervised access to boys, or where an overnight stay is involved.

### General protocols:

When travelling on foot, boys will normally walk in 'crocodile' – a member of staff at front and rear. When crossing roads always seek a controlled crossing point where possible and never allow boys to cross on a red pedestrian light.

If boys need to use a public lavatory while they are away from school, they should never do so singly but another boy should go with them, a member of staff being closely in attendance normally just outside.

If boys are required to change clothes, for a sports activity for example, they should be chaperoned by school staff especially if changing in a public changing room. If staff themselves need to change, they should do so in alternative accommodation, or once the group of boys has left the changing room.

The most important item of equipment to take is a mobile phone to allow contact for assistance, if necessary.

In general, boys should never be allowed to wander off singly. They should always remain within a group.

#### Transport:

The minibus is probably the best form of transport for trips in this country. It may only be driven by those who have passed the ROSPA test (or equivalent). The Bursar is the member of staff responsible for overseeing the use of the vehicle, and she is responsible for arranging tax, insurance, MOT and servicing. Individual drivers are to satisfy themselves that the vehicle is safe to drive (visual inspection of lights and tyres), and that passengers wear seatbelts at all times while the vehicle is in motion. The driver is responsible for the good behaviour of all passengers. Any defects of the vehicle should be reported immediately to the Bursar or, in their absence, to the head.

Reputable private coach companies offer good service. Staff organising trips should consult the head to ensure that we are satisfied with their policy of safety and care. The member of staff in charge must ensure that seatbelts (where fitted) are used while the vehicle is in motion.

Public transport may also be used, but staff will need to ensure adequate staffing and supervision. The teacher in charge should make sure that all children are aware of the need to follow instructions, and of what to do if they become separated from the group.

(The normal procedure on public transport will be for all children to be in a supervised compartment of the vehicle, for all children to be aware of the destination stop, and that a child becoming separated from the group will remain where he is, until reunited with school staff, reporting where possible to a member of the transport staff.). In the event of a child being left on a train after the remainder of the party have alighted, he should be instructed to alight at the next stop and wait there to be collected.

Only in special circumstances and with the agreement of the head may private cars be used. If this is the case, it is important that staff check that their private car insurance is valid for business use and that they have completed the school's insurers driver declaration (available from the Bursar). Staff are also advised to avoid any situation which could give grounds for an allegation against their professional conduct. They should avoid a situation where an individual child might be alone with them in a vehicle, for example. See also: S35: Interaction with Pupils – Guidance for Staff.

If taxis are used, a known adult (checked with DBS) must travel in each car.

#### Preparing Pupils:

It is important for staff taking a trip thoroughly to prepare the pupils, paying attention in particular to any safety issues and any activities demanding particular behaviour. They should consider any special medical needs. Pupils should understand the purpose of the trip and they should be alerted to any likely risks and told what to do in the event of an emergency.

#### Communication:

Each accompanying adult will carry a mobile phone with details of telephone contact numbers for each the other staff present and a contact number for school. Details of mobile phone numbers will be clearly stated on the risk assessment form.

#### Medical Care:

On an overnight trip a Matron will normally accompany the group. If so, she will take responsibility for medical care. If a matron is not present the organiser of the trip is responsible for boys' medical care. He/she may seek advice by telephone from the matron at school, but in an emergency, he should not delay in referring to a local GP or hospital. If the trip is an overseas one arrangement for emergency medical care will have been made in advance and details included in the risk assessment. All parents have already given their consent to emergency medical care. The following is an extract from the Parents' Handbook:

*Whenever possible we will obtain the specific consent of parents before arranging medical treatment for boys. If it is impractical to obtain that consent, for instance because of a lack of time, the school may arrange treatment including operations with anaesthetic if it is in the best interests of the boy to do so.*