



EDUCATIONAL TRIPS AND VISITS (PREPARATORY SCHOOL) POLICY

1. Introduction

- 1.1. This policy informs practice in the Preparatory School. It has regard to DfES Guidance 'Health and Safety of Pupils on Educational Visits'. See also "Educational Trips and Visits (Senior School) Policy".
- 1.2. Educational and extra-curricular trips are an essential part of the opportunities offered to students at Claremont Preparatory School. All trips however, both day and overnight, must be planned and organised to take account of appropriate health and safety issues and budgetary constraints. Authorisation for the plan must be secured from the Director along with sources of finance, and risk assessments must be checked and signed-off by the Headteacher.

2. Procedure for Planning and Organising a School Trip or Expedition

Step 1

- 2.1. Complete the following form:
 - Form 1: Request for Off Site Activities (All Visits) (available in Trips and Visits file on Z drive).
- 2.2. Prepare the following information:
 - A list of pupils names if available.
 - A brief outline programme of activities involved.
 - A detailed breakdown of cost.
- 2.3. Pass all of the above to the Headteacher for approval. She will, in turn, obtain the Director's approval, without which the trip cannot proceed. This part of the process must be carried out well in advance of the trip.
- 2.4. Things to check at this stage:
 - Has the School visited the venue previously? If not, an assessment needs to be made as to whether a pre-inspection visit should be made.
 - Are staff-pupil ratios in line with DfE requirements?
 - Have all costs (including transport and food) been included?
 - Have the proposed dates been checked and agreed with the Headteacher?

Step 2

- 2.5. Once the Director and Headteacher have granted approval:
 - Liaise with the School Office (Lizzie Mulhern), who will help coordinate the arrangements for the trip (such as making travel arrangements and sending out letters to parents).

Step 3

- 2.6. Complete the following form:
- Form 3: Risk Assessment for Off Site Activities (available on the Z Drive).
- 2.7. Generic risk assessments and examples of good practice can be found in the relevant folder on the Z Drive. Pass both of these to the Headteacher for approval. This part of the process must be carried out **at least 7 days in advance of the trip**.
- 2.8. Things to check at this stage:
- Has the agreement and signature of a member of the Senior Leadership Team to act as the School Contact been secured (if any part of the trip takes place out of term)?
 - Has a list of students and staff attending the trip been attached, along with full emergency contact details? These details can be obtained from the database.
 - Has the Director of Studies been contacted in order to provide cover?
 - Has a list of pupils' medical information (including medical consent forms) and dietary requirements been obtained from the database to ascertain whether there are any with medical conditions that need monitoring?

Step 4

- 2.9. Once the Headteacher has granted approval of all relevant documentation, distribute the emergency contact details and a full list of the students and staff attending the trip as follows:
- 1) The Headteacher.
 - 2) School Office and, if out of term time, a school contact (Senior Leadership Team member or the Director).
 - 3) Noticeboard in the Staffroom.
 - 4) Form Tutors.

Step 5

- 2.10. On the day of the trip a register of students and staff travelling must be taken **immediately before the transport departs** and this information must be passed to the School Office.

Step 6

- 2.11. It is good practice to check in with the school contact on the return of the trip or at regular intervals during the trip if it is more than 24 hours.

3. School Arrangements for Expeditions

- 3.1. Expeditions and trips away from School require careful planning along the following lines.
- 3.2. The Party Leader must ensure that comprehensive travel/expedition insurance is obtained. If there is any doubt, the Director should be consulted.
- 3.3. If the visit is being organised by an external provider, investigations must be carried out to ensure it is a reputable dealer with all the necessary insurances.

- 3.4. The Party Leader must seek medical advice to ascertain whether any immunisations are required. This should be done well in advance to ensure that all the necessary vaccinations can be administered (e.g. the Hepatitis B immunisation is normally a course of three vaccinations, where the second vaccine needs administering one month after the first. The final vaccination should be six months later).
- 3.5. The School Office will provide details of existing medical conditions, allergies and any medication currently being taken, and this information must be taken by the member of staff in charge of health care on the expedition.
- 3.6. The Catering Manager should be consulted about any meal requirements. Any requests for packed lunches, other food and drink must be made at least one week in advance.
- 3.7. When visiting a country where the majority of the population speaks a language other than English, one of the adults with the group should be able to speak and read the language of the visited country. If not, then the leader or another adult should learn enough of the language to hold a basic conversation and know what to say in an emergency.
- 3.8. On longer trips e.g. overseas trips, a member of staff should be responsible for providing an electronic diary (e.g. results, activities undertaken) which is accessible to parents. This may take the form of a regular email home to parents. This member of staff is also responsible for keeping the school informed of events.
- 3.9. For some expeditions, certain qualifications may be needed e.g. a Mountain Leadership Award. It is good practice that at least one member of staff accompanying an expedition should have a First Aid qualification.
- 3.10. Someone at school (a member of the Senior Leadership Team, for example) should be asked to act as a point of contact for the Party Leader and the parents. The contact should have a list of parents' phone numbers and a detailed itinerary of the expedition.

4. School Arrangements for Trips

- 4.1. If there is a charge to students, a full list of students and the charge to be made must be supplied to the School Office. Parental permission must be obtained.
- 4.2. The School Office will make arrangements to book a coach, if required.
- 4.3. Minibuses may be booked through the School Office.
- 4.4. The Catering Manager should be contacted over any requirements for packed or early meals, as soon as possible and with at least one week's notice.
- 4.5. The School Office must be contacted to ascertain whether there are any students on the trip with medical conditions that need monitoring.

5. About Risk Assessments

5.1. Risk assessments are “*the systematic identification of hazards associated with an activity and the evaluation of the risks associated with those hazards*”.

General Points

5.2. The legal requirement for carrying out risk assessments is contained principally in the Management of Health and Safety at Work Regulations 1999. Risk Assessment is a legal requirement.

5.3. It is the School’s responsibility to risk assess everything that it does and it remains the responsibility of the employer. Delegation can only be carried out by determining the competence of individuals in risk assessment.

5.4. Risk assessments must be written and understandable to other people.

5.5. Risk assessment is not a form-filling exercise; it is a thinking exercise requiring judgement.

5.6. Team approaches are preferable and result in balanced judgements.

5.7. Risk assessment does not stop people from doing anything; it ensures they are clear about the risk and how best to control it.

5.8. Experience shows that common sense needs to be structured.

5.9. Most cases that come before the courts are the result of poor planning or a lack of planning.

5.10. We need to recognise that doing risk assessments will be time consuming for those employees responsible for them, but they must be done and done properly. Guidance on how to do them properly will be provided by the Headteacher.

Types of Risk Assessment

5.11. Generic risk assessments: which are transferable e.g. suitable for rugby visits to various other schools.

5.12. Specific risk assessments: pertaining to a one site activity e.g. Geography field trip to Pett Level.

5.13. Dynamic risk assessments: these are made on the day or on the move e.g. cancelling one activity and choosing to do another because of extreme weather.

Specific Requirements Regarding Risk Assessments

5.14. For all off-site activities a risk assessment must be prepared. It should be constructed using the template on the Z drive. An example of which is shown below:

Potential Hazard	Who will be affected	Severity	Probability	Score	Preventative Measures	Who’s Responsible?
------------------	----------------------	----------	-------------	-------	-----------------------	--------------------

What could cause harm?		Risk of death = 5 Very minor = 1	Very likely to happen = 5 Highly unlikely = 1	Add severity and probability score		
------------------------	--	-------------------------------------	--	------------------------------------	--	--

- 5.15. Colleagues unfamiliar with the construction of risk assessments should see the Headteacher who will talk them through examples of good practice. Generic risk assessments can be found on the Z Drive on the school network and these can provide a basis for the construction of a specific risk assessment.
- 5.16. Risk assessments must not be written alone. More than one member of staff must meet and discuss those things which may go wrong and use the above system to quantify the risk. Methods of avoiding those problems can then be put in place and 'what ifs' can be rehearsed.
- 5.17. The risk assessment document should be a thorough, written document and signed by all those who have co-operated in its compilation.
- 5.18. It should then be presented to the Headteacher for inspection.
- 5.19. 'Down time' is a major area of risk i.e. when the students are not being fully occupied. It is vital to consider this as part of a risk assessment.
- 5.20. Dynamic risk assessments should be carried out when circumstances dictate that the original plan of action cannot be carried out e.g. because of poor weather conditions or because an unplanned opportunity presents itself.

6. Contact with Parents

- 6.1. Parents should be given, in writing:
- Full information about the nature and purpose of the trip.
 - Details of the insurance planned.
 - A detailed itinerary.
 - The contact name and telephone number at School.
 - Full information about the cost.
- 6.2. Parents should be asked to provide:
- Written permission for their child to go on the trip.
 - An undertaking to pay the full cost, as advised.
 - Permission for the teacher in charge to authorise any necessary medical treatment, in the event of an overseas expedition.
 - Form 2: Parental Approval Form for a Preparatory School Visit.

7. Supervision of Students/Ratios

- 7.1. It is important to have a high enough ratio of staff to students for any trip or visit. Some of the factors to take into consideration include:
- The gender, age and ability of the group.
 - The nature of the activities planned.
 - The experience of the staff in off-site supervision.

- The duration and the nature of the journey.
- The availability of first aid cover, etc.

7.2. Therefore the staff to student ratio will vary depending on the nature of the expedition e.g. a day trip (such as a trip to the theatre in London) would require one member of staff for every 15 students, while walking the South Downs Way would require a much lower ratio. A mixed party should be accompanied by male and female staff.

7.3. Staff should consult the DfE advice on 'Health and Safety: Advice on Legal Duties and Powers', available on the website:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

7.4. It is important to stress to students:

- Rules on safety.
- The need to stay in groups.
- Times and places to meet.
- Procedure in the event of a terrorist attack.

8. General

8.1. Our expectations of high standards of behaviour should be made clear to pupils at every stage, before and during the expedition.

9. Examinations

9.1. In planning trips and visits, members of staff should consult the examination timetables to avoid clashes.

10. List of Paperwork Required for Educational Trips and Visits

- EDUCATIONAL TRIPS REQUEST FORM
- Risk Assessment for Off Site Activities.
- Emergency Procedures.
- List of Pupils.
- Outline of Programme of Activities involved.

11. Policy Owner

11.1. The policy owner is Mrs Abra Stoakley

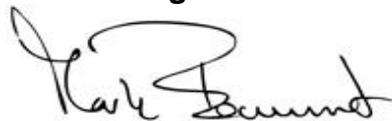
12. Issue Date

12.1. Issue date: July 2017.

13. Review Date

13.1. This policy will be reviewed annually. The next review is due in September 2017.

Director Signature:



Mr M Beaumont

July 2017