

## **Health and Safety Policy for Pupils on Educational Visits**

This policy has been drawn up in accordance with the “The Health and Safety of Pupils on Educational Visits: A Good Practice Guide,” DCSF guidance, 2004 ([www.teachernet.gov.uk](http://www.teachernet.gov.uk)). All staff taking or assisting on school trips will be aware of the policy and of all specific local requirements.

### **Procedure**

#### **Approval for trips and visits**

The School has a formal procedure for the approval of all trips and visits. These include day trips, overnight trips, and residential visits both at home and abroad. There is a separate system for away fixtures. All trips and visits are given approval based on a variety of factors, including the risk assessment undertaken for the trip. The Headmaster gives formal approval for a visit if:

- Adequate child protection procedures are in place
- All necessary documentation, actions and training have been completed before the visit begins
- A comprehensive risk assessment has been undertaken and completed
- The appropriate teacher-pupil ratio is met
- The School medical/consent/contact details form has been filled in for each pupil
- For EYFS trips at least one person on the outing has a paediatric first aid certificate.

#### **Risk Assessments**

The teacher in charge of the proposed activity will complete an educational visit form (available from Reception). There are four different types: Sports (yellow), Off-site visits (blue), Residential (pink) and Overseas (green). These forms cover all aspects of trips and activities out of school. In addition, there is a risk assessment form on the Y Drive which has to be filled in, taking into consideration potential hazards particular to the trip. This has to be emailed to AAM and a copy saved into the new Risk Assessments Folder on the Y Drive. Where possible, and if appropriate, a pre-trip visit will be undertaken by the trip co-ordinator, to investigate and identify any potential hazards.

#### **Day Trips**

All documentation should be completed at least two weeks in advance of the trip, or two weeks before the end of term if the trip departs during a school holiday. Please note that applications for these trips must also be signed off by Heads of Department if the trip is related to an academic subject.

- Present the dates to Mark Pryor (MAP) so that trip details can be published in the termly calendar.
- Staff should send a letter and consent form to parents, as soon as possible once approval has been given for the trip by the Headmaster.
- A list of those going on the trip should be given to Reception and Houseparents and emailed to relevant members of Common Room.
- Returned consent forms should be filed and kept by the trip co-ordinator together with medical notes, emergency numbers, payment details, and other essential information.
- In the case of day excursions for whole year groups, the Medical Centre will produce medical notes which must be collected by the trip co-ordinator beforehand (emergency numbers should be on consent forms).

### **Responsibilities of the trip co-ordinator – Day Trips**

- The trip co-ordinator should draft all relevant documentation and must take full responsibility for the completion of relevant risk assessment documentation which will be approved by AAM.
- The trip co-ordinator should be responsible for answering parents' queries regarding a trip.
- Reception is happy to take messages and pass them on, but not to answer on behalf of the trip co-ordinator.
- The trip co-ordinator should pursue outstanding forms, but might ask relevant Houseparents to assist with this process.
- The Trip co-ordinator should make arrangements with Catering for packed lunches at least one week in advance of the trip.
- The trip co-ordinator can make transport arrangements, such as minibus bookings (Reception) and coach bookings (Des Baker, email: da.baker@rossall.org.uk).
- The trip co-ordinator should be aware of any specific medical issues relating to the students and staff going on the trip. He/she should liaise with the Medical Centre if necessary and brief all adults on the trip about any specific medical conditions relating to persons on the trip.
- The trip co-ordinator should arrange payment for the course/excursion through the Bursary.
- Charges should be put through to the Bursary by the trip co-ordinator.

### **Overseas Trips**

#### **Preliminary application for overseas trips.**

This should be submitted a minimum of six months (if outside of Europe a year in advance) in advance of a proposed trip and needs to be signed off by the Head of Department (where necessary), and the Headmaster. Once this has been approved trip co-ordinators should:

- Present the dates to MAP so that trip details can be published in the termly calendar

- Send a letter and consent form to parents, as soon as possible once approval has been given for the trip by the Headmaster. The letter should be on current Rossall stationary.
- A list of those going on the trip should be given to Reception and Houseparents and emailed to relevant members of Common Room.
- Returned consent forms should be filed and kept by the trip co-ordinator together with medical notes, emergency numbers, payment details, and other essential information (e.g. passport numbers, etc).
- Follow-up letters should be sent regularly as additional information becomes available.
- If the cost of the trip is being added to the school bill for all participants a list should be submitted to the Bursary by the trip co-ordinator for approval.

### **Final details for overseas trip**

- The final details for overseas trips should be completed no later than 10 working days prior to departure, or 10 days before the end of the school term if the trip goes during the holiday.

### **Responsibilities of the trip co-ordinator**

- The trip co-ordinator should draft all relevant documentation and must take full responsibility for the completion of the itinerary and relevant risk assessment documentation which will be approved by the Deputy Head. This information may be included in the preliminary trip application or the final trip submission, but the content must be checked with the Deputy Head.
- The trip co-ordinator is responsible for chasing students and/or parents to ensure that all forms are returned and payments made.
- All contact with travel companies should be through the Trip co-ordinator so that there is one single point of contact.
- The trip co-ordinator must contact the parents directly to answer any queries.
- The trip co-ordinator is responsible for ensuring participants are given correct information regarding vaccinations, visas, legal documentation, insurance, etc and should do so regularly and well before the departure of the trip.
- The trip co-ordinator should arrange payment for course/trip/excursion through the Bursary.
- If required, the trip co-ordinator can make transport arrangements, such as minibus bookings (Reception) and coach bookings (Des Baker, email: [da.baker@rossall.org.uk](mailto:da.baker@rossall.org.uk)).
- The trip co-ordinator should be aware of any specific medical issues relating to the students and staff going on the trip. He/she should liaise with the school nurse if necessary and brief all adults on the trip about any specific medical conditions relating to persons on the trip.

- If taking school packed lunches on the journey, the trip co-ordinator should make arrangements with Catering at least one week in advance of the trip.
- The trip co-ordinator is responsible to writing a report for press release, entry on the website or inclusion in a newsletter.

### **Supervision of Pupils on Trips**

There is a minimum requirement of two adults on a trip or visit, with a ratio of not less than 1 adult for every 10 children. There will always be a teacher accompanying each trip, but, if a high adult: pupil ratio is required, it may not be feasible to use school staff alone. Parents may be used as a supplement to the staff, provided that they have completed the enhanced CRB check well in advance if the trip is overnight, and that a qualified teacher is in charge of the party at all times.

### **Pre-trip Information and Planning**

Once a trip has been authorised, parents will be informed in writing about the trip or visit. This will happen well in advance of the trip date. If any staff need CRB checking, then this will take between 6 and 8 weeks. If necessary, there will usually be a meeting for parents and pupils, so that trip details can be discussed and understood. Pupils may also have further meetings to discuss aspects of the trip, such as behavioural expectations, specific country-related dangers, and safety precautions. Accompanying teachers and supervisors will also be briefed by the group leader. Such briefings will include information about the specific medical or special needs of any pupil on the trip.

### **Consent Forms**

For overnight trips, once a trip has been authorised, the trip co-ordinator will send out a combined medical/consent/contact details form to be filled in by the parent or guardian of the pupils involved. This form is used to ensure that contact and medical details are up-to-date. The form also requires parents or guardians to agree to the pupil receiving emergency medical treatment if the parents or guardians cannot be contacted. For day trips, the trip co-ordinator will include a list of pupils and any related medical conditions in the risk assessment. These details are available on the Staff intranet site on a 'need-to-know' basis.

### **Transport and Insurance**

If the trip involves the use of a coach, then all pupils will be briefed on the correct procedure for travel by coach, including the wearing of seatbelts, the emergency exits, and any further fire or first-aid procedures that are relevant. If a School minibus is used, then all drivers will be MiDAS trained. For other forms of transport, including air travel, an appropriate risk assessment will be undertaken and all pupils briefed on the hazards pertinent to that form of travel.

Comprehensive insurance cover is arranged by the School for all trips and outings. Full details are available from the trip organiser or from the Bursary. All pupils travelling abroad are advised to obtain a European Health Insurance Card (EHIC) from [www.ehic.org](http://www.ehic.org) . For any trips which involve private cars, the School has insurance which covers the use of private cars for an approved school purpose.

### **Hazardous or Unusual Activities and Insurance Cover**

Such activities might include adventurous training, coastal visits, induction visits. Where unusual or hazardous activities are involved, teachers, supervisors, or the centre responsible for organising the activity must be appropriately qualified and competent. Evidence of formal qualifications will be sought before approval is given for the trip or visit. All equipment used must be both properly maintained and meet appropriate safety standards.

Parents will be informed in writing of any hazardous activities involved in the trip or visit. Staff must discuss insurance cover with the Bursar as early as possible to ensure that any hazardous activities are covered by the School's insurance policy

### **Emergency Contact**

All educational visit forms are kept by School Reception. This includes pupil details, and group leader contact details. Reception will act as the contact point. Every overnight trip will also have a named contact in the School (usually a member of the Senior Team), who will also have details of the trip (this is usually AAM).

### **First Aid and Medical Equipment**

All trips will be provided with a first aid kit from the Medical Centre. Pupils with specific medical needs, such as inhalers and epipens, will be required to bring these on the trip (if the trip is a day trip or visit). Pupils will be expected to carry inhalers and epipens at all times, whether the trip is overnight or not.

### **Procedure for Away Sports Fixtures and Music and Drama Visits**

A generic risk assessment form is available for all away sports fixtures. This contains the date, time and place of the fixture, the method of transport, and the details of those travelling and any associated medical conditions. It also contains contact details for the teacher in charge of the activity. For pupils involved in matches and out-of-school concerts and performances, parental consent will be sought at the start of the year, so as to avoid the need for repeated consent to be given.

## **Related Policies**

- Medical Questionnaire Policy
- Activities and Games Policy
- Recording and Reporting Accidents to staff, pupils and visitors
- Missing Pupils Policy
- Drugs, Alcohol and Tobacco policy
- Behaviour Policy

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