



HEALTH & SAFETY OF ACTIVITIES OUTSIDE SCHOOL

This policy relates to all sections and activities of the school e.g. the Senior School, the Junior School (including EYFS), Wrap Around Care, Offsite Activities and School run Holiday Activities or Clubs.

Red House recognises the educational benefits, for all pupils from the Early Years to GCSE, from taking part in activities that take place off the school's premises. These activities range from short visits within walking distance of the school to longer residential courses that may be in the UK or abroad. To ensure the health and safety of children whilst undertaking offsite activities staff have regard to the guidance provided by the Department for Education – Health and Safety: advice on legal duties and powers (2014).

Group Leaders are required to follow the school's procedures when organising any school trip or educational visit other than a sporting fixture. A copy of the school's *Handbook for Group Leaders* and advice from Health and Safety of Pupils on Educational Visits (HASPEV) may be obtained from the Educational Visits Coordinator (EVC) (DBK).

All staff receive appropriate Health and Safety training.

PROCEDURE FOR ORGANISING SCHOOLS TRIPS AND EDUCATIONAL VISITS

- All parents consent to their child taking part in educational visits whilst at School by signing the parental contract. They also consent to their child being carried by public transport or school transport driven in a responsible manner by an adult who is suitably qualified and insured to drive a vehicle of that type.

Paragraph 52 of the Parent contract states:

Educational Visits: A variety of educational visits will be provided for your child while a pupil here. By signing the acceptance form or agreeing to be bound by these terms and conditions the Parents consent to the Pupil taking part in any educational visit. Educational visits which:

- require overseas travel; or
- involve an overnight stay; or
- occur during a weekend or school vacation; or
- involve some element of high risk or adventure activity

will be the subject to a separate agreement. The Pupil is subject to School discipline in all respects whilst engaged in a School trip. All additional costs of special measures (such as medical costs, taxis, air fares, or professional advice) necessary to protect the Pupil's safety and welfare, or to respond to breaches of discipline, will be added to the bill. The School reserves the right to prevent the Pupil from taking part in an educational visit while overdue fees remain unpaid.

- Information regarding a child's medical needs from the 'Consent Form' and any amendments received subsequently during the year are entered on iSAMS, the Schools Management Information System.
- Hard copies of the medical information and contact details for parents contained within iSAMS will be produced and kept in the school office. These will be updated by office staff when parents notify the school of changes in their child's medical condition. Group leaders must ensure they have copies of this information with them whenever they take children off-site. At least one member of staff on the visit will be a qualified first aider.
- Prior to an offsite activity taking place approval must be sought from the Deputy Head or Head of the Junior School. In the case of residential visits approval from the Headmaster is required. In addition Group Leaders must liaise with the Educational Visits Coordinator to ensure that all necessary procedures have been completed.
- Staff undertaking the organisation of the offsite activity are advised to read and follow the guidelines provided in HASPEV.
- A full risk assessment must be undertaken prior to the activity taking place including transport arrangements. The 'Code of practice for driving Red House School and hired vehicles' must be followed. Where appropriate a copy of the Safety Management Systems (SMS) must be obtained from the tour operator. Tour operators must be registered with an appropriate body e.g. ATOL/AALC. The risk assessment should include references to supervision including pupil ratios and ensure that those accompanying the activity have been suitable vetted e.g. DBS. The provision of first aid and ability to communicate by mobile phone must form part of the risk assessment. Copies of the risk assessment and SMS must be returned to the Educational Visits Coordinator.

- Whenever possible there should be an exploratory visit. If an exploratory visit is not possible the Group Leader must ascertain how to complete an adequate assessment of risks.
- The Group Leader must ensure that the trip is adequately insured. Details of the schools insurance policies are available from the Head of Finance & Compliance.
- A letter of information for parents should be prepared and issued. The following information that might affect pupil health and safety should be included: the visit's objectives; dates of the visit; times of departure and return; any charge to parents that will be added to the fee bill and that deposits are non-refundable; mode(s) of travel, any times when remote supervision may take place; details of accommodation with security and supervisory arrangements on site; first aid; procedures for pupils who become ill; names of Group Leader, accompanying staff and other adults; details of the activities planned and how the assessed risks will be managed; standards of behaviour expected, this may include a code of conduct that pupils and parents will be expected to sign; what pupils should not take on the visit or bring back; details of insurance; clothing and equipment to be taken; money to be taken.
- The letter of information for parents should provide medical information if there have been any changes since they last completed a 'Consent Form'.
- For all residential visits or for those off-site activities where the group leader considers confirmation of medical information to be important a 'Parental Consent and Medical Form' should be issued to parents. These forms, when completed, include up to date contact details and permission for emergency medical treatment if parents cannot be contacted. Parental Consent and Medical Forms must be returned to the Group Leader before a child may take part in an offsite activity.
- In the case of residential trips, a copy of the Parental Consent and Medical Form should be left with the Emergency Contact.
- For residential visits parents should be invited to a meeting where information can be disseminated, staff accompanying the activity can be introduced and any questions answered.
- Prior to the visit pupils must be briefed. They must understand why particular standards of behaviour are expected and why rules must be followed.
- For residential visits, Group Leaders must complete an Emergency Contact Information form prior to the activity. A copy of the form should be left with the Emergency Contact along with copies of parental consent and medical forms. The original documents should be carried by the Group Leader.
- Whilst on the visit the Group Leader and other supervising adults must monitor risks at all times.
- Following the visit the activity should be evaluated.

Group leaders must speak to the Educational Visits Coordinator in the pre-planning stages so that the Coordinator is aware of the trip and can ensure that all Group Leaders have read the handbook guidelines for Group Leaders as laid down by the Department for Education.

School trips can involve an element of risk and whilst we cannot give Safety guarantees, it is essential that we take all possible precautions to ensure the safety of our students and staff. The advice given by the Department for Children on school trips will help to reduce the risks to Health and Safety.

Further information is available in School from the Educational Visits Coordinator or from the following organisations:

- Outdoor Education Advisors Panel, information on school trips and National Guidelines for the management of Outdoor Learning.
- Council for Learning Outside the Classroom – Information on School Trips.

Reviewed by D B Kitching
Ratified by the Health & Safety Sub-Committee of School Council
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