

HEALTH & SAFETY – SCHOOL TRIPS POLICY

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

1 AIMS

- 1.1** Red House School recognises the educational benefits, for all pupils from the Early Years to GCSE, participating 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.
- 1.2** To ensure the health and safety of children whilst undertaking offsite activities, staff have regard to the guidance provided by the Department for Education (DfE) – Health and Safety: Advice on Legal Duties and Powers (5 April 2022).
- 1.3** Group Leaders are required to follow the School's procedures when organising any school trip or educational visit other than a sporting fixture. Advice from Health and Safety of Pupils on Educational Visits (HASPEV) may be obtained from the Assistant Head (Operations), who is also the School's Educational Visits and Events Coordinator (EVEC). The Head of the Junior School is EVEC for pupils based on the Junior site (EYFS to Year 5). All staff receive appropriate Health and Safety training.

2 REGULATORY FRAME WORK

2.1 This policy has been prepared to meet the School's responsibilities under:

- Education (Independent School Standards) Regulations (2014)
- DfE - Statutory framework for the Early Years Foundation Stage (September 2021)
- Education and Skills Act (2008)
- Children Act (1989)
- Childcare Act (2006)
- Equality Act (2010)
- Health and Safety at Work Act (1974)
- Data Protection Act (2018)
- UK General Data Protection Regulation (GDPR)
- SEND Code of practice: 0 to 25 years (DfE and Department of Health, January 2015)
- DfE – Health and Safety: Advice on Legal Duties and Powers (5 April 2022).
- Package Travel and Linked Travel Arrangements Regulations (2018)

2.1 The following School policies, procedures and resource materials are relevant to this policy:

- Health and Safety
- Child Protection (Safeguarding)
- Smoking, Alcohol and the Misuse of Drugs and Illegal Substances
- Behaviour Management
- E-Safety and Pupil Acceptable Use of ICT
- Equality, Diversity and Inclusion
- SEND
- Administration of Medicines in School
- Disaster Response
- Risk Management
- First Aid
- COVID-19 risk assessment(s) and/procedures.

3 LEGAL REQUIREMENTS AND RESPONSIBILITIES

3.1 The Head will ensure that educational visits comply with legislation, regulations and guidance issued by the HSE, the Department for Education together with that provided by the Board of Governors and the School's own Health and Safety Policy.

3.2 The Head has appointed the Educational Visits and Events Coordinator (EVEC) and will ensure that:

- The EVEC is sufficiently qualified, experienced and competent to arrange, administer and monitor educational

visit.

- The EVEC is provided with up to date training, advice and guidance.

3.3 For the purpose of this policy, the 'EVEC' means a member of staff to whom the Head delegates responsibility alongside their main role, for the arranging and the administration of an educational visit and the assessment and management of any risks posed by that educational visit. In 2022-2023, the EVEC for the Junior School (EYFS-Year 5) is Simon Haywood and the EVEC for the Senior School (Years 5-11) is Nick Gresswell.

3.4 The EVEC will:

- Be an experienced educational visits leader.
- Have the status to be able to guide the working practices of others.
- Be confident in assessing the ability of others to lead educational visits.
- Be confident in assessing external providers.
- Be able to advise the Board of Governors in approving educational visits, where necessary.
- Have access to, and be aware of, appropriate training, guidance and advice.

3.5 The EVEC will ensure that:

- A Group Leader is appointed who is competent to plan, undertake and supervise activities and to monitor/assess the risks in preparation for and throughout the educational visit.
- Educational visits do not take place unless specific approval has been given by the Senior Management Team (SMT) in advance as necessary.
- Visits/trips should always be recorded in the school calendar.
- There are adequate arrangements in place to ensure the health, safety and welfare of those on the educational visit, including ensuring that there are appropriate risk assessments and contingency and emergency plans in place.
- Any relevant qualifications claimed by the Group Leader or other relevant members of the group have been checked and verified and are up to date.
- Supervisors are properly assessed in accordance with the School's Child Protection (Safeguarding) Policy, which will include barred list checks if the Supervisor is likely to be left unsupervised or allowed to work in regulated activity.
- Adequate contact details for the Group Leader and/or Supervisors on the educational visit have been provided.
- The Group Leader reports back after the visit and ensures that any appropriate post-evaluation and monitoring takes place following visits including ensuring that appropriate lessons are learned and risk assessments and procedures are adapted where necessary.
- Adequate records are retained following the educational visit.
- Consider applications for approval for an educational visit to take place and provide advice to SMT as to whether the educational visit should be approved.
- Liaise with the Head of Finance and Compliance to ensure that there is adequate insurance cover for educational visits.
- Work with the Group Leader to provide details of educational visits including travel arrangements beforehand to parents, pupils and Supervisors (where required).
- Ensure that adequate contact details for the Group Leader and/or Supervisors and the proposed venue are retained at the School.
- Ensure that the Group Leader and Supervisors have a copy of the agreed emergency arrangements and the School's emergency numbers.
- Monitor risk assessments, systems and accident reports and general practice on educational visits on a regular basis.
- The School has considered its requirements to report safeguarding incidents to any other regulatory body or organisation including, but not limited to:
 - Charity Commission
 - Health and Safety Executive (HSE)
 - Disclosure and Barring Service (DBS)
 - Teaching Regulation Agency (TRA), and
 - Insurers

3.6 For the purpose of this policy, the 'Group Leader' is defined as the employee responsible for the planning, undertaking and supervision of the particular educational visits delegated to him/her by the EVEC.

3.7 The Group Leader must:

- Follow legislation, regulations, guidance and this policy and other applicable School policies relevant to educational visits.
- Obtain specialist advice to enable educational visits to be undertaken safely (if appropriate).
- Where appropriate, be appropriately qualified and will produce first hand evidence of such qualifications upon request.

3.8 The Group Leader has overall responsibility for:

- The preparation and planning of the educational visit (in consultation with the EVEC or another appropriately qualified person, where necessary) including obtaining approval for the educational visit to take place and

communicating with group members and parents.

- Preparing and implementing a Contingency Plan in case the primary activity is undeliverable.
- The supervision and conduct of the educational visit.
- The health, safety and welfare of the group during the educational visit.
- The behaviour and discipline of pupils during the educational visit.
- Ensuring that the School's relevant emergency policies and procedures are implemented in an emergency.

3.9 The Group Leader will also ensure that:

- All those attending or involved in the educational visit know who is in charge at any time and that all Supervisors and external providers are aware of any identified risks and understand their respective responsibilities.
- There is a plan for emergencies and that everyone on the educational visit is aware of emergency arrangements.
- Take immediate steps to terminate the educational visit if the health, safety or welfare of the pupils or anyone else on the educational visit is at risk.
- Ensure that any insurance conditions are complied with.
- Ensure there is sufficient first aid provision for each educational visit from appropriately qualified First Aiders, have a good working knowledge of first aid and be aware of and adhere to the School's policies on First Aid and the Administration of Medicine in School, and obtain relevant medical information for pupils including the medical forms. See Appendix 4: 'Parental Medical Consent for a School Visit' form and Appendix 5: 'Medication for a School Trip' form. Furthermore, all prescribed or over the counter medication administered to a pupil during a school trip, must be recorded on Appendix 6: 'Record of Medicine Administered on a School Trip' form.
- He or she obtain and carry emergency telephone numbers and details of emergency points of contact for everyone on the educational visits as well as the School's emergency numbers.
- He or she carries a mobile phone at all times during the educational visit.

3.10 The Group Leader has the full authority of the Head and has the right to return any pupil home if, after consideration of all relevant matters, he/she is of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the parent.

3.11 The definition of the term 'Supervisor' in this policy is an adult who has been approved by the EVEC and who has responsibilities and duties assigned to him/her during an educational visit by the School (to include but not restricted to parents and volunteers).

3.12 The Supervisor(s) will:

- Follow the terms of this policy, any applicable codes of conduct and the instructions of the Group Leader.
- Help with control, behaviour and discipline of the group.
- Look after their own health and safety and do their best to ensure the health and safety of everyone in the group and act as any reasonably prudent parent would do in the same circumstances.
- Inform the Group Leader immediately if they suspect there is a risk to the welfare, health and safety of themselves or others during the Educational Visit.
- Be properly checked and assessed in accordance with the School's Child Protection (Safeguarding) policies and procedures.
- Be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader.

3.13 Unless they are an employee of Red House School, Supervisors will not normally be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment. Under no circumstances will a Supervisor in respect of whom no barred list check has been obtained be left unsupervised or allowed to work in regulated activity (KCSiE September 2022 update).

3.14 Pupils will:

- Follow the instructions of the Group Leader and Supervisor(s) during the educational visit and comply with the School rules, applicable code of conduct for residential trips, the Smoking, Alcohol and the Misuse of Drugs and Illegal Substances Policy, and the Behaviour Management Policy.
- Not behave in a way which put themselves or others at risk or in breach of the School rules, and the School's Behaviour Management Policy.
- Dress and behave appropriately and responsibly, using safety equipment appropriately and as instructed.
- If abroad, be sensitive to local codes and customs.

3.15 Parents will:

- Be provided with sufficient information in writing by the School in advance of an educational visit any may be invited to briefing sessions where appropriate.
- Provide the School with clear and accurate up to date information on their child's health and/or any special needs.
- Provide appropriate consents, including for the pupil to attend an educational visit if appropriate, for the administration of first aid, medical and medical treatment and where necessary to provide the School with their child's medication in advance of an educational visit. 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. See Appendix 4: 'Parental Medical Consent for a School Visit' form and Appendix 5: 'Medication for a School Trip' form for further details.

- Ensure that their child has had the necessary vaccinations to enable them to safely take part in the educational visit.
- Ensure that they provide up to date contact details or other appropriate contact details in the event that they will be unavailable.
- Ensure that their child understand the standard of behaviour and conduct expected of pupils on the educational visit.

4 PLANNING AND PREPARATIONS

4.1 The Group Leader will:

- Undertake and complete the planning of and preparation for the educational visit.
- Where necessary and reasonable undertake an exploratory visit to areas or in respect of activities involving significant hazard, or he/she should obtain reliable information concerning the nature of any hazards and means of avoiding or minimising risk.
- Research information on recommended vaccinations on the National Travel Health Network and Centre (NaTHNaC) - <https://travelhealthpro.org.uk/countries>
- obtain approval for the educational visit to take place from the SMT.
- Undertake appropriate risk assessment(s) and complete a risk assessment form.
- Ensure that appropriate parental consent has been obtained for the pupils to attend the educational visit (including specific written consent to the trip where required).
- Ensure that parents of pupils with health/medical needs attending the educational visit have provided the appropriate medicines for administration and that these are held appropriately during the educational visits.
- Brief Supervisors, group members and parents (where appropriate), particularly in advance of an adventure activity, an overnight trip or visit outside the UK and provide them with the trips phone number in advance of the educational visit.
- Provide a list of attendees and emergency contact details for each attendee to the EVEC and ensure that these are available to him during the educational visit.
- Ensure that pupils are instructed to put their emergency contact details into their mobile phones.
- Report back to the EVEC after the educational visit.
- Retain appropriate records following the educational visit.

5 CHARGING TO PARENTS

5.1 The School reserves the right to charge for educational visits, transport, accommodation, equipment and other associated costs. Such details will be provided to parents prior to the educational visit.

5.2 If payment is not received in advance (or as required) or School fees are outstanding, the School reserves the right to exclude pupils from the educational visit.

5.3 Parents will also be informed of the arrangements for sending a pupil home early. Parents will normally be required to meet the costs of such arrangements should this be required for reasons of health and safety or breach of this policy. The School will not be obliged to refund the cost of the remainder of the educational visit.

6 PARENTAL CONSENT

6.1 The School obtains written consent from at least one parent in advance of the following types of educational visits:

- Any visit which involves nursery age children.
- All visits (including overnight or residential stays) which take place during the holidays or a weekend.
- Non-routine off-site activities and sporting fixtures that extend beyond the normal start and finish of the school day.
- Visits which require overseas travel.
- Adventure activities at any time.
- Activities for which risk assessment has shown a high level of risk management is required.

6.2 If consent is refused by one or both parents the School reserves the right to refuse to allow the pupil to take part in the educational visit.

7 RISK ASSESSMENTS

7.1 The School endeavours to take a proportionate and sensible approach to educational visits and the level of planning and preparation will be tailored in each case to the type of trip and the particular risks involved. Some educational visits may only require a little extra planning beyond the educational aspect of the trip, whilst others may need detailed planning and risk assessment and approval of the Head and the SMT.

7.2 The School will ensure that those who are conducting the risk assessments have the necessary skills, status, competence and experience to do so.

7.3 The School adopts a common-sense and proportionate approach to health and safety on educational visits with a focus on real risks, not those which are trivial and/or fanciful.

- 7.4** An assessment of the risks involved in the activity and the appropriate steps required to counter them will be carried out for every educational visit.
- 7.5** A sample risk assessment can be found in Appendix 3. The EVEC(s) will store the risk assessments in a file.
- 7.6** If there is a generic risk assessment already in place for a specific type of trip or activity, the Group Leader may (where appropriate) review the generic risk assessment and check that is still suitable.
- 7.7** If there is no generic risk assessment for the activity, or if the visit involves one of the following factors (listed below) the Group Leader must carry out a specific written risk assessment for the educational visit:
- Activities requiring a higher level of risk management than is normal during routine activities.
 - Adventure activities.
 - Off-site activities that take place totally outside normal School hours including during School holiday period or during weekends.
 - Overnight and residential stays.
 - Visits outside the UK.
- 7.8** A risk assessment will be undertaken to identify the measures needed to reduce the risks from COVID-19 so far as is reasonably practicable. COVID safe measures are included in the risk assessment pro-formas.
- 7.9** If any risk is considered to be unacceptable by the Group Leader, the educational visit shall not go ahead or shall be terminated if already in progress.
- 7.10** When conducting a risk assessment, the following factors should be considered, notwithstanding any risk assessment that may be conducted or supplied by any external provider:
- The type of activity.
 - The age/competence/fitness/usual standard of behaviour of the pupils.
 - Any special educational/medical needs of any of the pupils.
 - Any impact of individual needs on the group as a whole.
 - Adult: pupil ratios.
 - The competence/experience/qualifications of the adults.
 - Modes of transport, journey routes and location(s) of visits.
 - Emergency procedures.
 - Any other relevant factor in relation to the specific circumstances of the educational visit.
- 7.11** Where appropriate the Group Leader should also consider and assess a Contingency Plan in addition to the main activity, in case the main activity is undeliverable.
- 7.12** The Contingency Plan should be planned and risk assessed to the same standard as the educational visit.
- 7.13** Regardless of the type of the visit, the Group Leader must be prepared to re-evaluate and/or reassess the risks and mitigate any risks where possible whilst the visit is taking place considering any relevant changes in circumstances or factors such as fatigue or changes in the weather. If the risks become unacceptable the Educational Visit shall be terminated and/or a Contingency Plan if appropriate carried out instead.

8 INSURANCE

- 8.1** There shall be appropriate insurance cover in place for each educational visit.
- 8.2** The EVEC and Group Leader, in liaison with the Head of Finance and Compliance, should have an awareness of any requirements set by the School's insurers when planning an Educational Visit.
- 8.3** Parents should be informed of the insurance arrangements made by the School in clear terms. They should be told which insurances are arranged by the School and which are arranged and payable by parents.
- 8.4** The School will consider available insurance cover for educational visit in order to understand the potential impact on cover of COVID-19 and/or future pandemics or outbreaks of infectious diseases. This is likely to constitute a significant factor in determining whether any visit can go ahead in the current climate. Where the School arranges cover, it will be clear with parents about the limitations to available insurance cover in these circumstances.
- 8.5** The School cannot accept liability for the failure of insurance for reasons beyond the control of the School or where the School has made reasonable enquiries and exercised reasonable care.

9 SUPERVISION AND RATIOS

- 9.1** Supervision of pupils can be direct, indirect or remote but must always be 24 hours a day.
- 9.2** There must be an adequate ratio of adults to supervise pupils throughout educational visits. This ratio should derive from the risk assessment undertaken and the risk factors identified.
- 9.3** Where a Supervisor is also a parent of a pupil on the educational visit, the School should consider the risk of them being distracted by the needs of their own child rather than looking to the needs of the group. That

parent will not usually count in the ratio for the group as a whole, unless the School can manage the risk of conflict by other means e.g. by not allocating that parent a role with direct responsibility for their own child.

9.4 Where possible, there should be provision within the ratio for a different Supervisor, in the event of an emergency or incident, to:

- Deal with any emergency or incident.
- Seek emergency and/or medical assistance.
- Supervise the remainder of the party.

9.4 For local low risk visits in normal circumstances and subject to any special considerations the following ratios may be appropriate:

- EYFS – Pre-Nursery, Nursery and Reception: 1:4
- KS1 - Years 1-2: 1:6
- KS2 – Year 3: 1:6 and Years 4-6: 1:10
- KS3 and KS4: Years 7-11: 1:15-20

9.5 The ratio should become closer the more complex or hazardous the activity.

9.6 Where pupils are supervised remotely (e.g. the Duke of Edinburgh Bronze Award in Year 10), the pupils must have the aptitude for, and be appropriately trained, briefed and experienced for the activity involved. Pupils must however be able to contact a Supervisor in the event of an emergency.

9.7 The Group Leader will ensure that each pupil who is not under direct supervision is accounted for. This means the Group Leader will know the identity, whereabouts and expected time and place of return of the pupil.

10 CHILD PROTECTION AND SAFEGUARDING

10.1 The School's Child Protection (Safeguarding) Policy will apply at all times during all educational visits.

10.2 Any incident amounting to any report, allegation or suspicion of abuse or safeguarding concerns which occur whilst on the educational visit will be dealt with appropriately at the time and will be reported to the School's Designated Safeguarding Lead (DSL), Deputy Designated Safeguarding Lead (DDSL) and/or to the Head in accordance with the School's Child Protection (Safeguarding) Policy. The member of staff will then follow the instructions of the DSL, DDSL and/or the Head.

10.3 If a child is in immediate danger or risk of harm anyone can make a referral to the relevant agency. Where an emergency referral is made, the DSL and the Head must be informed as soon as possible. Any referral or concern must also be recorded on CPOMS.

11 EXTERNAL PROVIDERS AND ADVENTURE ACTIVITIES

11.1 Reference to 'External Provider' in this policy means any person or organization, other than the School or an employee of the School, who provides a service and or facilitates an activity under a contract during an educational visit e.g. an activity, field studies or outdoor education centre provider or an expedition company.

11.2 Reference to 'Adventure Activities' in this policy, include, but are not restricted to activities, such as, winter sports, rock climbing, hill walking, mountaineering, scuba diving, whitewater rafting, caving, climbing, trekking, water sports or activities in or around water. An activity may be considered to be adventurous not only due to the nature of the activity itself but also the environment in which it will take place, to include but not restricted to activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain, in or near water or areas considered to be politically, economically or socially unstable.

11.3 The School will ensure that any External Provider has in place the appropriate safety standards and liability insurance.

11.4 Adventure Activities: The School will check that any External Provider providing Adventure Activities has the adequate standards of safety, competence and experience in the activities undertaken.

11.5 LOtC: Where possible, the School will use External Providers who hold a LOtC Badge (see <https://www.lotc.org.uk/lotc-accreditations/lotc-quality-badge/>)

11.6 AALS: Where External Providers are required to have a licence to provide Licensed Activities (caving, climbing, trekking and water sports) the School will check that they either have a LOtC badge, or if not, ensure that they hold a current AALS licence at www.aals.org.uk

11.7 Where the External Provider does not hold a LOtC badge and / or AALS licence, the School will seek to check with the appropriate national governing bodies or association for the sport or activity concerned or other relevant federations or associations.

11.8 Where no such body can be identified, the School will take other reasonable steps to ensure that any External Provider is the appropriate organisation to use. The steps required will depend on the nature of the activity and the level of risk involved, but will include checking:

- Their insurance.
- They meet legal requirements.
- Their health and safety and emergency policies and/or risk assessments.
- Staff competence.
- Safeguarding arrangements.
- Any sub-contracting arrangements they may have in place.

- 11.9** Pupils' views should always be considered. Pupils who are reluctant to undertake a particular activity should never be forced to participate in that activity.
- 11.10** Group Leaders will retain a record of their due diligence investigations, and if in doubt, should consult with the EVEC.
- 11.11** Prior to commencement of any Adventure Activity the Group Leader should be fully satisfied with arrangements for health and safety.
- 11.12** In the event that he/she is not satisfied he/she will consider whether it is appropriate to abort the activity altogether or whether it is safe and/or appropriate to undertake a Contingency Plan.
- 11.13** There should be a clear agreement in place with External Providers about respective roles and responsibilities. In any event, the School retains responsibility for the wellbeing of pupils and during the activity at all times.

12 TRANSPORT

- 12.1** Pupils will be properly supervised at all times whilst on school-arranged transport, including Red House minibuses.
- 12.2** The Group Leader, as part of the planning and risk assessment of an educational visit in consultation with the EVEC, shall consider the transport requirements, including contingency planning for cancellation, delay or breakdown of the transport arrangements, safety and supervision arrangements. Where reasonably practical, the Group Leader will contact a named member of SMT as soon as possible if there is going to be a significant change (arriving earlier or delayed) to the return of a trip. In this case the member of SMT will send an iSAMS text messages and email to the parents of the pupils concerned with a contact number for further updates. The SMT member and Group Leader will remain in contact and provide regular updates on the group's progress which will be passed onto parents.
- 12.3** 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.
- 12.4** The Group Leader will ensure that the mode of transport is appropriate for the educational visit and that there is adequate insurance in place. Where required, the School will also ensure that the mode of transport is accessible for all participants e.g. wheelchair users.

13 TRIPS ABROAD AND OFF-SITE ACCOMMODATION

- 13.1** The School understands that trips abroad and those which involve pupils being accommodated off-site can have extra risks and may need a higher level of risk assessment.
- 13.2** Package tours: Where the School is purchasing packages from travel agents, tour operators or other providers the School will ensure that they are ABTA or ATOL bonded, as appropriate.
- 13.3** If the School is self-organising a 'package' which includes a combination of services including transport, accommodation or tourist services, the EVEC will ensure that the School complies with the relevant provisions of the Package Travel and Linked Travel Arrangements Regulations (2018).
- 13.4** Off-site accommodation: The School will ensure that all off-site accommodation provided for use by pupils on educational visits is satisfactory and, where possible, has been assessed by the School before use. Where this is not possible, for example on tours and expeditions arranged through external tour operators or organisations, the School will obtain appropriate assurances that the accommodation provided is of a satisfactory standard, for example by seeking references from other schools.
- 13.5** BS8848: 2014: If the trip involves significant risks such as challenging terrain, going to remote places or extreme climates, the School will use the British Standard BS8848: 2014 for adventurous activities outside the UK as the basis for planning the visit and to inform its risk assessments and, where possible, ensure that any External Provider also follows this standard.
- 13.6** Response to COVID-19 and/or other outbreaks or pandemics: The School understands that the current COVID-19 pandemic and/or any further outbreaks or pandemics are likely to affect its educational visits programme. The School will consult up to date guidance in relation to educational visits when planning and, where necessary, before commencing an educational visit, particularly where it involves an overnight stay or visit abroad.
- 13.7** Foreign and Commonwealth Office: The Group Leader will consult the FCO guidance in advance of any trip

abroad to ensure that s/he is aware of any up to date safety and security issues, entry requirements, travel warnings and health requirements.

14 FIRST AID AND MEDICAL ARRANGEMENTS

14.1 The Group Leader will have regard to the School's First Aid and Administration of Medicine in School policies and procedures and will ensure that there is adequate first aid provision on each educational visit.

14.2 The minimum requirements for educational visits are:

- A suitably stocked first aid container.
- At least one appointed person to take charge of first aid arrangements/First Aider.
- For Nursery to Year 6, at least one person who has a current paediatric first aid certificate must attend the educational visit.

14.3 The Group Leader will:

- Check that parental consent has been obtained for the treatment and/or administration of medicines for pupils with health / medical needs attending the educational visit. See Appendix 4: 'Parental Medical Consent for a School Visit' form.
- Ensure parents of pupils with health/medical needs attending the educational visit have provided the appropriate medicines for administration and that these are held appropriately during the educational visit. Please refer to Appendix 5: 'Medication for a School Trip' form.

15 EMERGENCIES

15.1 The Group Leader should be fully conversant with the School's communications and emergency response plans for incidents which take place away from school and on educational visits. Please refer to the School's Disaster Response Policy for further details.

15.2 S/he is responsible for ensuring that all members of the educational visit are aware of the action that they should take in the event of an emergency, particularly where there is a risk of death, personal injury, damage to property or involvement with the police.

15.3 In the event of an emergency all members of the group should:

- Remain calm.
- Assess the nature and extent of the emergency.
- Take immediate action to safeguard themselves and other members of the group.

15.4 The Group Leader should ensure that the incident is properly recorded on return and an accident report form completed and handed to the Head of Finance and Compliance, and that the EVEC is contacted as soon as reasonably practicable.

15.5 The Group Leader will liaise with the Head and make arrangements to inform parents of any accidents or injuries and first aid treatment affecting their child as soon as practicable.

15.6 Consider with the EVEC and the Head of Finance and Compliance whether the accident should be reported to any external agencies, including the police or the HSE, pursuant to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) (RIDDOR).

15.7 Under no circumstances should anyone make a statement to the press or any admission.

15.8 Where an insurance claim might be brought following theft or other loss, the local police must be informed.

16 INCIDENTS INVOLVING THE POLICE

16.1 In the event of an incident occurring during an educational visits in which the pupil(s) become involved with the police, the Group Leader should:

- Inform the EVEC and /or the Head immediately, or as soon as practicable and ask that the School's lawyers be notified so advice regarding the handling of the matter can be sought.
- Inform the parent(s) of the pupil(s) involved immediately, or as soon as practicable unless prevented from doing so by local police for legal reasons.
- If local police have asked that the parents of the pupil(s) involved are not made aware of their child's involvement with the police the Group Leader should do all that is reasonably required to satisfy himself/herself that the reason given is for legitimate legal reasons.
- If considered necessary, the School may make arrangements for legal representation for the pupil to be funded at the parents' expense.
- Instruct a senior member of staff of the educational visit to act as appropriate adult, where necessary, unless the parents request otherwise.
- Any incident involving the police must be recorded on CPOMS.

17 TRAINING

17.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the

necessary knowledge and skills to carry out their roles.

17.2 The level and frequency of training depends on the role of the individual member of staff.

17.3 The School maintains records of all staff training.

18 RECORD KEEPING AND DATA PROTECTION

18.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

18.2 The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's GDPR Policy.

19 FURTHER INFORMATION

19.1 Further information is available in School from the EVEC(s) or from the following organisations:

- Outdoor Education Advisors Panel: Information on school trips - <https://oeapng.info/> and National Guidelines for the Management of Outdoor Learning - <https://oeapng.info/about-national-guidance/>
- Council for Learning Outside the Classroom – Information on School Trips - <https://www.lotc.org.uk/>

Reviewed by: Dr R Ashcroft, Mr N Gresswell, Mr S Haywood and C Staniford
May 2024

Ratified by: The Health & Safety Committee of the Board of Governors
June 2024

APPENDIX 1: TRIP REQUEST FORM



RED HOUSE
SCHOOL

EXTERNAL TRIP REQUEST - APPROVAL FORM

The group leader should complete this form once they have developed initial proposals for an external visit/trip. The purpose of this form is for a representative of the School's Senior Team to approve the basis of the visit/trip prior to any firm arrangements being made and having made checks via the [School](#) calendar.

Please submit this form to the relevant person below to gain approval for the trip prior to any arrangements being made:

Junior School – Head of the Junior School, Simon Haywood

Senior School – Assistant Head (Operations), Nick Gresswell

Group Leader:			
Year/Group attending:			
Destination:			
Proposed date(s) of outing:			
Purpose of the visit and specific educational objectives:			
Category of trip: (A, B, C)	A= Involving travel abroad B= Overnight stays C= Other / Day trips		
Number of pupils to make trip viable:			
Number of staff required to make trip viable:			
Total cost of trip and cost per head:		Per head cost to be re-charged to	

APPENDIX 2: KEY INFORMATION FORM



EXTERNAL DAY TRIP - KEY INFORMATION FORM

This form is to be completed together with a Risk Assessment and Attendee's Contact and Medical details form.

These forms should then to be submitted to the following people at least 7 days prior to the Trip Departure date for their review and approval of the details therein:

Junior School: Head of the Junior School, Simon Haywood

Senior School: Assistant Head (Operations), Nick Gresswell

Destination / Trip:			
Venue Address:			
Proposed date(s) and timings of the outing:	Date/s:	Timings:	
Group Leader	Name:	Mobile:	
Accompanying Staff	Name:	Mobile:	
Year / Group attending			
Emergency Contact at School	School Office: 01642 553370 Simon Haywood: 07795 2555443 Nick Gresswell: 07943 562008	Rebecca Ashcroft: 07846 267774 Claire Thompson: 07799 766333	
Trip Costing Form Completed?	Yes	No	



Which Parental Trip Consent Form is to be used? (please circle)	Individual	Annual
Code of Conduct completed by pupils for Residential trips? (please circle)	Yes	No

Organising company/agency (if any)					
Name:				Tel:	
Address:				Licence N°	<small>Licence reference N° if the body is registered with the Adventure Activities Licensing Authority.</small>
Transport arrangements:					
Leg	Mode of transport	From:	To:	Provider:	License Plate (if known):
1					
2					
3					
4					
5					
Insurance arrangements outside of School Policy (for all members of the party)					
Insurer:				Policy No.:	
Insurers address:				Cover provided:	
Accommodation to be used (where applicable)					
Name:				Tel:	
Address:				Name of head of centre:	
Does the group leader have any				Is an	



knowledge of the places to be visited?	Yes	No	Partial	exploratory visit intended or recommended?	Yes	No

Group Leader Signature: _____ Date: _____

Group Leader Name: _____



Red House School Risk Assessments 2024/25

School Trips

Mick Stephenson
dp consultancy (ne) Ltd www.dpcne.com

To ensure compliance with relevant statutory provisions of The Health and Safety at Work Act (1974) and The Management of Health and Safety at Work Regulations (1999) there must be a suitable procedure in place for the identification, control and recording of risk. This procedure includes the need to issue suitable and sufficient Risk Assessments to ensure staff have relevant information about the nature of the work and any potential hazards they face before starting work.

The Risk Assessment should be reviewed under the following circumstances:

1. A change in working practices.
2. An alteration or change to equipment or machinery.
3. A change of staff (some staff may be vulnerable due to age, disability, gender etc.).
4. A change in environmental conditions.
5. After an accident, occupational disease, dangerous occurrence or near miss.
6. Changes in legislation, guidance or best practices.
7. At a regular time interval, to be arranged at the time of writing.

RISK RATING = SEVERITY X LIKELIHOOD		
SEVERITY	LIKELIHOOD	RISK RATING
1 = First aid case with no lost time. Negligible safety impact.	1 = Unlikely	1-5 Low
2 = Minor injury. Injury resulting in 1 day away from work. Medical treatment beyond first aid.	2 = Possible	6-10 Medium
3 = Single major injury. Injury resulting in more than 7 days away from work.	3 = Likely to happen	
4 = Single worker death. Multiple major injuries Significant irreversible disability.	4 = Will happen	11-25 High
5 = Death of member of public. Multiple worker deaths	5 = Imminent	
RISK RATING	COMMENTS	RISK CONTROL PRIORITY
1-5	Operation or task OK to continue. Little or no risk residing	Low
6-10	Operation or task OK to continue. Acceptable risk residing. Monitoring of controls should be carried out. Permit to Work may apply. Supervision is required	Medium
11-25	Operation or task should cease until further analysis is carried out. Decide on alternative methods of work. Unacceptable risk resides. If operation or task continues, monitoring at each stage of task should be carried out. Permit to Work may apply. Competent supervision must be in place during task	High

RHS-ST 06.2

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RISK ASSESSMENT: SCHOOL TRIP	TRIP VENUE: []
TEAM LEADER: []	ACTIVITIES INVOLVED: []
FIRST AIDERS: []	DATE FROM: [] DATE TO: []

Description Subject Assessed Refer to Index	Ref No.	Hazard What Could Cause Harm	Risk to Persons Directly/Indirectly Affected	Action to Minimise Risk Existing Control Measures	LR =	SR =	RR =	FP =	Additional Controls used or Comments
	001	Transport	Pupils, staff, third parties	External Coach. <ul style="list-style-type: none"> • Only approved and vetted transport service provider to be used Red House minibuses. <ul style="list-style-type: none"> • Minibuses are checked prior to use (oil, water, tyre pressure, damage) • Serviced annually by an approved garage. • Mot, Tax and Insurance in date. • Competent and authorised driver with a valid driving licence. Personal Vehicles. <ul style="list-style-type: none"> • School has valid business use insurance cover. • Vehicle has valid MOT/TAX • Vehicle is fitted with seat belts • Parents permission must be obtained prior to journey • Single pupil passenger shall sit in the rear seating of the car 	1	3	3	[]	

RHS-ST 06.2

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Description Subject Assessed Refer to Index	Ref No.	Hazard What Could Cause Harm	Risk to Persons Directly Indirectly Affected	Action to Minimise Risk Existing Control Measures	LR *	SR *	RR N*	Additional Controls used or Comments
	002	Illness / Injury	Pupils, staff, third parties	<ul style="list-style-type: none"> Emergency contact details must be provided to staff. (staff to have fully charged phone) Medication must be monitored, controlled and administered by authorised staff only. Sufficient number of first aid staff must be present. Pupils physical and health condition will be assessed immediately prior to the outing. Pupils medical records to be assessed prior to school trip. 	2	2	4	[]
	003	Accommodation (Awareness of accommodation and surroundings)	Pupils, staff, third parties	<ul style="list-style-type: none"> Hotel to be reputable. All rooms to be lockable. All persons must be made aware of the nearest fire exit and assembly point. Where balconies exist, the use of these is at the discretion of the team leader. Climbing over balconies is forbidden. 	1	2	2	[]

Description Subject Assessed Refer to Index	Ref No.	Hazard What Could Cause Harm	Risk to Persons Directly Indirectly Affected	Action to Minimise Risk Existing Control Measures	LR *	SR *	RR N*	Additional Controls used or Comments
	004	Missing Persons	Pupils, staff, third parties	<ul style="list-style-type: none"> Emergency contact details must be provided to staff. (staff to have fully charged phone) Pre-planned schedule of the day to be produced, staff and emergency contact to have a copy of this. Supervisory roles and responsibilities to be agreed prior to the visit and maintained throughout. Adequate provision of staff to care for number of pupils. Supervision must be available to pupils at all times. 	1	3	3	[]
	005	Adverse Weather Conditions	Pupils, staff, third parties	<ul style="list-style-type: none"> Plan activities in accordance with weather. Dress appropriately for weather conditions. Cold temperatures - warm, dry clothing. High temperatures - ensure sufficient water breaks, sun cream, caps, make use of shaded areas where appropriate. Regular monitoring of pupils 	1	2	2	[]

Description Subject Assessed Refer to Index	Ref No.	Hazard What Could Cause Harm	Risk to Persons Directly Indirectly Affected	Action to Minimise Risk Existing Control Measures	LR *	SR *	RR N°	Additional Controls used or Comments
	006	Activities	Pupils, staff, third parties	<ul style="list-style-type: none"> Condition of pupils' health will be assessed prior to commencing activities. Pupils must be informed of the hazards associated with the activities. Pupils must be supervised at all times during activities. Activities must be booked through reputable companies. Safety inductions shall be carried out before commencing with activity. 	1	2	2	

Post Trip Evaluation

RHS-ST 062

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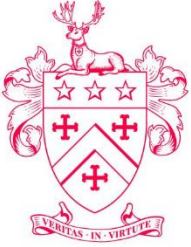
Reviewed by (PRINT NAME)	Date	Changes	Date of next review
Adam Stephenson (DPCNE)	September 2019	No Significant Changes	September 2020
Liam Stephenson (DPCNE)	May 2021	No significant changes	May 2021
Andrea Tomlinson	March 2022	Post trip evaluation added	March 2022

Document Owner	Name: Andrea Tomlinson	Signed:	Date
Risk Assessment Prepared by	Name: Mick Stephenson	Signed: <i>Mick Stephenson</i>	Date: August 2018
School Head	Name:	Signed:	Date

RHS-ST 062

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APPENDIX 4: PARENT MEDICAL CONSENT FOR A SCHOOL TRIP



**RED HOUSE
SCHOOL**

PARENTAL MEDICAL CONSENT FOR A SCHOOL VISIT

Child's Full Name:.....Form:.....

I agree to taking part in this visit and have read the accompanying letter.

I agree to my child participating in the activities described.

I acknowledge the need for my child to behave responsibly.

Parent/Guardian signature:

Print Name Parent/Guardian:

Date:

1 Pupil's Contact Details

Date of Birth:

Home Address:

.....

..... Postcode:

Home Telephone No. (inc. area code):

Mobile Phone No. 1:

Mobile Phone No. 2:

Work No. (inc. area code):

Doctor's Name:

Surgery address:

.....

Surgery Telephone No. (inc. Area Code):

2 Medical information about your child

Please use this page to tell us about any current medical treatments, allergies, special needs (e.g. dietary information, etc.) or any other helpful information about your child.

(a) Any conditions requiring medical treatment, including medication? YES/NO

If YES, please give BRIEF details and complete medication table at the end of this document, outlining any medication that is **necessary** during this trip:

.....
.....

(b) Please outline any special dietary requirements/food intolerance of your child.

.....
.....

(c) Does your child suffer from any other allergies? YES / NO
If YES, please outline details below:

.....
.....

(d) Is your child allergic to any medication, e.g. penicillin? YES / NO
If YES, please outline details below:

.....
.....

(e) When did your child last have a tetanus injection?

.....

(f) Does your child have any other special needs/health/behavioural issues we should know about, e.g. sleep walking / bedwetting? YES / NO
If YES, please outline details below:

.....
.....
.....

I will inform the Group Leader/Head as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

CONTINUED OVERLEAF

3 Declaration

I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

I agree to my child receiving an over-the-counter medication e.g. paracetamol, anti-histamine, by a member of the School staff, as per the guidance in the School Administration of Medicines and First Aid Policy, in loco parentis.

Where a child carries a prescribed Asthma Reliever and/or an EpiPen, which they can self-administer, I agree that they must show this to Group Leader prior to departure or they may not be able to travel on the trip.

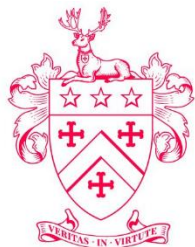
Signed: Date:

Full Name:
(CAPITAL LETTERS)

Please return this form to:

By:

APPENDIX 5: MEDICATION FOR A SCHOOL TRIP FORM



**RED HOUSE
SCHOOL**

MEDICATION FORM FOR A SCHOOL TRIP

Child's Full Name:.....Form:.....

The School will not give your child medicine unless you complete and sign this section of this form and the Head has agreed that the school staff may administer the medication. The Head reserves the right to withdraw this service.

NAME OF MEDICATION (inc. Asthma Inhalers & EpiPens)	DOSAGE	TIMING

- I understand that I must deliver all prescription medicines personally to a member of staff on the trip and accept that this is a service that the school is not obliged to undertake.
- The medication will be clearly labelled with my child's name. Please ensure the medication is within its use-by-date and that dosage information is clearly identified.
- Please note that self-administration is only appropriate for Asthma Inhalers and EpiPens, but must be recorded here. All other prescribed medication must be handed to a member of staff and listed on this form prior to departure. This also includes travel sickness tablets.
- The above information is, to the best of my knowledge, accurate at the time of writing. I confirm that my child has been administered this medicine without adverse effect in the past and give my consent to Red House School staff administering medicine in accordance with the School policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signed: Date:

Full Name:
(CAPITAL LETTERS)

Relationship to Child:.....

APPENDIX 7: TRIP COSTING FORM

DAY TRIP COSTING FORM
To be returned to Ann Morton - continuance forms to be attached where necessary

Name of trip: _____
 Person responsible: _____
 School: _____
 Department: _____
 Date(s) of trip: _____

COSTS £

Event Tickets	pupil tickets	@	£ -	=	£ -
	staff tickets	@	£ -	=	£ -
				VAT	
Transport					
External Transport:	Company used:	_____			
	Quoted cost:				£
coach/train travel:	staff	@	£ -	=	£ -
coach/train travel:	pupil	@	£ -	=	£ -
school minibus	staff	@	£ -	=	£ -
school minibus	pupil	@	£ -	=	£ -
	Booking fee				£ -
Food & subsistence					
	Own arrangements				
	Packed lunch	@		=	£ -
For larger trips:	Breakfast	@		=	£ -
	Evening meal	@		=	£ -
Other expenses					
Currency:	Currency required:	_____			
	0 pupil	@	£0 Value (GBP)		
Contingency fund: (to be returned to Ann Morton with supporting receipts for expenditure)					£ -
Other expenditure:					£ -
(please detail & attach receipts)					£ -
(Please continue on separate sheet if necessary)					£ -
TOTAL COST OF TRIP					

PLEASE TURN OVER FOR RECHARGE INFORMATION

Page 1

DAY TRIP COSTING FORM
To be returned to Ann Morton - continuance forms to be attached where necessary

Name of trip: _____
 Person responsible: _____
 School: _____
 Department: _____
 Date(s) of trip: _____

RECHARGE INFORMATION (or attach schedule)

Pupil Code	Pupil Name	Amount	To be added to school bill (Y/N)	Billing Term

Page 2

APPENDIX 8: A HANDBOOK FOR GROUP LEADERS

This is Part 3 of a 3-part supplement to *Health and Safety of Pupils on Educational Visits: A Good Practice Guide (HASPEV)* published in 2017 -

https://resources.leicestershire.gov.uk/sites/resource/files/field/pdf/2017/1/6/handbook_for_group_leaders.pdf

INTRODUCTION

The purpose of this handbook is to provide practical information that might be helpful to Group Leaders and others, day to day, whilst taking part in an educational visit. It adds to and brings together in one place, the advice for Group Leaders that is spread throughout the Good Practice Guide '*Health & Safety of Pupils on Educational Visits*' (HASPEV). It does not cover planning arrangements before the visit, which can be found in HASPEV.

The handbook is not a substitute for training. We recommend that all Group Leaders have access to training before taking pupils on educational visits.

The handbook does not seek to replace local or other professional guidance or regulations. Community and voluntary controlled schools should follow LEA guidance as a first recourse. No guidance should be taken as an authoritative interpretation of the law. That is for the courts.

The handbook includes advice on supervision, ongoing risk assessment, emergency procedures, and some specific types of visit. The printed version of the handbook will be in loose-leaf style, which will allow for easy amendment when new information comes to light and for additional pages to be added on new topics. Amendments and any new topics will be posted on the web at <http://www.teachernet.gov.uk/visits>, from where they can be downloaded and printed for inclusion in the handbook.

Like HASPEV, the supplement can be adopted or adapted by LEAs or others for their own purposes. Please acknowledge the Department as the source for any such use and declare any local variation of the text.

Enquiries about the contents of this Supplement should be addressed to the Department's Pupil Health and Safety Team on 020 7925 5536.

SUPERVISION

HASPEV Chapter 3 and *Standards for Adventure* give advice on supervision ratios, vetting suitability of Supervisors and brief advice on responsibilities, competence, head counts and remote supervision. This section aims to give more practical advice on supervision 'in the field'.

Responsibility

The Group Leader is responsible overall for the group at all times. In delegating Supervisory roles to other adults in the group, it is good practice for the Group Leader to:

- Allocate Supervisory responsibility to each adult for named pupils.
- Ensure that each adult knows which pupils they are responsible for.
- Ensure that each pupil knows which adult is responsible for them.
- Ensure that all adults understand that they are responsible to the Group Leader for the supervision of the pupils assigned to them.
- Ensure that all adults and pupils are aware of the expected standards of behaviour.

It is good practice for each Supervisor to:

- Have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities.
- Carry a list/register of all group members.
- Directly supervise the pupils (except during remote supervision) - particularly important when they are mingling with the public and may not be easily identified.
- Regularly check that the entire group is present.
- Have a clear plan of the activity to be undertaken and its educational objectives.
- Have the means to contact the Group Leader/other Supervisors if needing help.
- Have prior knowledge of the venue – the Group Leader should normally have made an exploratory visit.
- Anticipate a potential risk by recognising a hazard, by arriving, where necessary, at the point of hazard before the pupils do, and acting promptly where necessary.
- Continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions.
- Be competent to exercise appropriate control of the group, and to ensure that pupils abide by the agreed standards of behaviour.
- Clearly understand the emergency procedures and be able to carry them out.
- Have appropriate access to First Aid.

Each pupil should:

- Know who their Supervisor is at any given time and how to contact him or her.
- Have been given clear, understandable and appropriate instructions.
- Rarely if ever be on their own.

- Alert the Supervisor if someone is missing or in difficulties.
- Have a meeting place to return to, or an instruction to remain where they are, if separated.
- Understand and accept the expected standards of behaviour.

Head Counts etc.

Whatever the length and nature of the visit, regular head counting of pupils should take place, particularly before leaving any venue. It is good practice for all Supervisors to:

- Carry a list/register of all pupils and adults involved in the visit at all times.
- Ensure that pupils are readily identifiable, especially if the visit is to a densely populated area. Brightly coloured caps, T-shirts or a school uniform can help identify group members more easily.
- Avoid identification that could put pupils at risk e.g. name badges (though some schools find it useful to provide pupils with badges displaying the name of the school or hotel and an emergency contact number, or for visits abroad a note in the language of the country being visited).
- Ensure that all pupils are aware of rendezvous points.
- Ensure that all pupils know what to do if they become separated from the group.

'Buddy' System

Each child is paired with a buddy. Each regularly checks that the other is present and is OK. A variant of this is the 'circle buddy' system – the pupils form a circle at the start of the visit so that each pupil has a left side buddy and a right-side buddy. He or she will check on these when asked. Thus, two pupils cannot vanish together and not be missed (as might happen with paired buddies).

Remote Supervision

Supervision can be close or remote but is always 24 hours:

- Close supervision occurs when the group remain within sight and contact of the Supervisor.
- Remote supervision occurs when, as part of planned activities, a group works away from the Supervisor but is subject to stated controls (e.g. during certain Duke of Edinburgh's Award expeditions). The Supervisor is present though not necessarily near or in sight, but his or her whereabouts are known.
- Down time (or recreational time) – for example during the evenings – may involve close or remote supervision, but should not be unsupervised - the Supervisors continue to be in charge.
- It is essential that everyone involved in the visit understands the supervision arrangements and expectations.

When supervision is remote:

- Groups should be sufficiently trained and assessed as competent for the level of activity to be undertaken, including first aid and emergency procedures. Remote supervision will normally be the final stage of a phased development programme.
- Pupils will be familiar with the environment or similar environments and have details of the rendezvous points and the times of rendezvous.
- Clear and understandable boundaries will be set for the group.
- There must be clear lines of communication between the group, the Supervisor and the school. Do not rely exclusively on mobile phones.
- The Supervisor should monitor the group's progress at appropriate intervals.
- The Supervisor will be in the expedition or activity area and able to reach the group reasonably promptly should the group need support in an emergency.
- There should be a recognisable point at which the activity is completed.
- There should be clear arrangements for the abandonment of the activity where it cannot be safely completed.

Rearranging Groups

Potential danger points can occur when rearranging groups. In particular:

- When a large group is split into smaller groups for specific activities.
- When groups transfer from one activity to another and change Supervisor.
- During periods between activities.
- When small groups re-form into a large group.

It is therefore important that the Supervisor:

- Clearly takes responsibility for the group when their part of the programme begins, particularly making certain that all group members are aware of the changeover.
- Clearly passes on responsibility for the group when their part of the programme is concluded, together with any relevant information ensuring that the group members know who their next leader is.

Down Time

Group Leaders should ensure that pupils continue to be properly supervised during downtime before, between and after activities, including the evenings on residential visits. A group occupied in study or activity is far safer than a group left to its own devices in an unfamiliar environment. Too much unstructured free time in a residential programme can allow time for mischief, bullying, homesickness and wandering off from the body of the group.

It is good practice to:

- Ensure that all staff and pupils understand the standards of behaviour that apply at all times, not just during activities.
- Ensure that handover between activities is properly supervised, with a named Supervisor responsible for the group if there is down-time between activities.
- Ensure that all Supervisors understand that their Supervisory role continues in the evening – however hard a day it has been, that it is not a time to relax in the bar or in front of the TV.
- Use down-time in the evening or at the beginning of the day to brief the group on the planned activities for the day to come, e.g. the planned learning outcomes, specific health and safety issues, meal and break times etc.
- Use down time after activities for individual reflection on personal learning outcomes, and group discussion about the highs and lows of the day.
- Apply the advice contained in 'Remote Supervision' above, adapted as necessary, if it is felt reasonable to allow pupils some time without close supervision.
- Occupy the group with mildly active, non-academic activities in the evening, e.g. craft activities, environmental activities, quizzes, team challenges, led-walks.

Night Time

Group Leaders should ensure that:

- The group's immediate accommodation is exclusively for the group's use.
- Teachers (of both genders where appropriate) have sleeping accommodation on the same floor immediately adjacent to the pupils' accommodation.
- There is a teacher present on that floor whenever the pupils are there.
- Child protection arrangements are in place to protect both pupils and staff.
- Where hotel/hostel reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visits.
- In the absence of 24 hour staffing of reception, external doors must be made secure against intrusion and windows closed as necessary to prevent intrusion.
- Where possible, internal doors are lockable but staff must have reasonable access to the pupil accommodation at all times.
- Where pupils' doors are locked, teachers have immediate access, as necessary, to a master key.
- All staff and pupils know the emergency procedures/escape routes in the event of a fire. Where windows and doors are locked against intrusion at night, ensure that alternative escape routes are known and that all fire doors function properly.
- Don't be lulled into a sense of false security by local assurances, such as 'no need to lock doors in this part of the country'. The presence of the group may attract unwelcome attention that is unusual in the locality.

Travel

A driver cannot safely drive and supervise children at the same time. Group Leaders should ensure that:

- Transport by road has seat belts and that the pupils wear them.
- There is adequate supervision at all times when traveling.
- Supervisors are reserved seats that allow them to supervise properly.
- Pupils are supervised when boarding and leaving.
- Extra care is taken when leaving a vehicle in a country that drives on the right as some doors may open onto the road side.
- Standards of behaviour are met, and in particular that drivers are not distracted.
- Smoking/alcohol etc. bans are observed.
- Pupils are occupied on long journeys – this will help the journey pass quickly.
- Evacuation procedures are clearly understood by everyone, luggage is securely stored and emergency exits are kept clear.
- There are adequate rest stops for drivers.
- Head counts are carried out when the group is getting off or onto transport.

ONGOING RISK ASSESSMENT

HASPEV chapter 2 paragraphs 37-46, and *Standards for LEAs in Overseeing Educational Visits* deal with risk assessment. Risk assessment does not end when the visit begins. Changes to the itinerary, changes to the weather, incidents (whether minor or major), staff illness – all or any of these may bring pupils face to face with unexpected hazards or difficulties and give rise to the need to re-assess risk.

The Group Leader (and other adults with responsibility) prepares ongoing risk assessments while the visit is taking place. These normally consist of judgements and decisions made as the need arises. They are not usually recorded until after the visit. They should be informed by the generic and visit or site-specific risk assessments

It is good practice to have briefings each night to take stock and assess the circumstances for the next day, and to spend time early the next morning explaining arrangements to the pupils.

Check the local weather forecast

- To inform decisions on appropriate clothing.
- To be aware of whether water activities might be in areas prone to flash floods, high winds etc.
- To be aware of whether trekking or climbing at altitude might be subject to dramatic changes of weather; potential for fallen trees, avalanches etc.

Seek local knowledge of potential hazards, e.g.

- Tides
- Rivers/streams prone to sudden increases in flow
- Difficult terrain
- Crossing points for road, rail or water
- Unstable cliffs

Plan B

- Good forward planning will always include alternative plans in case the itinerary needs to be changed.
- A flexible itinerary can allow activities from later in the visit to be substituted for earlier activities if those are prevented by unexpected circumstances.
- Group Leaders faced with potential difficulties will feel more confident to change the itinerary if a pre-assessed alternative is available.
- Regardless of whether alternatives have been pre-assessed, always take time to reassess risks if the itinerary changes.
- On arrival at an alternative site or activity that has not previously been risk assessed, we recommend that the Group Leader should risk assess the situation before allowing the pupils to disembark from the transport.
- An unknown location might involve hazards not covered in the original risk assessment, for example if the original intention to visit a land-only site has to be changed at short notice to a lake or seaside location.

Behaviour problems, illness or injury

- Poor behaviour may be reduced by ensuring that all pupils are signed up to agreed standards of behaviour before (or at least at the beginning of) the visit.
- Educational visits can be a good opportunity for school staff to get to know pupils away from the confines of the school. But the Group Leader should resist any temptation to accept lower standards of behaviour. The different hazards that pupils may be exposed to away from the school will require them to observe standards of behaviour that are at least as high as, or higher than, in the classroom.
- If one adult has to give prolonged attention to one group member, the Group Leader should reassess the Supervisory roles of the other adults to ensure that all members of the group know who is responsible for them. Activities may need to be amended until the other adult returns all of his or her attention to the group.
- Group Leaders should trust their own knowledge of the young people and use their own professional judgement. This may include challenging an activity leader where the Group Leader's knowledge of the group is superior, or intervening to prompt a change of plan.

EMERGENCY PROCEDURES

Preparation

See *HASPEV* Chapter 10 and *Standards for LEAs in Overseeing Educational Visits*. By their nature, emergencies are usually unexpected. But careful emergency planning can mitigate the trauma of being caught up in an emergency. It is good practice for the Group Leader to:

- Agree an emergency action plan, which includes 24-hour (i.e. constant cover) contact points at the school/LEA and clear roles for the Group Leader, school/LEA contact, head teacher e.g. managing media interest, supporting parents of an injured pupil, transport arrangements etc.
- Ensure that all members of the group know what action to take if there is a problem.
- Hold evening briefings with Supervisors to discuss issues for the next day.
- Spend time early the next morning explaining arrangements to the pupils.
- Hold, or ensure that other adults in the group hold, up-to date competence in first aid and other lifesaving competence as necessary for the activities.
- Ensure that the first aid kit is properly stocked and accessible (see Guidance on First Aid for Schools, paragraph 60 <http://www.teachernet.gov.uk/firstaid>).
- Ensure that all pupils' medical needs (e.g. asthma, diabetes, anaphylaxis) are known and that staff are competent to handle them (see Supporting Pupils with Medical Needs: A Good Practice Guide <http://www.teachernet.gov.uk/medical>).
- Be aware that some diseases are more common in some countries and know what preventative action to take and what to do if a group member becomes infected.
- Recognise that many of the health problems of pupils on longer visits are caused by lack of food, of liquid or of sleep.
- If appropriate, advise group members about the dangers of over-exertion in the heat and of dehydration, which can cause headache, dizziness and nausea.
- In warm climates, keep fluid levels high, take extra salt and wear loose, lightweight clothing – preferably made of cotton or other natural fibres – and use suitably factored sun protection creams and sun hats/glasses.
- Ensure that drivers take adequate rest breaks on long journeys.
- Ensure that all pupils understand and follow the code of conduct.
- Practice emergency drills e.g. evacuation of mini-bus.
- If abroad, know where the nearest British Embassy or Consulate is located and the telephone number. Depending on the age of the pupils, it may be appropriate to ensure that they have this information to hand.

Emergency procedures framework during the visit

If an emergency occurs on a school visit the Group Leader should maintain or resume control of the group overall. The main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that all the group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention.
- Ensure that a teacher accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together.
- Notify the police if necessary.
- Ensure that all group members who need to know are aware of the incident.
- Ensure that all group members are following the emergency procedures and the roles allocated to them – revise procedures and re-allocate roles as necessary.
- Inform the school contact and provider/tour operator (as appropriate). The school contact number should be accessible at all times during the visit.
- Details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom).
- School contact should notify parents, providing as full a factual account of the incident as possible.
- Notify insurers, especially if medical assistance is required (this may be done by the school contact).
- Notify the British Embassy/Consulate if an emergency occurs abroad.
- Ascertain phone numbers for future calls. Try not to rely solely on mobile phones.
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.
- Keep a written account of all events, times and contacts after the incident
- Complete an accident report form as soon as possible. Contact HSE or local authority inspector, if appropriate.
- No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Refer media enquiries to a designated media contact in the home area.
- No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from the Head.
- Keep receipts for any expenses incurred – insurers will require these.

ADVICE ON SPECIFIC ACTIVITIES

Coastal visits

HASPEV chapter 8 'Types of Visit' has advice on coastal visits at paragraphs 181-2. HASPEV states: '...many of the incidents affecting pupils have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming.'

The Group Leader will want to bear the following points in mind when assessing the risks of a coastal activity:

- Tides, rip tides and sandbanks are potential hazards; timings and exit routes should be checked.
- Group members should be aware of warning signs and flags.
- Establish a base on the beach to which members of the group may return if separated.
- Look out for hazards such as glass, barbed wire and sewage outflows etc.
- Some of a group's time on a beach may be recreational. Group Leaders should consider which areas of the terrain are out of bounds, and whether the risk assessment allows swimming in the sea.
- Cliff tops can be highly dangerous for school groups even during daylight. The group should keep to a safe distance from the cliff edge at all times – a 'buffer zone' between the pupils and the hazard. Be aware that cliff falls can mean that cliff paths stop abruptly at the cliff edge.
- Group Leaders should not normally allow pupils to ride mountain bikes on any route that is near a sheer drop e.g. coastal path or canal towpath. If the risk assessment indicates that the risk could be managed adequately, then there should be a small known group of skilled and experienced riders accompanied by appropriately qualified staff.
- The local coastguard, harbour master, lifeguard or tourist information office can provide information and advice on the nature and location of hazards.

Swimming in the sea or other natural waters

Swimming and paddling or otherwise entering the waters of river, canal, sea or lake should never be allowed as an impromptu activity. The pleas of children to be allowed to bathe – because it is hot weather, for example, or after a kayaking exercise – should be resisted where the bathing has not been prepared for. In-water activities should take place only when a proper risk assessment has been completed and proper measures put in to control the risks. The activities should be formal and supervised.

It is good practice that, wherever possible, Group Leaders seek out recognised bathing areas that have official surveillance i.e. qualified lifeguard cover. But, even then, Group Leaders should be aware that pupils might mingle with members of the public and be lost to view. Pupils should always be in sight and reasonable reach of their Supervisors.

The Group Leader should:

- Be aware that many children who drown are strong swimmers.
- Ascertain for themselves the level of the pupils' swimming ability.
- Check the weather.
- Be aware of the local conditions – such as currents, weeds, rip tides, a shelving, uneven or unstable bottom –

- using local information from the lifeguard, coastguard, harbour master, police or tourist information office.
- Beware of rocks, breakwaters and other potential hazards.
- Look out for warning signs and flags: a red flag means it is unsafe to swim; yellow flags mean that lifeguards are on patrol in the area between the flags; a black and white flag means it is an area used by surfers and not suitable for swimming.
- Designate a safe area of water for use by the group.
- Brief the group about the limits of the swimming area.
- Avoid crowded beaches where it is harder to see pupils.
- Be aware of the dangerous effects of sudden immersion in cold water.
- Be aware of the dangers of paddling especially for young pupils.
- Ensure that pupils have not eaten (at least half an hour) before swimming.
- Ensure the activity is suitable for the pupils, especially any with special needs or disabilities.
- Adopt and explain the signals of distress and recall.
- Ensure that buoyancy aids, lifejackets etc. are used where appropriate.
- Carry out regular head counts.
- Be aware that it is not always possible to tell when someone is in difficulties.

Supervisors should:

- Have clear roles – at least one Supervisor should always stay out of the water for better surveillance, even where lifeguards are on duty.
- Take up a best position from which to exercise a constant vigilance.
- Divide their careful watching between staff who stand in the sea and look landward towards the group and staff who stay on land and watch the group from that vantage point.
- Give the children their full, undivided attention.
- Always follow the advice or directions of a lifeguard.
- Never swim themselves unless it is to help a child in distress.
- Not join in any of the children's games.
- Ensure that no child is allowed to wade out or swim further than his or her waist height.
- Nevertheless, be aware that it is possible to drown in one's own depth, and to act immediately when a child appears to be in difficulties.
- Ensure that children leave the water immediately if they get too cold, especially if toes and fingers look blue or feel numb - could suggest the onset of hypothermia.
- Recognise that a child in difficulty is unlikely to wave or shout – all of their energies will be in trying to keep afloat.

It is good practice for the Group Leader, or another designated adult in the group, to hold a relevant lifesaving award, especially where lifeguard cover may not be available. For further advice contact the: The Royal Lifesaving Society UK, River House, High St, Broom, Warwickshire B50 4HN (Tel: 01789 773994)
<http://www.lifesavers.org.uk/>

Farm Visits

Group Leaders should check the provision at the farm to ensure that:

- Eating areas are separate from those where there is any contact with animals.
- There are adequate clean and well-maintained washing facilities.
- There is clear information for visitors on the risks and the precautions to take.

Ensure that:

- There is adequate trained adult supervision wherever children can come into contact with animals and need to wash their hands.
- All children wash their hands thoroughly immediately after touching animals and before any eating or drinking.
- Shoes are cleaned and then hands are washed on leaving the farm.

Never let pupils:

- Place their faces against the animals.
- Put their hands in their own mouths after touching or feeding the animals.
- Eat or drink while going round the farm.
- Eat or drink until they have washed their hands.
- Sample any animal foodstuffs.
- Drink from farm taps (other than in designated public facilities).
- Touch animal droppings - if they do then wash and dry hands.
- Ride on tractors or other machines.
- Play in the farm area, or in other areas that are out of bounds such as grain storage tanks, slurry pits etc.

The Chief Medical Officer's revised guidance suggests:

- Individual supervision by an adult for every child younger than 12 months.
- A supervision ratio of one adult for two children for children between ages one and two.
- Gradually increasing ratios up to one adult for eight children for children between ages five and eight.

- Higher standards for washing facilities.

Visits Abroad

Travelling abroad can be hugely rewarding for pupils and adults alike, but it is important that careful preparation takes place. Much of the earlier advice in this booklet applies to visits abroad, but there are some additional factors that need to be considered, not least because the legislation may be different from that of the UK.

The HASPEV *a good practice guide*, chapter 9 paragraphs 197 – 239 must be consulted and followed when any visit abroad is proposed.

Although the HASPEV recommends a minimum ratio of one adult to every 10 pupils (paragraph 207) for trips abroad with more than 10 pupils a minimum of three adults must accompany the group to take care of any individual who is ill or incapacitated.