

Off-Site Visits Policy

THIS POLICY REFERS TO ALL PUPILS INCLUDING THOSE IN EYFS

Contents

1. Introduction and Definitions.....	4
a. Introductory Statement and Duty of Care	4
b. Definitions	4
Head	4
Educational Visits Co-ordinator [EVC].....	4
OEAP	4
LOtC.....	5
2. Legal Framework.....	5
3. Role and Responsibilities	5
a. Governors.....	5
b. Head	6
c. Advisers.....	7
d. Trip Organisers	7
4. Administrative Requirements	7
a. Approval and Notification Process.....	7
b. Finance	8
5. Alcohol, Emergencies and First Aid.....	10
a. Alcohol	10
b. Emergency Procedures	10
c. First Aid	12
6. Parental Information and Consent	12
a. Information for Parents and Preparation of Pupils	12
b. Permission and Parental Consent	15
7. Competency, Currency and Third Party Compliance to Standards.....	16
8. Remote Supervision	17
9. Risk Assessment	18
10. Safety	19
11. Trip Supervision	21
12. Transport.....	22
13. Water-based and Water Margin Activities	23
14. Sports Fixtures	24
15. Exchange Visits and Home Stays.....	25

Appendix A – Summary of Senior School Administrative Process 27

Appendix B – Summary of Infant and Junior School Administrative Procedure 28

 Check List on the Day of the Visit 28

Appendix C – A Checklist for Trip Leaders 29

1. Introduction and Definitions

a. Introductory Statement and Duty of Care

During the Covid pandemic the School will follow the government guidelines at the relevant time and ensure that any travel restrictions are borne in mind. No trip will run which contravenes these regulations and any trip that is allowed will consider Covid 19 as part of its risk assessment.

Off-Site Visits form a very important part of the curriculum provision at Nottingham High School. The School recognises the educational value of off-site visits and their contribution to the personal and social development of the pupils. The purpose of this policy document is to ensure that all off-site visits are correctly planned, managed and supervised so that pupils can safely participate in the opportunities that are offered.

The standard of care required of a teacher is that which can reasonably be expected from teachers generally, applying skill and awareness of children's problems, needs and susceptibilities. It is expected that a teacher will do that which a parent with care and concern for the safety and welfare of his or her own child would do. However, the legal duty of care expected of an individual teacher is that which a caring teaching profession would expect of itself.

The legal liability of a teacher or head teacher for an injury which is sustained by a pupil on an Off-Site Visit depends on whether or not the injury to the pupil is a direct result of some negligence or failure to fulfil the duty of care on the part of their teacher or head teacher. There is no legal liability for any injury sustained by pupils unless there is proven negligence.

Those organising trips must be mindful of any requirements set by the School's insurers when planning visits.

b. Definitions

Head

In respect of the Senior School, this shall mean the Headmaster; in respect of the Infant and Junior School, this shall mean the Head of Nottingham High Infant and Junior School.

Educational Visits Co-ordinator [EVC]

This shall include a role which holds a different job title but who has undertaken the appropriate training. The School's EVC is currently the Headmaster (whilst the School does not have an Assistant Head Co-curricular) for Senior School Off-Site Visits and the Deputy Head (Pastoral) of the Infant and Junior School for Infant and Junior School Off-Site Visits. The Headmaster is supported in this work by a member of the Student Services staff who has received EVC training.

OEAP

Outdoor Education Advisors Panel

LOtC

Learning Outside the Classroom

Reference to the male gender shall, where the context requires, include the female gender.

2. Legal Framework

The Education (Independent School Standards) (England) Regulations 2014, as amended, state that the standard on Welfare, health and safety is met if:

- “(a) arrangements are made to safeguard and promote the welfare of pupils at the school; and
- (b) such arrangements have regard to any guidance issued by the Secretary of State.”

Educational visits are not treated separately from other aspects of health and safety.

Government advice ‘Health and safety on educational visits - Guidance to help schools understand their obligations when undertaking educational visits and other out of school activities’ provides further guidance.

The School considers that the minimal nature of the requirements and guidance is insufficient, and has chosen to ensure that this policy has regard to the guidance provided by the OEAP website and guidance issued on that forum. If there appears to be any conflict between this policy and the guidance issued by the OEAP, this policy must be followed and clarification sought from the Assistant Head (Co-Curricular) or other Senior Management.

3. Role and Responsibilities

a. Governors

The Governors should ensure that:

- i) They have an understanding of the legal framework within which Nottingham High School employees work in relation to all Off-Site Visits.
- ii) They are aware of the full breadth of their responsibilities for all young people.
- iii) There are clear policies and procedures (including an audit trail) to ensure that all employees are directed to follow their employers guidance.
- iv) Training is provided to ensure that employees understand the employer’s guidance e.g. EVC Training, Visit Leader Training.
- v) Supporting information and advice is made available, e.g. there is a designated adviser or advisory team with appropriate resources to support policy implementation and compliance.
- vi) Policies and procedures are in place to ensure that legal duties, such as training, monitoring and guidance, are complied with.
- vii) Where duties are delegated, the roles and responsibilities of all are clearly defined and specified.

NB - The Governors delegate formal approval without exception to the Head, but still retain the right to require a formal update on what visits are occurring in the school term.

b. Head

The Head should ensure that:

- i) All outdoor learning, off-site visits and Learning Outside the Classroom comply with this Policy and are notified or submitted for formal approval as required.
- ii) All staff involved are competent to carry out such responsibilities as they are allocated.
- iii) A suitable member of staff is designated as the EVC, or equivalent, and that the designated person meets employer requirements, including undertaking EVC Training.
- iv) If taking part in a visit or activity as either an Assistant Leader or as a group member, the Head is clear about their role and that he/she should follow the instructions of the designated Visit Leader (who will have sole charge of the visit).
- v) Suitable child protection procedures are in place, including vetting at an appropriate level of all voluntary helpers. Ensure that appropriate decisions are made about when volunteers or visitors are engaged in regulated activity and so should be subject to appropriate Disclosure and Barring Service (DBS) checks.
- vi) Sufficient time is allocated for staff to organise activities and visits properly.
- vii) A succession planning culture is supported to ensure sustainable activities and visits and the development of competent leaders and EVCs.
- viii) The EVC is supported in ensuring that all activities and visits are effectively supervised with an appropriate level of staffing.
- ix) The EVC is supported in ensuring that information has been shared with parents and that consent has been sought where necessary.
- x) Arrangements have been made for the medical needs and special educational needs of all the young people and staff.
- xi) Suitable transport arrangements are in place and meet any regulatory requirements.
- xii) Insurance arrangements are appropriate.
- xiii) Details related to off-site activities and visits (including personal details of both participants and staff) are accessible at all times to a designated 24/7 emergency contact(s) in case of a serious incident.
- xiv) Arrangements are in place for the Governors to be informed of such visits as they may require.
- xv) School policy identifies the types of visit that require a preliminary visit by staff.
- xvi) School policy formally adopts a set format for recording written risk assessments. Such assessments should be proportional, suitable and sufficient and based on the 'Principles of Sensible Risk Management'.
- xvii) Where the activity or visit involves a third party provider, appropriate assurances have been obtained.
- xviii) School policy includes appropriate emergency procedures in case of a major incident.
- xix) School policy includes a procedure to ensure that parents are appropriately informed in the event of a serious incident.
- xx) Serious incidents are reported where necessary under the requirements of RIDDOR

c. Advisers

Where the necessary expertise or experience does not exist within the School, the School will consult appropriate National Governing Bodies or other qualified advisers in planning and delivering off site visits.

d. Trip Organisers

Trip organisers will ensure that they are fully aware of and follow the requirements of this policy, ensure that they undertake all necessary training, and ensure that they support the Head and Governors in meeting the School's obligations to the safe delivery of off site visits.

Trip Organisers and Group Leaders must be aware that alternative arrangements may need to be implemented on the trip, should a visit plan be significantly changed or cancelled (Plan B).

4. Administrative Requirements

a. Approval and Notification Process

- i) The Governors have delegated formal approval of off-site visits to the Head and SMT without exception, but still retain the right to require a formal update on what visits are occurring in the school term.
- ii) A summary flowchart of the processes can be found in Appendix A (Senior section) and Appendix B (Infant and Junior sections).
- iii) For Senior School Off-Site Visits, the organiser has initial discussions with their line manager, Assistant Head Co-Curricular (EVC), Deputy Head Academic (dates and curriculum issues) and, where appropriate, the Head to consider feasibility, prospective dates, curriculum issues, appropriateness, costing etc. For Infant and Junior School Off-Site Visits, the organiser should have such discussions with their line manager, the Deputies and Head of the Infant and Junior Schools.
- iv) If required, the organiser seeks advice and support from the EVC on issues such as risk assessments, supervision requirements, information for parents, administrative arrangements, clarification of school policy etc.
- v) The organiser submits an electronic Trip Form request using the customised Evolve system. Attachments must include:
 - Proposed letter and information to parents;
 - Names of pupils and supervisors, if known at this stage;
 - Risk assessment(s).
- vi) The organiser submits the Trip Form to the Administrator who then passes the application to the EVC for initial approval. Hopefully, any problems or errors are spotted at this stage, in which case the application will be returned to the organiser for re-submission.

- vii) The application is approved by the Deputy Head (Academic) (dates, calendar clashes, staffing concerns), checked (when appropriate) regarding staffing, School Contact nominated and then finally approved by either the Assistant Head Co-Curricular (EVC) or the Head in the case of Senior School Off-Site Visits. Approval is by the Head of the Infant and Junior School for Infant and Junior School Off-Site Visits with IJS Deputy (Pastoral) being the EVC.
- viii) The School Nurse and Database Administrator are informed of the trip via Evolve. The Trip Leader should liaise with the School Nurse over any potential medical or allergy issues and First Aid kits.
- ix) The organiser proceeds to make arrangements for the visit and liaises with the Administrator regarding Parental Consent Requests (if required) and further communications with parents. Support for Trip Leaders regarding finances should be through discussion with the Finance and Operations Departments.
- x) All visits require the Trip Leader to complete a pre-departure check list with the Trips Administrator or EVC. The check list must be completed and signed at least 24 hours before departure. Final checks are made on group lists, contact details, consent forms, risk assessments, competence/currency log of supervisors etc.
- xi) If the visit is scheduled to occur during school hours only, the Administrator provides a copy of the Group List for the Staff Room notice board. The Emergency School Contact is School Reception. Reception should have access to trip details via Evolve.
- xii) If the visit occurs outside school hours (either totally or in part), there will be a designated School Contact from the SMT. The emergency number should not be shared with parents.
- xiii) Prior to departure an accurate register should be taken using Evolve.
- xiv) After the visit, the organiser gives a written record of any injuries/significant illnesses to the School Nurse using the accident report form and informs SMT of any significant issues encountered during the visit.
- xv) An evaluation should be completed on Evolve.

b. Finance

- i) All day trips during term time which are integral to the curriculum and teaching syllabuses are covered by the school fees. The Deputy Head (Academic), and the Head of Nottingham High Infant & Junior School are to decide whether trips meet these criteria.

- ii) Organisers should charge parents and guardians for other trips only after consultation with SMT.
- iii) All financial transactions must be arranged in consultation with the School's Finance Department and Operations Department, who can advise on the use of the Wisepay system or any other method of collecting monies. Organisers must keep all receipts and provide an account of expenditure which must be given to the Finance Department after the visit.
- iv) All payments by parents must be paid directly to the school, even if a third party provider is involved who is prepared to invoice parents.

5. Alcohol, Emergencies and First Aid

a. Alcohol

- i) The Nottingham High School policy on Alcohol, Smoking, Drugs and Substance Abuse for pupils and the accompanying instructions to staff (published in the Staff handbook) must be observed.
- ii) If organisers wish to allow the consumption of alcohol on residential trips, they must send a copy of the Nottingham High School Policy on Alcohol, Smoking, Drugs and Substance Abuse to the parents of all the pupils before each visit.
- iii) Organisers of residential trips may wish to impose a zero alcohol rule, even though the Nottingham High School Policy on Alcohol, Smoking, Drugs and Substance Abuse might allow some pupils to drink. Such a decision must be stated in writing as part of the information sent to parents, and pupils must be clearly briefed in advance. This applies to all pupils and not just to those of an age who are entitled to consume alcohol.
- iv) The School's policy applies on trips abroad, except in countries where the law is more stringent, in which case the law applies. Organisers of foreign trips need to be aware of the legal drinking ages (for both consumption and purchase) of the destination country.
- v) Drivers must not consume alcohol, even if they consider that doing so would keep them below the legal minimum blood alcohol limit.
- vi) On residential trips, at least one adult supervisor (plus, where relevant, a nominated driver) must be alcohol free at all times.

b. Emergency Procedures

- i) Staff should carry an 'aide-memoire' outlining what their response should be in an emergency. This should be a summary of the emergency procedures outlined below as well as a list of all the key telephone numbers, including the School Contact.
- ii) Establish the nature and extent of the emergency as quickly as possible.
- iii) Ensure that all of the group are safe and looked after. Arrange to return to base as early as possible.
- iv) Establish the names of any casualties and get immediate medical attention for them. Administer first aid if you have been trained and feel capable.
- v) Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures. Decide, if appropriate, who is

in charge and exactly what responsibilities are to be taken by each adult member of the group.

- vi) Ensure that an approved adult supervisor accompanies casualties to hospital and that the rest of the group is adequately supervised at all times and kept together.
- vii) If staffing allows, arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children accounted for.
- viii) Notify the police if necessary.
- ix) Notify the British Embassy/Consulate if an emergency occurs abroad. The organiser must know the contact details before the trip takes place.
- x) Inform the School Contact. School Contact numbers should be accessible at all times during the visit. The School Contact can be used to inform parents and next of kin of both pupils and supervisors. The School Contact will inform parents of any delays.
- xi) Details of the incident to pass on to the School Contact 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);
 - Contact details for the group and group leader.
- xii) If applicable, notify the insurers, especially if medical assistance is required (this may be done by the School Contact).
- xiii) If applicable, notify the provider/tour operator (this may be done by the School Contact).
- xiv) Ascertain telephone numbers for future calls. Mobile phones may be subject to technical difficulties and should not replace usual procedures.
- xv) Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.
- xvi) Keep a written account of all events, times and contacts after the incident. Ensure accident forms are completed as soon as possible and passed to the School Nurse.

- xvii) 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. Media enquiries should be referred to the School Contact and by them to the Head.
- xviii) No-one in the group should discuss legal liability with other parties. If applicable the School Contact should inform the insurers especially if medical assistance is required.
- xix) In the event of a major incident, inform the School Contact. School Contact numbers should be accessible at all times during the visit. The School Contact should be used to inform parents and next of kin of both pupils and supervisors. The School Contact can inform parents of major delays. In the case of a major incident the School Contact should also inform the Head (or in their absence one of the Deputy Heads). Divert incoming calls to the trip emergency phone to a member of SMT designated by the School Contact. Ensure that the School Contact has a number that the trip leader can be contacted on.
- xx) In the event of a minor or major incident, trip leaders should consider the point at which pupils should call home to provide reassurance to parents. Ensure a member of the supervising team is on hand during this call, and speaks to parents also, to provide further reassurance and detail.

c. First Aid

- i) First aid should form part of the risk assessment (Section 9). Before any off-site activity takes place, the Trip Leader should assess what level of first aid might be needed.
- ii) For adventurous activities, visits abroad, residential visits, sports events and all outings involving EYFS pupils, at least one of the adult supervisors must hold a current and appropriate first aid qualification which, for EYFS visits, must include a qualification in paediatric first aid.
- iii) A suitable first-aid kit, provided by the School Nurse, must be taken on all visits.

6. Parental Information and Consent

a. Information for Parents and Preparation of Pupils

- i) Parents must receive information on all visits in which their child is participating. The amount of information provided for parents will obviously vary according to the type of trip and the time spent away.
- ii) As a basic minimum, the following details should be given well in advance in respect of all trips:
 - Destination and purpose of the trip;

- Names of the organiser, other staff and other adults;
- Contact details for the group leader during the visit, including mobile phone number;
- Dates and times of departure;
- Dates and times of return;
- Method of travel;
- Arrangements for delayed return;
- Requirements for the journey;
- Clothing and personal equipment that needs to be brought;
- Specific rules and code of conduct;
- Details of potential hazards and their management;
- Explanation about any financial aspects;
- Notification of any remote supervision with details of the supervision arrangements;

iii) Additional advance information, as appropriate, may include:

- A statement of whether insurance cover is included or not;
- Details of any insurance cover with the names and addresses of the insurers;
- A statement of whether or not alcohol may be consumed;
- A copy of the School's policy on Alcohol, Smoking, Drugs and Substance Abuse (only if alcohol is to be consumed);
- Whether there is a minimum number of pupils required and if so, the arrangements for refunds if the number is not attained;
- Activities and visits in which pupils will be allowed to participate and whether these are included in the cost of the trip;
- Cost and method of payment;
- Name and address of any travel company through whom any arrangements are made;
- Name and address of any third party provider of adventure activities and a statement confirming that the provider is licensed under the 'Adventure Activities Licensing Regulations 1996'.
- If there is a possibility of a price revision, the details of how this will be calculated;
- General information about accommodation (eg. type, domestic arrangements, recreation facilities, other users etc);
- Documents that need to be brought (eg. passports, visas, student identity cards, European Health Insurance card etc);
- Specific vaccination and medical requirements;
- Address and telephone number where the pupils will be staying;
- Address and telephone number where the organiser and staff can be contacted by parents.

iv) Although all the relevant information must be sent to parents, it is advantageous for organisers and staff to invite parents and students to an 'information evening' before any extended residential trip.

- v) Students should be involved in the planning of the visit wherever appropriate in order for them to be well prepared, to understand any potential dangers, to understand what is expected of them, to take informed decisions and be less at risk.
- vi) The group leader should decide how information is provided but must ensure that the students understand key information. For some pupils on overnight visits it will be their first experience away from home on their own and in the close company of other pupils.
- vii) Students should understand:
- The aims and objectives of the visit or activity;
 - The background information about the place to be visited;
 - How to avoid specific dangers and why they should follow rules;
 - Why safety precautions are in place;
 - Why safety precautions are in place for anyone with disabilities;
 - What standard of behaviour is expected from them;
 - Appropriate and inappropriate personal and social conduct, including sexual activity;
 - Who is responsible for the group;
 - What not to bring back e.g. drugs and knives;
 - What to do if approached by anyone from outside the group;
 - Rendezvous procedures and what to do if separated from the group;
 - Emergency procedures;
 - In the case of an overseas visit:
 - Basic foreign words where appropriate;
 - Relevant foreign culture and customs.
- viii) Students using transport on a visit should be made aware of basic safety rules including:
- Arrive on time and wait for the transport in a safe place;
 - Do not rush;
 - Wear seat belts and stay seated whilst travelling, do not kneel or stand on seats and do not throw things from the windows;
 - Never tamper with any of the vehicle's equipment or controls, or distract the driver;
 - Bags must not block the aisles or cause obstructions;
 - Use the Green Cross Code when crossing roads in the UK
- ix) Every effort should be made to include students with special educational or medicinal needs. Special attention should be given to supervision ratios and additional safety measures in these cases.
- x) The Trip Leader should discuss any special individual needs of a student with the parents. Where the details are not already held by the School, parents should be asked to supply;

- Details of medical conditions;
- Emergency contact details and contact details for the child's GP;
- Details of medication required and parental permission to administer;
- Information on allergies and phobias;
- Information on special dietary requirements;
- Information on any toileting difficulties, special equipment or aids to daily living;
- Special _____ transport _____ needs.

xi) Where students with special educational needs are included in a trip or activity, the following factors should be taken into consideration:

- Is the student capable of taking part in and benefitting from the activity?
- Can the activity be adapted to enable the student to participate at a suitable level?
- Will additional or different resources be necessary?
- Is the student able to understand and follow instructions?
- Will additional supervision be necessary?

b. Permission and Parental Consent

i) With the exception of sports fixtures in the school calendar, all off-site visits must have the permission of the SMT.

ii) Parents and guardians must be notified of each off-site visit involving their child. Organisers have a responsibility to inform parents and guardians fully on all aspects of a visit.

iii) Unless indicated otherwise by the Head or EVC, the recorded consent of a parent or guardian is required for particular visits which include:

- Adventure activities;
- Visits abroad;
- Residential visits;
- Visits which cost more than £200;
- Visits involving remote supervision;
- Other visits, as indicated by the Head or EVC at the time of application by the organiser.

iv) Consent from a parent or guardian must include consent for an accompanying member of staff to act on their behalf in an emergency and to approve medical treatment (including anaesthetic, operation and blood transfusion) as is deemed necessary upon the advice of a qualified medical practitioner should contact with the parent or guardian be impossible, including the signing of consent forms required by medical authorities where those authorities are of the opinion that it would be inadvisable to wait for the signature of a parent _____ or _____ guardian.

- v) Parents or guardians must provide the organiser with details of any medical needs or conditions applicable to their child. This must include authority for an accompanying member of staff to administer medication as prescribed by a medical practitioner or as indicated by the parent or guardian.
- vi) Any parent or guardian who is not prepared to give their full consent or who does not wish to supply information to the organiser should be referred to the Head by the organiser.
- vii) The published collection arrangements for pupils at the end of a visit can only be changed with the permission of a parent. Permission can be given in writing or by speaking with the parent but a third party cannot give permission on behalf of a parent.

7. Competency, Currency and Third Party Compliance to Standards

- i) For an adventure activity, the Head must ensure that the organiser and other adult supervisors are suitably competent and currently qualified to lead or instruct pupils in the activity.
- ii) Holding a National Governing Body leadership/coaching award at an appropriate level, where it exists, or being "signed off" by a suitably-qualified Technical Adviser appointed by Nottingham High School is the preferred indicator of competence. Other factors such as the level of training, experience and personal qualities can also be considered by the Head in determining the level of competence.
- iii) Organisers have a responsibility to assess the quality of a third party provider, especially in terms of learning and safety. Public liability insurance must also be confirmed. This can be done by Trip Leaders requesting providers to complete and return a 'Nottingham High School Provider Form'. Organisers should check whether the provider is an assured member of the School Travel Forum (STF) and is accredited with the award of a Learning Outside the Classroom (LOtC) Quality Badge.
- iv) Organisers have a responsibility to check that third party providers offering hazardous activities are licensed under the 'Adventure Activities Licensing Regulations 1996' and have a current AALS license.
- v) Third party expedition providers of foreign trips involving remote adventurous activity must comply with British Standard 8848 and with the standards of the Expedition Providers Association (EPA).
- vi) Competence also applies to non-adventurous activities. An organiser must not organise a trip without first obtaining experience and guidance. The Head has a process in place for approving staff to lead activities and visits. This process ensures that Leaders are

accountable, and are **competent** and **confident** to lead the specific activities or visits for which they are approved.

- vii) Being **accountable** means that the Leader has been appointed after having gained sufficient relevant experience as a team member or assistant team leader.
- viii) Being **competent** means that the Leader has demonstrated the ability to operate to recognised standards of good practice, and has sufficient relevant experience and knowledge of the group, the activity and the venue. There are several ways of demonstrating competence. These include:
- Providing evidence of holding relevant qualifications, including any specific qualification required by the law, or the School (e.g. in First Aid).
 - Providing evidence of having undertaken appropriate training.
 - Providing verified evidence of relevant experience.
- ix) Being **confident** means, not only being fully aware of their abilities, but also of their limitations. Employers should keep records of Leader approval, including any limitations placed upon Leaders (such as the need for re-validation or checking by the EVC after a certain time).

8. Remote Supervision

- i) The aim of some visits may be to encourage independence and investigative skills, and some of the time on visits such as trips abroad and fieldwork may be unsupervised. Remote supervision is obligatory for some activities and visits e.g. Duke of Edinburgh Expeditions. The organiser should establish during the planning stage of the visit whether the pupils are competent to undertake the activity without direct supervision.
- ii) Parents should be made aware, at the time of consent, whether any remote supervision will take place and what the arrangements for remote supervision are.
- iii) During any time that remote supervision takes place the Trip Leader must ensure that students are aware of the ground rules and are adequately equipped to be on their own in a group. The size of each group should also be considered.
- iv) Students should have the following:
- Telephone numbers and emergency contacts;
 - Money;
 - Maps and plans and any other information for them to act efficiently;
 - Knowledge of how to summon help;
 - Knowledge of out of bounds areas and activities;

- Knowledge of behaviour expected of them;
 - Means of identity and a rendezvous point.
- v) It is important that students are told not to go off individually and are given clear instructions about permitted remote supervised activities. They need to understand and accept these rules.
- vi) Students should not normally be allowed to leave a residential centre without adult supervision. Depending on the age of the students and the environs of the residential centre, then permission to leave without adult supervision may be appropriate, but only after clearly identified guidelines are established:
- A signing in-and-out system should be used;
 - Students should never be allowed to wander individually;
 - The geographical area the students are allowed to wander must be made clear;
 - Occasions when students can be off-site need to be specified;
 - Potentially dangerous activities (e.g. swimming) must be banned.
- vii) The organiser remains responsible for students even when not in direct contact with them.

9. Risk Assessment

- i) A risk assessment should be completed for each off-site visit in the following categories.
- **Routine visits that are part of the school day.** For these visits a risk assessment need only be done once each year and a copy should be given to the School's Health and Safety Officer (Director of Finance and Operations). The organiser should monitor the visits and revise the risk assessment if conditions change.
 - **Non-routine visits that are not classified as sports fixtures.** The organiser should complete a risk assessment for each visit and submit this, along with the other documentation at the time of the written application. Many trips that are repeated will have very similar (if not identical) risk assessments but it is essential that organisers treat each visit on its own merits.
 - **All residential/overnight visits.** Risk assessments should be completed for these visits even though they may be established sporting fixtures in the school calendar. The risk assessment should be submitted at the time of the written application.
- ii) Risk assessments are checked by the EVC at the time of the written application for each off-site visit. Organisers will be notified of any concerns or suggested modifications at this stage.

- iii) Organisers should ensure that all participants (pupils and adults) are notified of the hazards and that appropriate instruction is given.
- iv) If conditions change significantly (e.g. weather, age composition of the group, precise location) between the risk assessment and the commencement of the trip, then organisers should revise the risk assessment accordingly. A final agreed copy must be taken on the visit.
- v) Before booking a visit the group leader should obtain a written or documentary assurance that third party providers such as tour operators have themselves assessed the risks and have appropriate safety measures in place.
- vi) Organisers should continually monitor risks throughout the duration of the visit as potential hazards are identified and they must record a change of plan as a risk becomes apparent.
- vii) Organisers must always consider the need to change the itinerary or programme during an off-site visit. A typical example is adverse weather conditions increasing the risk for an activity above acceptable levels. Organisers must therefore be alert to the need to have a 'Plan B' which can be implemented at short notice.
- viii) A copy of each risk assessment, together with other planning documentation, should be uploaded to EVOLVE.
- ix) Organisers must obtain risk assessments carried out by a third party provider and the EVC and the Head must be satisfied that such risk assessments are thorough and appropriate.

10. Safety

- i) It is essential that the utmost care is taken to ensure that staff, adult supervisors and pupils involved in any off-site visit are safe and that appropriate procedures are followed at all times to achieve this.
- ii) When planning an Off-Site Visit, you should thoroughly research the suitability of the venue and check that facilities and third party provision will meet your group's expectations.
- iii) Such information gathering is essential in assessing how you will be able to supervise the young people effectively. It is a vital dimension of risk management. Where a preliminary visit is not reasonably practicable, you should consider how you will gather sufficient information to make an adequate assessment of the risk management issues. One way to do this is to take advantage of the nationally accredited provider assurance schemes that are now available. This will also reduce your workload and streamline bureaucracy. Examples of such schemes include:

- Learning Outside the Classroom (LOtC) Quality Badge (covers both quality and safety).
 - Adventure Activities Licensing Authority (AALA) licence (this statutory scheme only covers the safety of certain activities).
 - Adventuremark (only covers safety).
 - NGB centre approval schemes (applicable where the only provision is a single, specialist activity).
- iv) If the provider holds such an accreditation, there should be no need to seek further assurances about the areas that it covers. However, you should still check whether the provider's ethos matches your expectations, and whether its provision meets the needs of your group, including those of individuals with particular needs. You should also clarify expectations about issues such as supervision and 'down time'.
- v) The organiser must complete a written risk assessment for each off-site visit as indicated in the section on risk assessment (Section 9). Organisers should continually monitor risks throughout the duration of the visit as additional potential hazards are identified.
- vi) All staff, other adult supervisors and pupils should be made aware of any potential hazards that are likely to occur and must be briefed by the organiser of any emergency procedures.
- vii) All Off-Site Visits occurring outside school hours must have a designated School Contact.
- viii) The organisers must ensure that a mobile phone is taken on each visit. School mobile phones are available for this purpose. For visits occurring outside the UK, the organiser must check in advance that the mobile phone(s) will function abroad. On a trip where more than one member of staff is required, there are to be two mobile phones. The first should be a School phone (the number of which is released to parents); the second may be a personal phone which could be used for communication purposes in the event of an emergency.
- ix) Third party providers offering hazardous activities must provide a copy of their licence under the 'Adventure Activities Licensing Regulations 1996'. Third party providers should also confirm that they have a public liability insurance certificate. The LOtC Quality Badge Scheme complements the licensing scheme. It aims to demonstrate that an outdoor provider offers high-quality experiences, manages risk effectively and is responsive to the needs of young people. Group Leaders should use these approved providers where possible however unbadged providers may still be used and would need to be vetted thoroughly to ensure they meet all the safety requirements.
- x) All incidents involving accident or injury must be notified to the School Nurse and the Head.

- xi) In the event of a serious incident, accident or fatality, organisers should refer all press and media enquiries to the Head and act in accordance with section 5(b) of this policy (Emergency Procedures).

11. Trip Supervision

- i) Organisers and other adult supervisors act 'in loco parentis', that is, as a sensible and careful parent would do. However, the legal duty of care expected of an individual teacher is that which a caring teaching profession would expect of itself. This includes responsibility twenty-four hours a day for the duration of the visit and is in no way lessened because the duty of care is undertaken voluntarily.
- ii) Unless the Head or EVC advises otherwise, in normal circumstances there should be a supervision ratio of 1 adult for every 10 – 15 pupils in Year 4 upwards.
- iii) When pupils from the EYFS and Years 1-3 are taken on trips or activities the following additional factors are taken into consideration:
- Supervising adult/pupil ratio should be no less than 1:4 in EYFS and 1:6 in Years 1-2 and 1:8 in Year 3 unless the Head advises otherwise;
 - Resources and equipment is appropriate for the age range;
 - Additional supervision required for these age ranges is provided when necessary.
- iv) SMT and organiser should assess the risks and consider an appropriate supervision level for the group. Some visits will require a higher staffing ratio depending on factors such as:
- The age and abilities of the pupils;
 - Nature of the activities;
 - Experience of adults in off-site supervision;
 - Duration and nature of the journey;
 - Type of accommodation;
 - Competence of staff, both general and on specific activities;
 - Requirements of a third party provider.
- v) Organisers of residential visits must ensure that a member of staff or other nominated adult supervisor remains at base at all times when pupils are present and have free time and/or leave to go out. The only exception is for activities and visits for which the Head has previously agreed permission and guidance for remote supervision.
- vi) On residential trips, girls must be accompanied by at least one female adult supervisor and boys must be accompanied by at least one male adult supervisor.

- vii) At the Head's discretion, adult supervisors other than staff may accompany a visit, provided that at all times a member of staff is in overall control.
- viii) All adults including volunteers are vetted and those judged to be engaging in regulated activity are subject to enhanced Disclosure and Barring Service (DBS) checks with barred list check.
- ix) Where pupils on off-site activities are looked after by third parties, the School will gain assurance that relevant suitability checks have been carried out on staff provided by those third parties.
- x) For the protection of both adults and pupils, it is advised that adult supervisors are not left alone with a pupil.
- xi) Where a supervisor has their child on the trip, that supervisor cannot be the Trip Leader but may be counted in the supervision ratio.
- xii) Where a supervisor has their child on the trip, that supervisor must not be left in sole charge of a group which includes their child.
- xiii) Spouses / partners of staff members may be counted in the supervision ratio, subject to the conditions above.
- xiv) Where children of staff members take part in a trip they must be within the age range for which the trip is intended. Children who are not members of the school must not take part in any off-site visit.
- xv) Organisers have a responsibility to ensure that all staff and supervisors know the times when they are on duty and when they are able to have 'down time'.

12. Transport

- i) Minibuses and coaches used for school trips should be fitted with approved seat belts. Seat belts must be worn at all times when travelling.
- ii) Minibus drivers must comply with the School's Minibus Driver Handbook. It is essential that all drivers of minibuses (school and hired minibuses) are familiar with the Minibus Driver Handbook.
- iii) For the avoidance of doubt, supervision arrangements for 9-seater vehicles are to be as per the guidance found in the Minibus Drivers Handbook.
- iv) Teachers and others who drive pupils in their own cars must ensure their passengers' safety, that the vehicle is roadworthy, and that they have appropriate licence and

insurance cover for carrying pupils. The driver is responsible for making sure that pupils have a seat belt and use it at all times.

- v) The permission of a parent must be obtained before their child is transported in another parent's car.
- vi) Pupils' cars should not be used for any off-site visit.
- vii) Drivers who are not accompanied by another adult must be DBS approved before transporting pupils.
- viii) All private vehicles used for transportation are subject to the following checks: Business Use Insurance, MOT's and Service Records.

13. Water-based and Water Margin Activities

- i) Water based activities are regarded as adventurous activities and must be strictly controlled. All water based activities must conform to the appropriate national governing body guidelines.
- ii) Water margin activities are regarded as 'learning activities' near or in water. These could include Geography fieldwork, Ecology pond dipping, and beach and lake shore activities. There must be no remote supervision with water margin activities unless the arrangements have been agreed by the EVC and communicated to the parents.
- iii) Swimming can be formal in purpose built pools (with a life guard in attendance) and informal such as in lakes, rivers and seas. In both cases, parental consent must be obtained.
- iv) It sometimes happens that the opportunity for recreational swimming in a pool occurs during visits planned for other purposes, for example when a group is staying in a hotel overseas. Swimming should only take place when a lifeguard is on duty. Supervision should be proactive. The lifeguard and Visit Leader should work together as part of a team focussed on safeguarding all the young people in the pool. Visiting staff must ensure that they know the normal operating procedures of the pool as well as knowing the emergency procedures. They should physically check the location of all emergency equipment prior to the start of the session.
- v) If the pool has no lifeguard cover, then the School may be able to provide its own lifeguard, who must have been assessed as having the required competence and who must meet the School's requirements for qualifications. In this case, arrangements should be made to ensure sole use of the pool if possible, so that other guests do not increase the numbers in the water. Sufficient supervisory staff must be on poolside to ensure effective supervision of the whole pool. Where the lifeguarding duty is given to an

appropriately qualified young person, the Visit Leader will retain overall supervision responsibilities to guarantee appropriate levels of behaviour.

- vi) Lifeguarding must be the sole activity of the person given that responsibility – they should not combine recreational activities with lifeguarding.
- vii) An adult supervisor must always be present and observing from out of the water when pupils are swimming.

14. Sports Fixtures

i) Organisers involved with away fixtures during the normal school day and which are advertised in the school calendar need not apply to the Head. However, organisers must provide the Database Administrator with a list of the names of the pupils and adults involved before leaving school. Organisers must also post a list in the Common Room giving details of:

- Names of pupils and adults.
- Destination/venue.
- Travel arrangements.
- Time of departure and expected time of return.
- Contact telephone number.

ii) Organisers involved with away fixtures during the weekend and at other times out of school hours must provide the Head of Physical Education with a list beforehand giving details of:

- Names of pupils and adults.
- Destination/venue.
- Travel arrangements.
- Time of departure and expected time of return.
- Contact telephone number.

In the event of an incident, the Director of Sport will act as the School Contact.

- iii) All fixtures not in the school calendar must have SMT permission. The administrative procedure outlined in Section 4 must be followed.
- iv) Fixtures involving a residential stay must have SMT permission, regardless of whether they are in the school calendar or not.
- v) With the exception of the administrative procedures detailed above (Section 4), the Off-Site Visits Policy applies to all 'away' sports fixtures.

15. Exchange Visits and Home Stays

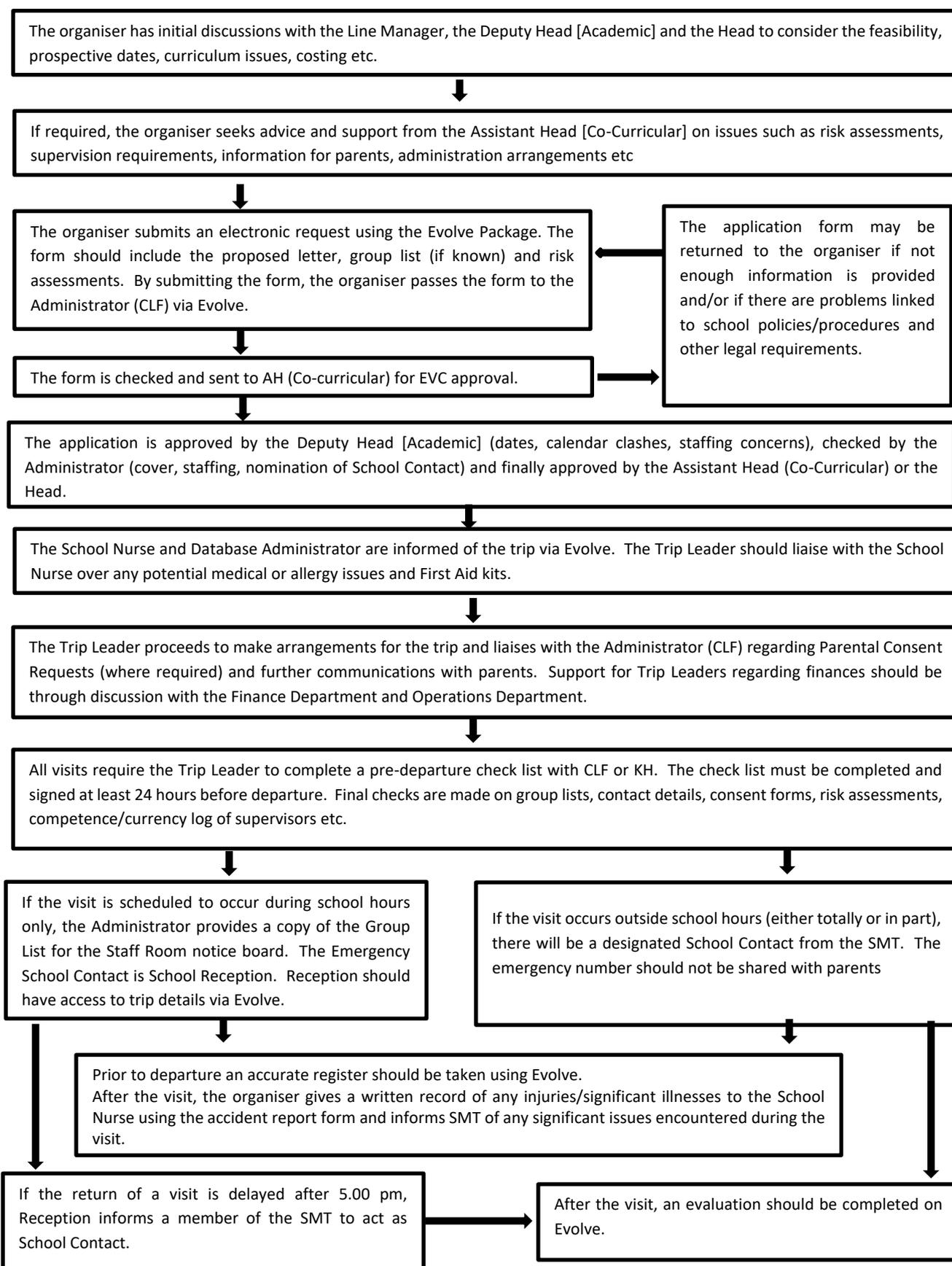
- i) Exchange visits differ from other visits in that young people are not directly supervised by their leaders/supervisors whilst they are with host families. However, the legal duty of care and responsibility for health, safety and welfare remains with the designated Visit Leader. Exchanges thus require thorough and carefully planned risk management that addresses the issues relating to indirect supervision and special issues relating to child protection. All parties involved must fully understand the implications of this.
- ii) The Organiser/Group leader must ensure the following:
 - Families and young people are carefully matched for gender, age, diet, religious belief, special needs etc
 - Families are known to the host establishment
 - The host establishment confirmed that the families are suitable and, where external providers are used, there is a hosting agreement form where appropriate.
 - Contingency plans in place in case it is necessary to move a young person at short notice.
 - Consideration has been given to the safety and wellbeing of the young people during travel, and this includes appropriate drivers and transport whilst with the host family.
 - Young people and host families are aware of a 24-hour contact number and are they fully briefed as to procedures should problems arise.
 - Leaders have regular contact with all young people on the visit.
 - Young people have access to a phone or mobile phone to call or send text messages to the staff accompanying the trip.
 - The young people and their parents/guardians have been briefed about personal safety
 - If work experience features as part of the exchange an assessment has been made by an appropriately competent person about any significant hazards the work environment may present.
 - Where activities with the host family, not directly supervised by School staff, are likely to be involved, parental consent is required.
- iii) Where an exchange visit is arranged for the first time, or involves a significant number of new staff, a preliminary visit is strongly recommended. This can provide an opportunity to consider a specific risk-benefit assessment at first hand.
- iv) Face-to-face dialogue between exchange partner establishments should ensure commonality of aims, objectives and activities. As a minimum, any agreement should include a commitment to the health, safety and welfare of the young people involved.
- v) Overseas students staying in the UK for up to 28 days, where their parents have indicated that they consent to the suitability of the selection process that places their child with the volunteer host family, can be regarded as in a family or personal relationship and not regulated activity. Schools clearly have a duty to ensure they take all reasonable steps to ensure that overseas students are placed in appropriate homes. Consequently, to enable

the hosting of pupils visiting from other schools, DBS checks are to be requested for all adults' resident at the volunteer host family address.

- vi) Visit Leaders should ensure that those in a position of parental authority understand that an equivalent to DBS checks is unlikely to be available in countries visited by young people from the UK. It is therefore important that Visit Leaders ensure that the overseas host school, or agency, has a vetting procedure in place to assess the suitability of home placements. If the host school or placing agency does not have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of exchange or home stay pupils, the Visit Leader should seek further assurances and/or reconsider whether the visit should take place. The vetting of host families should include:
- verification of family structure;
 - ensuring that appropriate information is shared;
 - checking the suitability and privacy of sleeping and toilet arrangements;
 - requesting that family activities fall within the scope of parental consent;
 - transport (including drivers) is suitable and covered by parental consent.
- vii) Even though remote supervision is at the heart of a host family placement, the Visit Leader retains full responsibility for the young people. There should be arrangements for effective communication with young people and hosts, and a process for gathering appropriate assurances about accommodation, work placements and other locations used during the visit.

Appendix A – Summary of Senior School Administrative Process

(excluding standard sport fixtures in the school)



Appendix B – Summary of Infant and Junior School Administrative Procedure

1. Inform Head of Infant and Junior School of date, times and educational purpose of proposed trip and discuss plans with Infant and Junior School EVC.
2. Provide Infant School or Junior School Secretary with details for booking of coach if required:
 - Date of proposed trip
 - Destination
 - Total number of seats required on coach
 - Time you wish to leave school
 - Time you wish to arrive back at school
3. Work out costing of the trip.
4. Write letter to parents for inclusion in Friday Bulletin or Newsletter, check with Infant and Junior School EVC before sending out, allow two full weeks for return of parental consent.
5. Complete all Risk Assessments.
6. Complete the trip application via EVOLVE, and submit form and uploaded planning material to the Infant and Junior School EVC and ensure trip is authorised before proceeding.
7. Inform teachers in each section of the School (including Music Teachers) of date of trip if appropriate.
8. Swap duties with other staff members if necessary.

Check List on the Day of the Visit

- | | |
|--|--------------------------|
| Contact names and numbers – register via EVOLVE | <input type="checkbox"/> |
| Travel first aid / inhalers / medication | <input type="checkbox"/> |
| Sick bucket and change of clothes | <input type="checkbox"/> |
| Written information for parent helpers with code of conduct | <input type="checkbox"/> |
| All Off-Site Visit and Risk Assessment form(s) accessible via EVOLVE | <input type="checkbox"/> |
| Aide Memoire | <input type="checkbox"/> |
| Parental Permission Granted | <input type="checkbox"/> |

Appendix C – A Checklist for Trip Leaders

This is not an exhaustive list and not all points are relevant to all trips, but it is hopefully a useful resource in the planning of Off-Site Visits.

1	Have you clearly identified the aims of the visit?	
2	Is the visit appropriate to the age of the pupils?	
3	Does the visit conform to the School guidelines?	
4	Are the staff suitably qualified?	
5	If using a provider, are they approved in line with School guidelines?	
6	Do you know, or have you visited, the location?	
7	Do the adults in the party have the appropriate skills for the visit? Check this carefully and arrange suitable training and/or briefing.	
8	Safeguarding of pupils is paramount. Have any necessary vetting checks been carried out on adult supervision?	
9	Is the level of staffing sufficient for adequate supervision throughout? This will be determined by the type, level and duration of the activity, the requirements of the group, the experience and competence of the staff and venue, time of year and prevailing conditions.	
10	As leader, as you aware of, and comfortable with, your role?	
11	Are all supervising staff aware of, and comfortable with, their roles?	
12	Are all helpers aware of, and comfortable with, their roles?	
13	Is insurance cover adequate, or is additional cover necessary?	
14	Has a suitable risk assessment of planned activities been carried out?	
15	Do you and the other staff know the pupils you are taking away?	
16	Have you advised pupils in advance about your expectations of their behaviour? Are pupils aware of any rules? Have you identified and agreed with the pupils, staff and parents the sanctions available for unacceptable behaviour?	
17	Are pupils aware of the nature and purpose of the visit?	
18	Are parents aware of the nature and purpose of the visit and has written consent been obtained?	
19	Have you issued relevant details; eg itinerary, kits lists etc?	
20	Are you and other staff aware of relevant medical details of pupils? Has parental consent been obtained for named staff to administer specific medication/drugs/injections? Have named staff had the appropriate training?	
21	Are you aware of any staff or helper medical conditions?	
22	Are you and/or staff able to administer first aid? Are you/other staff up-to-date and proficient? Do you have appropriate first aid kit?	
23	Have all special dietary requirements or allergies been planned for and dealt with?	
24	Have you considered the suitability and safety of the transport to be used? Is there an appropriate balance between time spent travelling and time on site?	
25	Is there flexibility in the programme? Do you have a 'Plan B' for bad weather, staff illness etc?	
26	Do you have the emergency telephone number for the School Contact?	
27	Are you aware of the appropriate action to be taken in the event of a major incident or accident which might invite media attention?	
28	Will you need special information (such as tide times) and know where to obtain this information?	

29	Have you booked a School mobile phone and will you get reception in the area of visit? Will you have a second mobile available on the visit for use in an emergency?	
30	Can you access EVOLVE using a mobile device you will have access to on the trip? If you have any concerns about internet access during the visit, have you locally saved emergency details which will be accessible without internet access?	
31	Will your group need waterproof clothing, boots or other specialist equipment? Who will provide these? Does specialist equipment conform to accepted standards?	
32	Have all financial matters been appropriately dealt with?	
33	Has the visit been fully approved by the SMT?	
34	Has the safety for travel been checked with the Foreign Office, where necessary?	
35	Have all passports and visas been checked?	
36	Do you have a list of pupils and all emergency contact details?	
37	Has the Pre-Visit Checklist been completed?	
38	Have you sufficient spare cash / credit card with you?	
39	Have you relevant literature, worksheets etc ready?	
40	Have you appropriate First Aid kit, sick bags, litter bags etc?	
41	Are you going to check pupils numbers at regular and appropriate times?	
42	Have you warned the group in advance of potential hazards? If necessary, have you organised extra supervision in those areas?	
43	Are pupils aware of procedures in areas where there may be traffic?	
44	For groups working a distance from supervision, are they aware of contact details or a recall sign?	
45	If arranging a rendezvous, are all aware of the exact venue and time? Do they have a watch with them?	
46	Do pupils know what action to take if separated from the group?	
47	Do pupils know emergency fire procedures for each venue?	
Checklist: At the end of the visit		
48	Have you ensured appropriate arrangements are in place for the dismissal of pupils?	
49	Do parents know the expected time and venue of return?	
50	Have all follow up actions been completed: eg Finance, accident forms, thank you letters, report for newsletter or yearbook, report to Head where appropriate?	
51	Have you evaluated the visit on EVOLVE and made notes for future visits?	