



Springwell  
Lincolnshire

# **Safeguarding and Promoting the Health and Safety of Pupils on Educational Trips and Visits**

**June 2018**

## **Academy Trips and Visits**

Educational visits are not treated separately from other aspects of health and safety. This policy is to ensure the safeguarding and promotion of the welfare, health and safety of pupils on activities outside the Academy and to promote good behaviour on these activities.

The Executive Principal will give advice on anything related to residential or day trips and has more detailed information available for party leaders on planning, required procedures and example paperwork.

## **Supervision**

The member of staff of the class will be the responsible leader for the outing.

The level of supervision must realistically reflect the purpose and nature of the trip and the age and maturity of the pupils with sufficient adult help to allow for emergencies and the possibility that an adult may need to be detached from the main party.

The Executive Principal must be satisfied that any accompanying adults who are not teachers are sufficiently experienced to undertake supervisory duties. Foundation Stage will have a higher ratio than Years 1–3.

Regular head counts should take place, including before departure from the venue.

Group leaders will establish rendezvous points.

Pupils will be fully informed about all aspects of the activity or visit and will be made aware of what is expected of them and how they should behave.

Every effort will be made to ensure that visits and activities are available and accessible to all who wish to participate.

The party leader must explain clearly to adult supervisors what their responsibilities are. Each supervisor will carry a list of children in the party, with the group for which he/she is responsible clearly marked.

## **Legal Implications**

The legal implications are well known but worthy of clear statement:

The leader in charge is "in loco parentis" and has a duty of care to all members of the party.

The executive Principal and the governors have a responsibility for ensuring appropriate leadership, proper planning and organisation.

## **Initial Permission**

A Trip Request Form and accompanying risk assessment be submitted to the Executive Principal or Executive Vice Principal for permission for the trip to take place by the Party Leader.

No payments or firm bookings should be made until permission has been given.

If permission is granted, it is conditional on the submission of all the relevant documentation listed on the form.

## **Planning**

The Party Leader has overall responsibility for the supervision and conduct of the trip, will have regard to the health and safety of the party and in accordance to the Academy's regulations, guidelines and policies.

The Party Leader must be a full time, experienced member of staff, not an NQT. Ideally, the Party Leader will have prior experience of the type of visit to be arranged. The Party leader will have a clearly designated deputy. The EVC trained member of staff will provide advice prior to the trip as required.

Evidence of expenditure and income will be kept and regularly checked with the account details.

Ideally, the leader will have a first aid qualification; if not, this will be available within the leadership of the group as a whole and a First Aid kit appropriate to the visit must be carried at all times, including on the journey. The HSE guidance will be followed in relation to the contents of any First Aid kit.

Risk assessment analysis will be evaluated for every Academy trip. Sample forms are available from on the Springwell Lincolnshire Staff Drive. Party Leaders will also arrange a meeting with the Executive Principal at least two weeks before the trip departs (for residential trips).

Mixed parties should be accompanied by at least one male and one female teacher whenever possible.

Where adults other than Springwell Lincolnshire staff are accompanying the trip, the number of Springwell Lincolnshire Staff should be more than half of the minimum number supervisors required. A DBS check must be made for all such adults, as well as any parents/carers accompanying the party, otherwise they must never be left in sole charge of pupils, for their own and the pupil's protection.

All staff and /or volunteers will received any required training prior to the trip by school staff and /or the EVC co-ordinator where appropriate.

Parents/carers must be fully informed (in writing) about the proposed trip before they are asked for their consent.

Remind parents/carers that pupils cannot be taken on a trip if their written permission is not received by the Academy beforehand, and give yourself lots of time to chase parents/carers who forget to submit it to you.

Pupils should be briefed to ensure they clearly understand what is expected of them and what the trip will entail. In addition, pupils should clearly understand what standards of behaviour are expected from them and why rules must be followed. In addition, details about relevant foreign culture/customs, issues about ringing home (how to avoid causing concern or confusion at home), emergency procedures and rendezvous procedures and discussions about banned items not being

brought on the trip and from being purchased during the trip may also be included. If there is to be any remote supervision, pupils must be made aware of ground rules and the size of groups to go around in.

The party leader will carry at least all the emergency contact number for a member of SLT such as the Executive Principal, Executive Vice Principals or Strategic Business Manager, as well as at least one for each of the pupils and member of staff on the trip. A mobile phone will be issued to staff whilst on the trip by the Strategic Business Manager.

### **Residential trips abroad**

Party leaders of new residential trips are asked to undertake an exploratory visit as part of the visit/site specific risk assessment, which will assist with pre-planning. If this is not possible, information/advice could also be sought from others involved in previous visits or from reliable local guides.

When using a commercial travel agents specialising in Academy journeys, is important that party leaders carry out due diligence and ensure the agents are members of ABTA (Association of British Travel Agents).

### **Staffing Ratios**

It is recommended that there should be sufficient staff to cope with an emergency. The guidelines for our setting are:

- Abroad: 1:3
- Other residential: 1:3
- Other visits: 1: 4 [where the element of risk is normal to that in everyday life]

Written consent from parents/carers is gained as part of the pupils admission meeting to take part in routine off- site activities organised by the Academy as most of these activities take place during Academy hours and are a normal part of the child's education at the Academy. Parents/carers are told where their child will be when not on Academy premises and of any extra safety measures required. Further written consent is requested for activities that need a higher level of risk management or those that take place outside Academy hours.

### **Disability and Special Education Needs**

The party leader should make every effort to include disabled pupils and pupils with special educational or medical needs on educational visits, whilst maintaining the safety of everyone in the group. Special needs of any kind will be taken into consideration in the risk assessments and planning undertaken in advance of the visit and appropriate measures will be implemented.

### **Written Risk Assessments**

These should be completed, as appropriate well before the trip - formal assessments of the foreseeable risks that might be met on a trip and the actions to be put in place to prevent or reduce

the risk. Pupils must not be placed in situations which expose them to an unreasonable level of risk. Safety must always be the prime consideration.

Examples of risk assessments can be found on Spring Lincoln City Academy Academy S Drive, and include ones for transport and travel, accommodation, unsupervised time and various activities. The Executive Principal will help and give advice on the production of risk assessments.

### **Dynamic Risk Assessment**

The party leader and other staff should monitor the risks throughout the trip and take appropriate action as necessary e.g. risks may need to be reassessed in the light of changing weather, new safety warnings, illnesses, behavioural problems or emergencies.

### **Indemnity**

General indemnity forms have no legal force. Parents/carers cannot sign away their right to sue in cases of alleged negligence. However, it is possible to require parents/carers to indemnify staff against any claims made by a third party and any extra costs which the Academy or staff might incur on behalf of the pupil or any loss arising from damage caused by the pupil. If an indemnity form is to be used, it should be incorporated with the general consent form sent to parents/carers

### **Insurance**

It is imperative that party leaders even for the shortest of trips should ensure adequate and appropriate insurance cover and medical cover is in place. Assistance and advice should be sought from the Strategic Business Manager. A copy of the limits of the insurance cover should be included with the trip details sent to parents/carers.

The insurance should conform to the minimum benchmark insurance which can be sourced through the Strategic Business Manager. When thefts occur, whether at home or abroad, a report must be made to the local police as soon as possible and certainly within 24 hours and written confirmation obtained that this has been done.

Where medical expenses are incurred, all accounts must be preserved.

For trips abroad, a valid EHIC card should be obtained for each member of the party where appropriate.

### **Reporting dangerous occurrences**

Where actual injury is sustained the normal reporting procedure must be undertaken immediately on return to the Academy. In grave situations a preliminary verbal report should have already been given.

Useful lessons can be learnt from "near misses" which may help the safety of future parties. Party leaders are encouraged to report such occurrences to the Executive Principal. (The fact that a "near miss" has occurred will not be taken as implying criticism towards the quality or action of the leadership).

## **Use of Private cars**

Written consent of parents/carers is required when private cars feature in travel arrangements. Drivers must have suitable insurance which covers use on Academy business and specifically use to transport pupils. (Business Insurance)

Please see the separate policy on use of staff vehicles.

## **Minibuses**

Staff who drive the Academy Mini buses will meet all of the requirements as outlined by the DVLA for this class of vehicle.

## **Drivers**

Maximum loading capacities must be observed and, in addition to the driver and front seat passengers.

Staff must not take risks if a fault develops; maintenance is the responsibility of the Academy. All drivers must be strictly within the law. Notification to Academy insurers is required where drivers have either any previous motoring convictions or health problems affecting driving.

## **Seat Belts**

All passengers must wear seat belts in all vehicles at all times.

## **Information to parents/carers**

Clear written information must be given to parents/carers and their written consent obtained. This information should set out the following, requiring response on the signed and dated pro-forma [examples of these are at the end of the section].

- nature of activity and accommodation
- where and when it is to occur
- equipment, kit required, travel arrangements
- cost (including non-refundable portion as deposit)
- any special higher risk activity to be offered in programme requiring special consent
- request for dietary and medical details and inclusion of written consent for emergency treatment
- indemnity clause on reply slip and details of limits of insurance cover
- commitment to provide balance of fee by stated date on reply slip
- date for return of reply slips with deposits if required
- any disciplinary or conduct points or special regulations specific for the purpose of the trip

Before residential visits, or when the pupils are to travel abroad or engage in adventure activities, parents/carers should be invited to attend a briefing meeting to be provided with:

- times and place of departure and return – parents/carers must have agreed to meet their child on return

- modes and duration of travel including the name of any travel company
- the level of supervision including any times when remote supervision may take place;
- details of accommodation with security and supervisory arrangements
- details of provision for medical needs and procedures for pupils who become ill
- names of leader, of other staff and of other accompanying adults
- details of the activities planned
- standards of behaviour expected in respect of; alcohol, sexual behaviour, smoking and general group
- discipline including prohibited items. This information may take the form of a code of conduct which parents/carers should sign
- details of insurance taken out for the party as a whole in respect of luggage, accident, cancellation,
- medical cover, any exceptions in the policy and whether parents/carers need to arrange additional cover
- information on clothing and equipment to be taken
- spending money to be taken and arrangements for safekeeping and issue of pocket money
- the trip's policy on the use of mobile phones
- arrangements for medication their son is taking and what is required if staff are to administer their
- medication
- contact phone numbers in case of emergencies

### **Emergency Procedures**

Leaders in charge of pupils during a trip have a duty of care to make sure that the pupils are safe and healthy.

They also have a common law duty to act as a reasonably prudent parent would. Leaders should not hesitate to act in an emergency and to take life-saving action in an extreme situation. The party leader would normally take charge in an emergency and would need to ensure that emergency procedures are in place. However, in certain situations, it may be more appropriate to have a more experienced member of staff on the trip take charge of the emergency and the party leader look after the rest of the party.

All staff involved in the trip should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency. Prior to the trip, the name and 24 hour telephone numbers of an emergency contact should be identified. It is advisable to arrange a second emergency contact as a reserve. The emergency contacts should have all the necessary phone numbers and information about the trip. This information and telephone contact numbers should be provided (usually as a laminated small card format) and carried at all times by all staff during the trip.

### **Should an emergency occur:**

- establish the nature and extent of the emergency as quickly as possible;

- ensure that the party is safe, accounted for by a roll call, kept together and adequately supervised at all times;
- summon the appropriate emergency services;
- establish the names of any casualties and get immediate medical attention for them;
- if the party is abroad, notify the British Embassy/Consulate and the local police;
- ensure that pupils are accompanied to hospital or police station by a member of staff;
- ensure that, although pupils may wish to reassure parents/carers, they should not be allowed to make direct telephone or other forms of contact in the immediate aftermath of an incident. At that stage full details may not be available and inaccurate information might cause unnecessary speculation and anxiety for relatives and others at home.
- as soon as it is practical the pupil's mobile phones should be collected but left switched on. We should not attempt to prevent parents/carers and children contacting each other; merely try to ensure that incorrect and sensationalised information is not being disseminated. If an incoming call from parents/carers is received, the pupil should be allowed to answer this under staff supervision. After the pupil has greeted parents/carers, staff should speak to them, quoting the statement below. The pupil should then be allowed in staff presence to complete the conversation without giving details of the incident.

“An incident has occurred on the [\*\*\*\*\*] trip. Your child is not involved in the incident. He is unharmed and is not the subject of any disciplinary action. Further details will be given out by the Executive Principal when all facts are known”.

- later, when the full details are known, supervised contact between pupils and their parents/carers can be made, using the procedure above;
- parents/carers of the pupils directly involved should be contacted as soon as full details are known. Full cooperation should be given if the parents/carers of those directly involved wish to travel to their child, provided that the child is in a place of safety and the emergency services allow;
- inform the emergency contact at Academy;
- ensure no one in the party speaks to the media;
- the name of any casualty or pupil involved should not be given to the media;
- all media enquiries should be answered by: “any statement will be issued by the Executive Principal in due time”;
- collect details of the incident to pass on to the establishment, which 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/carers can be reassured; action taken so far, including where casualties have been taken and action yet to be taken and by whom;
- write down accurately and as soon as possible all relevant facts and witness details and preserve vital evidence;
- keep a written account of all events, times and contacts after the incident;
- complete an accident report form as soon as possible;
- liaise with the representative of the tour operator if one is being used;
- ensure no one in the party discusses the incident or legal liability with anyone outside the party;
- report the incident using appropriate forms, if necessary.



The emergency contact's main responsibilities are to ensure that the party leader is in control of the situation, establish if any assistance is required from other sources and if necessary arrange for a senior member of staff to go out to take control or assist, contact parents/carers if required, notify insurers, especially if medical assistance is required and contact any other relevant body.

### **Information to be left at Academy**

The following information will be left at the academy prior to any trip

Photocopied itineraries, including a mobile phone number.

A folder containing all the documentation for the trip, including emergency contact numbers, insurance documents, medical information and names of pupils attending.

### **General advice**

The smooth running and general happiness of the party and its leaders will be greatly helped by adherence to the following general points. While these may not appear to be directly linked with safety, poor organisation in these aspects can quickly lead to accident or injury.

Maintenance of agreed standards of behaviour when the party is travelling, often for long periods in confined spaces. Good food and adequate halts are a big help.

Maintenance of good order in hotel/hostel accommodation and awareness of emergency evacuation procedures. A sensible checking routine is needed, dependent on daily/evening activities. This can be effective without being onerous.

Brief party about avoiding general public including involvement/conflict with other Academy groups nearby. *Not always possible but desirable.*

Avoidance of drunken behaviour and illegal drinking especially on trips abroad. This can pose a major threat.

Minor crime - ranging from shoplifting to stuffing of coin in slot machines with inappropriate foreign currency, to smuggling goods and illegal articles. Be aware of the possibilities and sensitive to signs of problems. Encourage pupils to be careful with property.