

## **Bradford Grammar School**

### **Educational Visits Policy**

**This policy applies to the Junior School and is published to parents, pupils and employees. Issued 21 April 2016 Updated 6 December 2016**

**This Policy has regard to Department for Education Guidance: health and safety: advice on legal duties (February 2014); Health and Safety Executive (HSE) guidance 'School trips and outdoor learning activities: tackling the health and safety myths'**

#### **1. Introduction**

A wide variety of trips enrich the curriculum at Bradford Grammar School (the "School") for all year groups. However, it is recognised that class time is precious and therefore the dates, participant list and educational merit of each trip receive due consideration before details are advertised to pupils and parents.

In order to offer quality off-site education, employees must work collaboratively and respond positively to advice. The trip process inevitably generates a degree of bureaucracy which is unavoidable, but which is kept to a minimum and is intended to support employees who, by organising trips, make a valuable contribution to the education of pupils. It is designed to give protection for everyone.

All trip leaders (and additional supervising employees) must work closely with senior employees to clarify responsibilities and ensure that trips run in accordance with UK law and national guidelines relating to educational visits (see below).

#### **2. School Policy and National Guidance**

The School follows statutory guidance from the Department for Education (DfE) and has adopted national guidance from the Outdoor Education Advisors Panel (OEAP) to provide a framework for the effective running of School trips. (Colleagues should note that where national guidance differs from information in this policy, this policy takes precedence, but neither take precedence over UK law).

For overseas visits BS8848 will be followed. This document can be obtained from the SLT. School employees who organise and run an overseas trip must, like the travel industry, comply with BS8848.

For reference, employees should consult:

<http://oeapng.info/>

The DfE's advice can be found here:

<https://www.gov.uk/government/publications/health-and-safety-advice-for-Schools>

Employees should familiarise themselves with the following:

<http://www.hse.gov.uk/services/education/school-trips.htm>

<http://www.hse.gov.uk/services/education/school-trips.pdf>

Other useful links include:

[www.lotc.org.uk](http://www.lotc.org.uk)  
[www.oeap.info/](http://www.oeap.info/)

The main legislation covering this area is the Health and Safety at Work etc Act 1974 and regulations made under that Act

The School is responsible for health and safety, although tasks may be delegated to employees. Employees also have a duty to look after their own and others' health and safety

Employers, School employees and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do.

### **3. Trip categories and absence from lessons**

Educational trips at the School are many and diverse and all have value. In order to strike a balance between the varied demands on pupils' time, different categories of trip are recognised for which absence from lessons will be permitted.

- Sports fixtures: a list of fixtures and competitions for each sport must be submitted to the Head of the Junior School as early as possible during the preceding term. The ambition is to provide appropriate opportunities for competitive sport for pupils, whilst at the same time keeping disruption to lessons to a minimum. PE/games staff must provide employees with as much notice as possible of pupil absence from their lessons.
- Other subject-related trips: these are organised by teachers to support the curriculum, of which they are an integrated component part, written into schemes of work. These trips can vary greatly in character from a day out locally for a whole year group to an optional residential visit. Attendance from a cohort will be encouraged. Sports Tours and attendance at prestigious tournaments, for which squads have been selected and attendance is expected, form part of the PE/games curriculum and fall into this category. A maximum of one full day of term time absence will be granted for such trips.
- Co-curricular trips. These encompass a range of optional sporting (including outdoor education), community-based, cultural and recreational activity.

These trips will take place at lunchtime, after School, at weekends and during School holidays.

The allowances (above) for absence from lessons will be relaxed during the last two weeks of the summer term. Additionally, a case can be made to the Head for a trip to exceed the limits placed on term time absence and each application will be considered individually by SLT.

### **4. Good practice for trip management**

The School aspires to model best practice with respect to the management of off-site education by:

- complying with UK law and statutory guidance, and responding to recommended best practice communicated by the OEAP;

- prioritising the safety and welfare of pupils on trips above all other considerations, although it is accepted that risk cannot be eliminated completely;
- tailoring itineraries to the age and capabilities of pupils;
- using appropriately qualified and/or experienced trip leaders and supervisors;
- choosing tour operators and other external providers carefully, paying close attention to recognised accreditations;
- offering trips that are good value for money;
- having in place appropriate arrangements to deal with incidents and emergencies; and
- ensuring that all parties involved in a trip have the necessary relevant information and are aware of their own responsibilities such that educational visits are as safe and enjoyable as possible.

## **5. Trip administration and approval**

***A trip must be formally approved (see below) before details can be entered in the School diary/monthly planner and published to pupils and parents.***

During the early stages of planning it is likely that many trip details will be provisional, but these will include dates and times, an outline itinerary and the cost.

Trip leaders are encouraged to liaise with the Head of the Junior School, Finance Manager and Health and Safety Officer at the earliest stages of trip planning to facilitate the smooth running of the trip application process.

The School will make available details of each proposed trip to pupils and parents at the first opportunity. So far as is practical, these details will be made available during the preceding School year.

Trips will be approved in two stages:

**5.1 Provisional approval** must be sought at the earliest moment by submission of the electronic Educational Visits Approval Form to the Head of the Junior School.

It is recommended that trip leaders have an informal conversation with the Head of the Junior School about the viability of a trip before investing time and effort in the Educational Visits Approval Form.

The Head of the Junior School and the Finance Manager must sign the Educational Visits Approval Form before provisional approval can be granted. The Head of the Junior School will approve the trip at this stage pending an assessment of viability and educational benefit against costs. The Finance Manager will approve the trip at this stage once it has been demonstrated that either:

- sufficient funds are available in department or sectional budgets to cover the full cost of the trip; or
- a robust and transparent process is in place for publishing costs and terms and conditions to pupils and parents, and a suitable schedule of payments has been arranged.

Costs, terms and conditions relating to payment and the schedule of payments must be communicated to pupils and parents clearly in writing before they make a commitment to a School trip.

The principle is straightforward: parents must know what they are signing up to. The terms and conditions relating to payment for trips may, for example, simply state that only those pupils who have paid the full cost of the trip will be allowed to participate, and in the event of a pupil pulling out that money or deposits will not be refunded, or that money will be refunded if another pupil can be found to fill their place.

Some trips at the School are expensive and these pose a potential financial risk to the School. In these circumstances:

- the Head of the Junior School and Finance Manager may require that parents enter directly into a contract with the identified external provider, for example a ski or tour company, travel agent, expedition specialist etc.;
- the Finance Manager, having liaised with the trip leader and working with Purchasing, will negotiate with the external provider to confirm:
  - the contract into which parents will enter when they sign up;
  - what is and what is not covered by the trip fee;
  - the itinerary, as far as is practical; and
  - the number of allocated employees places.
- Once the trip leader, Finance Manager and Head of the Junior School are satisfied that the contract is appropriate, the Finance Manager, working with Purchasing, will make the booking.
- It is essential that trip leaders submit the electronic Education Visits Approval Form for these trips as early as possible during the preceding academic year so that arrangements with external providers can be finalised in good time.
- As is the case for all trips that require payment from parents, the cost, terms and conditions relating to payment and the schedule of payments must be communicated to pupils and parents clearly in writing before they make a commitment to a School trip run by an external provider. These will be available from external providers for their trip packages, but it is likely that it will be trip leaders who make these available to parents at the same time that they publish their own trip letters.
- It may be appropriate to supply pupils and parents with details of any insurance offered by an external provider that is additional to the School cover.

**5.2 Full approval** must be gained as soon as possible after provisional approval has been granted, (although for some routine trips it may be possible to grant both at once), and requires submission of a completed electronic Educational Visit Approval Form to the Head of the Senior School including final details regarding:

- itinerary;
- pupil participation;
- supervision;
- risk management; and
- plan B should there be an incident (including a home contact for trips that run at weekends, during a School holiday and / or 'out of hours' during the week).

E-signatures are required from the Head of the Junior School, Health and Safety Officer and the Head of the Senior School for full approval so that a trip may ultimately take place.

In certain circumstances, individual employees or departments may be able to provide the Head of the Junior School with an Educational Visits Approval Form that covers several trips which will run throughout the year (when generic logistical and risk considerations apply). Trips that fall into this category might be regular off-site sports fixtures or community service commitments that are part of the expected routine and School day. The Head of the Junior School will advise.

*As far as is practical, full approval must be gained with at least one week of term time to run in advance of the trip (therefore, it is not appropriate to submit an Educational Visits Approval Form for full approval less than one week before a school holiday if the trip is departing during the holiday or immediately after it). This is a minimum requirement for routine trips. Residential visits and, in particular, trips overseas must be finalised much earlier.*

**Employees and the Junior School Secretary must be given at least one week's notice of those pupils who will miss lessons due to their participation in a school trip.**

*Failure to meet these deadlines without good reason will influence whether or not employees are granted permission to lead trips in future.*

Once full approval has been gained, the completed Educational Visits Approval Form, along with all relevant medical/pupil details and other trip documentation, must accompany the party when they travel off-site. SLT will have access to an electronic copy of the completed Educational Visits Approval Form.

## **6. Responsibilities**

OEAP national guidance regarding who is responsible for what can be found at:

<http://oeapng.info/downloads/legal-framework-and-employer-systems/>

In the practical organisation of trips, specific responsibilities at the School are set out below:

- Working closely with the Governors, the Head of the Senior School takes full responsibility for giving or withholding permission for a trip to go ahead.
- The Head of the Junior school has oversight of all operational aspects of trip planning and running. Working with the Finance Manager and Health and Safety Officer, the Head of the Junior School must be satisfied that trip leaders have taken all reasonably practicable steps to ensure the smooth running of any given trip, that risks have been managed, that a workable plan B is in place and, ultimately, that an enhanced duty of care will be delivered for participants. All employees named above share a responsibility for ensuring that the visit leader, assistant leader and supervisors (as appropriate) are suitably competent, experienced and able to run the trip. They also check pupil names and advise with respect to participation.
- The trip leader has the key responsibility for ensuring that all aspects of planning and necessary administration, as directed by the Educational Visits Approval Form, are completed as required. The visit leader is formally accountable for all aspects of the

trip in the planning stage and in the field, and for the delivery of an enhanced duty of care for all participants.

- Trip leaders must demonstrate the ability to operate to recognised standards of good practice (as set out in the School's Educational Visits Policy and OEAP national guidance). Trip leaders will be deemed specifically competent to lead an educational visit based upon their experience and/or qualifications.

Trip leaders should be fully aware of their abilities, but also of their limitations. Please see the OEAP national guidance (link below) for additional advice:

<http://oeapng.info/visit-leader/>

It is recognised good practice for trip leaders to:

- be knowledgeable about relevant School policies and national guidance;
- define the roles and responsibilities of other employees to ensure effective supervision, appointing an assistant leader if appropriate;
- provide relevant information to employee participants, including the nature and location of the visit and relevant information regarding pupils
- ensure there is no conflict of interest if the child of an employee, who is a pupil at the School, participates in a School trip;
- pay close attention to safeguarding ensuring that any significant risks are managed effectively;
- ensure that informed parental consent has been obtained as necessary;
- provide relevant information to parents and pupils, and arrange pre-visit information meetings where appropriate;
- make sure that there is access to first aid at an appropriate level;
- provide employees and any external providers with emergency contact and emergency procedure details;
- monitor all aspects of the visit, including the quality of any activities provided by an external provider;
- evaluate all aspects of the visit, both during and after the event; and
- report any accidents, incidents or near misses.

*The trip leader is accountable to the Head and Governors for running the trip in the way set out in the fully approved Educational Visits Application Form and associated trip documents, including those related to group and risk management.*

Assistant leaders and other supervising employees also have a responsibility for the safe running of a trip or activity. An assistant leader/employee supervisor should:

- be knowledgeable about relevant School policies and national guidance;
- be sufficiently competent and confident to take over if the visit leader is incapacitated;
- contribute to the ongoing monitoring of all aspects of the visit, including the quality of any activities provided by an external provider; and
- contribute to the evaluation of the activity/visit after the event.

*The assistant leader and any other supervising employees on a trip are expected to support the trip leader in implementing the group and risk management procedures set out in the fully approved Educational Visits Approval Form and associated documents.*

When working with external providers it is imperative to avoid 'grey areas'. Individual and shared responsibilities must be clearly defined, for example when specialist ski or climbing instructors take responsibility for the health and safety of pupils for the duration of a specific, instructor-led activity.

Should any provider run an activity that in any way causes concern, the accompanying the School employees have a formal responsibility to stop the activity at the first appropriate opportunity.

Parents must provide the School with all relevant details about their child such that the highest possible standards of safety and welfare can be provided for all participants, including employees, on a trip.

Parents must meet the full cost of any given trip as required.

Parents will be encouraged to take an interest in the destination of a trip and to find out more about it with their child, and to impress upon their child the importance of following instructions from teachers to maximise the enjoyment and benefit of a trip for all.

Parents are also requested to ensure that they follow all joining instructions for a trip including timely submission of any paperwork and checking that their child has a currently valid passport, EHIC and spending money/foreign currency as appropriate.

Pupils take some responsibility for their own health and safety, and for the security of their possessions, on a School trip.

Pupils are required to follow instructions from their teachers and behave appropriately in a considerate and well-disciplined manner that reflects positively upon the School.

In extreme cases, poor discipline during a trip may result in a pupil being sent home at the expense of their parents. Trip leaders must consult with SLT before taking this course of action.

## **7. Costs and finance**

Parents will meet the full cost of a trip and there is no cap on the potential cost of any given trip. However, trip leaders will give careful consideration as to whether or not a trip represents good value for money and they will make every effort to keep costs down.

The cost for a trip must be realistic and take into account all potential expenses. Trip leaders cannot expect the School to fund any short fall centrally and trip leaders will have to draw upon other budgets, departmental or co-curricular as appropriate, to provide any necessary subsidy.

From time to time, fundraising programmes/events may be organised by teachers to help pupils to meet the cost of a trip. Trip leaders must not, however, promise to raise a set amount or suggest that the full cost of the trip will be offset by a guaranteed contribution from a fundraising programme. Trip leaders must be clear that parents are responsible for meeting the cost of the trip, but that this may be offset by an unknown contribution from any fundraising that might be undertaken.

Teachers must not be expected to commit large amounts of time and energy to fundraising for trips, given that the delivery of excellent teaching and learning is their priority.

Fundraising for trips should be led by the pupils and their parents with oversight from teachers.

With the exception of obligatory subject-related trips, non-payment of School fees will usually prevent a pupil from taking part in any trip that has a cost implication. Trip leaders should liaise with the Finance Manager before they confirm that any pupil has a guaranteed place on a trip.

Cost, terms and conditions relating to payment and the schedule of payments must be communicated to pupils and parents clearly in writing before they make a commitment to a School trip. The Finance Manager will need to sign off on these arrangements in order for provisional and full approval to be gained, and only then can a trip be advertised to pupils and parents.

Teachers must not handle money. The Finance Department will take responsibility for the collection of trip fees from parents except when parents enter into contract directly with an external trip provider (see section 5.1 above).

Sometimes it will be appropriate for trip leaders to take a limited amount of petty cash with them to fund minor expenses, for example for coffee breaks or an evening meal for employees. This size of this fund and a breakdown of expected petty cash expenses must be agreed in advance for provisional and full approval.

For their own protection, trip leaders must, as far as is practical, keep receipts for all petty cash expenses incurred during a trip and these, along with any unspent funds, must be handed to the finance manager on return to School such that all monies can be accounted for. The School aspires to the highest standards of financial practice and probity and irregularities with respect to the handling of money on trips may result in disciplinary action.

## **7.1 Financial assistance for school trips**

For the purposes of reviewing applications for financial assistance for trips and tours the following categories of educational visit are recognised:

**A:** An essential or desirable trip either required by the curriculum or one which is judged to be of great value in supporting learning, e.g. field trips, theatre visits or visits to places of historical interest

**B:** A trip or tour which will significantly enhance a team or a group of student's performances and enable students to experience different places and people e.g. sports tours, or concert trips.

**C:** Trips or tours which have value in adding to a students' educational experience, e.g. ski trip or visit to a place of interest not specifically related to the curriculum.

The Parents Association has a Grants Committee to support pupils whose parents are not in receipt of financial assistance but who struggle to fund extra trips and tours. Applications may be made to this committee for assistance with part of the trip costs (usually up to £250) and pupils should complete the application form, available from reception, and return it to the Head.

Fund raising for some big trips and tours is organised by the various parents' committees with some support from staff. There are a restricted number of dates available for fund



raising events in the Price Hall. Applications to run a fund raising event should be made to the Headmaster who will consider them with the SLT and allocate a date.

## 8. Supervision

The legal expectation is that teachers, due to their professional training and experience, will provide ***an enhanced duty of care*** during a trip. This exceeds the level of supervision that would be reasonably expected of a responsible parent and thus presumptions about teachers acting 'in loco parentis' are misleading.

There must be an element of supervision at all times during a trip (including overnight stays). Supervision may be relaxed to an appropriate level at times depending upon the situation, for example once pupils are on a coach or in tents, but for trip leaders and other supervising employees responsibility for pupils is not removed or lessened in any way.

In the majority of cases, it is not appropriate for trip leaders and supervising employees to have an alcoholic drink during a School trip. There are occasions, however, when it may be acceptable for employees to have an alcoholic drink, for example during a meal, when supervision is more relaxed. But this must be judged carefully as all employees on a trip are expected to be able to provide an enhanced duty of care at all times, particularly during an emergency when clear thinking and the ability to manage high levels of stress are required.

At least one employee, and possibly more depending upon the situation, must not be under the influence of alcohol at any one time during an educational visit. If there is an intention for employees to have an alcoholic drink during a trip, this must be made clear in the 'Itinerary' section of the Educational Visits Approval Form.

It is vital that all supervising adults and participants are fully informed about the level of supervision and control which trip leaders intend to exercise. Trip leaders should involve other supervising employees in discussion and planning and allow them to express reservations about the trip.

'Remote' supervision does not mean 'no' supervision; trip leaders and other supervising employees are responsible for pupils at all times during a trip. Clear rules and expectations must be communicated to pupils before any remote supervision is undertaken. Pupils must be made aware of the location of employees and/or how to reach them, and be briefed about what they should do if they encounter a problem. For the purposes of remote supervision, pupils must be given the mobile phone number of at least one member of employees on a trip, although this will not be a personal mobile number. (School mobile phones for taking on trips are available from reception).

Contrary to common myth, there are no prescribed employees/pupil ratios for different kinds of School trip. Trip leaders will make judgements about how many supervisors they need based upon an assessment of their own level of experience, the itinerary, the potential risks, the pupils and the employees that are available.

Health and Safety of Pupils on Educational Visits (HASPEV; 1998), now replaced by national guidance from the OEAP, suggested the following ratios as a starting point for decision making with respect to employees/pupil ratios:

- School years 1 - 3, 1:6
- School years 4 – 6, 1: 10/15
- School years 7 onwards, 1:15/20

The OEAP is clear that without special safeguards these ratios will not be sufficient to meet the needs of most residential or more complex visits.

Co-educational residential visits must be accompanied by at least one male and one female member of employees.

Trip leaders and supervisors must be employees of the School. From time to time, other adults and senior pupils may join the trip party but these individuals will not be part of the supervisory ratio of employees to pupils and cannot take responsibility for pupils.

In some instances, it may be possible for employees' partners to attend a trip; however, they will be required to cover their own costs.

Any 'free' adult places that may be allocated by an external travel company must be taken up by School employees acting as supervisors. If any such 'free' place is not required, then the cost of the trip will be adjusted and any saving will be passed on to parents. Confirmation of adult/employees places on trips offered by external providers will be handled by the Finance Manager and Purchasing who will make the booking (see section 5.1 above).

Other adults (not employees of the School) on a trip must be supervised at all times by School employees if they do not possess a clean DBS certificate. A clean DBS certificate is required for all adults on some trips. Advice on this issue can be obtained from the Deputy Head and the Human Resources Department.

It will not normally be possible for employees' family members, other than their partner or children if they are pupils at the School, to attend a trip.

When an employee accompanies their child on a trip, then the trip leader must invest a degree of thought in the supervision arrangements to absorb any conflict of interest that may arise.

## Hosting

Some residential trips at BGS, for example ML exchanges and sports tours, may involve an element of hosting. The latest, September 2016, iteration of Keeping Children Safe in Education has regard for hosting arrangements and whilst the policy position of the DfE remains unchanged there has been a clarification of responsibilities.

There is no requirement for schools to seek DBS checks against host families even when the school takes responsibility for such arrangements (regulated activity) because the hosting does not occur in a "specified place".

However, as noted in guidance from The Association for Language Learning: "if schools decide not to carry out these checks, they should satisfy themselves that they are not putting a child at risk and be able to justify the decision if challenged".

Given the practical and logistical difficulties involved in organising hosting as a private arrangement between families, BGS has taken the view that for the purposes of clarity and to fulfil our safeguarding responsibilities it is appropriate to:

- Conduct a DBS check on our own BGS host families who have generously offered to host a young person from another school (costs to be built into the exchange budget)
- Require that a DBS check be performed on UK-based families who will be hosting BGS students

- In the case of overseas families hosting BGS students, it will be necessary to perform background checks comprising a self-declaration form for each host family and require completion of an overarching host school declaration to confirm they are satisfied that all foreign host families are suitable

The self-declaration form for overseas host families should as a minimum include: address, full names of all individuals domiciled at the host address along with DoBs, gender and confirmation of whether or not they smoke. Additionally, each named person living at the host address must indicate that they do not have a criminal record or are not subject to pending criminal / social service / child welfare (or equivalent) investigations.

A senior figure at the exchange school must sign the overarching declaration to confirm that they are satisfied that all foreign host families are suitable.

Colleagues at BGS must satisfy themselves that any third party travel firm is performing the relevant checks and that there is clear evidence to prove this (which must be submitted according to specified deadlines for full approval as part of the BGS EV process).

The appropriate checks (see above) are required even if BGS families are hosting others, or BGS students are being hosted, without a reciprocal arrangement (i.e. without the 'exchange element').

In all these regards, forward planning is essential.

## **9. Participants**

The School endorses these principles:

- a presumption of entitlement to participate;
- accessibility through direct or realistic adaptation or modification; and
- integration through participation with peers.

The School recognises that it is unlawful to:

- treat a disabled young person less favourably; and
- fail to take reasonable steps to ensure that a disabled person is not placed at a substantial disadvantage without justification.

Expectations of employees must be sensible and that which is required of them with regards to the inclusion of pupils on a trip will reflect their level of competence and must be reasonable.

There may sometimes be grounds for the Head to prevent a pupil from attending a trip on the following bases:

- behavioural: there may be times when a trip leader has grounds for being nervous about including in the party a pupil whose behaviour or trustworthiness is questionable. In such cases, the trip leader must consult with the Head of the Junior School to reach a resolution;
- Special Education Needs: the School will seek to make 'reasonable adjustment' to accommodate any pupil's needs on a School trip. This may include differentiated activities and supervision in accordance with guidelines; and
- financial: with the exception of obligatory subject-related trips, non-payment of School fees will usually prevent a pupil from taking part in any trip that has a cost implication.

Trip leaders should liaise with the Finance Manager before they confirm that any pupil has a guaranteed place on a trip.

Full approval requires that all relevant medical details pertaining to pupils are included in the Educational Visits Approval Form. These details must accompany the trip. The trip leader is responsible checking medical details of pupils in the Shared Area, liaising with Nurses and for bringing any potential issues/concerns to the attention of the other supervisors on a trip.

Excellent conduct is expected from School pupils on trips. Trip leaders should, however, give some thought to how they will respond to any discipline issues encountered away from home. As previously stated on page 7, in extreme cases, and only after a conversation with SLT, it may be necessary to send a pupil home at the expense of their parents.

The School Behaviour Policy applies on all School trips.

To safeguard employees and pupils, under no circumstances will pupils of any age consume alcohol on school trips.

## **10. Consent**

Parental consent is no longer required for routine trips within the School day that do not require a specific payment. Pupils and parents must however be fully informed about every trip in good time and parents must have the opportunity to withdraw their child from a trip.

Trip leaders may however wish to collect a form of written consent for any 'routine' trip should they feel that this is useful. If consents *are* requested, they *must* be obtained for a pupil to participate in a trip.

Parents must complete and sign the School Trip Consent Form for educational visits that require a specific payment, an overnight stay and/or have particular risks associated with them, for example an outdoor education weekend

## **11. First come first served – high demand**

If a trip is oversubscribed, places must **not** be allocated on the basis of first come first served. Thought must be given to how pupils will be allocated places if this situation arises, and the criteria for selection must be made clear to parents and pupils from the outset of advertising the trip.

Trip leaders must adhere to 'a presumption of entitlement to participate' (section 8, above) which is consistent with the school value of 'opportunity' and our ambition to provide an equality of opportunity for all. Therefore, for many trips that are likely to be oversubscribed it will be necessary to have a cut-off date for applications that allows sufficient time for anyone who wishes to register an interest to do so, and for families to discuss the matter at home and plan ahead.

Once applications are in it will be necessary to make a choice between them based upon the criteria that have already been communicated to pupils and parents, or to randomise selection ('drawing names out of a hat'). If the latter option is to be followed this too must be communicated to pupils and parents at the outset.

## 12. Risk management

Only those hazards that could potentially result in death or a life changing injury are required to be part of a formal, written risk assessment.

The School provides generic risk assessments that should be tailored to the individual needs of each trip and signed and dated by a trip leader for appending to the Educational Visits Approval Form.

National guidance for trip leaders regarding risk management and 'The Radar' is available at:

<http://oeapng.info/visit-leader/>

and also via:

<http://www.hse.gov.uk/pubns/indg163.pdf>

Health and safety law requires the School to assess the risks to the health and safety of employees and others affected by their activities. The terms "risk assessment" and "risk management" are used to describe the process of thinking about the risks of any activity and the steps taken to counter them.

Sensible management of risk does not mean that a separate written risk assessment is required for every activity. The School will always take a common sense and proportionate approach, remembering that in schools, risk assessment and risk management are tools to enable children to undertake activities safely and not to prevent activities from taking place.

Sensible risk management cannot remove risk altogether. Some activities, especially those happening away from School, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Health and Safety Officer should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned.

However, the School need not carry out a risk assessment every time an activity is undertaken that usually forms part of the School day, for example taking pupils to a local venue which it frequently visits such as a swimming pool, park, or place of worship. Any risks of these routine activities will already have been considered when agreeing the School's general health and safety policies and procedures. A regular check to make sure that the precautions remain suitable is all that is required.

The School encourages trip leaders to take advantage of national schemes, for example the Learning Outside the Classroom (LOtC) Quality Badge, Adventure Activities Licencing Authority (AALA) accreditation and Adventuremark, which have been established to assure Schools of the quality of external providers.

Holding one of the above 'badges' or equivalent is a credible assurance of appropriate Health and Safety management systems and no further verification of the suitability of external providers should be necessary. The LOtC Quality Badge also covers learning quality.

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, trip leaders must check that the provider holds a licence as required by the Adventure Activities Licencing Regulations 2004. These regulations apply to adventure activities that

take place in England, Scotland and Wales. Specific insurance requirements may also need to be arranged for any 'hazardous' outdoor activities.

For overseas visits, BS8848 provides model guidance. The School will consider its duties under health and safety law when planning trips abroad. Any injury to or death of an employee or a child outside Great Britain may be subject to the law of the land in which the injury/death occurred.

### **13. Emergency procedures**

For residential and out of hours visits, trip leaders must appoint a home contact drawn from SLT who will, via the Head of the Senior School, have access to the completed Educational Visits Approval Form and relevant trip details.

A copy of the emergency response procedures and contact numbers should be carried by all employees accompanying a trip.

For some trips it may be appropriate to brief parents with respect to the proper procedures for contacting their child on a School trip in case of an emergency.

- Minor incidents may include a simple first aid application, a low level behavioural problem or, maybe, a case of homesickness. These should be dealt with by the employees accompanying the pupils.
- Major incidents are usually defined as those requiring support from an external agency or emergency service. Again, these can often be dealt with in the first instance by the accompanying employees, for example in the case of a broken leg whilst skiing. Only afterwards will the home contact be informed.

However, in the case of a serious major incident, where the outcome has been or could potentially be a life changing injury or death, the home contact must be notified at the first possible opportunity.

With respect to all major incidents, it is essential that employees:

- keep a written record of all facts with times and dates;
- preserve vital evidence; photos may help;
- co-operate fully with official enquires;
- do not admit liability;
- do not comment to the media without the express authority of the SLT; and
- take reasonable action to prevent misleading information being communicated by pupils.
- Employees should follow the Critical Incident Checklist in the event of a serious major incident.

In the immediate aftermath of a serious major incident, it will be the responsibility of the SLT to work with families, the authorities, any external travel company / provider and the media to coordinate a response. The priority for School employees on the trip will be the safety and welfare of the pupils who are with them and cooperating with the emergency services 'on the ground'.

External providers often provide critical incident support. In such instances it is the responsibility of the trip leader to clarify how the external provider will work with SLT in the

event of a serious major incident (an exchange of contact details etc.). This will be a condition of full approval.

#### **14. Insurance**

Employer's Liability Insurance is a statutory requirement and the School has arranged a policy that will respond and, if appropriate, indemnify against all claims for compensation for bodily injury suffered by any person with a contract of employment. This cover also extends to those persons who are acting in an authorised voluntary capacity.

The School also holds Public Liability insurance, which will indemnify the School against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, third party property where the School is deemed to have been negligent. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer's employees if they commit a negligent act. The indemnity includes activities such as off-site activities and outside visits organised by all departments for which the School may be considered responsible.

The School also holds comprehensive travel insurance for employees and pupils. Details of the policy are available to trip leaders and can be requested for sending to parents as part of pre-trip administration.

External providers may also provide insurance cover as part of their trip/activity packages and these details must be published to parents before they make a commitment to a trip (see section 5.1).

#### **15. After a trip**

Accidents and near misses must be reported to the Head of the Junior School, who will communicate with the Health and Safety Officer, on return to the School. (See: <http://www.hse.gov.uk/riddor/>)

Trip leaders also have a responsibility to contact the Head of the Junior School if they have any concerns regarding the conduct of employees and/or pupils on a trip.