

BUTCOMBE, CLIFTON COLLEGE PRE-PREPARATORY SCHOOL

OUT OF SCHOOL TRIPS POLICY **(including Health and Safety)**

Aims of this policy

Clifton College requires all members of staff taking a trip to have read and acted upon this policy and its associated documents. It is written with regard to DCFS Guidance Health and Safety of Pupils on Educational Visits (HASPEV) October 2008. As such, school trips at Butcombe will comply with the necessary regulations, and also exemplify good practice in non-statutory matters.

This policy applies to all pupils in Butcombe, including the children in EYFS, Key Stage One and Key Stage Two (Year 3).

Responsibilities

The Management of Health and Safety at Work Regulations 1992, made under the 1974 Act, require employers to:

- Assess the risks of activities;
- Introduce measures to control those risks;
- Tell their employees about these measures.

Also under the Health and Safety legislation, employees must:

- Take reasonable care of their own and others' safety;
- Co-operate with their employers over safety matters;
- Carry out activities in accordance with training and instructions;
- Inform the employer of any serious risks.

These duties apply to all school trips. A teacher is nominated as being the teacher-in-charge of the trip. Teachers and other staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

Staff who take pupils out of school on a school activity, be it a school trip or other activity (e.g. sports fixture, Forest School, music/drama event), are responsible for all pupils in their care just as they are during school hours. The teacher's duty of care has been described as *in loco parentis*, i.e. the standard of care of a prudent parent. The obligation is to take all reasonable measures to ensure that no pupil is exposed to unacceptable risk, to act reasonably carefully not carelessly. The law does not expect anyone to do the impossible, but a teacher who either does something which a reasonable teacher in the same circumstances would not have done, or fails to do what that reasonable teacher would have done, is negligent. The management of the school and the staff involved also have a professional and legal responsibility for the safety and success of the event.

Planning an out-of-school trip

When a member of staff initially decided to take a class or year group on a school trip, a 'School Trip Booking Form' (see Appendices A and B) must be completed by the teacher-in-charge and signed by the headmistress to signify permission for the trip to take place. This must be done before bookings are confirmed, although provisional bookings may have been made in order to secure the desired date. An exploratory trip must be made by any teacher who is to lead a group on a residential trip.

It is impossible to overstate the significance of adequate preparation both to the success and to the safety of an out-of-school trip. The importance of full preparation, including a **risk assessment** (risk assessment forms and guidance on their completion can be found on Sharepoint), is vital and should identify potential dangers and difficulties which could arise and then set up strategies to avoid those dangers or to keep them at acceptable levels. Copies of the risk assessment should be shared with all adults going on the trip and given to the Headmistress. Even though Butcombe takes new groups of pupils to the same location each year, it is prudent to re-assess the risks each time as some factors will change from year to year.

Other factors that form part of the planning stage include:

- Appointment of deputy trip leader
- Listing activities/equipment needed for the trip
- Listing and double-checking facilities/equipment to be provided at venue
- Staff training needs
- Transport arrangements
- Insurance arrangements
- Supervision ratios
- Information for parents
- Emergency arrangements
- Costs of transport, entrance fees, overnight costs (n.b. the cost of all school trips in Butcombe is included in the termly fee)

The School Trips Checklist (Appendix C) will help in the preparation in listing areas to be considered. This list is not exhaustive and specialised trips may well raise further issues. A specific Parental Consent Form (Appendix D) is required so that parents are fully aware of all the activities in which the pupils may be involved. For any trip involving any physical activity it is necessary to have full medical details.

Preparing Pupils (including those with special medical needs and special educational needs)

At Butcombe, all school trips are accessible and available to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, sex, religion etc.

Pupils should be told of key safety information, and have an understanding of:

- The aims and objectives of the trip
- Background information about the place(s) to be visited
- Specific dangers
- Why they should follow rules
- What safety precautions are in place
- What standard of behaviour is expected (adherence to the Golden Rules at all times and in all places)
- What to do if separated from the group

Additional measures may be necessary to support pupils with medical needs during trips. All teachers supervising trips should be aware of a pupil's medical needs and any emergency procedures. Summary sheets must be held by all teachers, containing details of each pupil's needs and any other relevant information. The nominated first-aider and deputy teacher-in-charge must be trained on administering medication.

For overnight trips, parents should be asked to supply:

- Details of medical conditions
- Emergency contact numbers
- The child's GP's name, address and telephone number
- Information on whether the pupil has spent a night away from home before and their ability to cope effectively

- Written details of medication required (including instructions on dosage/times) and parental permission to administer
- Information about allergies/phobias
- Information about special dietary requirements
- Information about any toileting difficulties
- Parents should be asked to agree to the pupil's receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this, the headmistress may decide to withdraw the child from the trip, given the additional responsibility this would entail for the teacher-in-charge.

For pupils with special educational needs, the limitations or problems a child has must be taken into account at the planning stage and when carrying out the risk assessment. Class teachers know their pupils well, and any concerns about including a child on a trip should be discussed with the headmistress.

Supervision on out-of-school trips

It is important to have a high enough ratio of adults to pupils for any visit, and specific factors will influence the number required for each trip. It is difficult to be specific about staff pupil ratios as this will vary on the type of trip involved. DfEE Feb 2001 guidelines suggest one adult for every six pupils in school years 1 to 3, and under 5's should have a higher ratio, with one adult for every four pupils considered to be good practice.

The teacher-in-charge must assess the risks and consider the safe supervision level for their particular trip. In addition to the teacher-in-charge there should be enough adult supervision to cope effectively with an emergency.

Parents/Volunteers

Where a high pupil: teacher ratio is required, parents/volunteers may be used to supplement the supervision ratio. The teacher-in-charge should assess the suitability of parents/volunteers. All volunteers attending trips that include overnight stays must be CRB checked. All adult supervisors, whether school staff or parents/volunteer helpers, must be clear of their roles and responsibilities at all times. In particular, all adults should be aware of any pupils who may require closer supervision, such as those with special needs or those with troublesome behaviour. Teachers retain responsibility for the group at all times.

Pupil Behaviour

Teachers should remind pupils of behavioural expectations, i.e. adherence to the Golden Rules at all times. Volunteers should know the Golden Rules and feel confident in enforcing them. Pupils should listen carefully to and follow all instruction about their personal safety on the trip, and the safety of others.

Communication with Parents

Parents will know which school trips are taking place each term through the termly Year Group Bulletin, but seeking consent for each trip is required as it occurs during the term.

The following information should be given to parents for every school trip:

- What parents are consenting to by signing the consent form
- Dates of the trip
- Objectives
- Times of departure and return
- Location where pupils need to be collected from on their return
- Mode of transport, including the name of the coach company
- Size of group; adult:pupil ratio
- Clothing and equipment to be taken
- Money to be taken

For the Year 3 residential trip to Welsh Bicknor, parents are invited into a briefing meeting where full details of the proposed trip will be given. In addition to the information to be given to parents listed above, the following information should be supplied for a residential trip:

- Details of accommodation (including address and telephone number) with security and supervisory arrangements on site
- Provision for those with special educational or medical needs
- Details of group insurance cover in respect of luggage, accident, cancellation, medical cover, and any exceptions in the policy, and whether parents need to arrange additional cover
- Details of how risks will be managed for each activity
- Contact details of the teacher-in-charge, in the case of an emergency at home

Types of School Trips

All visits, including the Year 3 residential trip, support the topic the pupils are studying at that time. Currently our trip programme includes trips to Bristol Zoo, a working farm, @Bristol, the American Museum, St Fagan's Welsh Folk Museum, Westonbirt Arboretum, Chepstow Castle, Wookey Hole Caves, Bristol Museum, Welsh Bicknor Youth Hostel, Clearwell Caves, Goodrich Castle, the Sculpture Trail, National Birds of Prey Centre, the Amazing Hedge Puzzle at Symonds Yat.

In addition to school trips, pupils will regularly visit Forest School at our sports grounds in Beggar Bush. Permission is granted annually by parents for the Forest School sessions over the academic year. All health and safety checks and regulatory requirements are adhered to, as for all school trips.

Farms (Reception) pose risks even to people working on them and special care should be taken, notably, never let pupils:

- Place their faces against the animals or put their hands in their own mouths after feeding the animals
- Eat until they have washed their hands
- Sample any animal foodstuffs
- Drink from farm taps
- Ride on tractors or other machines unless a planned ride with a completed risk assessment
- Play in the farm area

On the residential Year 3 trip, additional guidance should be followed:

- At least one teacher should have a bedroom on each floor with pupils' rooms
- There must be one teacher from each sex for the group
- There must be separate male/female sleeping facilities for pupils and adults
- Ensure the whole group know about fire exits and other safety precautions
- The manager of the youth hostel should give assurances about risk assessments and vetting of staff
- Doors to pupils' rooms should not be locked
- Adults on the trip should have each other's mobile phone numbers, where the adult is taking a mobile phone

Health and Safety

All appropriate risk assessments should be made concerning the travel, accommodation and activities. Where an organisation is involved in the plans the responsibility for this lies with them, however all staff maintain 'duty of care' for the pupils at all times.

Whatever the length and nature of the visit, regular head counting of pupils should take place, particularly before leaving any venue. All supervisors should carry a list of all pupils and adults involved in the visit at all times. Pupils should be easily identifiable, so school uniform is worn on most trips, or school caps.

Children should **not** wear name badges, though when not in school uniform, a badge with the name should be worn, or some identifying feature, e.g. school baseball cap.

The group leader should tell the pupils what to do in the event of them getting separated from the group. Child protection issues are important. Any adult involved in the trip should be police List 99 checked. This includes adults and parents with whom the pupils will come into close contact.

First Aid

A person with a paediatric first aid qualification will be appointed to be in charge of first aid arrangements and identified on the School Trip Booking Form. He/she will ensure a suitably stocked first-aid box is taken by that person at all times (or more if more than one vehicle is used for transportation), wherever the pupils are. The nominated first aider will bring with them contact details for all pupils on the trip and written permission for emergency medical treatment if parents cannot be contacted.

Insurance

The teacher-in-charge should check that the insurance policy covers staff and pupils with pre-existing medical conditions.

Transport

All pupils should be made aware of basic safety rules when travelling by coach, mini-bus or train, including:

- Wait for transport in a safe place
- Do not move towards a vehicle when it is moving
- Always wear a seat belt on a coach or mini-bus
- Never stand up on any form of transport except to get off
- Never kneel or stand on seats
- Do not tamper with any equipment on the vehicle
- Bags must not cause an obstruction
- Do not open windows or lean out of open windows
- Stay clear of the doors
- Do not distract the driver
- If feeling unwell, tell a teacher or supervisor

Parental consent should be obtained specifically for the transporting of pupils in the private vehicle of a member of staff. Pupils will only be transported in a teacher's vehicle if it is insured for business use, and a booster seat and seat belt is used.

When travelling by mini-bus, no pupil is allowed to travel in the front of the vehicle, i.e. next to the driver. All drivers of the school mini-buses have a valid, clean licence and are insured to drive the vehicle. There must always be at least one member of staff/volunteer travelling in the main body of the mini-bus

Emergency arrangements

Clifton College has in place a Major Emergency Plan, a copy of which is kept in the Butcombe School Office, the porters' lodge and the main reception at 32 College Road.

If an accident happens, teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation. The priorities are to i) assess the situation; ii) safeguard the risk to uninjured members of the group; iii) attend to the casualty; iv) inform the emergency services and everyone who needs to know of the incident.

The teacher-in-charge should take charge in the case of an emergency. A nominated person (not the teacher-in-charge) should make contact with a pre-arranged school contact who has full details of the trip, the pupils taking part, and who is contactable for 24 hours of each day. Details of the incident that must be passed onto

the school include confirmation of the date, time, location, names of casualties and their injuries, action so far and action to be taken.

The school contact should refer to the Major Emergency Plan for details of how to proceed.

WEB/02.11

APPENDIX A

BUTCOMBE, CLIFTON COLLEGE PRE-PREPARATORY SCHOOL

SCHOOL TRIP BOOKING FORM

WHEN PLANNING A TRIP OR VISIT THAT WILL INVOLVE CHILDREN BEING TAKEN AWAY FROM THE CLIFTON COLLEGE CAMPUS, EACH CLASS TEACHER MUST BE SATISFIED THAT THE FOLLOWING PROCEDURES HAVE BEEN UNDERTAKEN, AND THAT THE **SCHOOL TRIP AUTHORISATION FORM** HAS BEEN SENT TO THE HEAD.

Please indicate that the following matters have been attended to by you, before the trip:

1	Venue and date agreed with the Head	
2	Letter to parents with details of any cost to parents; all consent slips returned to school.	
3	Caterers informed about numbers of packed lunches/late or early lunches required (tel: 627)	
4	Minimum of two adult supervisors per trip, regardless of number of pupils, and a ratio of at least one adult to six pupils in Years 1 – 3, and 1:4 in EYFS	
5	Mobile phone taken in case of emergency. Office notified of number.	
6	First aid kit taken and first aider nominated. Details of specific medical needs and appropriate medication taken.	
7	All other teachers who might take the class on that day have been informed i.e. music, instrumental, French, games, swimming, lunchtime clubs.	
8	If class teacher should be on duty, ensure duties are swapped with another member of staff.	
9	Class teacher must ensure that every child wears the name of the school, either on their sweatshirt, or on a badge if not in school uniform.	
10	<u>After the trip</u> , a list of the names of the children who went must be sent to the office with details of costs etc.	

SCHOOL TRIP AUTHORISATION FORM

VENUE.....

DATE OF TRIP.....

CLASS..... TEACHER IN CHARGE.....

PURPOSE OF TRIP.....

TIME OF DEPARTURE.....TIME OF RETURN.....

MODE OF TRANSPORT.....

NUMBER OF CHILDREN..... NUMBER OF ADULTS.....

TOTAL COST OF ENTRY.....

COST OF COACH.....

METHOD OF PAYMENT.....

LUNCH ARRANGEMENTS.....

NAME OF FIRST AIDER.....

MOBILE TELEPHONE NUMBER

HEAD'S SIGNATURE.....DATE.....

APPENDIX B

**EXTENDED (OVERNIGHT) SCHOOL TRIP
BOOKING FORM**
(to be completed by teacher-in-charge and presented
to the Headmistress before confirming booking)

Date of visit:	Departure Time:	Approx length of journey:
Return date:	Return Time:	

Location Details

Address:	
Contact:	Telephone number:
Emergency: (if different)	Telephone number:

School Staff and Volunteers Accompanying Trip

NAME OF MEMBER OF STAFF/VOLUNTEER	POSITION/RELATIONSHIP	CRB check

Composition of Group

Teacher in Charge:		
Total Pupils:	Boys: Girls:	Class(es)
Staff:	Other adults:	

Insurance Details

Arranged by:	Details of insurance cover:

Communication with Parents:

Dates letters sent to parents:	Date all parental consent received:		
Information contains details of (delete as applicable):			
The location	Yes/No	Insurance cover	Yes/No
Activities to take place	Yes/No	Luggage & other required	Yes/No
Staffing & supervision	Yes/No	Code of conduct	Yes/No
Travel Arrangements	Yes/No	Pocket money	Yes/No
Cost & Deposit	Yes/No	Other (specify)	Yes/No

Safety Arrangements:

Fire Safety	
Have arrangements been received in writing?	Yes/No
Are the arrangements satisfactory?	Yes/No
If arrangements are unsatisfactory the visit should not go ahead	
First Aid	
Have arrangements been confirmed in writing?	Yes/No
Are the arrangements satisfactory?	Yes/No
If arrangements are unsatisfactory the visit should not go ahead	

Emergency Contact Arrangements

ON THE TRIP		
Name	Address	Telephone Numbers
AT HOME		
Name	Address	Telephone Number

APPENDIX C

SCHOOL TRIPS CHECKLIST

(please tick or highlight when the answer is 'yes')

PARENTS

Have parents been informed of the following:

- clothing, including footwear, to be worn and/or packed
- mode of transport,
- rules
- consents
- itinerary
- emergency contact procedure

Have parents:

- consented to medical and dental treatment
- consented to activities to be involved in
identified any special medical needs
- delegated responsibility for pocket money to pupils
- indemnified the school against uninsured
- been given clear details of all the insurance
- know that pupils could be sent back at their cost

PUPILS

Do the pupils know:

- the reason for the trip
- the expected standard of behaviour
- what to do if feeling unwell, and access to medication
- rules for specific places

TEACHER-IN-CHARGE

Have:

- all the risks been assessed and risk assessments completed
- checked accommodation for security, fire and food
- made contingency arrangements for transport breakdown, or sending a pupil home
- have emergency contact numbers of school and travel company
- have all teachers and volunteer adults been briefed on:
- trip and emergency contacts
- itinerary
- sufficient money for expenditure on trip
- equipment
- supervision ratios
- first aid kits

Supervision

- are there sufficient staff if anyone is ill/injured
- will the ratio generally be 1:6 adults:pupils for pupils in years 1 – 3 and 1:4 for children in the EYFS

Administration

All financial dealings are being administered through College Accounts department

Accommodation

Teacher-in-charge should ensure the following prior to or on arrival:

- School used this venue and accommodation before or teacher-in-charge has visited
- Floor plan of the rooms been obtained
- Separate M and F bedrooms for all adults and pupils
- Immediate accommodation exclusive for group use
- Security arrangements satisfactory
- Manager checked suitability of staff working at hostel
- Appropriate safe heating and ventilation
- Appropriate locks on doors
- Drying facilities
- Manager carried out safety checks/ fire precautions
- Signage identifies escape routes and exits
- Automatic fire detectors
- Fire fighting equipment
- No smoking policy
- Clean and tidy

Coach Travel

- emergency exit located and unlocked
- fire extinguisher located
- seat belts worn
- luggage equipment stored safely
- identify potential harm and minimise risk
- ensure instructions are understood by all pupils

Staffing

- teacher –in-charge should arrange:
- one member of staff with paediatric first aid qualification should have responsibility for medical situations and kit
- nominated first aider should assume responsibility for pupils' self-medication
- every teacher should have all pupil details and family home and whereabouts
- every adult should have names of their group and names of the whole party
- fire drills and instructions must be pointed out to all pupils

Driving (minibuses and cars)

- do drivers have appropriate licence
- are vehicles appropriately covered for use
- no alcohol within 12 hours of driving
- carry evidence of insurance at all times

Insurance

- claims must be made almost immediately
- be aware of any excess payable
- any one adult who is not a paid employee of the school needs public liability insurance
- does activity also need professional indemnity insurance?
- independent instructions must be covered by public liability and professional negligence cover
- does personal accident insurance cover all the places and activities you are covering?
- for hazardous activities do you have full rescue cover

APPENDIX D - PARENTAL CONSENT FORM

PARENTAL CONSENT FOR A SCHOOL TRIP

(to be distributed with a letter giving specific information,
or 'customised' as part of the trip letter to parents)

1. Details of visit to: _____

From: _____ Date/Time _____ To _____ Date/Time _____

I agree to _____ (name)

taking part in this visit and have received the letter giving specific information.

I agree to his/her participation in the activities described in the letter, and acknowledge the need for him/her to behave responsibly.

2. Medical information about your child

a. Does your child have any conditions requiring medical treatment, including medication?

YES/NO

If YES, please give brief details:

b. Please outline any special dietary requirements of your child and the type of pain/flu relief medication your child may be given if necessary:

For residential trips only

c. To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

YES/NO

If YES, please give brief details:

d. Is your son/daughter allergic to any medication?

YES/NO

If YES, please specify:

e. When did your son/daughter last have a tetanus injection?

I will inform the teacher-in-charge as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

3. Declaration

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

Contact Telephone Numbers:

Work: _____ Home: _____

Home address: _____

Alternative emergency contact:

Name: _____ Telephone Number _____

Address: _____

Name of family doctor: _____ Telephone Number _____

Address: _____

Signed: _____ Date: _____

Full name (capitals): _____

**THIS FORM OR A COPY MUST BE TAKEN BY THE
TEACHER-IN-CHARGE ON THE TRIP**

A COPY SHOULD BE RETAINED BY THE SCHOOL CONTACT