



# **SAFETY AND SUPERVISION OF SCHOOL JOURNEYS (EDUCATIONAL VISITS) POLICY**

Version	8
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## **AIMS**

The Governors and the Headmaster of Dover College recognise the value to pupils of Educational Visits. Such visits should:

- enhance pupils' understanding of curricular activities;
- provide opportunities to practise skills;
- develop pupils' social skills; and
- seek to implement the aims and objectives set out within the Department for Children, Schools and Families "Learning Outside of the Classroom" framework.

The Governors and the Headmaster also recognise and accept that such visits may present challenges to the health and welfare of pupils. Educational Visits will therefore be planned and operated in accordance with this policy and guidance so that everyone involved understands his or her responsibility and can participate fully in learning outside of the classroom.

This policy complies with section 3(2)(c) of the Education (Independent School Standards) Regulations 2003 and the Health and Safety at Work Act 1974 and subsequent updates, regulations and guidance including the Management of Health and Safety at Work

Regulations 1999, as amended, the Health and Safety (First-Aid) Regulations 1981, as amended and Approved Code of Practice and The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

In relation to Licensable Activities it complies with the Activity Centres (Young Persons' Safety) Act 1995 and subsequent Adventure Activities Licensing Regulations 2004 and Approved Code of Practice.

Further, it complies with the DfE Departmental Advice on Health and Safety for Schools (<https://www.education.gov.uk/schools/adminandfinance/healthandsafety/f00191759/departamental-health-and-safety-advice-on-legal-duties-and-powers-for-local-authorities-headteachers-staff-and-governing-bodies>) and the Health and Safety Executive's School Trips and Outdoor Learning Activities (<http://www.hse.gov.uk/services/education/school-trips.pdf>) and has been drafted with these in mind.

## POLICY

- A school outing is defined as any visit, holiday, day trip, or other activity, which involves pupils being supervised by staff whilst away from the College for the purposes of education, sport or recreation. School outings are an important part of the education process and the purpose of these procedures is to make certain that each outing is sufficiently planned, supervised and organised to ensure that the safety of students and staff is paramount. The procedures are not designed to place further administrative burden on teaching staff; they do, however, seek to minimise any risks to staff and students whilst they are away from school premises.
- At all times members of the Common Room should be fully aware of their responsibilities and of the fact that their prime concern is for the health, safety and welfare of all pupils in their charge. It is important that all supervisory duties are carried out with the greatest vigour. Courts expect teachers to exercise a greater degree of care than would be expected of a careful parent.
- Before organising or taking a school outing, members of staff should fully acquaint themselves with the Dover College Health & Safety regulations and must understand their responsibility to adhere to the directives contained therein.
- The central tenets of school rules apply to all those participating in official school outings, trips, exchange etc. The teacher in charge must be able to demonstrate that they have carried out an adequate risk assessment on the proposed activity/activities and have taken all reasonable steps to avoid or mitigate foreseeable dangers. They should also conduct a formal briefing prior to departure to include behaviour and Health & Safety matters.
- Although pupils can be irresponsible on outings it should be clearly understood that the member of the Common Room is responsible for them whilst away from the College.
- Payment for all school trips must either be:
  - On the pupil's bill (boarders) with parental permission and prior notification

- Paid in full (day pupils) prior to departure

Pupils will not be permitted to go away on any extra-curricular school trips where school fees remain outstanding. All trips are to be self-funding and contingency is to be built into the budget.

## **PROCEDURES**

Members of the Common Room must ensure that the following procedures are followed. These notes apply to all outings (an Aide Memoire is at Annex A).

- All trips must appear in the red book or cannot go ahead. All trips, with the exception of sports trips must be approved by the Deputy Head.
- The member of Common Room organising the outing is responsible for the proper dress, conduct and safety of the party from the time it assembles to board transport until it returns and disperses to Houses or homes.
- It is essential that the Bursar is consulted before any chargeable trip is organised so that the safety and financial aspects are correctly administered.
- If packed lunches or late meals are required the Catering Department must be notified in good time.
- Members of the Common Room are to keep HsMs, the Deputy Head and the Headmaster's Office fully informed of the movement of pupils.

## **DETAILED PROCEDURES**

- Staff contemplating a school trip must submit to the Headmaster:
  - a trip proposal form plus itinerary if in excess of one day, including a Business Plan for residential (overnight) trips (Annex B)
  - a copy of the letter to be sent to parents including the consent form (Annex C)
  - a risk assessment form (Annex D)
- The member of staff must complete a risk assessment. This must detail all risk avoidance and mitigation strategies during the visit.
- Full details of the visit must be sent to parents in advance. As a minimum this must include:
  - the name/purpose of the visit
  - the name of the member of staff organising and responsible for the visit
  - the cost and method of payment
  - the date and time of departure/return

- any administrative details (clothing, food etc.)
- an emergency contact number (if not the school office)
- a parental consent form (Annex C)
- Parents must complete and return the parental consent form for each outing and which must be taken on the visit.
- Copies of parental consent forms must be lodged with the Headmaster's Office prior to departure.
- Prior to leaving school the visit organiser must consult the medical staff to check for any potential medical problems that may be encountered.
- The organiser must lodge with the Headmaster's Office and with HsMs an itinerary, staff & pupil list and contact telephone numbers.
- While away from school any major incidents, illness or injury of a serious nature must be reported to the Headmaster's office as soon as is practicable. Local police are also to be informed immediately if appropriate.
- On return from the outing the organiser must report to the Headmaster's office details of any injuries or illnesses sustained by staff or pupils during the visit, or any other disciplinary incident or accident.
- Regular visits such as weekly sports fixtures with other schools may minimise these procedures providing the fixture or event is published in advance in the school calendar.

## NOTES

- Organising members of the Common Room must ensure that on return from a trip adequate arrangements have been made for pupils to reach home. They must not simply be left to make their own way home.
- If the party is returning during School Holidays or Half Term, it is essential that pupils should be able to go directly home or (in the case of overseas Boarders) to Guardians.
- If the outing is hazardous in any way (e.g. Adventure training) then the relevant form from the service provider should be used.
- Visits to farms require particular care to ensure children are not exposed to the risk of disease or injury. (See Annex E.)

## PLANNING

- Longer (more expensive) outings must be planned well in advance.
- Charges will normally be put on parental bills in advance and spread over a period of time to help parents manage the costs of these more expensive trips.

## ACCOUNTS

- A simple account of income and expenditure supported, as appropriate, by receipts & invoices etc. is to be completed for each outing.
- Final accounts with any residual billing or refund for parents are to be deposited with the Accounts Manager.
- The College holds insurance cover for school trips. (Most activities are covered but organisers must check the details with the bursary.)

## **ANNEX A – Aide Mémoire**

### **Checklist**

- Aims and objectives: documentation
- Location
- Risk assessments: all activities
- Governors/Parental consent
- Leader/deputy leader/competent staff
- Pre-visits
- List of activities
- Pupils with special needs (educational/medical)
- First Aid
- Supervision: adult/pupil ratio
- Travel arrangements
- Financial arrangements
- Insurance
- Emergency procedures
- Accident report forms
- Food & rest stops
- Evaluation/follow up

### **Insurance Cover**

- College has a specialist trips insurance cover for all school trips
- Speak to the bursary if you wish to know exactly what is covered

### **Activity Centre Checklist**

- Health & Safety policy
- Staff recruitment policy
- Criminal checks?
- Written chain of responsibility?
- Written procedure for each activity?
- First aider on site
- Equipment: safe/correctly sized?
- Equipment audits.
- Accident and emergency procedures
- Insurance cover
- Confirm all the above in writing.

## High Risk Activities

Note that the following are considered to be high risk activities and special care must be taken with risk assessments and staff/pupil supervision ratios. Where possible these activities should be provided by an activity centre or an appropriate professional provider.

- swimming outdoors
- water based activities
- aerial based activities
- mountain walking
- rock climbing
- camping
- caving
- potholing
- skiing
- riding
- cycling

## Trips Abroad

- Travel documents
- Foreign language: at least one fluent adult, others – basics e.g. summoning help
- Customs/culture information
- Health & Safety: vaccinations, information on potential risks, pupils given distinctive badge/card giving name and address of accommodation in language of country visited
- Residential centres/hotels
  - Fire emergency evacuation procedures
- Luggage: take essentials only
- Address and telephone number of nearest British Embassy
- Customs
  - getting through with groups of young people
- Leaders' information
  - address and telephone numbers of Head/contact person(s)/parents
- Insurance cover

## Emergencies

- School contact person(s) readily available

- Diseases: action to be taken on infection
- Sun protection: appropriate clothing, cream, hats etc.
- Establish nature & extent ASAP
- Casualties: immediate medical treatment, accompany to hospital
- Notify High Commission/Consulate
- Notify School contact person(s)
- Notify Insurers
- Notify Tour Operator
- Accident report forms to be completed as soon as possible
- Media: no comments – refer to contact person(s)
- Legal liability: do not discuss



## APPENDIX 1 TO ANNEX A – Business Plan for Residential Trips

The Business Plan comprises a simplified projection of expenditure and income.

Budgeting for any trip must be carried out at an early stage in order to determine whether the trip itself is economically viable. This is particularly true of residential trips, where costs can be high. All trips must be self-funding and the school will not underwrite any shortfall in funds, regardless of the nature of the shortfall.

All finances and financial planning for trips are to be processed through the Bursary, regardless of their nature, destination or character. It is essential that the financial plan is discussed at an early stage (up to one year in advance), especially when charges to parents are to be staggered over time.

PROJECTED EXPENDITURE	ESTIMATED		TOTALS
<b>Transport</b>			
Outward			
Minibus/Coach/Train/Ferry/Plane			
Return			
Minibus/Coach/Train/Ferry/Plane			
Cost of drivers (outward and return)			
<b>Accommodation</b>			
In transit (pupils & staff ; per person; per night)			
At venue (pupils & staff; per person; per night)			
<b>Food</b>			

In transit (per person)			
At venue 1 (per person)			
At venue 2 (per person)			
<b>Equipment</b>			
Purchase (e.g. tentage)			
Prior to departure			
At venue			
Hire			
<b>Activities (specify)</b>			
A			
B			
C			
D			
E			
F			
G			
<b>Entertainment and 'Treats'</b>			

<b>Planned Charitable Donations (specify)</b>			
A			
B			
C			
<b>Contingency</b>			
<b>TOTAL EXPENDITURE</b>			
<b>PROJECTED INCOME</b>	<b>Pupils</b>	<b>Staff</b>	<b>Totals</b>
Charged to Accounts (Boarders)			
Cash (Day Pupils)			
Accompanying Staff			
FundRaising and Charitable Donations			
<b>TOTAL INCOME</b>			

Notes:

1. This form needs to be completed and submitted at the same time as the Trip Proposal Form Annex B and updated as planning progresses. A final version of the Business Plan is required at least one week before departure.
2. No costs may be charged to pupils where the account is shown to be outstanding.
3. In the event that a pupil wishes to go on a trip and there are fees outstanding, those fees must be cleared before the pupil is allowed to join the trip.

## ANNEX B - Outing/Expedition School Proposal Form

Nature of Outing:			
Departure from School:			
Time:	Day:	Date:	
Arrival back at School:			
Time:	Day:	Date:	
Staff Organising/Responsible:			
Contact/Mobile Telephone Number(s) (during visit):			
Staff accompanying:			

Pupils involved (include House and Year Group):

*(Nominal Roll attached. An updated copy is to be deposited in the Headmaster's Office prior to departure)*

Place of Visit:

(Or address, or for more complex visits submit an itinerary)

Dress Requirements:

Mode of Transport:

Meals Required:

Has provisional Parental Approval been sought?

	Not Yet (please circle)
	In Hand (please circle)

Provisional Parental Approval Granted?

	Yes (please circle)
Signature of Organiser:	Date:
Deputy Head's Signature:	Date:
Headmaster's Authorisation:	Date:

Distribution: Headmaster/Deputy Head/Bursar/Houses/Others:

Checklist:

- Headmaster's Permission
- Letter to Parents
- Consent forms returned
- Itinerary/Contact number/Pupil List/etc. with school office
- Risk Assessment form

**ANNEX C – Educational, Holiday and Recreational Outings Parental Approval Consent Form**

Visit To: .....

I agree to my son/daughter/ward (full name)

.....

taking part in this outing.

I agree to authorise members of staff during the course of the outing to approve such medical treatment for my child as is deemed necessary in an emergency on the advice of qualified medical practitioner. I set out in the attached note, any medical condition, for which my child is suffering, together with details of the treatment required. *(Delete last sentence if irrelevant).*

I consent to my son/daughter/ward taking part in the activities of the visit, which have been explained to me.

I confirm that my son/daughter/ward can swim 50\*meters (insert only if appropriate for the trip).

(Details of payment to be inserted here)

Signed: .....(Parent/Guardian)

Name ..... Date .....

Address .....

.....

.....

.....

Emergency

Contact Telephone.....

Please return to .....

as soon as possible.



**ANNEX D – School Trip/Function/Event Risk Assessment Form (Example Risk Assessment)**

RISK ASSESSMENT

Risk Assessment Prepared by: [Name of Staff Member]

Activity

Date Out:[Date of Departure]

[EVENT OR EXCURSION DESCRIPTION]

Date Return: [Date of Return]

HAZARD	LOCATION	POTENTIAL RISK	PRECAUTIONS TO AVOID INJURY
Road Traffic Accident	Dover College Car Park	Critical Injury	Observe road markings, drive with care, use designated parking and footways
Road Traffic Accident	Dover College to [Destination]	Critical Injury	Drive sensibly, observe road markings, drive within speed limits, respect other drivers, ensure seat belts are worn and in working order
Slip out of minibus	Where minibuses stop; [Destination] and Service Areas	Minor Injury	Ensure pupils dismount sensibly and carefully
Pupils left behind at service areas	Service Areas, Dover College, [Destination]	Critical, abduction, life threatening	Pupil list, head count when boarding and leaving bus, pupils to ask permission to leave group, pupils aware of meeting points and emergency mobile telephone number

Locked out of accommodation	[Destination]	Critical, life threatening	Hotel aware of time of arrival, pupils to remain on site and be responsible for their own key
Assault	[Destination]	Critical, life threatening	Pupils will remain in the company of group leader who will assess the situation and avoid locations where this could arise
Fingers trapped in doors	Minibuses and accommodation	Minor Injury	Pupils will be made aware of the risks of some doors, especially of sliding doors on minibuses
Allergic reactions	Breakfast at accommodation. Meals out	Critical, life threatening	Pupils will be asked if they are allergic to anything and steps will be taken to avoid the risk of an allergic reaction. Medical centre consulted
Climate	[Destination]	Minor Injury	Pupils will be expected to bring warm clothing to ensure they are kept warm
Injury whilst playing	[Destination]	Critical Injury, Life Threatening	Teacher will attend whilst pupil transferred to hospital and will contact school immediately so that parents can be informed
Hospital stays overnight	[Destination]	Critical Injury, Life Threatening	Should this arise, a minibus driver will take the remaining party home, leaving the group leader with the injured party to take him home at earliest opportunity. Dover College to be notified

Road Traffic Accident	[Destination]	Critical Injury	Drive sensibly, observe road markings, drive within speed limits, respect other drivers, ensure seat belts are worn and in working order
Paedophilia	[Destination]	Minor Physical Injury; psychological injury	Pupils to be made aware that the grounds where the activity is taking place will have photographers and that they have the right to decline have photos taken
Lost Pupils	[Destination] and en route	Critical, life threatening	Pupils to be made aware of the final rendezvous point and head counts will be regularly undertaken. Pupils to have emergency contact number
Parents' failure to arrive and pick up	Dover College	Minor Injury	Parents will be given contact mobile telephone number for Teacher in charge to allow for emergency calling
Arriving home early or later than advertised	Dover College	Minor Injury	Pupils will be given the opportunity to contact parents when they arrive home early should it be needed

## ANNEX E – Avoiding Ill Health at Open Farms

### Advice to Teachers

This supplement to AIS23 Avoiding ill health at open farms – advice to farmers, advises teachers and others who organise visits for children to farms on controlling the risk of infections from the animals the children may contact during their visit.

All animals naturally carry a range of microorganisms, some of which can be transmitted to humans, where they may cause ill health. Some infections which may be contracted on farms, such as the bacterium *Escherichia Coli* 0157 (*E coli* 0157), present a serious hazard potentially causing severe disease which may be particularly acute in young children.

While the hazard from infection resulting from a farm visit is real, the risks are readily controlled by everyday measures. The following sensible steps will help make your visit even more safe, healthy and enjoyable.

#### Before your visit:

- Read and understand the advice in the main AIS23 information sheet, and discuss visit arrangements with the farm management. Assure yourself that the facilities provided match the recommendations in AIS23;
- Decide what the ratio of pupils to teachers/assistants/parents should be, using advice from the Registration and Inspection Unit of your local authority social services department. As a general rule, the ratio of supervisors to children should be 1:1 for children under 1 year old, 1:2 for children between 1 and 2 years old, 1:3 for children between 2 and 3 years old, 1:4 for children between 3 and 5 years old, and 1:8 for those between 5 and 8 years old. If supervision levels are less than this, you should not allow direct contact with the animals for children under eight;
- Discuss with the supervisors, who may be parents or staff of the school, crèche etc., their role during the visit. They must understand the need to make sure that the children wash, or are helped to wash their hands thoroughly after contacting animals, and follow the other rules suggested below;
- Discuss with pupils the rules for the visit, stressing that they must not eat or chew outside the areas in which you permit them to do so;
- Make sure that pupils wear appropriate clothing, including sturdy outdoor shoes (not sandals) or wellington boots if possible;
- Check that cuts, grazes etc. on children's hands are covered with a waterproof dressing.

#### During and after the visit, make sure that the children:

- Do not kiss animals;
- Always wash their hands thoroughly before and after eating, after any contact with animals and again before leaving the farm;

- Eat only food that they have brought with them, or food for human consumption they have bought on the farm, in designated areas, and never eat food which has fallen to the ground, or taste animal foods;
- Do not suck fingers or put hands, pens, pencils or crayons etc. in mouths;
- Clean or change their footwear before leaving, remembering to wash their hands after any contact with animal faeces on their footwear.

Check that the children stay in their allocated groups during the visit, and that they:

- Do not use or pick up tools (eg spades and forks) unless permitted to do so by farm staff;
- Do not climb on to walls or animal pens etc.;
- Listen carefully and follow the instructions and information given by the farm staff;
- Approach and handle animals quietly and gently;
- Do not chase, frighten or torment the animals.

Remember:

- The children are your responsibility during the visit;
- You should supervise them during the visit, especially during hand washing to make sure that each child washes thoroughly. Farm staff may be able to help with this supervision;
- Allow plenty of time before eating or leaving so that the children do not have to rush;
- If a member of your group shows signs of illness (eg sickness or diarrhoea) after a visit, advise them or their parent/guardian to visit the doctor and explain that they have had recent contact with animals.