

**Grosvenor School**  
**Health and Safety of Pupils**  
**On Educational Visits**

**Person Responsible: Mrs R Monk**

**Reviewed January 2012**

**Next review 2014**

**PART 1: GENERAL INFORMATION**

**INTRODUCTION**

Grosvenor undertakes a considerable number of activities off-site. Ranging from trips to the local library to skiing in the Italian Alps. We believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team work. Others will extend their knowledge of the world. The common factor is that they all make an essential contribution to your son's or daughter's development and education.

**OUR TRIPS AND VISITS**

**The school has regard to DfES Guidance \*'Health and Safety of Pupils on Educational Visits' (HASPEV) and \*Advice on Legal Duties and Powers for Local Authorities, Staff and Governing Bodies.**

\*Copies of both of these documents are kept in the Office and with Mrs Monk.

**All our Reception children are of statutory school age and are therefore covered under the Grosvenor School Health and Safety on Educational Visits Policy. To be reviewed in Sept 2012 in line with Dame Claire Tickell's review of the EYFS.**

**INFORMATION FOR PARENTS ON PLANNED TRIPS AND ACTIVITIES**

We regularly take pupils on day trips to: historic sites, museums, galleries, natural features, farms and other places of interest to support the curriculum in History, Art, Design Technology, Geography, English, Science, RE and French.

There are regular theatre trips for pupils of all levels.

We have an annual ski trip to Europe, usually to Bormio in Italy or to France.

We run a cultural trip to France every year.

We run Geography field trips/Outdoor pursuits for Year 3 and 4 and we have an active Outdoor Pursuits Challenge programme (Grosvenor Challenge) from Year 5, involving a range of outdoor activities, services and skills.

You can find more about the trips, visits and activities that are available to each year group from our web site, our prospectus, our notice boards around the school and Mrs Monk has a list of trips taken over recent years. You may also wish to read our parents handbook regarding sports, games and pastimes.

Your son's or daughter's school calendar lists the trips and visits that are due to take place over the coming term/academic year, together with a list of planned home and away sports fixtures.

You will always be notified in advance:

- if your child has been selected for a sports team, so that you are aware. We very much welcome family and friends at all our matches, both home and away.
- if your child is going to be out of school during the school day in order to visit a local museum, theatre, nature reserve or historic site. We will always seek your permission if the visit involves an extra charge, supplying a packed lunch, late return to school or collection from another place, such as a theatre.
- of any details of planned trips and activities or visits that involve an overnight stay, either in the UK or overseas. These are sent to all parents of pupils of the relevant year group. Parents who opt for these trips are invited into the school for a full briefing before their son or daughter departs on a trip.

### CONSENT

Parents are asked to complete a Consent Form for Trips and Off-site Activities at the beginning of each school year. This covers local activities which are part of the curriculum and take place within the school day. You will be informed of all such trips before they take place.

We require your specific, individual written consent if we are to take your son or daughter on a trip or visit that extends beyond the normal school day, involves an overnight stay, collection from a different venue, an overseas visit or extra cost to you. Please note that we are unable to take your son or daughter without a completed and signed consent form, which includes details of where you may be contacted in an emergency. This form will be sent to you well in advance and must reach the school at least 3 working days before the start of the trip.

### SAFETY

Safety is top priority for us. We expect you to support the school in ensuring that your son or daughter follows the instructions given either by a member of staff, or by a qualified instructor, and uses the proper equipment.

Before any overnight visit a Code of Conduct \* is sent home to be talked through by parent and child together and then signed. We reserve the right to send any pupil

home early at their parents' expense if they decline to follow reasonable instructions given for their own safety.

## **PART 2: GUIDANCE FOR STAFF INVOLVED WITH SCHOOL VISITS**

### INTRODUCTION

This guidance is written with due regard to The DfE Guidance: "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," \*

([www.teachernet.gov.uk](http://www.teachernet.gov.uk)).

We have a large number of trips, out of school activities and visits at Grosvenor school, which are an important part of our educational ethos. We expect that every member of our staff endorses the educational value of activities outside the classroom. We encourage everyone possible to participate in them and to help with the arrangements. We always welcome suggestions from staff for new trips.

### ROLE OF THE EDUCATION VISITS COORDINATOR

Mrs Monk is our Education Visits Coordinator (EVC). She supports the Headmaster in the process of approving visits, ensuring that they are spread through the different age groups, and the school year. If required, she will help staff involved with organising tours, with checking parental consent forms. Mr Adcock our Health and Safety representative keeps Risk Assessment reports of any accidents or near misses. New staff receive a session on planning school visits as part of their induction training.

### ROLE OF THE GROUP LEADER

Every trip or visit, no matter how short, must be planned in advance by the member of staff who is in charge of organising and running it. He or she will have had experience of accompanying school visits before taking on the role of Group Leader. At Grosvenor school we ensure staff are updated on policy and on practical guidance regarding trips at In Service days. Topics covered are conducting risk assessments, emergency procedures, the school's insurance cover, budgeting for visits and the circumstances under which a visit might be terminated or curtailed, for instance if weather or sea conditions suddenly deteriorated. With the exception of the very shortest visits, such as to our local library or museum, we expect all Group Leaders either to hold a valid First Aid certificate themselves, or to ensure that one of the other teachers accompanying the visit holds one. A Deputy Leader is nominated for all

trips. S/He may not hold the qualifications of the Group Leader; but is nevertheless capable of taking over that role, if necessary.

No one should drive the school minibus unless s/he has qualified as a minibus driver. For longer journeys there should be a second member of in the bus if at all possible. The school will arrange, and fund, First Aid courses, as well as courses in driving minibuses for all staff who are involved in visits.

## PERSONAL LIABILITY AND INSURANCE

The law places the Group Leader “in loco parentis”. The DfE Guidance “The Health and Safety of Pupils on Educational Visits: \*A Good Practice Guide,” ([www.teachernet.gov.uk](http://www.teachernet.gov.uk)), should be read by all Group Leaders. It explains that their responsibility is to “act as any reasonable parent would do in the same circumstances.” Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Grosvenor school, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school’s guidelines.

Grosvenor school has £10 M of Employers’ Liability Insurance and £20 M of public liability insurance, as well as a group travel policy that covers most visits inside the UK and overseas. Cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers most school visits, including skiing holidays; but does not cover all adventurous activities, such as scuba diving. Any member of staff organising an adventurous or hazardous activity should therefore check, via the Bursar, whether or not the activity is covered by the school’s policy. An extension usually can be arranged. The Group Leader should ensure that s/he takes a copy of the school’s travel insurance with him/her on all but the shortest of visits.

Grosvenor school allows children to be transported in cars belonging to parent helpers if the parents make a private arrangement that does not involve the school. Children may also be taken in parents’ cars if the appropriate forms have been completed regarding insurance cover. These are available from the Office.

## PREPARATORY ARRANGEMENTS

The amount of advance preparatory work needed will obviously vary considerably with the type of activity. Very little preparation may be needed for walking with a group of pupils to a local museum, spending an hour there and walking back in time for school lunch. By contrast, a visit lasting a week or more abroad requires considerable research and preparation. Repeat visits and shorter visits will need less planning, and can be arranged at shorter notice, though it is always desirable to give parents as much notice as possible when planning visits for school holidays and half-terms.

The list that follows is designed to cover all the planning that a Group leader needs to undertake for a longer type of visit. It is designed to be as comprehensive as possible.

*NB :Text in italics indicates that the action may not be required (or the timescale may be shortened) for: trips within the school day, theatre and museum visits, sports fixtures, or day visits using school transport.*

#### At Least Twelve Months in Advance

- Obtain advice from the Office diary and/or the EVC, on suitable dates, precedents etc
- Discuss preliminary plan, including purpose, location, transport, hotels, activities, itinerary, number and age of participants with EVC
- Calculate the staff to pupil ratio, (see below)
- Prepare a draft itinerary
- Decide mode of transport for all legs of the journey.
- Prepare fully inclusive costs for the visit, including an appropriate contingency for delays and emergencies. (The costs of the accompanying staff should be included).
- Check that the provider of adventurous activities is licensed and the individual instructors possess a recognised qualification from a national body, such as the Adventure Activities Licensing Authority.
- Obtain clear statement from the Centre about their responsibilities for the safety of the pupils before making any commitment. Ask for copies of their risk assessments
- Prepare the risk assessment(s), (see below),
- *Check the school's insurance cover, (see above) if the visit involves hazardous activities. (Insurance cover is comprehensive and will cover late departures and Winter Sports for all School staff and pupils.)*
- Find other members of staff who are willing to participate in the trip, bearing in mind the need to have both male and female teaching staff when both sexes participate in a visit. It is desirable to have at least one member of staff who speaks the language of the country to be visited. We hope that Sports Coaches and Visiting Music Staff will participate in sports and music tours. They are also welcome to help with other visits. Office staff may assist with day trips and theatre visits. We encourage parents to accompany school visits, and we welcome them at all sports fixtures.
- *If parent volunteers participate: Arrange for any volunteers participating in the trip to obtain an enhanced CRB disclosure. (The Bursar's office will make the necessary arrangements)*
- *Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider.*
- *Carry out a reconnaissance visit if the location is not one that the school has visited before. (If a reconnaissance visit is impossible, a reference from another school that has visited the site may suffice).*

- *Establish the minimum and maximum numbers for the visit to be viable (bearing in mind that the costs of the accompanying staff will be divided amongst the participants)*
- *Ascertain the medical and visa requirements*
- *Establish when the deposits are required by tour operators/airlines/activity centre etc, and ensure that the size of the deposit requested from parents is sufficient to cover these costs (including the costs of deposits for accompanying staff)*
- *[Depending upon the destination: check with the Travel Advice Unit of the Foreign and Commonwealth Office]*
- *[If necessary] Attend a First Aid and/or minibus driving course beforehand.*
- *Seek the Headmaster's approval.*

### Staff/Pupil Ratios

The DfE recommended staff to pupil ratios for visits and off-site activities is:

Ratio	Pupils' Year Group
1:6	1- 3 inclusive (with a higher ratio for the under 5s)
1:10	Years 4 – 6
1:15/20	Years 7 upwards (with a larger ration permitted for over 16s)
1:10	All visits abroad

### The Risk Assessment

All Group Leaders at Grosvenor school are trained in conducting risk assessments on the potential hazards involved in a visit, trip or activity that they are planning. The steps that they should follow are set out in the model risk assessment form that is part of DfE Guidance “The Health and Safety of Pupils on Educational Visits: A Good Practice Guide,” ([www.teachernet.gov.uk](http://www.teachernet.gov.uk)). This form can be downloaded and guides the user in:

- Identifying the potential hazards of the place being visited.
- Listing the groups of people that are especially at risk from the significant hazards.
- Listing existing controls or notifying where the information may be found.
- Considering how he/she would cope with the hazards which are not currently identified or fully controlled.
- Carrying out continual monitoring of hazards throughout the visit.

Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Group Leader should ask for copies at the planning stage. Provided that he/she is satisfied, it will meet the requirements of Grosvenor school, for the activity part of the visit. Additional risk assessments will probably be needed to ensure complete coverage of all aspects of the visit. Risk assessments carried out by the school for previous visits can generally be updated and re-used, unless there has been a change of circumstances. At Grosvenor

school the Health and Safety representative ( Mr C Adcock) maintains a dossier of generic risk assessments that cover sports fixtures, theatre and museum visits and most of our regular visits.

#### After Permission is Granted

Write a *preliminary* letter to send to parents and guardians of the target age group, outlining the purpose of the trip, *the programme* and the expected *maximum* cost. Ask for [*expressions of interest*]/[*acceptance*], together with a [*deposit by a specific date*]/[*payment*]. *Mention that parents will be invited to a briefing meeting within six weeks of departure.* Explain any restrictions on numbers. At Grosvenor, we expect that these letters should always be cleared in advance with the Headmaster.

- Brief the pupils about the visit, its dates and purpose
- Check names of all pupils wishing to participate. Discuss with EVC concerns about special arrangements that may be required for handling any specific medical or SEN issues.
- Collect [*payment/deposits*] and arrange payment arrangements with the Bursary.
- Arrange for the Bursary to pay [*deposits on hotels, flights, activity centre etc*]/[*the costs of tickets*].

#### At least Three Months in Advance

- *Finalise the costs with travel company etc.*
- *Insist that all coaches are fitted with seat belts. (This may not be possible in every country and parents should be made aware if this is the case).*
- *Work out the cost for parents (including contingency to cover delays etc).*
- *Inform parents of the medical and visa requirements. Advise parents of non-British passport holders that they are responsible for ascertaining the visa requirements of the country to be visited.*
- [*Arrange for the Bursary to bill parents for the balance of the cost of the trip*]/[*Collect the balance directly from the pupils and hand to Bursary for crediting to the trip account*].
- *Arrange for the Bursary to pay the balance to the airline, hotel, travel company etc.*
- *Arrange for contingency fund to be issued for the duration of the visit.*
- *Arrange for school mobile with pre-paid SIM card valid for the country to be visited to be available on a specific date.*
- *Brief and prepare the pupils in advance.*
- *Ensure that they are given plenty of advance notice if they need special equipment (e.g. for skiing).*

#### Six Weeks in Advance

- Give the Bursary details of requirements for foreign currency/travellers' cheques/pre-paid foreign currency card. Arrange meeting with parents to brief them on all aspects of the trip, including:
  - The itinerary, including the meeting and collection points.
  - Contact details for the hotels/hostels. ([The number of the school mobile phone issued to the Group Leader.]
  - The money, kit and equipment that the pupils need
  - The medical and visa requirements.
  - The Code of Conduct form\* to be read through and signed by parent and child, this outlines expected standards of behaviour, and the potential risks of irresponsible behaviour.
  - Remind parents those pupils who ignore or flout the behaviour code risk being sent home at their parents' expense. Pupils remain subject to school rules throughout the visit.
  - Arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances.
  - Arrangements for communicating with parents in the event that the return is delayed.
  - The need to notify the school in the event of contact with an infectious disease within four weeks of traveling.
  - The need for a copy of each pupil's passport and date required by.
- (If appropriate,) book picnic lunch from Kitchen
- Brief pupils on expectations of standards of behaviour.
- Travelling first aid kit.

- Two Weeks in Advance

- Ensure parents who have not returned their consent forms do so. Remind them that their child cannot participate unless the form is received.
- *Collect each pupil's passport*
- *Check all tickets for accuracy. Store them in the school safe until collection.*
- Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the Group Leader and other accompanying staff, and emergency procedures.
- Prepare packs for the School Office, the School and for each member of staff, that contain the following information:
  - The itinerary (*including address, phone numbers, emails etc of all locations where the party is staying*).
  - The Group Leader's mobile number/the school mobile,
  - Mobile numbers of all participating staff,
  - A list of pupils, together with copies of their parental contact forms (which includes details of each pupils' medical conditions),
  - *Copies of all passports and travel documents,*
  - Emergency contact numbers for the Head Master/ Member of the SMT designated to be on-call.

- A copy of the tickets, travel insurance document (including emergency contact details).
- A copy of the risk assessment.
- Location of local hospital

### The Day Prior to Departure/The Day of Departure

- Collect tickets *pre-paid foreign/ currency card and foreign currency from the safe.*
- Give trip information packs /itineraries to designated school recipients and to other staff participants
- *Give each pupil the names, addresses and phone numbers of their accommodation. Provide each child with a card stating hotel phone number and address, staff mobile number contact. Itinerary.*
- Remind pupils about the rendez-vous, dress code, standards of behaviour etc.
- Remind pupils of the potential risks of irresponsible behaviour.
- Collect travelling first aid kit(s). Check contents.
- [Collect packed lunch]
- Collect School Mobile and charger.

### DURING THE VISIT OR ACTIVITY

Primary responsibility for the safe conduct of the visit rests with Group Leader. He or she has sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. S/He may delegate part or all of the responsibility for the following to one or more of the accompanying staff

- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
- Checking that all pupils wear their seat belts.
- Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel.
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
- Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
- Give all pupils the number of the school's mobile if they are going to be allowed out in small, unsupervised groups
- Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
- Enforcing expected standards of behaviour.
- Looking after – or reminding pupils to look after – passports and valuables
- Storing cash, travellers' cheques and tickets in the hotel safe.

- Keeping an account of all expenditure.
- Recording all accidents and near misses.

### COASTAL VISITS

Group leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming. At Grosvenor, the group leader should bear the following points in mind in the risk assessment of a coastal activity:

- tides and sandbanks are potential hazards so timings and exit routes should be checked;
- ensure group members are aware of warning signs and flags;
- establish a base on the beach to which members of the group may return if separated;
- look out for hazards such as glass, barbed wire and sewage outflows etc;
- some of a group's time on a beach may be recreational. Group leaders should consider which areas of the terrain and sea are out of bounds;
- cliff tops can be highly dangerous for school groups even during daylight. The group should keep to the path at all times.

### SWIMMING

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group.

Swimming in the sea on a coastal visit, will only be allowed as part of a supervised activity, preferably in recognised bathing areas which have official surveillance. Pupils should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance.

The ratio of staff : pupils should ideally be the highest possible 1: 6.

### FARM VISITS

Grosvenor recognises that farms can be dangerous even for the people who work on them. Taking children to a farm will be very carefully planned and the risks to be assessed should include those arising from the misuse of farm machinery and the hazards associated with E coli 0157 food poisoning and other infections.

The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare; and that it maintains good washing facilities and clean grounds and public areas. An exploratory visit should be carried out.

The basis rules for a farm visit will be:

We will never let pupils:

- place their faces against the animals or their hands in their mouths after feeding them;
- eat until they have washed their hands;
- sample any animal foodstuffs;
- drink from farm taps (other than in designated public facilities);
- ride on tractors or other machines;

- play in the farm area.

### ILLNESS OR MINOR ACCIDENTS

If a Pupil has a minor accident or becomes ill, the Group leader, or another member of staff will take him/her to the local hospital or clinic. If the trip is outside the UK, s/he will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. At Grosvenor school we expect the Group Leader to phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

### EMERGENCY PROCEDURES

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital. Ensuring that the rest of the group were safe and looked after, and informing the Head Master/Mistress or on-call member of the SMT of what had happened would be the next tasks for the Group Leader, who would need to give as full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Head Master is maintained. He/she would also need to arrange (perhaps using the Deputy Leader or another member of staff) for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas. A full record should be kept of the incident, the injuries and of the actions taken.

At Grosvenor school, depending on the nature of the incident, we may implement our own model communications plan for informing as swiftly as possible both the families of the injured, and the families of those who are unhurt. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use mass communication methods (SMS, email, messages on our web, local radio) for communicating with those whose children are not affected.

Where possible, communication with the media should be left to the Headmaster. The Group Leader should refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

### DELAYED RETURN

If a visit is delayed, the Group Leader should phone the school office, Duty Officer (out of school hours), who will in turn phone all the parents on their contact numbers to alert them to the delay and the revised time of arrival.

### ON RETURN

Each Group Leader is asked to provide the EVC with a report on the visit, reports of accidents and any near misses on his/her return. Personal observations and lessons learned are always valuable. The Group leader should return all school property together with a report of any lost or damaged property. *S/He should also*

- *Instruct all pupils to delete their records of the school mobile [and of any staff mobiles].*
- *Remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit,*

### EXPENDITURE

The Group Leader is responsible for returning any unused cash. The Group Leader is also responsible for producing a schedule of all expenditure on the trip.

#### Emergency procedures

Staff supervising the trip will be in possession of local emergency contact numbers, together with contact numbers for Senior members of staff. In the event of a child falling ill/becoming injured the supervising member of staff will assess the seriousness of the situation and take appropriate action. He/she will seek help from the local emergency services, if necessary, and inform the school authority as soon as possible.

In case of a Critical Incident (ie; one involving a threat to the group/individual) action will be taken in accordance with the School's Critical Incident Policy.

**The following documents have been referred to in this policy and copies of all can be obtained from the School Office or Mrs Monk (EVC).**

DfES Guidance 'Health and Safety of Pupils on Educational Visits' (HASPEV)

Advice on Legal Duties and Powers for Local Authorities, Staff and Governing Bodies.

Parents' Handbook - Sports Games and Pastimes

Consent Form for Trips and Off-Site Visits

Medical Form

Code of Conduct Form

Risk Assessment

Parents Transporting Children in own cars Form

Critical Incident Policy