

ST MARGARET'S PREP



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TRIPS (Offsite Safety) POLICY

**A whole school policy covering
St Mary's, St Margaret's and EYFS**

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TRIPS POLICY

(A whole school policy covering St Mary's, St Margaret's and EYFS)

Aims

Educational visits or trips, including outdoor and adventurous activities, make a valuable contribution to pupils' personal, social and educational development. Trips may form part of a subject course, possibly during the working day, or provide leisure activities. They should:

- Support pupils' academic work and broaden their interests, helping to bring the curriculum to life and providing deeper subject learning;
- Encourage them to work constructively with others, think through problems and rise safely to a variety of challenges, learning to understand and manage risks that are a normal part of life;
- Foster increased confidence and self-esteem;
- Enable pupils to make friends through shared interests, use their leisure time wisely and share enjoyable and memorable experiences.

1. Responsibilities within School

- a) Educational Visits Co-ordinators are:

- St Margaret's – Deputy Head
- St Mary's – Director of Co-curriculum

For the purpose of this document, the Educational Visits Co-ordinator is abbreviated to EVC.

- b) Permission for running all trips for St Mary's (with the exception of weekend activities) is gained by following a process detailed in the two procedures below:

- School Trips - Non-Residential
- School Trips Residential

All forms should be completed by the teacher leading the trip.

- c) Permission for running all trips for St Margaret's is gained by following the process detailed on Teams as below:

- School Trips - Non-Residential
- School Trips - Residential

All forms for residential trips will be initiated on behalf of the lead teacher by the School Secretary.

- d) Flow charts showing the process, and links for all forms, for both can be found on Teams here.
- e) A trip may only be publicised externally to pupils and parents once authorisation has been gained. The School Logistics Manager will email the members of staff below once full authorisation has been received:
- f) Trip organiser
- EVC – either the St Mary’s Director of Co-Curriculum or the St Margaret’s Deputy Head, whichever relevant
 - Senior Finance Clerk

A copy of the authorised Finance Form will be attached, with a request that any payment plan detailed on the Form is included in the first letter to parents.

- g) The Governors are responsible for ensuring that a Trips Policy is in place and operating.
- h) Approval for trips is:
- Non-Residential – Director of Co-Curriculum (St Mary’s) or Deputy Head (St Margaret’s)
 - Residential up to total value of £20,000 – initial authorisation required from the Bursar (for the Finance Form) and the relevant EVC (for the Trip Proposal Form and Risk Assessment), with final authorisation from the Executive Head,
 - Residential over £20,000 – initial authorisation but with final authorisation from the Chair of Governors.
- i) The trip organiser is responsible for ensuring that there is a contingency plan, emergency procedures are in place, external providers are accredited, and that time and resources are allocated for staff training, and that staff running trips are suitably supported. The EVC assists with this process.
- j) The EVC (along with support from the School Logistics Manager) is responsible for ensuring that trips meet the Governors’ and School’s requirements. They must be satisfied that the visits are organised effectively and efficiently, paying particular attention to:
- Safeguarding
 - Health and safety,
 - supervision ratios,
 - vetting of any volunteers,
 - Pupil behaviour,
 - Communication, with pupils and parents, and internally with school staff
- The EVC should also organise training and induction as necessary, review procedures, monitor practice and have access to records of visits, accidents and incidents.

- k) The Bursary provides information/guidance on insurance, billing and collecting money from parents. The Bursar, or his appointee (currently the School Logistics Manager) advises on requirements for staff who will be driving school vehicles and must be contacted on the Accident/Incident Mobile in the event of something happening with, or involving, the school vehicles during the trip. This is in addition to point i) below.
- l) The trip organiser has responsibility for planning, organising and running the trip and is responsible for ensuring that the pupils are prepared and supervised in such a way as to promote good behaviour in accordance with the aims and ethos of the school.
- m) In the event of an accident the most senior member of staff will take charge.

2. Planning Visits and Assessing Risks

- a) Off site visits inevitably carry some element of risk, as does everyday life; we aim to provide a suitably safe and structured framework within which pupils and staff can benefit fully from the wide range of activities offered and learn to become risk aware, not risk averse.
- b) Each trip should have a clearly identified purpose with an activity programme suited to the age, experience, needs and abilities of the pupils involved.
- c) Common sense should be used in assessing and managing the risks involved in any activity and in taking appropriate measures to control them. A written risk assessment is required for every trip. These are completed via the Smart Log software, and a link to this can be found in the [Risk Management Channel on Teams](#), along with guidance regarding completion and original and reduced risk ratings.
- d) Further research on trip safety may be necessary, as may a pre-trip visit that should be properly supported by the EVC.
- e) **Terrorism:** Special attention should be taken of the section within the Risk Assessment regarding Terrorism, and staff should follow the links provided within to discover levels of threat at the destination of the trip. It is essential that advice given by the local country/area is followed, and if necessary, a trip should be cancelled if it is felt that it would not be safe to go.
- f) The [Activity Centres \(Young Persons' Safety\) Act 1995](#) and the Adventure Activities Licensing Regulations [1996](#) and [2004](#) make it a legal requirement for providers of certain adventure activities for young people to undergo an inspection of their safety management systems and hold a licence. Licensing only applies to those who offer activities to young people under the age of 18 years and who operate in a commercial manner. Generally, licensing only applies to these activities when they are done in remote or isolated places. For example, climbing on natural terrain requires a licence but climbing on a purpose-built climbing wall does not.

- g) If a new centre is to be used it should first be checked thoroughly. For further information refer to the Adventure Activities Licensing website at <https://www.hse.gov.uk/aala/index.htm>.
- h) Details of the insurance cover can be made available to parents if they wish.
- i) **Illness prior to the trip:** Any pupil exhibiting symptoms of illness or who has a temperature above 38°C should not be allowed to go on the trip. Staff should check the temperatures of all pupils before departing from school.
- j) **St Mary's Pupils' Health Information prior to the trip:** The trip organiser should initially run a report from ISAMS (the school database) to gain all health information that the school has for each pupil. If there is concern, or reference is made to a specific care plan, then contact should be made with the Health Centre. Details about how to do this can be found within the process on Teams referred to above.

3. Staffing: Our Duty of Care

- a) The expectation is that the trip organiser/leader has accompanied a similar trip before being the organiser/leader of a trip. Staff who have experience of leading a similar trip at a previous school should discuss their experience with the EVC before submitting the request form.
- b) All staff accompanying a trip have a duty of care to the pupils. They must provide welfare, support and supervision throughout the trip and, whilst acting in loco parentis, must care for the pupils as a parent would. This supervision cannot be delegated to adults not employed by the school e.g. external providers.
- c) The age of the pupil and the nature and location of the activity help determine staffing ratios, and the degree of supervision required.
- d) Suggested ratios by year group are:
 - EYFS (St Margaret's) – 1:5 (1 person per trip will be a fully qualified teacher accompanied by one or more teaching assistants qualified to NVQ Level 3)
 - Years 1 to 3 (St Margaret's) – 1:6
 - Years 4 to 6 (St Margaret's) – 1:10
 - Fourth Forms (St Mary's LIV, MIV and UIV) - 1:10
 - Fifth Forms (St Mary's LV and UV) - 1:12
 - Sixth Forms (St Mary's LVI and UVI) - 1:15
 - Staff should always consider the pupils that are on the trip, and any special needs, as this may require an increase on the suggested ratios
 - Trips which include higher risk activities will require more staff to attend, and a ratio of 1:10 would be appropriate.
 - Staff should always consider what would happen should a member of the escorting staff need to attend hospital with a pupil - does this leave enough staff in charge of the pupils left behind? It should never leave pupils with just one member of staff
 - Gap Students can be used as escorting staff, but must never be left in a situation where they are alone with pupils

If staff are unsure, they should speak to the EVC, or in his absence, the School Logistics Manager or a member of the SLT. The suggested ratios can be increased, or decreased, if appropriate after further advice has been sought as above.

- e) All school staff and volunteers are DBS checked by St Mary's.
- f) Staff supervising the pupils on trips should ensure that their behaviour and actions are, at all times, fully in compliance with safeguarding policies and practice.
- g) School policy regarding alcohol and staff on trips is that no alcohol is to be consumed by staff in charge of St Mary's students. Exceptions to this can only be when there are sufficient staff on the (residential) trip to allow some staff to have alcohol with their evening meal (no more than 2 units), leaving the number of remaining staff in charge of the students within the ratios stipulated in the risk assessment. This must be written into the Risk Assessment in the relevant section.
- h) Less experienced staff should work alongside those with more experience to develop competence in running off-site trips.
- i) Staff accompanying the trip should ideally know the pupils and be suitably competent and experienced.
- j) If school are personally delivering sports or outdoor activities as part of a trip, they may be required to hold a specialist National or International Governing Body (NGB) qualification or use an external provider who is suitably qualified.
- k) For outdoor trips there must be a member of staff with the St Mary's standard First Aid qualification and, where swimming is involved, there should be a qualified lifeguard (not necessarily a member of school staff). We offer the 6 hour EFAW, which is a level 2 first aid qualification, and held by all PE and House staff. There are also a number of staff trained to the higher level 16 hour REC course, e.g., those involved with DofE. For trips at St Margaret's, there will always be at least one member of staff with a full paediatric first aid qualification. The EVC, will check staff qualifications against the list of trained staff, which is held in Appendix A of the First Aid Policy.
- l) If the EVC feels that suitably qualified staff are not attending, then further conversation will be needed with the trip organiser before the trip request pack is forwarded to the Head (and Chair of Governors if relevant) for final authorisation.
- m) Opportunities for CPD should enable staff to improve their competence and qualifications to ensure that they have a good, practical understanding of the effective management of risks on the trips.

4. Preparing the Pupils

- a) Pupils must receive the training and instruction necessary to ensure their safety and wellbeing on the trip and must know what kit is needed and how to use any specialist items. Particular consideration should be given to the training, instruction, kit, programme and supervision of pupils with special and medical needs, learning difficulties and/or disabilities.

- b) Pupils should know and understand the ground rules for each visit and the requirements necessary for the smooth running of the trip. Preparation should cover safety, legal and where appropriate environmental and cultural issues, as well as the standards of behaviour expected by the school and any centre used, promoting good behaviour in accordance with the aims and ethos of the school.
- c) For adventurous and residential trips there should be a written Code of Conduct. The St Mary's version should include the school's policy with regard to alcohol, which is that no alcohol is to be consumed by any pupils on residential trips under any circumstances. This should be signed by parents on behalf of their children and will be provided as a form on the Parent Portal.

5. Information to Parents

- a) Parents give blanket permission for non-residential curriculum and cultural trips, games matches and weekend activities costing no more than an accepted amount, currently £30.00, when their child joins St Mary's. They will be informed of these trips via the school website, parent portal, calendar, termly weekend programme and/or eLily and are able to request that their daughter does not participate.
- b) **Note:** This does not apply to St Margaret's.
- c) For trips of a value of more than £30.00, and all adventurous and residential trips trip leaders will write to parents and request written permission for their child to participate each time.
- d) The policy for St Margaret's is that parents will be written to on every occasion.
- e) A meeting for parents might be considered appropriate for residential trips.

6. Accidents and Emergencies

- a) On each visit there should be a clear and known action plan for accidents and emergencies, so that they are managed as calmly and effectively as possible.
- b) All staff must have an accessible list of participants with them throughout the trip. They should also have a pre-arranged emergency school contact phone number, e.g. the school office or a senior staff contact at school.
- c) On residential trips, the trip organiser must also carry the expedition version of the Emergency Plan in printed form. This is provided by the Assistant to the SLT) and available in Section 6 of the Staff Handbook, Critical Incident and Disaster Planning, document 6.02.1b. They must also ensure that they can access ISAMS remotely via Wi-Fi, where if required, they would be able to obtain emergency contact details for all pupils and staff on the trip. If the trip is in a remote area, then the senior member of staff contact in school would be able to access this on their behalf. A school trips mobile will be provided for every trip, which will always be internationally enabled, and so access to ISAMS and Teams will always be possible.

- d) On residential trips, designated contact staff should have access to the trip's Emergency File, normally kept in the School Office during term time trips and by the designated Senior Staff contact for holiday trips.
- e) Contact with the parents of a very seriously injured pupil should be made by the trip organiser in the first instance, as the person who would have first-hand knowledge of the incident. If further assistance is required, then contact should be made with the SLT member of staff at school. All accidents/incidents and lessons learned should be recorded and reported promptly and systematically. Staff should complete the Accident Report on Smart log and a link to this can be found in the [Risk Management Channel on Teams](#). Subject to Wi-Fi/data access this should be completed at the time of the incident, or at the earliest opportunity on return from the trip. All Accident Reports are discussed at regular Risk Management Team Meetings, with agreed additional actions/follow ups being recorded and actioned as necessary. Staff should keep a copy of the submitted form on the trip file for future reference if necessary.
- f) Please refer to the [Missing Pupil Policy on Teams](#) before you depart for your trip, to ensure that you know what to do in this instance.

7. Evaluating Trips and Reviewing Policies

- a) On return to school, trip organisers should evaluate visits through discussion with both pupils and staff participating in the trip. They should then ensure that the EVC is made aware of any lessons learned for similar trips in future. This should allow the best use to be made of opportunities available, ensure that future trips run smoothly, help to resolve any problems encountered and show where CPD would be helpful.
- b) In addition to the Accident Report in point 7f, on return from the trip staff should complete the Trip and Activity Risk Assessments Post Trip/Activity Feedback spreadsheet, which can be found [here](#) in the Risk Management Channel on Teams, or there is a link on the Smart Log Dashboard as well.
- c) This Trips Policy is reviewed regularly by the Bursar, EVC and School Logistics Manager.
- d) Procedures may need to be changed to keep abreast of current legislation and other learning experiences.

If you require clarification on any section of this policy, please speak to one of the following members of staff:

St Mary's Director of Co-Curriculum & EVC
 St Margaret's Deputy Head, EVC & DSL
 School Logistics Manager
 Bursary
 St Mary's Senior Deputy Head
 St Mary's Deputy Head Pastoral & DSL

Simon Carter
 Juliette Heal
 Deb German
 Gaynor Brittain (for Finance queries)
 Diana Harrison
 Sophie Toland