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Beechwood Park School

RUNNING AN OFF-SITE VISIT POLICY

Website: www.beechwoodpark.com

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Aims and Purposes of Off-site Visits

The School aims to offer a broad and balanced range of exciting and educational visits for the whole School including EYFS. At Beechwood Park, the Senior Leadership Team (SLT) and the Governors encourage and support Staff who wish to take pupils on trips and tours (in the UK and abroad), outings and visits. These events require meticulous planning and attention to detail by those in charge, and a familiarity with the procedures and best practises that govern such activities.

The following types of activities have been approved in support of the educational aims of the School:

- Out of hours activities (music, drama, art, science, sport etc)
- School matches (including tours)
- Regular local visits (place of worship, farms)
- Day visits for particular year groups
- Residential visits
- Overseas visits
- Adventure Activities, which might be classed as higher risk.

Approval Process

The Head has nominated the Director of Co-Curricular as the off-site visits co-ordinator, however all off-site activities and out of hours clubs must obtain the approval of the Head, via the Director of Co-Curricular, who should be satisfied with the purpose, planning, costing, and staffing for the proposed off-site activity.

The person who will organise, run and make all decisions for the group of pupils and adults on the off-site visit must first approach the Director of Co-Curricular with the trip proposal.

Visit planned for a future term. No overnight stay.

If the visit takes place annually, with no overnight stay, the Group Leader must enter the details of the visit in the electronic iSAMS calendar for the term concerned. The entry must be made prior to the calendar deadline. If the visit is printed in the term's school calendar, the Head has given permission for the visit to take place.

If the visit is a new venture, the Group Leader must present the trip to the Director of Co-Curricular or directly to the Head for initial approval with an outline of the visit: purpose, year group, likely date, duration, transport, costing and staffing ratio. Following this initial meeting, approval from the Head will be sought either directly from the Head or via the Director of Co-Curricular. A "Head's Consent Form" will need to be filled in by the Group Leader (Appendix 1); consent will have been given if the document has been signed.

Visit planned for the current term. No overnight stay.

Once the calendar has been agreed and published there must be no more additional events planned. However, there may be **exceptional** circumstances when a Group Leader would wish pupils to take part in a visit which couldn't have been planned before publication of the calendar

(such as invitation to take part in a sporting or musical event, temporary exhibition, etc.). The Group Leader must gain approval from the Director of Co-Curricular before inputting the event into the iSAMS calendar, the Director of Co-Curricular will discuss the request with SLT before granting or denying the request.

Off-site visit with overnight stay.

All off-site trips with overnight stay (new ventures and repeat trips) must be planned well in advance; a minimum of a year's notice for trips abroad is required. Planning meetings with the Director of Co-Curricular and the Head will be necessary, providing all information available at the time on purpose, date, provider, transport, accommodation, itinerary, costing and staffing. If a **new** off-site visit with overnight stay is planned, Group Leaders must receive consent from the Head via the "Head's Consent Form" (Appendix 1) who may wish to discuss the project with the Bursar and the Governors. Once approval is obtained, the details must then be entered onto the iSAMS electronic calendar.

Planning the Visit & Staffing

Group Leader

The Group Leader must be a current member of the Beechwood Park Teaching Staff. The Group Leader has overall responsibility for the supervision and conduct of the visit and must have regard to the health and safety of the group. The Group Leader will have been appointed or approved by the Director of Co-Curricular with the support of SLT.

The Group Leader must:

- obtain the Head's prior agreement before any off-site visit takes place
- follow guidelines, policies and/or governing body regulations
- appoint a deputy (and let all other Teaching Staff and adult supervisors know who this is)
- clearly define each group supervisor's role and ensure all tasks are assigned
- be able to control and lead pupils of the relevant age range
- for adventure activities, ensure instructors are suitably qualified
- be aware of pupil protection issues
- ensure that adequate first aid provision is available
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents
- undertake and complete a comprehensive risk assessment. See the "Risk assessment" section in this policy
- ensure that teachers and other supervisors are fully aware of what the proposed visit involves including being briefed on the Risk Assessment
- have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability is assessed and confirmed
- ensure the ratio of supervisors to pupils is appropriate for the needs of the group. See "Ratios" below
- consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality

- ensure that group supervisors have details of the school contact and that the school has the phone numbers of staff on the visit
- ensure that group supervisors and the school contact hold a copy of the risk assessment and the emergency procedures
- ensure that the group's teaching staff and other relevant supervisors and/or providers have the details of pupils' special educational or medical needs which is necessary for them to carry out their tasks effectively
- review the visits/activities and give feedback to the Director of Co-Curricular.

Ratios

There is no regulation about Staff/pupil ratio (except for EYFS), but it is important to take the following factors into account:

- sex, age and ability of group
- pupils with special educational or medical needs
- nature of activities
- experience of adults in off-site supervision
- duration and nature of the journey
- type of any accommodation
- competence of staff, both general and on specific activities
- requirements of the organisation/location to be visited
- competence and behaviour of pupils
- first aid cover.

The minimum ratios at Beechwood Park are set as follows:

- Nursery: 1 adult for every 3 pupils
- Reception: 1 adult for every 5 pupils
- Years 1 & 2: 1 adult for every 6 pupils
- Years 3 to 6: 1 adult for every 10 pupils
- Year 7 & Top Form: 1 adult for every 15 pupils
- All overnight stays: minimum 1 adult for every 10 pupils (with at least 2 adults accompanying)

When a year group isn't a multiple of 10, the trip leader, in conjunction with the Director of Co-Curricular, may decide whether one more or one less member of staff is necessary depending on the nature of the trip and the year group in question.

Adult volunteers

The staffing will usually be carried out by Beechwood Park Teaching Staff, TAs and Graduate TAs, but at times this may not be possible. Parents and adult volunteers may be asked to help in order to supplement the ratio, as long as they are not asked to undertake anything beyond their competence and that the limits of their competence and the limits of their authority are clearly defined to all.

Parents helping on an off-site visit must understand that they may not be with their child during parts of the visit. They will be briefed on their role and given advance information on the running of the trip by the Group Leader.

Adult volunteers will be carefully selected. In most cases they will be parents, or spouses of staff. The feedback undertaken and returned to the Director of Co-Curricular after the visit should contain recommendations on the effectiveness of these volunteers; this information will help the staffing of future visits.

Ideally, the parents and adult volunteers will be well known to the school and the pupil group. All accompanying adults will have a Children's Barred List check and an Enhanced DBS clearance in place, undertaken by Beechwood Park prior to the visit. Anyone who has not received a DBS check will never be left in sole charge of pupils at any time, unless it is their own child and for whom there are no concerns. These checks will be undertaken via the HR Department, during office hours. On overnight visits, all group members must have a DBS check in place. The Group Leader will plan this well in advance, liaising with the Director of Co-Curricular and HR.

All staff on over-night visits must also have undertaken Child Protection Training (or a refresher training with the DSL) and have read the Child Protection Policy.

Supervision of pupils

Supervision is split into two categories, *close* or *remote* but both only end when the pupils are returned to school and passed onto Parents, the Boarding Staff or other Teaching Staff:

Close Supervision - this occurs when the group remain within sight and contact of Staff.

Remote Supervision - this occurs when, as part of planned activities, a group works away from Staff but is subject to stated controls (e.g. a walk through a market in small groups). Staff are present, though not necessarily near or in sight, but their whereabouts are known to all pupils and to all other Staff. Down time or recreational time, for example during the evenings, may involve close or remote supervision, but must not be unsupervised - staff continue to be in charge.

Close supervision normally means that all Staff:

- have prior knowledge of the group
- carry a list/register of all group members
- regularly check that the entire group is present
- have appropriate access to First Aid

When supervision is remote:

- pupils will be familiar with the environment or similar environments and have details of the rendezvous points and the times of rendezvous
- clear and understandable boundaries will be set for the group
- there will be clear lines of communication between the group and staff
- staff will monitor the group's progress at appropriate intervals
- staff will be in the close vicinity and able to reach the group promptly should the group need support in an emergency

- there will be a recognisable point (time, place, sound, etc.) set, at which the activity is completed
- there will be clear arrangements in place should the need to abandon the activity arise (in case of a change in weather conditions or/and when the activity cannot be safely completed).

It is essential that everyone involved in the visit understands the supervision arrangements and expectations. Potential danger points can occur when rearranging groups, in particular:

- when a large group is split into smaller groups for specific activities
- when groups transfer from one activity to another and change staff
- during periods between activities
- when small groups re-form into a large group

It is therefore important that staff:

- clearly assess the ratios needed at all points of the trip, especially for EYFS, through a thorough risk assessment of the outing
- clearly take responsibility for the group when their part of the programme begins, particularly making certain that all group members are aware of the changeover (e.g. when Beechwood Park Teaching Staff hand over their pupils to an external provider for an activity)
- clearly pass on responsibility for the group when their part of the programme is concluded, together with any relevant information ensuring that the group members know who their next supervisor is

Pupil welfare

As we have vicarious responsibility for our pupils, with all trips with overnight stay in the UK, during the planning and preparation stage of the trip, the Group Leader must request from the provider a copy of their Health and Safety Policy, their Safer Recruitment Policy and their Child Protection Policy. The Group Leader will also need to request evidence that their staff have been cleared to work with children by having a DBS check and evidence that the staff who will be working with our pupils are allowed to do so.

For trips outside the UK, where there are no DBS checks, the Group Leader must request from the provider the policies named above and ask the provider what procedures are in place for child protection during the trip. At no time must a pupil be left in the sole supervision of a person who is not a member of Beechwood Park staff.

For an off-site visit or workshop in the UK, a request for these policies is not required as long as pupils will always be supervised by a member of the Beechwood Park staff.

On all visits with overnight stay, staff will be assigned specific roles, such as the person in charge of pocket money, the person to see for medical matters, etc. These roles must be clearly explained to all pupils. The responsibility of these roles can be combined and shared, and a member of staff may have these roles for a specific group of pupils.

Although a member of staff should be assigned the role of pastoral care for the whole group, every member of staff has duty of care for the pupils on the trip as they are acting in loco parentis. Pupils should be made aware that they can talk to any member of staff about any pastoral matters but there is a designated lead member of staff.

Information for parents

Parents must be given appropriate information concerning the visit with sufficient advance warning, with full details and a consent form to fill in and return if the trip takes place outside of normal school hours. Pupils whose parents haven't returned the consent form will not be able to go on the visit. Details on what information the Group Leader must give out to parents are as follows:

Off-site visit with no overnight stay

- Type of activity (how it links with the Curriculum)
- Who is invited (year group invited, Staff accompanying)
- Details on departure and return: place, time, transport. Implication for pupils normally returning home by bus or coach or attending After School Care or Activities. Implication for Boarders
- Fees (normally the fees of all visits which take place during the normal school day are included in the school fee, but always check with the Director of Co-Curricular)
- Clothing (school uniform or other)
- Maximum pocket money (if required)
- Request for information about recent medical conditions the school may not be aware of and to check school records are correct
- If out of normal School hours, a Parental Consent Form via My School Portal (Appendix 2). Email Gail Gamble to request a form be created for the trip

Off-site visit with overnight stay

A. An invitation (to give information about a trip their child can take part in)

- Type of activity, giving name of Activity Supplier if not Beechwood Park
- Visit optional or compulsory
- Who is invited (year group invited, Staff accompanying, apart from Group Leader, if possible);
- Date of Parents' information evening (if applicable)
- Details on departure and return: place, time, transport
- Documents required, if necessary
- Costing (clearly indicate what is and isn't covered by the cost)
- Details on the activities (brochure, pamphlet, timetable or similar)
- No mobile phones or electronics allowed (acceptance of this rule is a condition for joining the activity)
- Deposit, if applicable (may be non-refundable)
- Parental Consent Form via My School Portal (Appendix 2). Email Gail Gamble to request a form be created for the trip

B. Further details (to parents of participants)

- Confirmation of receipt of deposit (if applicable)
- Payment schedule and amounts, including a clear indication that deposits are non-returnable (if applicable)
- Confirmation and update of itinerary and dates (flights, accommodation, etc.)
- Accommodation details
- Information about insurance
- Documents required (reminder)
- Photocopy of passport the pupil will be carrying during the trip abroad
- Request for EHIC (European Health Insurance Card) or GHIC (Global Health Insurance Card) if travelling to a European Economic Area (EEA); [EHIC cards are valid until the expiry date on the card; once that is expired a GHIC card will be required to replace it. These cards allow state healthcare in Europe at a reduced cost or sometimes for free. An existing EHIC or GHIC cannot be used in Norway, Iceland, Liechtenstein or Switzerland. For further details please read: <https://www.gov.uk/global-health-insurance-card>]
- Detailed list of clothing and items required
- Information regarding pocket money and valuables
- A clear statement on expected behaviour and possible consequences for not following the guidelines
- Details on how to contact the group in case of emergency
- Details on if, how and when pupils will be able to contact their parents
- Details on how the Group Leader will disseminate information (safe arrival, for example). This is normally via the school's social media channels

C. Information required from parents

- A contact number for the whole duration of the trip
- Medical and special dietary requirements
- Parental Consent Form via My School Portal (Appendix 2); Email Gail Gamble to request a form be created for the trip
- Travel documents and EHIC / GHIC if visiting abroad

Once the Consent Form deadline has elapsed, the trip lead must log into My School Portal and download answers from the Parent Consent forms for trips:

Login to MSP. Go to Staff Area. Custom Form Submissions sub tab. Select your trip under Forms at the bottom of the page.

Click CSV if you want to download information into Excel format, click CSV on the next page again and the download will be created. Delete any columns that are not relevant and format.

Click PDF if you want to download each individual pupil form as a PDF.

Transport

Unless the transport is included in the package supplied by the provider, all transport arrangements must be request by email via Gail Gamble, as soon as approval for the trip has been granted.

If minibuses are to be used, they must be booked no later than 3 weeks prior to the trip taking place but with as much notice as possible. Minibuses will only be released if there are sufficient vehicles for the School Bus Service routes. Bookings should be made by completing the Minibus Booking Form (Appendix 3) and emailing it to the School Transport Manager, with the Director of Co-Curricular copied in. Requests for routine Sporting Fixtures should be sent directly to the School Transport Manager.

Only Staff who have an up-to-date Hertfordshire County Council Minibus Driving Permit are allowed to drive the minibuses. It is the member of Staff's responsibility to ensure they have a valid permit. Training and refresher courses will be organised by the Transport Manager, when requested. It is the Permit Holder's obligation to report to the Director of Co-Curricular or the Bursar any accidents or offences since the issue of the permit.

School Staff members who have a permit and have not driven a Beechwood Park School vehicle for 6 months or longer will be required to conduct refresher driver training. This will be conducted by the Transport Manager or a Designated Driver of the School Bus Service. This will involve:

- Visual pre-drive checks of the vehicle
- Reminder of controls and equipment
- Paperwork to be completed prior to and on completion of journey
- Drive of local roads in company of Transport Manager/ Designated Driver

On completion of the refresher driver training the Transport Manager/Designated Driver will report to HR with their assessment of the staff member's fitness to drive a Beechwood Park School vehicle. The refresher driver training should take place at least one week before the scheduled trip in order to allow time to make different arrangements if needed.

Transport in a private car will only be allowed if this has been discussed with the Head or the Director of Co-Curricular and consent given. Staff are covered by the school insurance. If pupils are to be transported in a private car by staff or by parents other than their own, written consent must be given, naming the driver. Whenever possible, pupils must sit in the back.

When using any vehicle (including the school minibuses) the driver is responsible for the vehicle and must ensure they complete a check before departure (lights and indicators, tyres, spare tyre, brakes, doors, windscreen wipers, oil levels, roof rack, safety belts, horn, mirrors, paperwork, first aid kit). This checklist must be requested from the School Transport Manager and returned to him upon completion. Extra copies will be provided for any additional and return journeys. For further information see:

<https://www.rosipa.com/school-college-safety/teaching-safety/whole-school-approach/minibus>

While in charge of a vehicle and transporting pupils, the driver must never drink any alcohol whatsoever and be aware that alcohol can remain in the body for up to 24 hours. If the driver is too tired, ill or affected by medicines they may not use the vehicle.

Staff must ensure they have sufficient rest during the hours preceding a journey which they judge to be very long or tiring. The arrangements prior to departure must be discussed well in advance with the Director of Co-Curricular in order to provide any required cover.

The driver must always have a mobile phone whilst transporting pupils, but they must never use it while driving. A mobile phone is available from the Director of Co-Curricular. The driver must comply with the Highway Code, always respecting all speed limits and rules of the road.

Seat belts must always be worn, and pupils are not allowed to release their seat belt and/or move from their seat until the vehicle is at a standstill and permission is given by the driver. These instructions must be repeated on every journey, preferably on departure, and as a reminder close to arrival. On arrival, the driver or Group Leader should inform School via the Director of Co-Curricular or Front Desk that the party has safely arrived.

A post-trip vehicle check is required and must be recorded on the documents provided in the vehicles.

All staff must read and follow the *BWPS School Vehicles and Driving Policy*.

Transport with only one member of staff

If only one member of staff runs an off-site visit (normally a sports fixture) they must have an up to date First Aid qualification.

In the eventuality that there is only one member of staff planned for an off-site visit, the medical alert list should be discussed with Matron to ensure that medical risks are thought through in advance. If there are children who are deemed as 'high risk' of having an issue whilst in transit, a second member of staff must accompany.

Such medical conditions may include, but not be limited to: diabetes, epilepsy, anaphylaxis, etc. Anaphylactic allergies can be managed by eliminating risks such as eating on the bus, keeping windows closed if a pupil has an allergy to wasp stings, etc. To avoid the risk of choking, food should not be consumed if a member of staff is driving alone. A plan for travel sickness will also be stipulated on the risk assessment, ensuring that the driver doesn't make rash decisions at speed.

Transport with accompanying vehicles

When a minibus or a private car is accompanying a coach or a minibus, both vehicles must stay in convoy at all times. Phone contact must be possible.

The protocol must be documented in the risk assessment, indicating where stops are planned and the procedure if a pupil is unwell or there is a problem with one of the vehicles.

Pupils with particular needs, for example medical needs, will have been identified in advance and placed in the vehicle which would best suit their requirements.

There should always be more than one member of staff in the coach and/or the minibus but in exceptional circumstances this may not be possible. If a small group of pupils is being transported by minibus and there isn't space for the second member of staff to accompany in the minibus, then the form of transport and the number of participants must be reviewed. In the exceptional case that one member of staff is the minibus driver and the second member of staff needs to follow in a private car, a pupil may only travel in the private car if the procedures relating to travelling in a car are adhered to.

Collecting money

Parents will be given guidance about pocket money arrangements by the Group Leader, for example, pupils may carry a small amount of cash, the Group Leader or a nominated member of staff may hold cash for them, or for certain trips pupils may require access to a prepaid debit card. Cash that is brought in by pupils should either be in a named purse/wallet or in a named and sealed envelope.

Insurance

Beechwood Park has insurance for off-site visits, covering all pupils, adults and the Group Leader for public liability, so long as the visit is an authorised school visit. This insurance will cover any visits made by the School and includes cancellation or delay, medical expenses, replacement of personal possessions and money.

Adequate cover is required for all activities and eventualities, including specific cover for high-risk activities, personal accident to all members of the party, medical, damage and loss to belongings, transport and other arrangements in an emergency, compensation for cancellation and delay, legal aid and failure of the tour operator. Most Holiday/Activities policies contain the same headings; it is the amount of cover on offer that you must check.

Certain activities (considered high risk) are not included in the standard school policy and additional cover will be necessary. Please check the terms and conditions of the school insurance. Tour operators and providers will usually offer insurance which covers all the activities they are offering. Make sure you have checked all details with the Director of Co-Curricular.

A copy of the School's insurance Policy Summary is available from the Bursar. It is good practice to give full insurance details to parents of pupils who are on an off-site visit with overnight stay, in particular outside the UK; these are available on My School Portal.

Food

Before the visit, the Catering Manager must be contacted in order to organise the food, if required, and/or to confirm how many people will not require a meal at Beechwood Park whilst they are off-site. Please use the Catering Request Form (Appendix 8). As it is difficult and expensive for catering personnel to come into school on the Sunday evening to prepare sandwiches for a Monday morning visit, it is recommended that school visits which require such preparation avoid Monday bookings.

The Catering Department are aware of food allergies and will provide the appropriate packed lunch. If a special meal is required for a pupil, it will be clearly identifiable.

Sandwiches must be transported in the cooler boxes provided by the Catering Department and need to be given out to children as close as possible to the mealtime. Pupils must wash their hands before eating their sandwiches.

The Group Leader must ensure that all catering not provided by the school (this will generally be part of a package offered for overnight stays) meets the dietary, medical and religious requirements of all pupils and staff on the trip. This information must be provided to the supplier well in advance.

For Off-Site Visits with Overnight Stay, up-to-date information on medical intolerances and allergies will be obtained from the school's record and via the Parental Consent Form, which Parents will complete electronically (Appendix 2).

Medical Information

First Aid

For all visits the Group Leader will contact surgery to organise First Aid kits based on the numbers in the group and the number of vehicles being used. They should use the 'First Aid Booking Form For Trips' (Appendix 9) to do this. A first aid kit and a spills kit are also required for each coach (the spills kit will contain tissues, wipes, disposable gloves, sick bags and a waste disposal bag). The Group Leader will be given a Medical Alert list of any children in the group with allergies, intolerances, food preferences, health conditions, medical needs, etc. and any medication for them which is held in the surgery (i.e. inhaler, EpiPen). Surgery have created a designated Residential Trip Medication folder which will contain a Medical Alert List, any relevant risk assessments, medication administration forms for recording doses of medication given and an allergy sheet with pupil photographs. Surgery will also supply a green accident book for recording medical incidents that may occur on the trip. After the trip, any medical paperwork, medication and the first aid kits must be returned immediately to the surgery. These items will be signed out and signed back in from Surgery.

HR will keep a record of Teaching Staff's First Aid training (First Aid at Work / Paediatric First Aid) and refresher courses to ensure everyone is up-to-date and will organise training and refresher courses when required. All Teaching Staff must also be aware of when the validity of their First Aid training expires and notify HR and Surgery with a term's notice.

Medication

Staff will check in advance with Surgery if there are any known medical warnings which need to be taken into consideration for an off-site visit; this can also be done by checking the Medical Alert List.

For all overnight stays, the Parental Consent Form, which includes a medical and dietary questionnaire, must be used. There is also an "Administration of Medication" form (Appendix 4) that parents must complete prior to departure if any medication needs to be taken during the visit. Parents need to hand in this document, with any medication, at least three working days

before the day of departure to allow Surgery time to process the paperwork safely. Medication will only be accepted on the day of departure if a prescription has just been made.

The Parental Consent Form and Administration of Medication forms are returned to surgery to check for any discrepancies between the medical and dietary information provided by parents in the Parental Consent Form and the school records. Alterations or updates to the child's medical record can only be made by the School Nurses.

During all school visits, medication will be kept by Staff, except for inhalers and epi-pens, as age appropriate. Under exceptional circumstances, discussed with Surgery prior to departure, some children may need to carry their own medication. The nominated member of staff in charge of medication on the trip should be First Aid trained.

During all overnight visits, medication will be kept by staff and will be securely stored in a lockable area. Under exceptional circumstances, discussed with Surgery prior to departure, some children may need to have their own medication with them at night (insulin pump, for example).

All medication that staff administer to pupils must be in date and named; the School Nurses will check the date before departure. Loose tablets or cut strips will not be accepted. All medication must be in the original packaging. Medication which is out of date must not be administered. If a pupil is on medication (such as hay fever) parents must supply enough medication to cover the whole trip. We also ask that parents do not send in excessive amounts of medication for a short trip.

Teaching Staff are under no legal obligation to administer medication to pupils. They do so under their good will and if they do, must ensure they follow prescribed dosage, instructions, risk assessments and policies. Staff are offered training and can always ask for updates at Surgery.

Staff in Surgery regularly check the dates of medication and contact parents to ensure new ones are supplied. A record of contact with parents concerning new medication is on the pupil's file (Medical). It is the parents' responsibility to ensure their child's medication is up to date; parents are reminded of this procedure as they hand in medication to surgery, and via the Parent Medical Handbook.

If on the day of departure of an off-site visit, a pupil requires medication during the visit and this medication is out of date:

1. The pupil must not be given this medication, or
2. The pupil may not go on the trip, or
3. The pupil may go on the trip if one of the parents of this pupil accompanies the group and will therefore administer the medication if required. This parent must have a valid DBS carried out by Beechwood Park or have received a Children's Barred List check clearance before departure. A Barred List Clearance can be carried out via the HR Department, during office hours. Staff must also ensure there is a seat on the transport for the parent to accompany.

Controlled Medication

Teaching Staff are under no legal obligation to administer controlled medication to pupils. They do so under their good will and if they do, must ensure they follow prescribed dosage,

instructions, risk assessments and policies. Staff are offered training and can always ask for updates at Surgery.

Controlled Medication must be double locked. Surgery will supply a locked box with a key to transport the controlled medication in. This should be locked within the staff member's room and both keys kept with the designated staff member for the duration of the trip.

Controlled medication will be counted out of surgery prior to the trip and counted back in on the return.

Types of visits

Adventurous Activities

If you intend to provide an adventure activity that includes caving, climbing, trekking and water sports please read the recommendations in Section 4 of [Health and Safety on Educational Visits](#).

Off-site overnight stay – Residential visit - Accommodation

A good rule of thumb ratio is 1 teacher for every 10 pupils. Issues for the Group Leader to consider include the following:

- the group should ideally have adjoining rooms with teachers' quarters next to the pupils' - the leader should obtain a floor plan of the rooms reserved for the group's use in advance
- there must be at least one teacher from each sex for mixed groups
- there should be separate male and female sleeping and bathroom facilities for pupils and adults
- the immediate accommodation area should be exclusively for the group's use
- ensure there is appropriate and safe heating and ventilation
- ensure that the whole group are aware of the lay-out of the accommodation, its fire precautions/exits (are instructions in English or otherwise clear?), its regulations and routine, and that everyone can identify key personnel; a fire drill should take place soon upon arrival, and before the first night if practical (late arrival)
- security arrangements - where the reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visitors
- the manager of the accommodation should be asked for assurances that the staff, including temporary workers, have been checked as suitable for work with young people
- locks on doors should work in the group's rooms but appropriate access should be available to teachers at all times; clear guidelines must be given to pupils as to when to lock and open doors; staff will test the guidelines are being followed
- there should be adequate space for storing clothes, luggage, equipment etc, and for the safe keeping of valuables
- adequate lighting - it is advisable to bring a torch
- there should be provision for pupils with special needs and those who fall sick
- balconies should be stable, windows secure, and electrical connections safe
- where possible pupils should not be lodged in ground floor rooms
- the fire alarm must be audible throughout the accommodation
- there should be recreational accommodation/facilities for the group
- the hotel/hostel should be able to meet any particular cultural or religious needs of the group
- there should be an appropriate number of group supervisors on standby duty during the night

Before booking a hostel/hotel abroad, the Group Leader should confirm it has fire exits and lifts with inner doors and that it meets local regulations. After arrival at any accommodation, it is advisable to carry out a fire drill as soon as possible.

Using reputable tour operators

Before undertaking the organisation of an outing (mainly hazardous visits and off-site outings with overnight stay – UK and abroad) Group Leaders must be able to answer questions as to why they are not using external providers, in particular as the best of them are vastly experienced in safety management, and, where appropriate, are able to provide a variety of highly qualified and experienced instructors for specific activities. The providers will be responsible for minimising the risks (within their Risk Assessment) while the ultimate responsibility will remain with Beechwood Park to ensure that the arrangements, personnel and equipment are at the required standard.

When looking to choose a tour operator, it is advised that the Group Leader look out for the following:

- Reliability: the company should be reputable
- Organisations hold the correct licence to provide adventure activities
- An appropriate programme – not only the relevant curriculum programme to match aims, but also convenient dates, appropriate pick-up arrangements and timings, suitable accommodation and insurance arrangements
- Acceptable booking conditions – scrutinise any limitation of liability, the cancellation terms and the insurance package on offer (check with the Director of Co-Curricular and the Bursar);
- Suitable safety procedures: ensure the safety management system is thorough and conforms to your expectations
- The right price, reflecting value for money in comparison with other offerings
- An interesting and relevant programme
- Appropriate supporting literature and liaison
- Financial security: is the school's money secured through ABTA or ATOL bonding schemes?

In regard to reliability, all Assured Members of the School Travel Forum (STF) must adhere to a rigorous Code of Practice and Safety Management Standards and are externally verified each year by Argent Health & Safety, the UK's leading Health and Safety Consultancy specialising in Travel. Please see: <https://www.schooltravelforum.com/search>

The Adventure Activities Licensing Authority (AALA) is a Government sponsored scheme which ensures that those who provide certain adventure activities to young people under the age of 18 years, will have their safety management systems inspected. When planning an activity involving caving, climbing, skiing or water sports, the Group Leader must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (England, Scotland and Wales). Check that the provider is listed with AALA: <https://www.hse.gov.uk/aala/>

For all overnight visits, the Group Leader must ask for a copy of the AALA certificate, a document indicating the latest Fire Inspection and ensure there is a policy on Safer Recruitment.

Exploratory visits

An exploratory / inspection visit by the Group Leader is recommended. However, this may not be necessary (frequent visits) or practical (Exchange to South Africa).

A pre-visit inspection by the Group Leader is required for all visits with an overnight stays to new locations in the UK. Arrangements for the visit must be discussed with the Head of School Department, Director of Co-Curricular or the Head. All reasonable costs will be met by the school, but a meeting with the Bursar is required beforehand.

Programme of visit

Planning the details of a visit is a crucial part of a successful trip; this will be an on-going process from the start of the organisation of the visit. The planning is closely linked to the Risk Assessment by the fact that the choice of visits, venues and activities has been chosen carefully and changes made to suit the group's age, ability, the weather, etc.

The Programme of Visit document (Appendix 5) must have a timetable of the visits and activities planned, toilet and refreshment stops, meal times, group lists (coaches, dormitories, small groups, leading Staff, etc.).

Evaluation and feedback

After the visit, the Group Leader must collect feedback from those involved and fill in an Evaluation and Feedback Form (Appendix 6). All other staff involved in the visit can fill in their own feedback form if they wish.

Near-misses must be reported to the Head of Department and the Director of Co-Curricular.

Lessons learnt from the visit (what worked well, what was less successful, what caused concern, efficiency of adult volunteers, etc.) must be recorded by the Group Leader within the feedback form to improve the organisation and running of the next visit. The form should be completed within two weeks on return from the trip and shared with the Director of Co-Curricular.

An article should be written by staff and/or pupils for the Newsletter about the trip and shared with the Head of Marketing.

Risk Assessment

Before an off-site visit can take place, a thorough risk assessment must be undertaken by the Group Leader and staff taking part. Day visit risk assessments can be produced mainly on a pro-forma document, but visits with overnight stay must be written individually (although certain sections may be assessed on the pro-forma document and generic risk assessment documents may be used); samples of Risk Assessment for previous such visits are available from the Director of Co-Curricular.

The Programme of the Visit and the Risk Assessment documents for visits with no overnight stay should be given to the Director of Co-Curricular at least five working days before departure. They will examine them and may either ask the Group Leader to clarify or change certain arrangements; help and advice will be provided if required. If it is felt that the trip has not been planned carefully enough, or that the visit is too dangerous, or that steps to reduce the risks are insufficient, permission will be refused for the visit to take place.

For off-site visits with overnight stay (in the UK and abroad), the Programme of Visit and the Risk Assessment documents must be presented to the Director of Co-Curricular at least two weeks before departure, although it is expected that the Group Leader will have been in communication with the individuals above throughout the whole process to prepare the visit. At times, the Programme of Visit handbook may need final alterations up to a couple of days before departure due to information coming in from parents.

The Head will sign off on off-site visits that take place abroad. The Governors may wish to examine a Risk Assessment at any time as they are ultimately responsible for Health and Safety at Beechwood Park School. They may request to meet a Group Leader to discuss arrangements, in particular for tours and visits abroad.

For all visits, the Group Leader must hand in to the School Office and the Director of Co-Curricular, at least one day before departure a paper copy of the "Education visit details" form (Appendix 7) and a paper copy of the "Programme of Visit" (Appendix 5) document. The Group Leader must ensure that all the risk assessments, letters to parents, copies of all parents' contact details (if they differ to what is on the school record) and medical information is saved in the correct place in SharePoint prior to their departure.

Why should school visits be risk assessed?

There are two main reasons;

- The process will inform the Group Leader and all accompanying Staff of the group management plan and what is required to improve control of safety. This is particularly relevant when thinking ahead about alternative activities, the "Plan Bs"
- Well recorded group management plans not only contribute towards the safety process, they also demonstrate that all leaders follow good practice

What is a risk assessment?

Within the context of school visits, a risk assessment is consistent with a group management plan.

It is simply a careful examination of what could cause harm during the visit and judging what precautions to take and whether to take more steps in order to steer the group through the activity and to return back to school with no-one getting hurt (physically or emotionally) or becoming ill.

Risk assessment is principally about professional judgment, which is the ability to make sensible decisions based on experience and training.

Whilst there are many types of risk assessments, it is important to recognise that the concept is quite simple:

1. Identify a hazard
2. Recognise who may be harmed from the hazard and how
3. Recognise the potential frequency and severity of an accident
4. Record significant findings and implement them
5. Monitor, review and update as necessary

An important consideration is that the action (the control measure) is usually dependent on the person **not** the hazard.

In the classroom-based illustration below, if Ben (person at risk) is unlikely or unable to follow or maintain the instruction, it may feel that another control measure was more appropriate.

You walk into a classroom and see Ben balancing back on the back legs of his chair	
Hazard identification:	a fall
Person at risk:	Ben
Likelihood and severity:	Likelihood of fall is quite high and potential for harm is also quite high
Control measure	Ben is told to sit straight, with the four legs of the chair on the floor
Monitor and review	He is observed doing so; no further action is required

This simple and familiar example shows how common the process is; what is uncommon is to write risk assessments down, but even then, the steps remain the same.

What is expected of you?

The risk assessment provisions, in all regulations, stipulates that the assessment of risks must be either 'adequate' or 'suitable and sufficient'. This indicates that they do not have to be overcomplicated. In deciding the amount of effort put into assessing risks, it is necessary to judge

whether the hazards are significant and whether they are covered by satisfactory precautions so that the risks are small.

The risk assessment has to deal with what is **reasonably foreseeable** and the response will reflect a **reasonable range of measures**. Group Leaders must concentrate on **significant risks**; there is no need for insignificant risks to be included in a formal Risk Assessment. For example, when taking a Year 7 group to the Theatre there is no need to identify “tripping on uneven surfaces” as a hazard. Professional judgement, particularly when backed by experience, is sufficient to deal with such situations within schools and is no different when off-site.

Where examples of current good practice exist, Group Leaders will ensure they are followed; if an alternative practice is followed, it should be of an equivalent standard or better, not worse.

At least two or more leaders must participate in the planning process. Two professionals considering a range of options strengthen the argument that the measures taken are reasonable.

Finally, the natural discipline of writing down agreed plans and the potential need to evidence the process is good reason to ensure decisions are recorded formally. Most importantly, it also means that the management plan can be readily shared as an active dynamic document with all staff engaged in the school visit.

A visit to the planned venue will often reveal other aspects that are a potential harm or injury to the group. There is no real substitute for assessment of the on-site risks by the person who knows the composition and nature of the group. Although first-hand information can be gained from other people who have visited a site, this is the second-best option. The greater the potential risk of the location and the activity, the weaker this option becomes.

On-going Risk Assessment

This involves professional judgements in response to changing circumstances. These judgements are made during the visit and should adjustments be made because of unexpected circumstances, such as change of weather, pupil illness, or to fine tune or improve the current plan.

It is critical that control measures are monitored and confirmed or adapted as required. It is these ongoing decisions that will determine the safety of the group and the success of the activity.

Where necessary a 'Plan B' will be implemented.

Plan B

Plan Bs should be considered for what the group will do if the planned activity can't take place as planned. For example, if the coach can't drop the pupils off in front of the theatre, a plan B must kick into action: pupils will be escorted on foot to the theatre in a pre-planned fashion. If an activity can't take place due to changed weather, an alternative activity (plan B) will kick in. Plan

B will often be a dynamic risk assessment but where they can be planned for, they should be indicated in the risk assessment document.

Trip plans should be updated accordingly after the trip if a Plan B has had to be put into motion.

Recording the risk assessment

Not all aspects of planning have to result in a recorded risk assessment. Only those that, in the professional judgement of the leader, are beyond the normal experience of the group and present a significant risk physically or emotionally need to be recorded.

Risk assessment is essentially a logical thinking process applied to an activity or situation, for example:

Significant Hazards	Who is at risk?	Control measures (List existing ways of reducing the risks)	Action needed Actions must be reasonable and practical.
<i>Getting lost while orienteering</i>	<i>20 pupils</i>	<i>Woodland has clearly marked boundaries from the road.</i> <i>Pupils in groups of 3.</i>	<i>1 whistle per group of 3 pupils.</i> <i>Pupils to keep together and not move if lost.</i> <i>Organise search team.</i>

Risk management

This is the crucial outcome of any risk assessment. It is important to identify who must know how the risk is managed for risk management to be fully effective.

Parents – need to agree to their child taking part in the programme. They must be told of all the activities their child will be involved in, and how significant aspects of safety will be managed.

Staff – need to know their specific roles, duties and responsibilities in general and for specific groups at given times. They need to know when and to whom responsibility is passed for specific activities where higher levels of technical expertise are required.

Pupils – must be told what responsibilities are expected of them for their own safety and welfare.

Managers – the Head, the Head of Department, the Director of Co-Curricular and the Governors need to know that risks have been assessed and that leaders have the experience, training, qualifications to manage them competently.

Off-site Matches

A generic risk assessment document produced by the Games Department for all matches will be reviewed at the start of every term, or after an incident or a near miss. The document will be presented at the induction of new Games Staff.

This document will detail procedures for the transport of pupils, their organisation at the opposing school and the procedure for collection by parents after the match. Information on all pupils with allergies or specific medical conditions (Alert List) will be added; it may be necessary to warn the visiting school if one of our pupils has a severe food allergy.

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 is to summon the emergency services, and to arrange for medical attention for the injured.

One of the accompanying members of staff will accompany the injured pupil(s) to hospital and will remain with the pupil(s) until a parent or carer arrives. Ensuring that the rest of the group are safe and looked after, informing the Head or a member of the Senior Leadership Team of what has happened will be the next task of the Group Leader. It is important that this is a full, calm and factual account as the circumstances permit. Where the full facts have not yet emerged, this should be stipulated, and follow-up communications with the Head or Senior Leadership Team must be maintained.

In the event of a major incident, it may be necessary for the School Front Desk to contact the parents of the uninjured pupils on their emergency contact numbers and ask them to collect their child from either the venue or the school, depending upon the circumstances. The Bursar will notify the insurers as quickly as possible. A full record will be kept of the incident, the injuries and of the actions taken.

Depending on the nature of the incident, we may implement the school's Major Incident Procedures. If an incident at school prevents those out on a trip from returning to site, those on the trip will be diverted to a suitable buddy school or other alternative safe pick-up location and parents will be informed accordingly.

Personal contact will be made with the families of the injured, and the families of those who are unhurt. The School recognises that in an era of instant communications, it may not be possible for the School to be the first to break the news. Nevertheless, the School is in firm belief that we have an important duty to speak directly to the parents of any pupil who has been directly affected by the incident.

We will use mass communication methods (SMS, email, messages on the School's website or social media, local radio) for communicating with those whose children are not affected.

Where possible, communication with the media should be left to the Head or nominated alternate. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge. Pupils should be actively discouraged from talking to the media.

Associated Policies:

BWPS Anti-Bullying Policy

BWPS Health & Safety Policy

BWPS Safeguarding and Child Protection Policy

BWPS Risk Assessment Policy

BWPS Pupil Conduct Policy

BWPS Staff Code of Conduct Policy

BWPS Missing Pupil & Non-Collection Policy

BWPS School Vehicles and Driving Policy

BWPS Medical Handbook

BWPS First Aid Policy

Further Resources:

Hertfordshire County Council

[Hertfordshire Guidance for the Management of Learning Outside the Classroom \(LOtC\) and Off-site Visits.](#)

Useful generic risk assessments

http://www.thegrid.org.uk/info/healthandsafety/risk_assessment.shtml

Health and Safety Executive

[A Brief Guide to Controlling Risks](#)

[Inspection of Adventure Activity Providers](#)

Minibus Safety: A Code of Practice - RoSPA

https://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/rospace_minibus_code_2008.pdf

The Royal Society for the Prevention of Accidents:

<https://www.rospa.com/>

Farm visits

<http://www.farmsforschools.org.uk/>

The Royal Geographical Society (with IBG)'s Expedition Advisory Centre, 1 Kensington Gore, London SW7 2AR provides advice, information and training to anyone planning an overseas expedition. Tel 020 7591 3030 <http://www.rgs.org>

The Duke of Edinburgh's Award has its own clear structure, procedures and guidelines

<https://www.dofe.org/do/activities/>

The Waterways Code leaflet is available [here](#) and the Canal & River Trust provides practical waterway information: <https://canalrivertrust.org.uk/>