



TRIPS AND VISITS POLICY

Aims

- To provide clear guidance to staff organising or participating in trips and visits.
- To promote a culture of sound management in the organisation of trips and visits.

Rationale for trips and visits

St Helen and St Katharine recognises the value of academic enrichment to broaden and deepen pupils' understanding of the curriculum. This can take place both in and out of the classroom, and the school is committed to enabling trips, visits and in-school activities which focus on developing this aspect of their learning.

Scope of the policy

- All activities that leave the school site are trips and visits. This will include: away sports fixtures, day or part day visits to educational establishments such as museums or galleries, visits to theatres, participation in debating competitions, field trips, Duke of Edinburgh expeditions, residential trips and overseas trips or tours and any activity where a member of staff is present with students off site.

Key Legislation and Guidance

The key legislation is the Health and Safety at Work etc Act 1974. The Act requires employers to ensure the health and safety of their employees and non-employees, so far as is reasonably practicable. The Act also places duties on individuals to take care for the health and safety of themselves and others. The Act is supplemented by regulations which make the general requirements more explicit.

Later documents include:

- The Management of Health and Safety Regulations 1999, which require employers to undertake risk assessments and put measures in place to control the significant risks
- The Adventure Activities Licensing Regulations 2004, which require certain providers of facilities for adventure activities to be licensed.
'Health and safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies' published by the Department for Education (February 2014) and 'School trips and outdoor learning activities: tackling the health and safety myths' published by the Health and Safety Executive (June 2011).

Related policies and procedures: First Aid Policy, Health and Safety Policy, Driving at work procedure, Fixtures procedure.

Other documentation: It is expected that any member of staff taking a trip will have read the Trips and Visits: Handbook of Operating Procedures.

Parental Permission

- From October 2012, parents are asked to complete and sign a blanket consent form in accordance with the DfE advice 'Health and Safety' which will cover their daughter for all trips, day and residential, both in and out of school hours, for their career at St Helen's. However, parents must be told in advance via a letter on the weekly electronic mailing or, occasionally, by email direct to the relevant parents the details of each activity and given the opportunity to withdraw their daughter from any particular school trip or activity covered by the form.

Staff responsibility

- Teachers accompanying pupils on a school visit will have responsibility for their safety and are considered to be acting *in loco parentis*. In these circumstances, they are held to the same standard of care as would apply to a "prudent parent".
Responsibility exists for 24 hours a day and is not lessened because the duty is undertaken voluntarily.

Equal opportunities

- Every effort should be made to ensure that school trips and visits are available and accessible to all who wish to participate, irrespective of ethnic origin, gender, religion, disability or any other protected characteristic.
- All young people should be encouraged to participate in as wide a range of activities as possible.
- Under the terms of the Special Educational Needs and Disabilities Act (2002) all schools are required to make reasonable adjustments in order not to treat disabled pupils less favourably. Trips and visits should, wherever possible, be structured to allow all girls to participate at their own level.

Risk

In designing our system we have been mindful of all of the guidance and the following two quotes underpin our approach.

- 'Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity'.¹
- 'Proportionate systems should be in place, so that trips that present lower risk are quick and easy to organise. Higher-risk activities should be properly planned and assessed'.²

¹Health and Safety: advice on legal duties and powers (February 2014)

² <http://www.hse.gov.uk/services/education/faqs.htm>

In responding to this guidance the School takes the view that the range of trips undertaken can be seen to fall into two categories.

1. Low risk trips. These trips could be described as local scale/small scale/routine and without obvious hazard. Examples might be attending a function at a local school or a lecture in Oxford. The approach here should be of a 'prudent' parent, everyday risks e.g. road crossings should be identified and managed as part of the 'loco parentis' responsibility of the staff taking the trip but this may not require a formal risk assessment. Risks arising from specific individual needs e.g. taking a child with Aspergers or a child with Diabetes must still be considered.
2. Greater risk trips. For day trips, a trip meets this category if it is large in scale e.g. a whole year trip, or there are potential hazards involved e.g. coastal fieldwork or if the activity itself is intrinsically hazardous e.g. canoeing. Greater risk trips also include all visits to major cities or any venue that might be considered at risk from a terrorist threat.
All residential trips fall into this category.

The process of deciding which category a trip falls into takes place right at the start of the organisation of a trip when the leader assesses the overall risk and recommends which category it is in. This then goes before the Director of Students and the Headmistress who will consider this recommendation as part of the approval for the activity to take place.

All routine Physical Education Department visits adhere to the Fixtures Procedure that has its own risk assessment process. Residential PE trips will be treated the same as a 'Greater Risk' trip and follow the same procedure as all other residential trips.

An outline of the trip planning process.

1. All trips will seek calendar approval first and make an initial risk assessment as described above.
2. This is then approved by the Director of Students and Headmistress.
3. The Group Leader then follows through the relevant trip checklist. These are found on sharepoint.
4. Final approval is then given once all of the relevant paperwork has been submitted no later than a week before a trip. This then allows the Director of Students to verify that the trip has been thoroughly planned and followed the procedures outlined in the checklist.
5. A member of SMT will be allocated to the trip if it is residential or outside school time and they will have a copy of the paperwork and know the Emergency Action Plan procedures.

Low Risk Trips

In completing the Checklist the Group Leader will submit a list of names, medical conditions and dietary requirements. They may also submit a risk assessment for an individual.

If the trip involves visiting a major city or other venue where a terrorist attack is possible e.g. London, then a risk assessment will be required for that aspect of the trip.

Greater Risk trips

The key addition to the above is that in completing the Checklist for these trips Group Leaders will be required to submit risk assessments and ensure that the members of the staff are familiar with them. There are generic risk assessments to prompt thinking but these require tailoring to the needs of each trip. Group Leaders should discuss their risk assessments as they plan the trip with the Director of Students.

Students requiring medication- see First Aid Policy for further detail on duties of trip leader.

Staff must check that all children with medications e.g.salbutamol have them on the day of the visit.

If a student does not have their medication with them on the day of the school trip/visit e.g. Auto Immune Injector/inhaler they will not be allowed on the trip/visit. If it is a residential, the student will be allowed to join the group provided that parents can arrange for their safe arrival and provide the required medication.

Exchange Visits and visits involving host families

These are planned as 'greater risk' trips as they pose particular challenges in addition to international travel. All exchange partnership schools are asked to provide a written assurance that they have a good knowledge of the families concerned and know of no safeguarding issues.

When students sign up for an exchange parents undertake to submit to a DBS as required. If a situation arises where a DBS fails to come through on time, we risk assess the family.

If an extended exchange takes place e.g. for several weeks the host family in the UK would be required to undertake DBS checks and a home visit made. A similar approach would be required of the overseas host family. All students going on an visit involving a host family should be briefed by the leader using the host families briefing found in the trips and visits area of sharepoint.

Volunteers

As general rule, volunteers accompanying trips are not required to undergo a DBS check at St Helen's unless it is a residential trip and/or they are likely to have individual charge of girls during the trip. However, it is expected that the member of staff running the trip will be mindful of the need to ensure safeguarding. If volunteering by one individual becomes a regular activity they should have DBS checking.

Data Protection

It is understood that staff taking trips and visits may need to carry personal and sensitive personal data with them. Staff must read and adhere to the Procedures for handling Personal and Sensitive Personal data. (see Appendix one)

Policy reviewed..... Lent 2018
 Next review due.....Lent 2019
 Reviewed by.....Director of Students
 Audience.....Staff /Parents

Appendix one

Procedures for handling Personal and Sensitive Personal Data on trips and at events.

For all staff

As a member of staff on a school trip you should be aware that you may be responsible for keeping both personal and sensitive personal data confidential.

Personal data that you may be asked to hold would include the contact details for parents and other staff on the trip, or passport numbers.

Sensitive personal data would often be medical information. This would include dietary information if it relates to medical conditions e.g. gluten free due to Coeliac disease or nut free due to allergies. It does not include dietary requirements through choice e.g. vegetarian. It is often necessary for the Group Leader to give out trip packs to other staff containing the above information. These should be numbered packs with your name on it. You are then responsible for that information until the Group Leader collects the pack back from you at the end of the trip. You should keep it safe at all times and consider very carefully whether you have real cause to divulge the information to a third party. If you have clear cause to do so, then go ahead. Influencing factors for your decision may well be issues surrounding safety. Clear cases where this may be necessary would include a request from the emergency services. In other situations, if possible, refer the person requesting the information to the Group Leader.

It is also possible that you may be given a phone with the information on it instead and you may also be given a locked portfolio case with the information in paper form (e.g. if there are 2 coaches or you are Deputy Party Leader). You should use the phone in the first instance. Keep it charged and keep the spare power recharger with you. The locked information is there by way of back up and should be kept safe. It may well be that the entire trip passes without you opening the case.

Remember that at the end of the trip you must hand the data back to the Group Leader. It is not appropriate for you to shred the data as your Group Leader might be in a position of needing to account for all data sets.

If an issue arises where data has been lost and it is during school hours, phone the Compliance Administrator (Tracey Washer) or the Bursar (David Eley) and they can advise you on next steps. If it is out of hours, use the mobile number for the duty member of Leadership on the front of the trip pack.

For Group Leaders

The needs of school trips vary hugely, please do consult the Compliance Administrator before the trip if you want advice on how to manage data in the particular environment of your trip/event.

Consider how far you need to spread the information. There are circumstances on trips we run where many copies of data are needed and in paper form. It is fine to do this, student safety is paramount and this comes above data protection. In these cases, please number and name the packs, hand them out directly to the members of staff and then gather them in at the end.

If the party is due to split you may also need to photocopy other material e.g. medication consents, passport photocopies. See the Compliance Administrator for a lockable case and make one member of staff directly responsible for that additional data and handing it back at the end of the trip.

Increasingly, we will be using PDF files on phones. You may wish to take a back-up paper copy in a lockable case. If the trip is during school hours and the back-up could be a phone call to school then it may also be fine not to take a paper copy.

Residentials

Three situations commonly apply.

1. Using a Centre. e.g Biology field trip, Kilve residential.
2. Using a third party provider e.g. Swaziland, D of E.
3. Trips where we create the excursion, booking hotels and transport e.g. Art to Cornwall, Exchanges.

1. Using a Centre.

Centres often ask for information e.g. dietary information ahead of time. You can give that electronically, provide that it is not attached to any names. e.g. 2 Gluten Free, 1 Lactose intolerant and a diabetic who will need to weigh food.

You must never email them the confidential medical information or other contact details. They must never have an electronic copy of information.

On arrival, you may need to give them a paper copy of the complete information, however, you must write on it that it should not be photocopied and you must collect it before departure.

If the Provider has any issue with these arrangements, please do seek support from either the Director of Students or the Compliance Administrator.

2. Using a third party provider

These trips may involve a third party needing personal and sensitive personal information so that they can operate a trip on behalf of the school. Therefore these trips require a data contract in place. If you are planning a trip in this category, you must see the Compliance Administrator who will organise this and guide you through data handling for your situation. You should see her at the planning stage, *before* any letter goes out. If a contract is not agreed, it will affect whether the trip runs.

3. Trips where the school does the bookings.

It is expected that data stays with the staff at all times unless there is a clear cause e.g. an emergency. If the particular nature of your trip means that there may be anticipated reasons to share information, check with the Compliance Administrator.