



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: First Aid Policy, Fixtures Policy, Health and Safety Policy, Driving at work policy.

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 Policy that has its own risk assessment process. Residential PE trips will be treated the same as a 'Greater Risk' trip.

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- see appendix 1.
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 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

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 exchanges parents undertake to submit to a DBS as required. Current Oxfordshire Safeguarding Children’s Board guidance is that for one parent in the family, however we will aiming to complete a DBS for both parents as this allows more flexibility for host families. Where there is only one DBS 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 considered. A similar approach would be required of the overseas host family.

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.

Policy reviewed.....June 2017
 Next review due.....March 2018
 Reviewed by.....Director of Students
 Audience.....Staff /Parents

Appendix 1

Fixtures Policy**TO BE USED IN CONJUNCTION WITH ASSOCIATED RISK ASSESSMENTS, TRIPS AND VISITS POLICY, AND PE DEPARTMENT CODE OF CONDUCT FOR STAFF, PUPILS AND SPECTATORS**

Staffing

- Staffing ratios: Minimum 1 member of staff per 2 teams.
- Minimum 2 staff to attend away fixture. EXCEPTION: Local fixture (≤ 5 miles) with one team in minibus. 1 member of staff with girls, another 'on call' to be available to attend immediately.
- Only drivers with D1 on their licence will drive the minibuses.
- A qualified first-aider must be present on every fixture.

Procedure

- Team sheets and information on the internet (fixtures list) should be published as soon as possible and **NO LATER THAN ONE WEEK BEFORE THE FIXTURE**. On the rare occasion that this is not possible, staff must take responsibility for contacting girls and parents as appropriate.
- Year 5 and 6 fixtures: a letter or email must go home to parents ideally a week in advance and a reply slip or electronic response form returned before the fixture (see proforma attached), with a copy to Head of Junior Department for information.
- For away matches: staff must leave two copies of an accurate team list for each away team at reception, one to be kept at reception and the other given to the member of the Leadership team on late duty, clearly marked with arrangements including:
 - Location of fixture
 - Names of all girls involved
 - Expected finish time (for parent collection from the away venue)
 - Expected arrival time back at school (for parent collection)
 - Arrangements for each girl onwards from the fixture – whether being collected from venue or returning to school
 - Contact numbers for the staff members on the fixture
- At least one member of staff must remain with the pupil(s) until all have been collected. EXCEPTION: when at school and girls are able to go to the library.
- Girls must not be left at a venue without staff supervision, even if parents are known to be on their way.
- In the event of a delayed return to school, staff should contact the school office. They should also inform the girls and encourage them to contact parents if necessary.

Equipment

All fixtures (home and away) must have the following to hand:

- First aid kit
- Contact details and medical information for all pupils and staff
- Name and phone number of Leadership late duty contact
- Warm clothing

As required (and not limited to):

- Bibs
- Balls
- Score sheets and pencils
- Whistles

Additional Points - Home Fixtures

- Staff to take first aid kit to venue (courts / sports hall / gym).
- All staff to be aware of procedures for summoning external help, e.g. ambulance, in line with School policy.
- Girls / staff to collect refreshments (as required) prior to the start of the match.

Risk assessment: please refer to department Health and Safety Handbook.

**Exemplar letter sent to parents of Year 5/6 pupils involved in fixtures
U10/U11 Cross-Country on Wednesday 12th October at The Manor**

Dear Parent,

We are pleased to inform you that your daughter..... is invited to run in a cross-country event on Wednesday 12th October.

We will walk the girls to The Manor at the end of the school day for a 4.30pm start and expect to arrive back at St Helen's at 5:30pm.

The event is a friendly run, giving the girls an introduction to cross-country running. You are very welcome to watch and support the girls.

Please complete and return the reply slip below to confirm whether your daughter would like to take part. We are encouraging all girls to take part, even if they have not participated in cross-country running before. The course is not too long (Year 5 – 1200m, Year 6 – 1500m) and this is an ideal opportunity for them to try something new!

Please do not hesitate to contact me if you have any other queries.

Yours faithfully,

Director of PE and Sport

Please complete and return the reply slip to **Director of Sport** by: **MONDAY 10TH OCTOBER**

Name: _____

Form:

(Please delete as appropriate)

- My daughter **will / will not** compete in the cross-country on Wednesday 12th October at The Manor.
- I will collect her from The Manor at 5.15pm **OR**
- I will collect her from SHSK at 5.30pm **OR**
- I have made the following alternative arrangements for collection:

Signed: _____

Date: