

2021

Safeguarding on Trips, Visits and Activities



Policy and Procedures

This Policy is designed to ensure the safeguarding and promotion of the welfare, health and best interests of pupils, staff and stakeholders on activities outside of the school grounds.

The Health and Safety Team will give advice on anything related to residential or day trips and has more detailed information available for party leaders with regard to planning, required procedures and example paperwork.

Decisions regarding School Trips and outings must be given final approval from the Principal **on the day.**

In the absence of the Principal, the decision will be made by the Line-Manager.

Activities to include but not limited to:

Physical Education Trips

History/Environment Trips

School Reward Programme

Visiting guests/ workshops

Outdoor Adventure Activities (on and off site)

Any practical activities (HE, PE, pool, football etc.)

Legal Implications

The legal implications are worthy of clear statement:

- The leader in charge is "in loco parentis" and has a duty of care to all members of the party
- The Principal and the governors have a responsibility for ensuring appropriate leadership, proper planning and organisation, as well as appropriate levels of training.

The need for guidelines and regulations

Within the school, regulations clearly define the behaviour required of pupils. It is the duty and responsibility of the school to see that on activities and journeys when pupils are away from the controlled environment of the classroom, that great care and control are exercised. If an accident should happen a court may enquire whether negligence can be proven. As the governors have to accept liability, failure to set down minimum guidelines and regulations could well lead to censure in any court action that might follow.

Child Protection

The School's child protection policy and procedures will apply during School activities and visits. Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the trip or visit must be reported to the Child Protection officer immediately (or to the Principal if the disclosure involves a member of staff).

Staff should be fully trained with regard to the school Child Protection policy, so that there should be clear guidelines and accountability.

Staff Training records should attest to this.

Going Out Cards

In the best interest of pupils and staff alike, all party leaders will have in their possession going out cards, which will clearly state any medical or dietary needs of a pupil in addition to contact details.

Initial Permission

A Trip Request Form should be submitted to the Health and Safety Team for permission for the trip to take place by the party leader.

No payments or firm bookings should be made until permission has been given.

If permission is granted, it is conditional on the submission of all the relevant documentation listed on the form – see the end of this document.

Planning

- The party leader has overall responsibility for the supervision and conduct of the trip, they should have given considerable regard to the health and safety of the party and follow the school's regulations, guidelines and policies.
- The party leader must be a full time, experienced member of staff.
- Ideally the party leader should have prior experience of the type of visit to be arranged.
- The party leader should have a clearly designated deputy.
- A designated first aider must be present at all times, ideally where possible two trained first aiders would be present on all trips
- Risk assessment analysis should be evaluated for every school trip. Risk assessments should be shown to and approved by the Health and Safety Team. It is vital to allow adequate time for the team to thoroughly assess the risks. For regular, timetabled outings (e.g. outdoor pursuits, PE) the pre-agreed risk assessment should be read and discussed with all attending staff, with additional measures specified to take into account any pupil specific risks and risk

reduction measures. The Health and Safety Team will consider requests **for the following week** each Wednesday afternoon. Where inadequate time is given, the request will be denied.

- Mixed parties should be accompanied by at least one male and one female member of staff whenever possible.
- An AccessNI check must be made for all adults who have responsibility for pupils off site, pupils must remain supervised at all times on off-site activities.
- A mobile phone should be taken on all off site activities.
- The party leader should carry at least one emergency contact number for the school, as well as at least one for each of the pupils and member of staff on the trip.
- Pupils should clearly understand what is expected of them and what the trip will entail.
- They should be briefed about their expected levels of behaviour and etiquette on off-site visits.
- Pupils should clearly understand what standards of behaviour are expected from them and why rules must be followed.
- Arrangements should be made for regular head counts, roll calls and rendezvous points and instructions for what a pupil should do if they become separated.
- If there is to be any remote supervision, pupils must be made aware of ground rules and the size of groups to go around in. Parents should have been made aware and have consented to this being part of the trip.

Staffing Ratios

It is recommended that there should be sufficient staff to cope with an emergency.

Written Risk Assessments

These should be completed for all school activities and Trips - formal assessments of the foreseeable risks that might be met on a trip and the actions to be put in place to prevent or reduce the risk.

Pupils must not be placed in situations which expose them to an unreasonable level of risk. Safety must always be the prime consideration.

The Health and Safety Team will help and advise on the production of risk assessments.

The party leader and other staff should monitor the risks throughout the trip, engaging in dynamic risk assessments and take appropriate action as necessary.

Insurance

Any adventure or high-risk activities must be supervised by suitably experienced, trained and qualified staff. The minimum requirements will be those defined by the national body governing that particular activity. In the case of bouldering, where no such body exists, the minimum standards shall be those defined by the British Coasteering Union, as modified accordingly. Whilst the EA has guaranteed legal indemnity for Ardmore staff following these guidelines, it is recommended that any staff

member leading an adventure activity has their own personal liability insurance, with a minimum of 5 million pounds cover.

It is the responsibility of the School to ensure all vehicles are Taxed, insured and carry a valid Ministry of transport (MOT) certificate

It is the responsibility of staff to ensure that they are adequately insured for driving school vehicles, they must check to ensure the vehicle is taxed and carries a valid MOT certificate.

In the event that the vehicle is not Taxed, Insured or does not carry an MOT certificate, the vehicle should not be used.

Staff must undertake Visual inspections of the vehicle before embarking on any journey, this includes

- Tyre Pressure
- Brake Lights
- Indicators
- Wind screen checks

Any issues regarding vehicles not being roadworthy should be reported immediately to a line manager, and the vehicle in question should not be used. If the Vehicle becomes unfit for purpose whilst off-site, alternative transport methods must be sought.

Drivers

- Maximum loading capacities must be observed.
- Staff must not take risks if a fault develops; maintenance is the responsibility of the school.
- All Drivers Must carry a U.K Driving license with category D1 or above
- All drivers must be strictly within the law.
- Notification to school insurers is required where drivers have either any previous motoring convictions or health problems affecting driving.
- All passengers must wear seat belts in all vehicles at all times.

Reporting dangerous occurrences

Where actual injury is sustained, the normal reporting procedure must be undertaken immediately on return to school. In grave situations a preliminary verbal report should have already been given. Useful lessons can be learnt from "near misses" which may help the safety of future parties. Party leaders are encouraged to report such occurrences to the Principal. (The fact that a "near miss" has occurred will not be taken as implying criticism towards the quality or action of the leadership).

Use of Private cars

Drivers must have suitable insurance which covers use on school business and specifically use to transport pupils.

Information to parents

Clear written information must be given to parents and their written consent obtained. This information should set out the following, requiring response on the signed and dated pro-forma.

- nature of activity
- where and when it is to occur
- equipment, kit required, travel arrangements
- cost (including non-refundable portion as deposit)
- any special higher risk activity to be offered in programme requiring special consent

Emergency Procedures

Leaders in charge of pupils during a trip have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Leaders should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

The party leader would normally take charge in an emergency and would need to ensure that emergency procedures are in place. However it may be more appropriate to have a more experienced member of staff on the trip take charge of the emergency and the party leader look after the rest of the party.

All staff and adult staff involved in the trip should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.

Prior to the trip, the name and 24 hour telephone numbers of an emergency contact should be identified. It is advisable to arrange a second emergency contact as a reserve. The emergency contacts should have all the necessary phone numbers and information about the trip.

This information and telephone contact numbers should be provided in laminated small card format and carried at all times by all staff during the trip.

Should an emergency occur

- Establish the nature and extent of the emergency as quickly as possible;
- Ensure that the party is safe, accounted for by a roll call, kept together and adequately supervised at all times;
- Summon the appropriate emergency services;
- Establish the names of any casualties and get immediate medical attention for them;
- Ensure that pupils are accompanied to hospital or police station by a member of staff;
- Ensure that, although pupils may wish to reassure parents, they should not be allowed to make direct telephone or other forms of contact in the immediate aftermath of an incident. At that stage full details may not be available and inaccurate information might cause unnecessary speculation and anxiety for relatives and others at home.
- As soon as it is practical the pupil's mobile phones should be collected but left switched on. We should not attempt to prevent parents and children contacting each other; merely try to ensure that incorrect and sensationalised information is not being disseminated. If an incoming call from parents is received, the pupil should be allowed to answer this under staff supervision. After the pupil has greeted parents, staff should speak to them, quoting the statement below. The pupil should then be allowed in staff presence to complete the conversation without giving details of the incident.

*"An incident has occurred on the [*****] trip. Your child is not involved in the incident. He/she is unharmed and is not the subject of any disciplinary action. Further details will be given out by the Principal when all facts are known"*

- Later, when the full details are known, supervised contact between pupils and their parents can be made, using the procedure above;
- Parents of the pupils directly involved should be contacted as soon as full details are known. Full co-operation should be given if the parents of those directly involved wish to travel to their child, provided that the child is in a place of safety and the emergency services allow;

- Inform the emergency contact at school;
- Ensure no one in the party speaks to the media;
- The name of any casualty or pupil involved should not be given to the media;
- All media enquiries should be answered by: "any statement will be issued by the headmaster in due time";
- Collect details of the incident to pass on to the establishment, which should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far, including where casualties have been taken and action yet to be taken and by whom;
- Write down accurately and as soon as possible all relevant facts and witness details and preserve vital evidence;
- Keep a written account of all events, times and contacts after the incident;
- Complete an accident report form as soon as possible;
- Ensure no one in the party discusses the incident or legal liability with anyone outside the party;
- Report the incident using appropriate forms, if necessary

The emergency contact's main responsibilities are to ensure that the party leader is in control of the situation, establish if any assistance is required from other sources and if necessary arrange for a senior member of staff to go out to take control or assist, contact parents if required, notify insurers, especially if medical assistance is required and contact any other relevant body.

Examples

Out of school activities

- Permission form and Risk Assessment submitted by the previous Wednesday
- If permission given, Risk Assessment checked and updated on day of event, submitted to Principal by 9:30 for final approval

In school activities

- Permission form and Risk Assessment submitted by the previous Wednesday
- If permission given, Risk Assessment checked and updated on day of event, submitted to Principal by 9:30 for final approval

Repeating activities (Pool, football)

- One permission form and Risk Assessment per class submitted by the previous Wednesday for the following week's activities.
- If permission given, Risk Assessment checked and updated on day of event for each activity, submitted to Principal by 9:30 for final approval

Timetabled activities (HE, PE)

- One permission form and Risk Assessment per class submitted by the previous Wednesday for the following week's activities.
- If permission given, Risk Assessment checked and updated on day of event for each activity, submitted to Principal by 9:30 for final approval

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Request for a Trip/ Event

Please complete the following as fully as possible and send to the Health and Safety Team at the latest on the Wednesday morning the week before the planned event. The request will be considered, signed and returned when a decision has been made and a copy kept on file. Where choices are given, please CIRCLE the answer(s) that apply.

Name of Party Leader					
Event					
Place(s) to be Visited					
Date					
Departure Time					
Return Time					
Transport to be used	Minibus	Own Car	Walk	On Site	
Number of Pupils					
Names of Pupils					
Total Number of Staff					
Names of Staff					
Has a similar event taken place before?	Yes		No		
Risk Assessment Checked On Day?	Yes		No		

Approval will not be given until all relevant sections are completed and the risk assessment has been approved by the Health and Safety Team.

I have studied this request and I am satisfied with all the details outlined above. Approval for the trip is given,

Signed

(Principal)

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