

# THE BRITISH SCHOOL OF BAHRAIN



## School Trips, Excursions & Residential Policy

DOCUMENT CONTROL	
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## **1.0 Introduction**

1.1 The Senior Leadership Team of the British School of Bahrain (BSB) fully recognise their health and safety responsibilities to safeguard the wellbeing of all children in their care, and staff in their employ. The School is committed to ensuring that the utmost care is taken to protect the health and safety of students and staff involved in visits and activities out of school. This policy has been drawn up in accordance with Health and Safety law, child protection procedures and relevant statutes for educational visits.

1.2 High quality educational visits are offered to all students to enrich the curriculum and extend learning opportunities. Additionally, outdoor activities, such as Duke of Edinburgh (DofE) expeditions embody our central value of living adventurously. Overseas visits aim to combine adventure, charity work and educational enrichment.

1.3 Recreational visits enrich students providing both enjoyment and cultural enrichment.

1.4 BSB is active in supporting students with medical conditions and disabilities. This ensures that reasonable adjustments are made to enable all students opportunities to access educational and recreational trips and that individual needs are met with regard to trips.

## **2.0 Scope**

2.1 This policy applies to all staff at the British School of Bahrain who have responsibility for organising, assisting with or accompanying educational or recreational visits. All relevant staff must understand and follow the procedures in this policy.

2.2 This is a whole school policy.

2.3 Trip Leaders and Assistant Trip Leaders are responsible for ensuring that all staff involved with their trip are fully conversant with the protocols of this policy, related policies including child protection procedures and risk assessments. The responsibilities of Trip Leaders and their assistants appears in Appendix 1.

2.4 This policy is available to staff and parents for reference via the school website and the School network. It is available to parents upon request and is available on the School website.

## **3.0 Aims**

3.1 The primary aim of this policy is to ensure that all staff are aware of and adhere to agreed procedures to safeguard children in their care, and their colleagues when engaged in education or recreational trips.

3.2 The policy sets out protocols for educational and recreational visits to ensure a safe, and consistent set of protocols are followed when planning and carrying out educational or recreational trips.

## **4.0 Trip Protocols**

### 4.1 Types of trip

4.2 Throughout the academic year there are four main types of academic / pastoral / sporting trips that may need organising through departments. The Trip Leader is responsible for following the accepted policy and procedures.

#### 4.2.1 Half-day trips (local trips)

#### 4.2.2 Day trips (local trips)

#### 4.2.3 Evening trips (local trips)

#### 4.2.4 Overnight trips (local trips)

#### 4.2.4 Residential (international trips)

## **5.0 Procedure for Trip Proposals**

5.1 A Trip Proposal must be initially submitted and discussed by the Trip Leader with the respective Head of School. Initially trip proposals are given outline approval. If the event is either residential or hazardous, there may be consultation with other senior members of staff. As soon as the Trip Leader secures initial approval, the Trip Leader is cleared to go ahead with preparations before final approval is given. The Trip Leader must upload the necessary documents in EVOLVE in order to secure final approval.

5.1.1 The information required for final approval in EVOLVE are:

- Costing Sheet
- Letter to Parents
- Programme or Itinerary
- List of Accompanying Staff
- List of Students
- Provider Contract for Booking
- Insurance
- Risk Assessment
- Consent Forms

5.2 The Events and Trips Officer will cross check that all information provided in Evolve are correct. A trip cannot

go ahead until final approval has been given in accordance with the timescales laid out below.

5.3 Trip Leaders will be responsible for the safe and thorough execution of the trip, following all protocols, assisted by the Assistant Trip Leader. All Trip Leaders must be appropriately trained and/or be sufficiently experienced to lead the trip. SLT may revise proposed staffing or any other aspect of any trip should it be considered necessary.

5.4 Trip Leaders are required to:

5.4.1 Ensure that all documents submitted in EVOLVE are accurate and up to date;

5.4.2 Discussed costings with the Finance Department prior to uploading costing sheet in EVOLVE;

5.4.3 Explain the educational (or other) purpose for the proposed trip;

5.4.3 Designate an Assistant Trip Leader and appropriate staffing, following ratio guidance;

5.4.4 Provide detailed information about the place(s) to be visited;

5.4.5 Provide costings to parents/guardians;

5.4.6 Complete a comprehensive bespoke risk assessment;

5.4.7 Give assurance that staff involved with the trip have read and are familiar with the relevant school policies;

5.5 Ensure that copies of the Trip Pack are produced immediately prior to the trip with full and final information. This is for use by the Emergency contact within school and by the School Office and/or designated SLT member.

## **6.0 Planning**

6.1 Thorough planning is essential to ensure the quality and safety of the trip. Effective communication with parents and staff is also of vital importance. Trip Leaders must liaise with the SLT at the start of the planning process and arrange a planning meeting with the SLT, using the timings below to ensure protocols are being followed and that a detailed risk assessment has been carried out. A final meeting prior to departure should be organised as best practice, see below.

6.2 The timings for trip planning are as follows:

Type of trip	Proposal submitted	Risk assessments and completion of planning
Educational day trips	A minimum of 1x month prior to the trip	A minimum of 1 x week prior to the trip
Recreational day trips	A minimum of 1 x month prior to the trip	A minimum of 1 x week prior to the trip
Residential trips for curriculum study	A minimum of 2 x months prior to the trip	A minimum of 2 x weeks prior to the trip
Residential trips abroad	A minimum of 2 x terms prior to the trip	A minimum of 2 x weeks prior to the trip

6.3 Costings must be carefully planned with a contingency fund. The Trip Leader must liaise with both the SLT & Finance Department before costs are requested from the bill payers.

6.4 In the event that a student can no longer attend a trip or is requested not to attend by the school after SLT have approved this decision, the School may not always be able to refund the cost to the bill payer as the School may still have to pay for the place.

6.5 Trip Leader Responsibilities:

The Trip Leader will have overall responsibility for the supervision of the visit including all health and safety issues.

The Trip Leader should:

6.5.1 Plan and prepare for the visit;

6.5.2 Follow the agreed procedures, guidelines and policies;

6.5.3 Appoint a deputy;

6.5.4 Have enough information about the students to ensure that the visit is suitable;

6.5.5 Carry out a risk assessment prior to the trip and daily assessments making suitable adjustments for variables such as climate, students' health etc;

6.5.6 Define clearly the role of any supervisors of smaller groups;

6.5.7 Be able to control and lead the students on the trip;

6.5.8 Ensure that there is appropriate first aid provision;

6.5.9 Make sure that other staff members and volunteers on the trip are well briefed;

6.5.10 Ensure that student-adult ratios during activities allow for adequate supervision;

6.5.11 Be aware that the visit must be curtailed if health and safety may be compromised;

6.5.12 Ensure that people supervising groups have details of contacts and emergency procedures;

6.5.13 Be clear on the nature, qualifications and abilities of outside agents / companies that help run / organise

school trips. Clear responsibilities should be established;

6.5.14 Ensure Ministry of Education approval has been applied for where necessary;

6.5.15 Review the visit and record any changes in procedures for future visits.

6.5.16 Everyone involved in the visit: students, staff, volunteers, parents / guardians must be aware of their responsibilities for the trip.

6.6 Events and Trips Officer Responsibilities:

The Events and Trips Officer will have the overall responsibility of ensuring all necessary documentations and processes in EVOLVE are completed by the Trip Leader and that no trips can push through without the final approval.

The Events and Trips Officer should:

6.5.1 Provide assistance to the Trip Leader in completing all the required steps in EVOLVE;

6.5.2 Follow up with the Head of Finance, Head of School and Executive Headmaster regarding their approval on EVOLVE;

6.5.3 Update EVOLVE in case of any changes in the approval processes;

6.5.4 Assist the Trip Leader in completion of Risk Assessment;

6.5.5 Assist the Trip Leader in securing Bus Insurances or Travel Insurances;

## **7.0 Adult-Student Ratios**

7.1 It is important to consider adult-student ratios for any visit. You need to think about:

7.1.1 The gender, age, educational needs / ability of the students;

7.1.2 What additional supervision may be needed for students' with special; educational needs or medical / physical needs;

7.1.3 What kinds of activities will take place on the trip;

7.1.4 What experience the adults present have of off-site trips;

7.1.5 The duration and nature of the trip;

7.1.6 How competent the adults are;

7.1.7 The requirements of the site you are visiting;

7.1.8 The behaviour of the students;

7.1.9 The need for first aid cover;

7.1.10 The level of supervision required in the event of an emergency.

7.2 A general guide for visits to local historical sites and museums or for local walks, in normal circumstances might be:

7.2.1 1 adult for every 5 students in years 1 to 3;

7.2.2 1 adult for every 10 students in years 4 – 6;

7.2.3 1 adult for every 15 students in years 7 onwards.

7.3 For residential trips the ratio is 1 teacher for every 10 students. Extra staff may be deemed necessary if SEN students are present. Two staff must accompany the first 20 students and then 1 extra staff member for each additional 10 students.

## **8.0 Financial Planning**

8.1 The costing preparations for the trip is the responsibility of the Trip Leader.

8.2 The Trip Leader should ensure that the financial information must be available depending on trip requirements prior to the submission of the costing sheet for pre-approval to the Finance Department before putting the trip on EVOLVE.

8.3 The Financial Requirements are listed below but not limited to:

- Participation fees
- Transportation fees
- Excursion fees
- Travel Insurance fees
- Flight costs
- Visa costs
- Food costs
- Contingency funds
- Staff costs
- Supply staff costs

8.4 The Trip Leader must ensure that parents have early written information about the costs of the visit and how much each student on the trip will be charged. Administration costs and contingency funds must be included. The school does not aim to profit from school trips and surplus monies will be returned after the trip.

8.5 The Trip Leader must secure information from the Finance Department that all participants in the trip have completed their payments.

## **9.0 Information and Communication Prior to the Trip**

9.1 Parents/guardians will be fully informed about all trips and visits in advance. In the case of a residential trip, parents/guardians and students will be invited to discuss details with the Trip Leader. This is done via a 'Parents Meeting'. The Trip Leader must always inform the Head of School so that he/she can attend if possible. The Trip Leader must also liaise with the SLT before such an event to go through what they are going to present to parents/guardians.

9.2 For Residential and International trips, the Trip Leader should ensure that all matters related to the trip are communicated with parents in a timely fashion. This includes any risks associated with the trip.

9.3 The Trip Leader must hold a pre-trip meeting with the staff involved to go through plans, risk assessments, student details, potential behavioural issues, medical details etc.

9.4 The School's behaviour protocols and policies apply when children are participating in any school-organised trip and visit. The School's search and confiscation policy will apply where trips take place, where different laws may apply. Children and parents/guardians will be briefed before any trips to ensure that behavioural expectations are fully understood. The full range of sanctions may apply in the case of inappropriate behaviour whilst on a trip, including exclusion. Students and parents/guardians will be made aware via the Trip Presentation and Consent Form that if a student's behaviour is deemed unacceptable to such an extent that it is felt inappropriate for them to remain on the trip, arrangements may need to be made for their return home, including repatriation to their country of residence. This will be at their parents' expense and is at the full discretion of the Trip Leader in consultation with a member of SLT.

9.5 Parents/guardians will also be advised that the Head of School (or the Deputy Head of School) reserves the right to exclude a student from a visit on behavioural or medical grounds. This decision may be made at any point during the planning process for the trip. However, the school will adhere to its policy relating to supporting students on trips with additional medical needs, and its Equal Opportunities policy.

## **10.0 Information for Parents**

10.1 Parents / guardians need enough information to make an informed decision about whether their children should participate in any off-site activities. An information sheet should be provided for parents. See below for typical information required of this sheet

10.2 Information Sheet:

10.2.1 Location of trip;

10.2.2 Aim and objective of visit;

10.2.3 Details of transport;

10.2.4 Size of the group and levels of supervision;

10.2.5 Any accommodation details;

10.2.6 The names of the trip leader, other staff and a contact person at school (member of SLT);

10.2.7 Details of planned activities;

10.2.8 Insurance details;

10.3 What students need to bring and what they must not bring (you should also add a comment to the effect that if students bring improper equipment, the Trip Leader has the right to refuse participation in an activity if health and safety issues are raised.

## **11.0 Insurance**

11.1 The Trip Leader must ensure that adequate insurance arrangements are in place. The Trip Leader needs to take advice on the particular type of insurance you need for the trip and make sure that it covers all activities and all participants. Depending on the type of visit, you may need to consider:

11.1.1 Trip cancellation for any reason

11.1.2 Employers liability;

11.1.3 Public liability;

11.1.4 Personal accident cover;

11.1.5 Costs of medical treatment;

11.1.6 Specialised risk activities;

11.1.7 Damage or loss of hired equipment;

11.1.8 Programmed and non-programmed activities;

11.1.9 Transport and accommodation expenses in case of an emergency;

11.1.10 Compensation for loss of baggage or personal effects;

11.1.11 Legal assistance in the recovery of claims;

11.1.12 Failure or bankruptcy of the centre or travel company;

11.1.13 Any additional cover needed for participants with medical conditions.

## **12.0 Trip Cancellation**

12.1 It is at the Trip Leader's discretion as to whether the trip they are leading is safe to go ahead up to the day of departure. The Trip Leader is responsible for checking weather forecasts and warnings, and for any other possible reasons why the trip cannot go ahead for example, staffing ratios, road conditions etc. The Trip Leader must liaise with their respective Head of School before making a final decision. If the Trip Leader is unsure about any arrangements regarding their trip, they must liaise with their respective Head of School.

## **13.0 Consent and Medical Issues**

13.1 It is a requirement of admission to the School, that parents/guardians complete up to date contact and medical details for each child in the school. These details will be used as part of the planning and preparation for each trip/ visit.

13.2 Parental Consent for each trip/ visit also requires all parents to give details of any medical conditions and medication. This is essential information and the responsibility lies with the parents to keep the School updated of any changes so that it is accurate. It is the responsibility of the Trip Leader to ask parents/guardians to update the information. It is up to the Trip Leader to consult with the SLT to ensure that the consent is adequate for the trip.

13.3 Care will be taken to ensure that those accompanying the trip are fully informed about the special or medical needs of any students participating – as notified by the parents. Parental consent is sought to provide any external providers with details of any health needs including SEND to ensure that the student's needs are met and safely looked after. Each Trip Leader and assistant trip leader will have all relevant medical information and will liaise with parents as to the sharing of that information.

13.4 Appropriate adjustments to the trip content or itinerary and risk assessment will be made by Trip Leaders to enable equality of access so far as is reasonable. All students are encouraged to participate in school activities, within their own abilities and where necessary, with reasonable adjustment, unless medical evidence advises that this is not possible. Consideration will be given to the staffing for offsite and residential trips to ensure that the needs of a student with disabilities or a medical condition are fully met.

13.5 Trip Leaders will meet or communicate with the student, parent/guardians, the School Medical Clinics and other healthcare professionals where relevant, prior to any off site visit. They will need to plan additional extra care requirements needed to support the student for them to participate safely and as fully as possible. Information and decisions will be recorded, which must accompany the student on any out of school activities, and which forms part of the trip's risk assessment together with any additional medical information.

13.6 The Trip Leader must obtain a copy of the full medical details for those students on the trip. This information must also be available in hard copy format on the trip. All emergency contact details and medical information must always be readily available to the Trip Leader.

13.7 Accompanying staff must be fully conversant with the School's medical policies to ensure that they are aware of all relevant procedures including those around asthma, anaphylaxis, head injuries, and procedures that may be of specific relevance to their trip.

13.8 Parents and students are advised that the student's personal data will be passed to external trip providers for the purposes administering the trip and to comply with data protection law.

## **14.0 Risk Assessment and Planning**

14.1 Early in the initial planning, the Trip Leader needs to seek approval in principle that the visit is reasonable. At this point, the Risk Assessment Form must be uploaded in EVOLVE.

14.2 You need to consider:

- 14.2.1 The experience and skills of staff and supervisors;
- 14.2.2 The needs, age, experience and abilities of the students;
- 14.2.3 Costs;
- 14.2.4 Distance from the school;
- 14.2.5 Accommodation and location of visits;
- 14.2.6 Local weather conditions at time of year.

## **15.0 Risk Assessment**

15.1 As part of the planning process, the Trip Leader must complete a detailed, written risk assessment for the agreed trip or for activities out of school and must upload it in EVOLVE. The Trip Leader should discuss the risk assessments with their colleagues who are attending the trip and ensure a copy of the risk assessment is included in the trip pack.

15.2 All staff are aware of the procedures around child protection and safeguarding, including the Staff / Student Code. Staff need to be alert to the potential for students attempting to engage in; risky behaviour on trips (for example secret use of the alcohol), promiscuous behaviour, undue peer pressure, and be familiar with the anti-bullying procedures. Where appropriate, the Trip Leader must reflect potential issues in their risk assessments. Every precaution must be taken prior to a trip to ensure that both students and their parents/guardians are informed about expected standards of behaviour and safeguarding issues relevant to the proposed trip.

15.3 In respect of residential trips, where possible, the Trip Leader shall undertake a pre-visit in order to identify any potential hazards and to plan the most appropriate itinerary for the trip. Where an outside provider is engaged by the Trip Leader, a pre-visit may be replaced with detailed reference to the provider's expertise. Where a pre-visit is not possible, the Trip Leader must do everything possible to ensure the location and accommodation is suitable.

15.4 The Trip Leader for overseas visits must arrange a planning meeting with the Head of School to ensure protocols are being followed and that a detailed risk assessment has been carried out. For day trips, a meeting may not be required, but the Head of School should always be consulted if there are any issues.

15.5 During a trip, the Trip Leader is responsible for the continued monitoring of safety and trip protocols and risk assessments, and is expected to make adaptations to the itinerary if circumstances dictate, such as severe or unexpected weather conditions, or disruption to public travel systems. If in case of doubt or emergency, the views of the SLT member must be canvassed.

15.6 For residential trips and trips abroad, every group will have a list of Emergency Contacts in the school. The Trip Leader will take this on the trip in hard copy format. This list will usually include members of the SLT. During

the school holidays, the Trip Leader will agree with the Emergency Contact(s) coverage of the trip prior to the trip departing. Emergency Contact(s) will have access to the full details of the trip, including detailed student information and itinerary and procedures as to how to deal with an emergency, should that be needed. A copy of the full trip pack should also be left at Reception/PA to the Executive Headmaster.

15.7 For day trips in term time, the members of the SLT will be able to act as the Emergency Contact at School. Trip Leaders should always be clear about who is acting in this capacity. A Trip Pack should also be left with the Reception/ School Office.

15.8 If risks are too great or cannot be controlled then the trip / activity must not take place. The leader needs to make a written report on the risk assessment. Special care should be taken if visits involve coastal areas, rivers, farms or swimming pools etc. These destinations need additional and thorough health and safety checks and procedures.

15.9 A daily risk assessment should also be carried out for each of the activities that students are involved with.

## **16.0 Pre-Trip Planning and Meeting with Students**

16.1 Ideally the Trip Leader should make a preliminary visit to the intended area (especially if this is a new trip for the school). If this is not possible then very detailed information needs to be obtained in order to do the risk assessment.

16.2 Detailed plans must be made addressing all the areas and activities.

16.3 Staff should share and discuss plans with the students. They must know about expected standards of behaviour, emergency procedures, any risks and the aims of the visit. Sufficient information must be given to ensure that students understand their responsibilities and the safety rules.

16.4 Care should be taken that any additional information or planning is completed to ensure that students with special educational needs or medical / physical conditions are included in the trip.

16.5 You need to consider carefully the transport that you are going to use.

16.6 The safety checklist can be used as a guide to assist teachers through the planning process.

## **17.0. Hazardous or Unusual Activities**

17.1 Any planned unusual or hazardous activities must be discussed with the SLT in advance. It is essential that those leading the activities are appropriately qualified and competent. It is the responsibility of the Trip Leader to ensure the qualifications and licensing of providers are up to date, as required by the Adventure Activities Licensing Regulations 2004.

17.2 Organisations need a licence to provide some adventure activities. The Trip Leader will ensure that any organisation that is providing activities holds the LOTC (Learning Outside the Classroom) Quality badge or similar

local accreditation.

17.3 On occasions non-LOTC badge holders may be considered if there is no suitable alternative and provided that suitable assurances have been obtained. However, additional information may be required, and this must be documented. The document must then be scanned and added to the trip's form.

17.4 Any proposal to use a non-LOTC accredited organisation must be discussed with the SLT during the planning stage. If the trip includes significant risks, such as challenging terrain, going to remote places or extreme climates, the guide to the British Standard for adventurous activities outside the United Kingdom will form the basis for the planning and risk assessment. It is a requirement that organisations have an AALS License if they provide caving, climbing, trekking, skiing or water sports. 10.5 If an organisation does not hold the LOTC badge, the Trip Leader must check that they are an appropriate organisation to use.

17.5 This could include checking:

17.5.1 their insurance

17.5.2 that they meet legal requirements

17.5.3 their health and safety and emergency policies

17.5.4 their risk assessments

17.5.5 control measures

17.5.6 their use of vehicles

17.5.7 staff competence

17.5.8 safeguarding

17.5.9 accommodation

17.5.10 any sub-contracting arrangements they have

17.5.11 that they have a licence where needed

17.6 Unusual or hazardous activities which are led by BSB Staff, must only be undertaken by qualified staff. Staff members must ensure that their qualifications are kept up-to-date. These qualifications must be stated on the risk assessment detailing the qualification, registration number (if applicable) and expiry date together with a copy of the relevant qualification certificate provided for reference by the school. All equipment provided by

the School must conform to the appropriate safety standards.

17.7 In some circumstances, where an extra-qualified instructor may be required to support BSB Staff, the extra member of staff will have to go through the usual school procedures (including the volunteer process). They will be managed under the relevant activity risk assessment and by the Trip Leader. The Trip Leader should liaise with HR in order to ensure the required checks are completed and documented.

17.8 Parents/guardians will be informed in writing of any hazardous activities involved, and these will be specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water sports or pony trekking. Parents/guardians are required to give consent for hazardous or unusual activities to be undertaken.

17.9 The SLT, via the Trip Leader, will make all reasonable inquiries to obtain written confirmation that all instructors and supervisors are formally qualified and experienced. A reference to the license and qualifications at the centre shall be made in the letter to parents.

17.10 To minimise the risk of children and staff catching any disease from animals; any organiser proposing a school trip to a farm must read the relevant guidance for visiting a farm.

## **18.0 Travel Arrangements**

18.1 Students will be given clear safety instructions based upon the risks associated with the type of travel, in advance of the trip. When traveling by coach, seat belts must be worn. In the case of long journeys, students shall be given the opportunity to exercise after reasonable intervals. A member of staff will stay at the end of the trip until all day students have been collected.

18.2 The School mini-bus must be driven by The School Driver.

18.3 Wherever possible, students shall be transported in a coach, minibus or by public transport. Whilst the use of private cars is discouraged, it may be appropriate to use this form of transport in exceptional circumstances, such as a medical emergency. It is the responsibility of the Trip Leader in such circumstances to ensure that the member of staff has a valid driving licence that has been checked and verified by the HR Department. Parents are not permitted to convey students in their private cars on school business (other than their own child) and are not covered by school insurance to do so. If a staff vehicle is to be used for a trip, it must be declared within the risk assessment. Staff must be aware of the guidelines around transporting students in their own cars.

18.4 When traveling by coach the Trip Leader must ensure that all students are wearing seatbelts and shall brief the students on appropriate behaviour prior to the commencement of the journey. Staff members should seat themselves at the rear, middle and the front – they should not form one group at the front of the coach.

18.5 The smaller school minibuses can be driven by any member of staff who has successfully completed their

minibus driver training for transporting small groups of students to sports fixtures, theatre outings etc. Staff will ensure that the students wear their seat belts, remain in their seats etc. If more than one minibus is required, there should be a passenger list created detailing which staff and students are on which minibus. This information should be shared with the School Office/ Emergency Contact.

18.6 No staff member may drive the school minibus.

18.7 Coaches, buses and minibuses:

18.7.1 Luggage must be stored correctly;

18.7.2 On long journeys you must arrange enough breaks for students, staff and drivers;

18.7.3 students should remain seated (with seatbelts) throughout the journey;

18.7.4 You must plan arrangements in the event of a breakdown or emergency;

18.7.5 students and staff must be aware of emergency exits and first aid and fire fighting equipment;

18.7.6 Ensure the driver is driving well and not using a mobile phone whilst driving;

18.7.7 Specify the requirement when hiring the transport.

18.8 Walking

18.8.1 When walking with students, the group needs to observe the safety rules. You need to plan the safest route and use pedestrian crossings whenever possible

## **19.0 Parents Accompanying Visits**

19.1 Wherever possible, everyone accompanying the visit shall be a qualified teacher, or an employee of the school. The Head of each School will be responsible for ensuring that a group is adequately staffed and will take a variety of points into consideration when assessing the appropriate staff/student ratio, including the appropriateness of other adults such as parents to be included in the staffing ratios.

19.2 Staffing may include parent volunteers at the discretion of the Head. Parents may be used as a supplement to the staff cohort but will not be taken into account in the calculation of the minimum number of staff required to supervise the group as set out above. In certain circumstances, the Head may make exceptions to this general rule provided that the Trip Leader is a qualified teacher.

19.3 Any parent accompanying the trip will be risk assessed in accordance with the Volunteer Policy and either supervised or subject to vetting checks.

19.4 All parents accompanying will be aware of the School's safeguarding procedures. All staff are fully trained in this aspect. They are subject to the procedures concerning volunteers.

## **20.0 Emergencies**

20.1 Guidance on Emergency Procedures:

20.1.1 Establish the nature and extent of the emergency

20.1.2 Ensure that all other members of the party are accounted for and safe

20.1.3 Establish the extent of any injuries and arrange for First Aid

20.1.4 Establish names of the injured and call relevant emergency services

20.1.5 Advise other party staff of the incident and that emergency procedures are in operation

20.1.6 Ensure that an adult from the party accompanies casualties to hospital

20.1.7 Ensure that the remainder of the party is adequately supervised throughout and arrange for their early return to school

20.1.8 Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for

20.1.9 Control access to telephones until contact is made with the Head and until they have had time to contact those directly involved. Take in mobile phones.

20.1.10 Pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far)

20.1.11 Identify alternative telephone numbers/mobile phone numbers

20.1.12 Advise the School to contact the parents/guardians of those involved. In the event of serious incidents, the parents/guardians of all party members must be informed as soon as is practicable. Additionally, parents or guardians must be informed of any significant delays Obtain names and contact detail of any witnesses not linked to the school for future reference

20.1.13 Retain any physical evidence in its original condition, e.g. clothing should not be washed

20.2 Following the incident, complete an accident form. The Trip Leader must attend a debrief meeting with the Health and Safety Advisor. The Health and Safety Advisor will inform the Executive Headmaster who will then inform insurers.

20.3 Trip Leaders will prepare a contingency plan for all trips. By way of example some scenarios include:

20.3.1 Unsuitable hotel

20.3.2 Change of transport

20.3.3 Evacuations

20.3.4 Hostile Acts

20.4 The Trip Leader shall record all relevant details appropriately. The Trip Leader will have a mobile phone obtained from the ICT Team and publish the number via the risk assessment and to the school office/Emergency

Contact.

## **21.0 First Aid**

21.1 Where possible all trips must have a qualified First Aider. A list of qualified First Aiders is distributed to all staff at the start of the School year and when the list is updated.

21.2 Trip Leaders must ensure that the appropriate number of first aid kit(s) are carried on all trips & visits.

21.3 First Aiders must familiarise themselves with the medical list of the students attending and discussing any concerns/issues with the Medical Centre and their trip staff before the trip commences. This should be done well in advance of the trip, with the student list shared with the Medical Centre in plenty of time for them to brief staff on any special student issues.

21.4 If the Trip Leader or Assistant Trip Leader does not have a current First Aid qualification, another member of staff with this qualification should accompany the trip. A First Aid kit must be requested from the Medical Centre and taken on the trip, even if the destination for the trip has First Aid facilities. The Trip Leader is responsible for having a First Aid kit available at all times.

21.5 Where it is not possible to have a qualified First Aider on a trip, the trip risk assessment will put the necessary arrangements in place.

21.6 Medical and contact information must be completed fully and returned by each student and staff member going on the trip.

21.7 An appointed person takes charge when someone is injured or ill looks after first aid equipment and summons emergency help when needed;

21.8 Under no circumstances must a teacher give non-prescribed medication to a student;

21.9 If students refuse to take their medication, The Trip Leader needs to contact parents immediately;

21.10 Safety procedures must be in place for the storage and safe administration of medicines;

21.11 Any medications that are stored must be labeled with the student's name and the name and dose of the drug and how often / when it needs to be administered (labels must be in English);

21.12 Consideration must also be given to the distance to the nearest hospital and methods of transport;

21.13 When prescribed medication is given it must be noted on the record of medication administered.

## **22.0 Final Review**

22.1 At the end of the off-site visit a review excursion sheet must be completed. This should contain information about health and safety issues experienced on the trip. The completed form should be passed to the Trips and Events Officer for review and possible improvement for future trips.

## **23.0 Related Policies**

23.1 Safeguarding and Child Protection Policy

23.2 Staff Code of Conduct

23.3 Equal Opportunities Children

23.4 First Aid Policy

23.5 Behaviour and Sanctions Policy

23.6 Smoking, Alcohol and the Misuse of Drugs and Substances Policy

23.7 Health and Safety Policy

23.8 Missing Student Policy

## **24.0 Legislation and Guidance**

24.1 [The Highway Code - Rules for pedestrians \(1 to 35\) - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/the-highway-code-rules-for-pedestrians-1-to-35)