

School Trip Policy

Reviewed by: Nicola Conlin, Gideon Osimo

Reviewed: June 2018

Next review: June 2019

Related Policies: Health & Safety Policy, First Aid Policy, Safeguarding Policy, Health and Safety Procedures for Outdoor Education

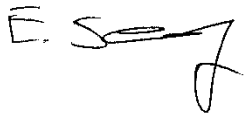
Endorsement

Full endorsement is given to this policy by:

Name: Eleonora Seelig

Position: Cambridge Steiner School Trustee

Signed:



Date: June 2018

The school trip policy is guided by the following legislation:

Department of Education - Health and safety: advice on legal duties and powers (February 2014)

Scope and Remit:

This policy provides the key reference for sound planning for learning and recreational activities that involve taking groups of children and young people away from their usual operational base. It should be implemented when using places such as:

- the establishment's own grounds
- the local environment
- places further afield e.g. visits to local libraries, theatres and museums etc.
- residential venues
- learning ventures abroad

Staff must ensure the young people are supervised in accordance with the contents of this policy, regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

Roles and Responsibilities:

Under the Health and Safety at Work Act (1974), health and safety responsibilities lie with the employer. While the Faculty Business Team is ultimately responsible for any trip out of school, the organiser(s) and leader(s) will be the school's representatives on the spot. Very often the organiser/leader will be the class teacher. They must do their best to ensure the health and safety of everyone in the group and act as a reasonable parent would in the same circumstances.

Planning:

The organiser must complete and hand in a completed risk assessment considering but not limited to the following:

- The way to and back the site adhering to the relevant policy (Private car/private hire/ public transport).
- Risks that are on site after assessing the location:
 - The terrain
 - Playing areas
 - Food allergies
 - Safe guarding issues
 - Assistants and/or escorting parents DBS checks
 - Pets or wild animals
 - Severe weather conditions
 - Other users of site
- And/ or receiving and yet reviewing risk assessment from site owners relevant to the activity being held.

This should be reviewed and approved by Health and Safety officer within two weeks before the trip. Once approved the organiser is responsible to share the risk assessment with all individuals who are involved in the activity that can manage or eliminate any potential risk.

The aim of a risk assessment is to identify hazards that might be potential risks, and then plan to remove them or reduce them to acceptable levels. These are the steps of risk assessments:

1. Identify the hazards
 - a. Location
 - b. Level of risk considering the following: severity of injury, number of casualties in one single event and the likelihood of occurrence. The balance between these factors will determine the level of risk as high, medium or low.
2. Consider who might be affected by them
3. Work out what needs to be done to reduce or eliminate the level of risk
4. Assess new level of risk (as described above) after following the control measurements.
5. Do it! – ensure the safety measures are implemented
6. Work through emergency procedures
7. Don't forget First Aid!

Each trip will be different (even traditional annual trips) and there will be a whole range of factors to consider. Most trips (and all trips that go overnight) will have the following areas to consider:

1. Travelling to and from the site of activity
2. The activity itself
3. Travel within the trip (as a group or as individuals)

4. Downtime (evenings, nights, weekends)
5. Behaviour

The School has considered the following points, not as more important than others, but as particularly relevant in the light of our recent experience:

- A. **Law and insurance-dictated procedure** must be complied with. For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid EHIC (European Health Insurance Card).
- B. **Trip/Activity Consent Form** needs to be filled in by parents before the trip and returned to school, no later than a week before the trip will take place – see Appendix 1.
 - **Staff ratios**, even on short trips, must be adequate: **Minimum 1 teacher/leader** + 1 DBS checked companion (often a parent).

The risk of the activity should be considered in assessing staff ratios. NSPCC advice is as followed:

2 - 3 years 1:4 children

4 - 8 years 1:6 children

9 - 12 years 1:8 children

13 - 18 years 1:10 children

- Activities that involve higher risk higher ratios should be considered.
 - Mixed gender if mixed pupils
 - Staff must be suitable for the trip – skills, languages, etc.
- C. **Behaviour/Discipline**
 - Contract with parent regarding expectations of behavior and discipline procedures (only relevant for Lower School Class 3+)
 - In extreme cases, pupil sent home at parents expense.
 - Pupils aware of different cultures and behave accordingly.
 - D. **Downtime/Recreation time**; supervised activities where possible.

The Trip/Educational Visit Checklist is meant for guidance, as no list can be comprehensive, and as a basis for the checking procedure with the Faculty Business Team.

Trip/Educational Visit Checklist (task – time line):

1. Trip approval in principle by Senior teacher/ team manger- handed by trip leader 3 months before the departure date
2. Staffing and staff ratios approval 8 weeks before the departure.
 - a. Staff covers/ notifying staff they are not needed for trip day/s 6 weeks before the departure date
3. Running all relevant traveling checks and photocopying documents 4 weeks before the departure date
 - a. For private car traveling:
 - i. DBS for each driver or escort
 - ii. Insurance policy

- iii. Covering letter from insurers confirming cover for voluntarily driving children from and to schools
 - iv. MOT
 - v. Seatbelt checks
 - vi. Ensuring correct high seats(if needed) in place
 - vii. Drivers driving license
 - b. For Hiring a vehicle from a established hiring company (without driver)
 - i. Hiring contract
 - ii. Driver: DBS, Driving license.
 - c. Transport service (vehicle and driver) from a established company or taxi service
 - i. Driver's Driving license.
 - ii. Designated DBS checked escort.
- 4. Confirmation of detailed program with mentor 4 weeks before departure date.
- 5. Information letter to the parents 3 weeks before the departure date to include:
 - a. Clear program
 - b. Food provisions
 - c. Behavior agreement
 - d. Packing list
 - e. Special clothing if needed
 - f. Total costs – including preliminary visit if necessary
 - g. Consent form (appendix 1)
- 6. Risk Management - to be approved 2 weeks before departure date
 - a. Risk assessment
 - b. Risk assessment from third party activity providers including relevant documentation (insurance, DBS, relevant certificates, etc.)
 - c. Liability insurance of the visiting site.
 - d. Assessing any children's special needs (Medical/dietary/behavioral/emotional)
 - e. Preliminary visit if necessary wherever reasonably possible in order for the organiser to get familiar with the layout and surroundings, and any site-specific procedures or issues which may have an impact on the visit or members of the group.
 - f. Plan 'B' in place for severe weather conditions during the trip or any cancelations (including traveling).
 - g. 'Mobile' register with any children's special needs Medical/dietary/behavioral/emotional
 - h. Emergency evacuation plan (location full grid details attached to mobile register to be provided to special services in case of an emergency.
 - i. Extreme behavior management plan
 - j. Fire drills if needed
 - k. Mobile phone coverage and or other emergency communication resources
- 7. Sharing and signing off risk assessments with al staff, drivers and escorts involved in the trip 1 weeks before the departure date
- 8. Risk factors briefing (age appropriate and relevance)
 - a) Before departure
 - b) While on the trip

APPENDIX 1 - TRIP/ACTIVITY CONSENT FORM

On [insert date] Class [insert class] will be [insert activity, location and any other details i.e. what the children need to bring].

Child's Full Name :	
Class	
Activity:	
Date:	

I agree that my son/daughter shall be allowed to take part in any or all of the activities described. I understand that, while School staff and helpers in charge of the party or outing will take all reasonable care of the pupils, they cannot necessarily be held responsible for any loss, damage or injury suffered during, or arising from, the activity (see insurance note below). I consent to any emergency medical treatment, which may be needed during the course of the activity or outing.

Name of Parent/Guardian -----

Address -----

Telephone -----

Mobile -----

Signature -----

Date -----

MEDICAL INFORMATION

Does your child suffer from any particular complaint of which we should be aware? YES/NO
(Please give details)

PERSON TO BE CONTACTED IN CASE OF EMERGENCY IF DIFFERENT FROM THE ABOVE:

Name ----- Phone number -----

Relationship to child -----

No pupil will be allowed to take part in the activity unless this consent form has been signed and returned to the teacher beforehand.

INSURANCE COVER: The School Public Liability Insurance will cover claims up to £1 million in case of proven negligence. Parents requiring additional cover should make their own arrangements.