

School Outings and Trips Policy

Policy owner	Educational Visits Coordinator	March 2019
Formally endorsed by	Trustees	February 2019
Review date		March 2020

St Paul's Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

It is the organising Teacher's responsibility to ensure that this policy is carried out and the outing is carefully planned in order to make it safe and problem free.

Before the trip

Each year the trip budget for every Class will be discussed and approved in the teacher's meeting.

For every outing there will be a Teacher designated as the organiser, who is responsible for following this policy.

Trips and their educational aims should be discussed and agreed in advance with a mentor and/or the teachers' meeting with the approval of college.

Once a trip has been decided, it must be discussed with the Educational Visits Coordinator. An outline of the trip is to be created and will be passed to Admin to create bookings and trip files where necessary.

Guidance

Guidance is available at:

GOV.UK ;Health and safety: advice on legal duties and powers
Oeapng.info (outdoor educators advisors panel, national guidance)
RoSPA (Royal Society for the Prevention of Accidents)
National Counter Terrorism Security Office
Foreign and Commonwealth Office

Risk assessment

A full risk assessment must be carried out by the designated teacher.
The risk assessment for regular outings must be updated termly.

Risk assessment must include:

- Date and time of outing
- Venue address and telephone number
- Names and contact numbers of the teachers and adults taking part
- Travel details
- School emergency contact
- Risk assessment and Public liability Insurance of the place being visited must be attached

Risk assessment must be signed off by the administrator a week in advance for London or UK based trips and 4 weeks in advance for residential trips.

Venue and environment safety

The organising adult should visit the venue/ area in advance wherever possible, in order to have a good understanding of the safety and risks.

Environmental factors (weather, daylight hours, temperature, water levels etc.) should be considered.

Alternative options and emergency procedures

The leader must have a Plan B/ alternative option in place where appropriate. Leaders must inform helpers, participants, providers and emergency contacts of an emergency plan in place.

Consent forms

Every child must have a signed consent form including medical consent for every residential trip.

- Regular outings – yearly consent form
- Swimming – separate consent form
- Water sports and activities – separate consent form
- Unique outings need a separate consent form
- Consent forms should include
 - Date of trip
 - Location
 - Activity
 - Medical consent
 - Medical information including dietary requirements
 - Emergency contact details for the parents

A copy of the consent form should be in the specific trip file.

A copy of the consent form needs to go on the trip.

If a consent form is not signed, the child will not be allowed to go on the trip and the parent will be called to collect the child from school if the school cannot provide alternative arrangements.

Volunteers

At least one volunteer on any trip must have a DBS check done in advance through the school office.

There should be one male and one female adult on each residential trip.

All adults must be given a copy of the risk assessment and be briefed before the trip. Briefing should include:

- Trip details
- Specific responsibilities – for example: a list of children for whom they are responsible.
- Discipline and behaviour strategies including trip rules/ sanctions
- Information about any child with special needs or any medical condition and how this might impact.
- A reminder that the teacher is the authority
- Emergency procedures in the event of a child or adult falling ill

Adult : child ratio

The adult : child ratio should be decided depending on the nature and location of the trip, the age and needs of the children and the type of activity to be undertaken.

National guidance suggests:

- Class 1 and 2 – 1:6 adult to child ratio

- Class 3,4,5 – 1:10/15
- Class 6,7 and 8 – 1:15/20

Volunteers on residential trips must have a child protection briefing, including reminders about

- Appropriate/ inappropriate adult behaviour
- Appropriate/ inappropriate language
- Appropriate/ inappropriate contact
- Avoiding being alone with a pupil

Residential trips - see also appendix 1 checklist

Parents

A parents evening must be held to discuss the trip well in advance. Parents must sign the Parental Bond – appendix 2

Travelling abroad

Everyone must have a European Health Insurance Card (EHIC) if travelling within the EU, or other appropriate medical forms (E111 etc)

The school needs to take out extra insurance cover – administration and finance must be informed at the planning stage.

Terror Attack Precautions Prior to Trip

When planning a school trip consider the likelihood of the destination, venue or transport hubs being at risk of a terrorist attack. Confirm with insurers that they will cover costs resulting from acts of terrorism, including medical care, repatriation and cancellation/curtailment.

Enforce student awareness to cultural sensitivities, clothing and behaviour and comply with instructions from legitimate security forces and officials

Ensure you are aware of the latest news relating to your destination:

- In the UK know the current threat level by checking www.mi5.gov.uk/threat-levels.
- When travelling abroad check the FCO website www.fco.gov.uk in the early stages of visit planning, at regular intervals and immediately prior to leaving.
- Consider the threat of terrorism as part of visit risk management and include it within visit emergency plans.
- Scanned copies of passports, visas and travel insurance details will be saved onto staff email in case of lost documents following an incident.

The Trip risk assessment must identify:

- Possible safe areas or venues, near where you intend to be, that you could use as an emergency shelter.
- How to minimise waiting and queuing times at busy venues.
- Where to wait and gather for head counts.
- How to get away in an emergency, bearing in mind that the direct route and planned transport might no longer be an option.
- How the leadership team might manage an enforced group split

Emergency Contact

There must be a designated emergency contact for overnight trips. The designated emergency contact (the School Administrator) should have copies of the pupil consent forms.

ON THE TRIP

Take with you

A fully stocked first aid kit and a charged mobile phone must be taken on each trip.

Changes to the plan

Any significant changes must be risk assessed and where possible discussed with the Educational Visit Coordinator at school. The risk assessment should be changed accordingly.

Rules and behaviour management

Expectations for behaviour and site specific rules should be shared with pupils in advance, including sanctions for inappropriate or risky behaviour.

It may be necessary for a child to be sent home if their behaviour is thought to increase risk to themselves or others.

If a pupil falls ill

If a pupil falls ill and/or requires medical care, the trip leader - the designated First Aider - shall ensure that the pupil receives appropriate diagnosis and treatment at the earliest possible opportunity.

The pupil's parents must be contacted as soon as possible.

The pupil must be accompanied by a staff member or appropriate adult at all times during such diagnosis and treatment.

In the event of a pupil requiring any medical treatment, the Teacher shall inform the Emergency Contact and they will contact the parent/guardian at the first possible opportunity. Or, the Teacher will contact the parent/guardian themselves.

If an adult falls ill

In the event of a member of staff or adult volunteer falling ill and/or requiring medical care, the Teacher shall ensure that the adult receives appropriate diagnosis and treatment at the earliest possible opportunity.

If it is necessary for a seriously ill member of staff or adult to return home the Teacher will inform the Emergency Contact in order to make appropriate arrangements including:

- Arrangements for travel/ accompaniment for the ill adult
- Arrangements for the adult/child ratio to be maintained (ie another adult to join the trip if necessary)
- Arrangements to end the trip early if necessary

Recording and reporting incidents

Any incident or accident must be recorded by the teacher including date, time, nature of the event, those present, first aid given if any.

Incidents/ accidents should be reported to the Health and Safety Group as soon as practicable.

At the site on residential trips

The fire safety and evacuation plan for the residential building must be checked.

Adults and children must have separate sleeping arrangements.

Boys and girls must have separate sleeping arrangements.

Remote supervision on residential trips

On residential trips it is possible for older children to have some free time (remote supervision).

A clear plan must be in place to ensure that pupils under remote supervision can contact a responsible adult if necessary.

Terror Attack during a Trip

- Be vigilant and aware of your surroundings – know where the exits are and where you would run to.
- Avoid political or religious celebrations/demonstrations or venues. Contact embassies or high commissions in advance of any proposed visits to these locations;
- Employ the STAY SAFE Principles:
 - RUN - Escape if you can, leaving belongings behind. Is there a safe route and can you get there without exposing the children to greater danger? Leaders should attempt to keep everyone together whilst moving away as quickly as possible. Keeping together may be difficult and is ultimately less important than speed of action and staying safe.
 - HIDE - If you cannot RUN, HIDE - Find cover from gunfire. If you can see the attacker, they may be able to see you. Staying low and even better, moving away whilst behind solid objects such as concrete barriers or buildings (as opposed to just parked cars) will provide good protection. Be aware of your exits and try not to get trapped. Encourage children to be quiet, silence your phone and turn off vibrate. Lock / barricade yourself and the children in and move away from the door.
 - TELL - Call 999 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker.
- Using public transport following a security incident may not be the best option as some terrorist organisations plan secondary attacks that specifically target transport hubs.
- The group leader will notify the school contact as soon as practicable, noting the known whereabouts of all members. The school contact will notify all parents of the children on the trip.
- Activate your emergency plan. The emergency team (consisting of Administration Manager and DSL) at the school will become a communication focal point and receiving area for next of kin and students upon return in schools.

- The emergency team will arrange the group's return transport when the situation is sufficiently secure to do so. Parents will collect their children from school rather than travel to the incident location
- The school will arrange proactive trauma counselling for students and staff after such an event.
- The experience of the National Counter-Terrorism Security Office is that decisive leadership is key.

Evaluation

The teacher should report back to the Teacher's Meeting after the trip, with an evaluation and Risk Assessments reviewed.

Appendix 1

CHECKLIST OF SECTIONS COMPLETED AND ADDITIONAL INFORMATION PROVIDED

Please tick as appropriate

- Risk management
- Finance
- Adequate Ratios
- College Approval
- Insurance
- Programme for the trip
- Types of Visit
- Going Abroad
- Transport Details
- Journey Details
- Using Activity Centres
- School Run Activities
- Accommodation
- Personal Clothing & Equipment
- Supervision and Adult to Pupil ratio
- Remote Supervision
- First Aid arrangements
- Medication
- Special Needs
- Emergency Procedures
- Contacting Parents during the trip
- Parental Consents
- Communication in an Emergency
- Code of Conduct – pupils and staff
- Risk Assessments forms completed

ATTACH

- Insurance Clearance Request for School organised adventure activities, if appropriate
- Parental Consent Request Form (a copy)
- Copy of Information given to parents including contact details of the group
- Driver information and agreements and copies of licences (paper and card) Inc. signed copy of agreed minibus driver and/or signed copies of agreement of staff/ parent car driver
- Information on Activity centre, if appropriate
- Cover arrangements made for teachers going on the trip (cover etc)
- Equipment list

Post-visit review arrangements as appropriate

- Review risk assessment and update if necessary – involve EVC (essential)
- Outstanding invoices paid
- Borrowed equipment returned
- Displays
- Parents'/carers' evening

St Paul's Steiner School – Parental Bond

Name of pupil _____

A copy of the School trips policy has been made available to me and I have read the rules and conditions and the pupil BEHAVIOUR BOND relating to the trip.

I agree to fully support the School in the execution of their responsibilities under the rules, conditions and Bond.

If my child is sent home as a result of his/her behaviour I agree to:

- Reimburse the School within 7 working days with the full costs reasonably incurred in such return.
- Personally collect my child from the station/airport or other location agreed with the School Contact/Class Teacher YES/NO

If NO then:

I hereby advise the School of the designated guardian who will be available to collect my child from the station/airport or other location agreed with the School contact/Class Teacher.

Name of designated guardian _____

Signature of designated guardian _____

Telephone Number _____

Name of parent/carer (in block letters): _____

Signature: _____

Date: _____

St Paul's Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with GDPR the Class Teacher will keep a copy of this form. The School Office will retain a copy on file.