



Hackney New School

Policy for Health and Safety of Students on Educational Visits

Hackney New School recognises the importance of outings in order to provide enrichment to the education of our students. As such the school offers a wide range of educational visits and outings from day trips in school time to residential trips during the school holidays where appropriate.

The value of educational visits is widely recognised as a stimulant to students' interest, fostering social and personal development and presenting opportunities for the demonstration of qualities of initiative, self-reliance and co-operation with others. Trips and visits are valuable in opening students' eyes to wider horizons locally, nationally and internationally. Trips and visits present opportunities for fostering positive relationships between teachers and students which has a beneficial impact in school. They can also provide a suitable reward for students.

Hackney New School is committed to ensuring, where possible, that the opportunity to participate in school trips is equally available to all students. We recognise that taking students out of school is a serious responsibility for all staff and meticulous planning and preparation are necessary to ensure that visits are conducted safely ensuring the focus is on education and enjoyment.

This policy outlines the requirements for planning educational visits and school trips and has been informed by and should be read in conjunction with:

- *Health and safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (DfE 2014)*
- *"Procedures for Educational Visits and School Trips" and if required*
- *"Procedures for Trips – Ski, Adventure, etc."*
- *Outdoor Education Advisers 'Panel, National Guidance (<http://oeapng.info>)*

The DfE documents can be found in hard copy in the Trips file in the Staff work area or in electronic copy in the Educational Visits and Trips' folder.

Responsibilities and Key Personnel

Hackney New School understands that for a school trip or visit to run smoothly, safely and be enjoyable and educational, all personnel involved must be aware of their responsibilities and roles.

Trip Leader (TL)

Each off-site trip will have a nominated trip leader. The TL will be a teaching member of staff, and the TL will normally, although not exclusively, be going on the off-site trip. Each off-site trip should have a nominated trip leader. TLs have the responsibility to oversee the preparation and execution of the visit and to ensure that safety is the prime concern. The TL in charge of any visit is the responsible adult who plans and prepares for the activity, and prepares any emergency and

contingency plans which, as official records, should be left with the school. The TL is also responsible for briefing all accompanying staff, supervisors, parents and helpers.

The TL must have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The TL is approved by the Headteacher, Educational Visits Co-ordinator and/or the Governing Body.

The TL has overall responsibility for the supervision and conduct of the visit including direct responsibility for the pupils' health, safety and welfare. The TL is the person exercising an enhanced duty of care throughout the venture. In other words, the TL is **always in charge** and, where the TL's knowledge of the group is superior to that of an activity leader, the TL must be willing to challenge or intervene to prompt a change of plan, including stopping an activity, if the safety of the group is compromised.

In the event of serious misbehaviour before a school visit, the Headteacher will make the decision as to whether or not a pupil will be allowed to participate in consultation with the TL. During a school visit, the decisions of the TL as to whether or not a pupil participates shall be final. In the event of serious misbehaviour during the visit it may become necessary for the pupil to return home prematurely. Should this be so, the parents of the pupil concerned should be contacted and requested to collect their son/daughter from the visit venue at their own expense. The Headteacher should also be advised, without delay, of this sanction. Should a pupil be excluded from all or part of a school visit, all monies paid in respect of the visit will be forfeited.

Every educational visit should also have a named Deputy Leader (DL). The DL must work alongside the TL throughout the planning stages and be conversant with all arrangements made in order that he/she can deputise in the event of the TL becoming ill or unable to lead the visit for other reasons.

The TL should follow the steps outlined in '**Organisation of Trips by Trip Leader**' below.

Accompanying Staff

Accompanying staff have a Common Law Duty of Care. This means that the accompanying staff have a duty of care for young people under their supervision. A higher duty is expected of teachers as a result of their specialised knowledge. The age of the young person and the nature and location of the activity help to determine the degree of supervision required and staff should maintain the supervision necessary for this.

Educational Visits Co-ordinator (EVC)

The school has an appointed Educational Visits Co-ordinator (EVC) nominated by the Headteacher. The EVC will act on behalf of the Headteacher and is therefore responsible for overseeing all off-site visits. The EVC appointed for Hackney New School is Miss Jayne Voice (SLT)

Headteacher

Responsibility within a school for the approval of visits remains with the Headteacher and Governors but, with the approval of the governing body, the Headteacher may delegate these tasks to the EVC. The Headteacher should be aware of the school trips and visits that are

happening. The Headteacher should also be aware of, although not directly involved with, the procedures in place for maintaining safety and supervision on school trips and visits.

The Headteacher can stop any school trip or visit, or instruct a trip to return to school at any time.

The Headteacher and EVC have responsibilities to ensure that:

- Visits comply with regulations and guidelines provided by the governing body and the establishment's own health and safety policy.
- The TL is competent to monitor the risks throughout the visit.
- Adequate safeguarding procedures are in place.
- All necessary actions have been completed before the visit begins.
- Risk assessment has been completed (**EV3**) and appropriate safety measures are in place.
- Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered.
- The TL leader has experience in supervising the age groups going on the visit and will organise the group effectively.
- The TL or another supervisor are suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place (Activities).
- TLs are allowed sufficient time to organise properly.
- Volunteer staff on the visit are appropriate people to supervise children
- The ratio of young people to supervisors is appropriate.
- Parents have signed consent forms (**EV4**)
- Arrangements have been made for the medical and special educational needs of the young people.
- Adequate first-aid provision will be available.
- The mode of travel is appropriate.
- Travel times out and back are known including pick-up and drop-off points.
- There is adequate and relevant insurance cover.
- They have the addresses and phone number of the visit's venue(s) and have contact names.
- A school based contact has been nominated and the TL has details.
- The TL, group supervisors and school based contact have copies of agreed emergency procedures.
- The TL, group supervisors and school based contact have the names of all adults and young people travelling in the group, and the contact details of parents and the teachers' and other supervisors' next of kin.
- There is a contingency plan for any delays including a late return home.

In addition the Headteacher should:

- Ensure that arrangements are in place for the governing body to be made aware of visits so questions can be asked as necessary.
- Ensure that arrangements are in place for the educational objectives of a visit to be inclusive, to be stated in the pre-visit documentation, and to be made known to all relevant parties.
- Be aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships.

- Ensure that issues identified by exploratory visits have been satisfactorily resolved within the risk assessment.
- Ensure that the accreditation or verification of providers has been checked.
- Ensure that visits are evaluated to inform both the operation of future visits and to inform training needs. Further staff training should be made available where a need is identified.
- Ensure that there is a contingency plan (plan B), covering for example the implications of staff illness and the need to change routes or activities during the visit
- Arrange for the recording of accidents and the reporting of death or disabling injuries as required. Accident and incident records should be reviewed regularly, and this information used to inform future visits.
- Help to ensure that serious incidents, accidents and near-accidents are investigated.
- Ensure that the establishment has emergency procedures in place in case of a major incident on ventures. These should be discussed and reviewed by staff.
- Ensure that the school based contact has the authority to make significant decisions. He or she should be contactable and available for the full duration of the visit 24 hours a day. He or she should be able to respond immediately at the school base to the demands of an emergency and should have a back-up person or number.
- Establish a procedure to ensure that parents are informed quickly about incident details through the home based contact, rather than through the media or pupils.
- Check that contractors have adequate emergency support procedures, and that these will link to school emergency procedures.
- Be aware of the responsibility to the SEN and Disability Act namely that there is a legal requirement not to discriminate on the grounds of disability and there is a duty of planning for all school activities which includes off site visits.

Where an EVC is identified or appointed, the Headteacher should also:

- Delegate tasks to the EVC, having regard to the duties of the EVC suggested earlier in this part of this document.
- Ensure that the EVC keeps them informed of the progress of any visit and that this information is relayed to Governors (and to parents as necessary). For less routine visits, the Headteacher will need to ensure that the EVC can obtain advice from an appropriate technical adviser as necessary.
- Make time available for the EVC to arrange for the induction and training of staff and volunteers and ensure that staff receive the induction and training that they need before the visit.
- Ensure that the EVC briefs the leader and supervisors about the emergency procedures as part of the risk assessment briefing and that the leader and supervisors have ready access to them during the visit.
- Ensure that the EVC impresses upon parents the importance of providing their own contact numbers, more than one, which will enable the parents to be contacted in case of emergency.

Governors

A member(s) of the Governing Body will be nominated as having responsibility for school trips and visits. The Governor representative should be aware of, although not directly involved with, the procedures in place for maintaining safety and a high level of supervision on school trips and

visits.

The Governing Body will be required to give permission for trips of a particularly dangerous or risky nature and residential trips so consequently should be aware of safety requirements and recommendations for trips of this type. They should take advice of the Headteacher and the EVC before making any decision.

It is for the Governing Body, in conjunction with the Headteacher, to arrange for the most appropriate method of the communication for this. It is the responsibility of the Governors to ensure that:

- The off-site activity or visit is appropriate and relevant.
- The school can be run efficiently in the absence of staff engaged in the activity or visit.
- The arrangements are in line with the advice and recommendations provided by Codes of Practice.

In addition, it is good practice for all Governing Body to:

- Ensure that the visit has a specific and stated objective.
- Ensure that the Headteacher/EVC/TL shows how their plans comply with regulations and guidelines, including the school's health and safety policy documents. Also that the Headteacher or TL reports back after the visit.
- Ensure that they are informed of less routine visits well in advance.
- Assess proposals for certain types of visit, which should include visits involving overnight stay, foreign travel or hazardous activities.
- Ensure that guidance is available (e.g. from the DFE) to inform the school's policy, practices and procedures relating to the health and safety of young people on educational visits. These should include measures to obtain parental consent on a basis of full information, to investigate parental complaints, and to discuss and review procedures including incident and emergency management systems. As necessary.
- Governors may seek specialist advice, though Governors should not normally be expected to approve visits.
- Ensure that the Headteacher and the EVC are supported in matters relating to educational visits and that they have the appropriate time and expertise to fulfill their responsibilities.
- Ascertain what Governor training is available and relevant.
- Agree on the types of visit they should be informed about.
- Ask questions about a visit's educational objectives and how they will be met. Are the objectives appropriate to the age and abilities of the young people? The Governors should challenge the nature of the venture when the educational objectives are not clear or where the means to meet them do not appear to be realistic. It is not expected that Governors should become directly involved in risk assessment and related matters unless they have an appropriate competence.
- Ensure that bookings are not completed until external providers have met all the necessary assurances. Also, ensure that specific items in the risk management - for example, overnight security, room and floor plans - are checked prior to departure.
- Ensure that the Headteacher and the EVC have taken all reasonable and practicable measures to include young people with special educational needs or medical needs on a

visit.

Organisation of Trips by Trip Leader

The TL must ensure each trip receives official authorisation by the Headteacher before full details are sent to parents and guardians. This must be done using the 'Application for Approval for an Out of School Trip' form (**EV1**) which provides information on:

- Reason for trip
- Details of trip
- Dates and times, having full regard for the school diary
- Trip Leader
- Details of pupils (class/form/year group)
- Number of personnel required
- Details of transport/food arrangements
- Approximate costs

The TL must include a Risk Assessment and Risk Management Record (**EV3**) with the Application for Approval (**EV1**).

If the trip is residential or overseas the TL must complete the 'Application for Approval for Residential or Overseas Trip' form (**EV2**) which provides information on:

- Providers details
- Insurance arrangements
- Accommodation details
- Details of places to be visited

The following should be borne in mind when planning a school trip:

Reason for trip:

- Be clear on the educational/pastoral/social reason for the trip and that the trip is relevant for the particular age group involved
- Specific skills to be learnt/developed

Details of trip:

- Clear outline of place, resources, pupil experience

Dates and times

- Give clear dates and timings showing that the school diary has been consulted
- Avoid lead up to examinations as well as examinations themselves
- Check for school matches, performances, parent- teacher evenings and other trips

Trip Leader

- Ensure Head of Department's permission has been sought where relevant
- Ensure there are no other school obligations at that the time of the proposed trip

Details of Students

- Make class/ form year details very clear and give total numbers including lessons they will miss, if relevant
- Equal opportunities - is the trip excluding students because of cost or other aspects of the arrangements in a way that may be deemed to be providing unfair advantages to one group of students as opposed to another

Number of Personnel Required

- All trips will be arranged with regard to latest health and safety guidelines relating to student/adult ratios. The general rule will be that the a minimum of teacher supervision is allocated to each trip during school time
- Trips within the UK – Key Stage 3+ - Minimum of 2 staff/adults for first 15 students and 1 adult for each multiple of 15 thereafter
- Trips abroad – Key Stage 3+ - Minimum of 2 staff/adults for first 10 students and 1 adult for each multiple of 10 thereafter.
- The number of adults accompanying students on trips should reflect the full range of staff within the school with the number of teachers kept to a minimum while still ensuring curriculum impact, where appropriate. Other adults who may accompany trips include Teaching Assistants or other members of support staff.
- There may be trips which can be supervised by experienced teaching assistants without teacher presence i.e. sixth form trips.
- Each trip will be assessed on its merits and where there are exceptional and genuine reasons, staffing may be varied from these guidelines. However, there will have to be overwhelming reasons why such a trip should go ahead if it cannot operate within these constraints.

Details of Transport and Food Arrangements

- Always look at local options to where students may walk before trips further afield are contemplated
- Compare public transport to private coaches on a practicality as well as cost basis
- Timing of the trip will determine whether pupils will need packed lunches. Many pupils may wish to bring their own but you must notify kitchens of the number of pupils in receipt of free school meals (for prepared packed lunch) as well as those who will not require breakfast, lunch or tea.

Approximate costs

- Subject To the provisions of the 1988 Education Reform Act, Hackney New School Gs may ask parents/guardians to pay for the cost of board and lodging for residential activities. The Governors will provide remission of charges for the cost of board and lodging for residential activities where parents are in receipt of government benefits. In most instances this would mean that the student was eligible for free school meals.
- For many day visits to take place they rely on the voluntary financial support of all participants. A letter home must explain this as a precondition of the trip, stating the suggested contribution. The school reserves the right to cancel such activities if the costs are

not covered in full by the voluntary contributions received.

The Governors of Hackney New School recognise that, in certain circumstances, families may have genuine difficulty in making the contributions required for some day activities which would be of considerable benefit to the young people concerned. In exceptional circumstances the Governors are prepared to consider 'one off' requests from parents for all or part of the charges to be remitted.

Such requests should be made to the Headteacher who will place them before the relevant Governor(s) whose decision on whether to offer remission, and the amount of that remission, will be final.

Governors may further provide assistance to families by delaying payment or by receiving payments in agreed instalments.

Governors will expect that other avenues of support and funding have been exhausted before support is agreed.

Once approval has been given the signed 'Application for Approval for an Out of School Trip' will be given to the EVC.

The Trip Leader should also:

- Wherever possible, arrange at least one formal briefing meeting for the whole adult team prior to the trip whereby the TL should ensure everyone is familiar with, and supports, the trip's objectives.
- Ensure in general, trips should be arranged at times and in such a way which do not impinge on the rest of the school i.e. at week-ends or in holiday times.
- Conduct an exploratory visit to undertake a proper risk assessment.
- Clearly define each accompanying staff member's role and ensure all tasks have been assigned. Ensure that everyone is aware of and accepts the nature of the particular responsibilities and roles they will assume.
- Be able to control and lead pupils of the relevant age.
- Ensure that adequate first aid provision will be available.
- Brief the group members and parents
- Undertake and complete a comprehensive risk assessment for aspects of the trip for which they have responsibility
- Ensure risk assessments are in place at all sites visited including suitability of staff at a site such as a PGL centre.
- Have enough information on the student's proposed for the visit to assess their suitability or be satisfied their suitability has been assessed and confirmed
- Consider stopping the trip/activity if the risk to health and safety of the students is unacceptable
- Ensure all staff have details of the home based contact –all staff will carry key contact details on a pocket sized laminated card
- Prepare and distribute procedures in case of an emergency and in case of separation
- Ensure the staff have the details of students' special educational needs or medical needs
- Ensure all staff are familiar with the school's Safeguarding Procedures
- Establish regulations and procedures for safe practice on the trip

- Carry out a review of the trip using the 'Trip Evaluation Form' (**EV6**) and hand in to EVC to help inform future trips.
- Where trips are abroad organise the safe keeping of passports and EHIC cards, ensure staff and students understand the rules of that country on dress etc.

Policy Review

As an example of good practice the EVC will review the policy regularly in light of Trip Evaluation Forms received.

This policy will be formally reviewed annually by the EVC. The reviews will be presented to the Health and Safety Committee.

Jayne Voice

SENCo

Deputy Designated Safeguarding Lead and EVC

Lesley Falconer

Executive Headteacher

Designated Safeguarding Lead

July 2016

EV 1: APPROVAL REQUEST FOR OUT OF SCHOOL TRIP



This part of the form should be completed by the Trip Leader. It should then be photocopied and one copy passed to CC to check the date for the calendar and the other to be given to JV. Please also include a short summary to outline the reason for your trip, its links to the curriculum and HNS/Departmental targets.

Visit Organiser: AS	Date of application: 15/09/16
Date of trip: 15/09/16	Timing of trip: 4-5pm
Description of Visit: walk to canal and shoreditch to photograph area for project	Purpose of visit: photograph area
School Calendar Checked: YES	Number of staff needed (include names of proposed staff if applicable) AS and LSA
Activities to be carried out: walking and photographing	Details of students involved: <i>Year Groups -</i> <i>SEN -</i> <i>Scholars -</i> <i>Pupil Premium -</i>
Cost of Visit: 0	Cost of Visit to students (without a subsidy): Will a subsidy be offered? No cost
Risk assessment attached? Y	Y

Once you have completed all of the sections above please pass to EVC for approval

EV 2: APPROVAL REQUEST FOR RESIDENTIAL/OVERSEAS TRIP



Not all sections will be relevant to every proposed visit:

The Trip Leader should complete this form as soon as possible once the preparations are complete. The Trip Leader should have already received outline approval of the proposed visit and should have regularly updated the manager on the progress of the preparations. This form should be submitted along with the risk assessment(s) for the activity.

Once approval is given, one copy of this form should be retained by the EVC and another by the Group Leader. The EVC should be informed of any subsequent changes in planning, organisation and staffing.

Trip: photogrpahy	Trip Leader: AS Deputy Trip Leader: N/A
Purpose of Trip: to photogrpah area	Places To Be Visited: Canal and shoreditch
Transport arrangements: (include the name of the transport company) None, walking	Are any Provider(s) to be used? (tour company, activity centre, etc) If yes: N/A Name: _____ Tel: _____ Licence No or accreditation:
Proposed cost and financial arrangements: N/A	Insurance arrangements for all members of the proposed party, including voluntary helpers:
Accommodation to be used: (hotel, campsite, hostel, etc)	Establishment Emergency Contact (Name, address and telephone number of the contact person in the home area who holds all information about the visit or journey in case of an emergency):
Details of Programme of Activities: (can be supplied as an attached document) Include: <ul style="list-style-type: none"> ● Details of adventurous activities. ● Details of supervision arrangements (including leader to participant ratio for specific activities). ● Names, relevant experience, qualifications of staff and other adults accompanying the participants. 	

- Existing knowledge of places to be visited and whether an exploratory visit is planned.

<p>Size and composition of the group: Age range: 11-14</p> <p>Number of Participants: Male: 3 Female: 7 Total: 10</p> <p>Number of Supervisors: Male: Female: 2 Total: 2</p> <p>A list of names should be attached</p>	<p>Names of those with special requirements (e.g. educational or medical needs): (can be supplied as an attached document)</p>
<p>Information on consent/parental consent: Information on whether the Group Leader has received all consent forms duly completed and signed (parental consent may precede or follow approval):</p>	
<p>Signed: _____ Date: _____</p>	

<p>APPROVAL: To be completed by the Manager.</p> <p>To the Group Leader:</p> <p>I have studied this application against the audit checklist and risk assessments and am satisfied with all aspects, including the planning, organisation and staffing of this visit. Approval is given.</p> <p>a. Please ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least seven days before the party is due to leave.</p> <p>b. Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the group returns.</p>	
<p>Signed: _____ Date: _____</p>	

**EV3: Off-site Activities and Educational Visits
Risk Assessment and Risk Assessment Record**



Establishment:		Location/Purpose	
Group Leader:	Other Staff:	Group Size:	Ratio:

Identifying the Assessing the Risk	Hazards-	Risk Rating High/Med/Low	Control Measures – Reducing the Risk	Outcome
Site and Environment		low	Keep in single file Register taken at beginning and end Head counts every stop Students told to walk together and on the inside of the pavement	
Group		10 students	Register Meeting point	
Leader and Arrangements	Activity	LOW		
Transport		N/A		

Variations – record any additional assessments and control measures here:

**EV4: OFFSITE ACTIVITIES AND EDUCATIONAL VISIT
PARENTAL CONSENT FORM**



Visit:		
Group Leader:		
Date of Visit:	From:	To:
Is a photograph of participant required:	Yes / No	

To be completed by the parent/adult responsible for a child/young person.

Child/Young Persons Full Name:

Date of Birth:

Passport No. (required Y/N)

Does the above person:

- | | |
|---|-----|
| • Have a medical condition requiring medical treatment or medication? | Y/N |
| • Have an allergy to certain medications? | Y/N |
| • Is he/she able to administer his/her own medication? | Y/N |

Please give details of medical condition/treatments or allergies to medications below:

Has he/she received a tetanus injection in the last 5 years?	Y/N
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Has he/she been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may become contagious or infectious?	Y/N
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If yes, give details:

Does he/she have any special dietary requirements? If yes, give details:	Y/N
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I wish to draw the following to the group leader's attention (e.g. allergies, phobias, travel sickness, toileting difficulties, sleep walking, recent operations or treatments, other conditions which may affect fitness to participate in certain activities):

SWIMMING ABILITY

I confirm that (name) is / is not* water confident and able to swim 25 metres.

* (Delete as applicable)

EMERGENCY CONTACT INFORMATION

	MAIN	ALTERNATIVE
Name:		
Relationship:		
Address:		
Telephone Numbers:	Day:	
	Evening:	
	Other:	

FAMILY DOCTOR DETAILS

Name:
Address:
Telephone Numbers:
Child / Young Person's NHS number (if known)

DECLARATION: I have received and understood the details of the visit.

I agree that (full name of child/young person) _____:

- can participate in the visit and activities described;
- can be transported in the private vehicles of staff/volunteers supervising the visit;
- may be photographed whilst participating in the activities – Yes / No*
- is in good health and fit to participate in the activities described;
- can receive medical treatment as necessary.

I undertake to inform the group leader as soon as possible of any change in medical circumstances.

I acknowledge the need for the person named above to behave responsibly and agree to the establishment's procedures in this respect, including collecting my child from the venue should their behaviour cause concern or be unsatisfactory.

Signed:	Name in Capitals:
Relationship	Date:
Address:	
Postcode:	
Telephone No:	

The information on this form should be retained by the emergency contact.

A copy will be taken by the group leader on the visit.

The declaration on this form must be signed by someone with parental responsibility for the child/young person.

EV5: INDIVIDUAL RISK ASSESSMENT FORM



Visit:		
Group Leader:		
Date of Visit:	From:	To:
Young Persons Full Name:		
Date of Birth:		
<u>Risk to Self:</u> Please describe potential risky behaviours, vulnerabilities, or other characteristics as specifically as possible		
<u>Contributing Factors:</u> Circumstances, situations, triggers which are likely to increase risk to self:		
<u>Preventative Action:</u> Detail action necessary/strategies required to minimise risk to self:		
Signed:	Date:	

EV6: TRIP EVALUATION FORM



This is to be completed by the Trip Leader on return from the Trip/Visit. This form can be used for all trips and visits, not all sections will be relevant.

Trip Leader			
Number in Group	Boys:	Girls:	Staff:
Age Range of Students:			
Date(s) of Visit:			
Venue:			
Commercial Org. Used:			

	Rating out of 5 (1(poor)-5 (excellent))	Comments/Problems Encountered
The Centre's pre-visit organisation		
Travel Arrangements		
Content of Education Programme provided		
Instruction/Training by Centre		
Equipment		
Accommodation		
Catering		
Activities		
Centre Staff		

Other comments		
TOTAL (out of 50)		

Signed.....

Date.....

Send to EVC on completion.