



Elmfield Rudolf Steiner School

Duke of Edinburgh Policy

June 2019

Policy Tracker – Responsibility for monitoring this policy: Simon Birch (Interim School Lead)			
Date	Reviewed and Updated By:	Role	Date Approved by the Council of Management
03/10/2018	Chris Field	DofE Manager	
04/10/2018	College of Teachers		
25/06/2019	Chris Field	DofE Manager	
04/07/2019	Sue Dawson	Health and Safety Trustee	09/07/19
15/7/20	Name change update		

The D of E programme has a pedagogical, social and developmental purpose that complements the work done in school.

Legal Background

We are bound by:

- the *Health and Safety Act* and *Health and Safety Regulations 1999* and associated legislation
- *Civil law relating to negligence*. Failure to carry out 'suitable and sufficient' risk assessments will almost always be deemed negligent
- We have a Duty of Care for the safety and welfare of pupils, staff and helpers on the trip *and* other members of the public
- Standards of Care for children arise from the *Children Act 1989* and subsequent government guidance such as *Keeping Children Safe in Education Guidance* (most up to date edition): we must do what is reasonable in all the circumstances to safeguard their welfare and act with reasonable care and skill
- *Activities Activity Centres (Young Persons' Safety) Act 1995*.

General planning and preparation requirements

- All outings, no matter how brief, must follow the class trips procedure.
- The group leader must satisfy him/herself as to the suitability of the location and of the staff, including Child Protection, Certificates of Competence and Public Liability.
- Risk assessments must be done for all trips *well in advance*, including day trips. Organisers should refer to risk assessments for previous trips and incorporate and record revisions and additional considerations. Risk assessments must be suitable and sufficient and include:
 - The journey
 - Accommodation
 - Staffing requirements
 - Pupils themselves
 - Emergency procedures for loss of pupils, illness of group leader, staff and pupils, discipline problems
 - The activities
 - Child Protection
 - First Aid
 - Inclusion (health, special needs etc)
- Risk assessments should be shown to the Health and Safety Officer. Parents should be kept informed at all stages.
- No groups will walk in winter conditions as this is out of the scope of the award.
- It is essential that planning is done in time to ensure not only that proper consents and checks are carried out but also that parents have sufficient notice to be able to pay.
- Award Leaders delivering expeditions and training must at all times follow the guidance as laid down in the Duke of Edinburgh's Award Handbook and Expedition Guide.
- Consent Forms should be completed in good time. Trip organisers are responsible for reading returned consent forms for information about students. Risk assessments and documentation for special medical needs and contact arrangements must be carried out.

- Trip leaders must carefully read all consent forms and incorporate the information in them into planning and risk assessments. Health and social needs must be covered. This will involve an individual protocol or procedure for pupils with particular needs or risks.

Accompanying Paperwork:

- Parent consent forms
- Class Trips Procedure
- Contact details for parents, office and contact people for all stages and components of the trip

Group Leader

- There must be one group leader
- The leader must have accompanied previous similar trips and be supported by the Health and Safety Officer as competent to lead the trip
- Parent helpers may be used but must be briefed. Discipline will remain the responsibility of the group leader and must be clarified with helpers.
- There is a minimum requirement that the group leader has undertaken the Duke of Edinburgh Leader Expedition Training course. The assessment is voluntary, but the Health and Safety Officer must be confident in their competence as a Group Leader - having good navigation skills, hazard awareness and route planning knowledge. Outdoor/Emergency First Aid training is also a requirement.

Insurance

- Parents to be advised of limitations of school policy. Many parents may have family insurance.

Supervision ratios and use of parents

- All supervisors must have a current DBS disclosure, as must any parent helper/volunteer who has unsupervised access to the children. The DBS is processed by the HR Administrator and verified by the Bursar.
- Expedition group ratios:
3 groups = 3 adults
4 groups = 4 adults
- For overnight trips two adults are needed in the evening (if possible 1 male and 1 female). If a parent is used, the effect on discipline must be considered.

Consent Forms

- Should be completed for all trips
- No pupil to go on a trip without parental consent form returned to office
- Should be returned at least two weeks before trip. This is to allow the time needed to deal with information given in the consent forms, especially medical, health or special awareness.
- Original to be left in office
- At least one copy to be taken on trip
- Contact details for adult helpers are needed also

Informing Parents

A letter should be sent to parents containing expedition details and costs.

Emergency / Contingency Plans

Leaders must have contingency plans for emergencies including:

- Loss of pupils at any stage
- Illness of pupil or supervisors
- Accidents
- First Aid
- The Leader should carry a list of all pupils and adults in the party together with relevant contact phone numbers of parents / next of kin, contact numbers of other adults on the trip. Copies must be left in school office and with parent contact. There should also be a school and parent contact person.
- Office needs to be kept informed of arrangements / changes of plan and contact persons.

Medication and First Aid

- The Group Leader must have a relevant and valid Outdoor/Emergency First Aid certification
- First Aid must be considered and provided, appropriate to the circumstances
- Pupils with a need to take regular or occasional medicine:

A procedure must be agreed in advance with the pupil and their parent/carer taking into account the circumstances, age and reliability of the child, and the safety of the other children undertaking the activity.

- When medication is taken off school premises it must be stored in the supervising staff member's bag, which, where applicable, should be locked.
- A member of staff must take responsibility for the collection and return, safe storage, and administration of medication and complete the necessary paperwork.
- All medication to be kept with an adult supervisor, except for specific situations such as anaphylaxis or asthma.
- The parent must provide and sign full written instructions, in accordance with the current Administration of Medication Policy
- Full medical details must be provided to the supervising staff member in case help is needed.

Transport

- If a Coach or Minibus is required, they must be provided by reputable companies with professional drivers and the driver must never be put in a position where s/he has responsibility for discipline and behaviour.

Use of private cars

- Mobile phone contact, first aid, child protection and medical needs must be considered for each car and its occupants.
- Parents using their private cars must have adequate insurance. Insurance cover for trip must be included (i.e. normally business use and fully comprehensive) and evidence of this provided to the HR Administrator.
- The group leader must only accept offers of transport from parents in whom they have confidence for reliability and carefulness.
- All occupants must use proper lap and diagonal seatbelts
- Adults accompanying children must have a current DBS check if they are to have unsupervised access to children – i.e. drive children with no other vetted adult in the car.
- To ensure the driver is protected from hazards and distractions associated with discipline, drivers must be instructed to stop the car if there is *any* discipline or behaviour problem.

Use of minibuses

- Minibuses must only be driven by adults who have the current LA minibus license *and* a good driving record.

Trips involving overnight Stay

Accommodation

- Accommodation must be appropriate to the expedition level
- Child Protection issues must be considered

Alcohol and illegal drugs or abuse of drugs

- Are forbidden on Duke of Edinburgh expeditions.
- Abuse of alcohol or any legal or illegal drug should lead to the pupil being sent home straightaway at the expense of their parent/guardian. The group leader should ensure that the 'Code of Conduct on Class Trips' is completed and signed by both the pupil and parent/guardian.

Child Protection

- All adults on overnight class trips must be DBS checked.
- Staff behaviour, both with pupils and each other, should be consistent with the School behaviour code and be a good example to pupils.

Inclusion

The needs of pupils with special educational, medical, physical or behavioural needs should be incorporated, as far as is possible within the framework of the objectives of the trip. These should be recorded on the detailed planning form.

Remote Supervision

- Where pupils are to be unsupervised this must be made clear to parents.