



Elmfield Rudolf Steiner School

Health and Safety On Class Trips Policy

April 2019

Policy Tracker – Responsibility for monitoring this policy: Simon Birch (Interim School Lead) (Reviewed annually or in response to changes in legislation)			
Date	Reviewed and Updated By:	Role	Date Approved by the Governing Board
01/08/16	Lesley Taberer	Bursar	
29/01/17	Updated Lesley Taberer & Health & Safety Committee	Bursar Health & Safety Committee	
27/04/18	Lesley Taberer & Health & Safety Committee	Bursar Health & Safety Committee	
17/05/18	Jenni Thorne – Health & Safety Trustee	Trustee – Council of Management	22/05/18
29/04/19	Lesley Taberer	Bursar	
07/05/19	Sue Dawson	Trustee – Health & Safety	21/05/19
15/7/20	Name change update		

Principles

Class trips have a pedagogical, social and developmental purpose that complements the work done in school.

This policy is to be considered as a basic standard. Should a teacher consider a trip that does not meet this policy, the proposal should be brought to the Health and Safety Committee for approval, and may need to be discussed with the school's insurers.

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 the April 2014 *Keeping Children Safe in Education Guidance*: 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.
- All new major trips should be initially agreed by the appropriate teachers' meeting (Upper School, Lower School, EYD). Pedagogical reasons for trips must be given with the outline proposal.
- 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)
- Where the school's Risk Assessment is supported or supplemented by specific Risk Assessments from the location or provider, these must be attached to the original document, along with any other pertinent information.
- Risk assessments must be approved by the Bursar. Parents should be kept informed at all stages.
- If a regular trip takes place the Risk Assessment should be reviewed and dated ready for the next time the same trip take place.
- After each trip a brief review should be carried out by the Bursar and the trip leader.
- 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.

- **Consent Forms** should be completed in good time, and for Summer Term overnight trips they should be returned as soon as possible. Consent forms **MUST** also be completed for short local outings of less than one day unless this is covered via enrolment forms. Trip organisers are responsible for reading returned consent forms for information about students. Individual Pupil Risk Assessments and documentation for special medical/behavioural needs and contact arrangements must be carried out. There is a minimal general consent form in existence for spontaneous outings such as cross country runs, sledging etc. This is reviewed by the Bursar and H & S Administrator on an annual basis.
- 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 – these to be produced by the staff member leading the trip, these are available from the office.
- Class Trips Procedure
- Private Drivers: insurance details to be supplied to the office prior to the trip
- Contact details for parents, office and contact people for all stages and components of the trip
- Code of Conduct, if necessary
- Consent for water-related activities where applicable
- Evaluation after a trip form

General Considerations for Preparation and Risk Assessments.

Group Leader:

- There must be one lead teacher
- The leader must be competent to lead the trip
- Parent helpers may be used but must be well briefed. All parent/guardian helpers must be DBS checked and be on the school's list of approved volunteers. Discipline will remain the responsibility of the lead teacher and must not be delegated, this must be clarified with helpers.

Behaviour:

- Leaders are strongly recommended to consider and adapt the Class Trip Code of Conduct letter and form for pupils and parents to sign together.

Insurance:

- Individual insurance is the responsibility of parents. Many parents may have family insurance. The school has Public Liability insurance in place.

Supervision ratios and use of parents:

- All supervisors must have a current DBS disclosure, as must any volunteer helper who has unsupervised access to the children. All volunteers must be an approved volunteer and listed on the Single Central Register.
- For overnight trips two adults are needed: one of each sex (preferably) and at least one must be a teacher.
- If a parent is used, the effect on discipline must be considered.

- Recommended minimum supervision requirements (DofE guidance):
 - 1 adult per 6 pupils up to class 2
 - 1 adult per 10 – 15 pupils class 3 to 5
 - 1 adult per 15 – 20 pupils class 6 upwards
 - Overnight: at least one adult of each sex with mixed groups, where possible.

Consent Forms:

- Should be completed for all trips
- Remember to complete details at the top before photocopying
- No pupil to go on a trip without a parental consent form returned to office
- Should be returned at least two weeks before trip for day trips and one month ahead for other trips. 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
- Remember to get contact details for adult helpers too.

Informing Parents:

Before residential visits, parents should be encouraged to attend a meeting where full details of the proposals can be explained. Costing considerations and proper notice are important.

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
- Loss of luggage
- Each supervising adult 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 the 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:

- First Aid must be considered and provided for appropriate to the circumstances – at least one staff member is required to be first aid trained and a school first aid kit should be taken.
- Pupils with the need to take regular or occasional medicine:
 - A procedure must be agreed in advance with the pupil and their parent taking into account the circumstances, age and reliability of the child, and the safety of other children.
 - All medication to be kept with an adult supervisor for pupils under 16, except for specific situations such as anaphylaxis or asthma.
 - The parent must provide and sign full written instructions.
 - The medication must be listed so it can be replaced if necessary.
 - Full medical details must be provided in case help is needed.

- Consideration should be given to the school's current First Aid Policy and Administration of Medicine procedure and the Consent to Administration of Medicine form must be completed.

Activities:

- Hazardous activities such as water sports, rock climbing, caving, remote or dangerous trekking should be under the supervision of adequately qualified personnel in line with minimum DofE requirements. Such activity centres should normally be registered under AALA (see DofE guidelines).
- Their public liability, insurance, certificates of competence and reputation must be checked.

Transport:

- Coaches and/or minibuses provided by reputable companies with professional drivers and public transport are to be used as a first alternative wherever possible.
- The driver must never be put in a position where s/he has responsibility for discipline and behaviour.
- For long trips and trips overseas, public transport companies probably involve less risk for the pupils, adults and the School. There must be a seatbelt for each child under 16.

Use of private cars:

- Use of private cars is generally to be discouraged unless safer options including minibuses are ruled out.
- Children under 12 years old or less than 135cm in height MUST use an approved booster seat.
- 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 and a clean driving license. Insurance cover for trips must be included (i.e. normally business use and fully comprehensive).
- 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
- The group leader must ensure they have full consent from parents
- Adults accompanying children must have a current DBS check and be a fully checked volunteers if they are to have unsupervised access to children – i.e. drive children with no other vetted adult in the car.
- The driver is to be protected from hazards and distractions associated with discipline. Drivers should be instructed to stop the car if there is *any* discipline or behaviour problem.

Use of minibuses:

- Use of minibuses (where a staff member or parent volunteer drives the minibus) is generally to be discouraged unless safer options are ruled out. For some trips they may be the only practical alternative.
- Use of minibuses to travel abroad is not recommended
- Minibuses must only be driven by adults who have the current LA minibus license *and* a good driving record.

Trips involving overnight stay:

Accommodation:

- Youth Hostels are recommended as they have a good minimum standard of security and discipline.
- DofE minimum standards required.
- Food preparation and hygiene should be considered.
- When camping use helpers with experience and basic food hygiene knowledge.
- Accommodation must be secure and preferably above ground level for pupils.
- Child Protection issues must be considered.
- **Girls and boys must be accommodated in separate tents, rooms or dormitories.**

Alcohol and illegal drugs or abuse of drugs:

- Are forbidden on class trips.
- 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. This must be agreed on the consent form and/or Code of Conduct form.

Trips overseas:

- Passports and EHIC cards must be taken for all pupils and supervisors (where appropriate).
- Where activity centres are to be used the group leader will need to seek advice as to the appropriate level of qualifications of the staff, insurance and reputation.

Child Protection:

- All adults on overnight class trips should hold a current DBS and be a fully checked volunteer.
- For all trips involving overnight stays there should normally be at least one male and one female supervisor.
- Security of overnight accommodation should be checked including lockable doors and upstairs dormitories wherever possible.
- 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 for some of the time this must be made clear to parent/guardians in the consent form.
- Proper risk assessments to be carried out with risk minimisation.
- Buddy system with attention to unhelpful combinations.