



EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES POLICY

This policy applies to: **All St Christopher's Prep staff**

Policy owner:	Deputy Head Co-Curricular
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	Name (role):	Date:
Reviewed:	Dom Lawson (Deputy Head Co-Curricular)	January 2021
Ratified (Governor):		



EDUCATIONAL VISITS AND OFF SITE ACTIVITIES POLICY
(This policy applies to the whole school, including EYFS)

1. Policy Document

Members of staff in charge of and assisting with off-site activities should be conversant with this policy document and the *Regulations for Educational Visits and Off-site Activities and completed appropriate training 'School Trips Training for Organisers and Support'*. It is important that emphasis is on planning and safety and sufficient time is allocated to the preparation and planning of a trip to ensure its success and to comply with legislation and best practice. The policy includes EYFS trips and activities.

- The aim of the regulation is to ensure the safety of all of those involved on school outings, and to safeguard the position of staff and the school. Group Leaders should be vigilant at all times.
- Outings are very much part of the programme of extra-curricular activities offered by St Christopher's School and should be encouraged, not constrained, by these regulations. It is also important to be aware that it's very rare for teachers to be prosecuted under criminal law with regard to accidents involving children.
- Staff must follow the *Checklist for Off-site Activities* when planning all outings other than games.

Outings require:

- a. An initial **Request Form** for an offsite activity must be completed and submitted to the Senior Deputy Head for approval. This form must be submitted in the term preceding the planned activity so that it can be included in the school calendar.
- b. A letter must be sent to keep parents informed whenever the child is being taken outside of their normal school environment, or if there is an increased risk to their safety. The letter will inform the parents of the trip itinerary, activities and cost in order for them to make an appropriate decision as to whether to give consent for their child to participate. The signed consent form must be return to the Group Leader. This letter must be sent to parents or guardians at least 14 days in advance of the trip.
- c. An appropriate comprehensive **Risk Assessment** is an integral part of the trip and must be completed well in advance and relevant safety precautions put in place. The **Risk Assessment** will be checked and signed by the Deputy Head (Co-Curricular) and Bursar (see 3 (ii)). For hazardous pursuits or activity holidays booked through a tour operator; the resort must also provide their own health and safety policy and risk assessments information, which must be attached to our own records. The Group Leader must also check licenses are held for activity centers.
- d. A list of pupils and adults involved in the trip must be included. EYFS and Pre-Prep must ensure that a member of staff fully qualified in paediatric first aid is listed, identify and present on their trip.



Games outings to away matches and tournaments require a games fixture list only.

- Outings involving one or more nights' absence and/or a hazardous activity require a letter to parents and a parental approval form to be sent to parents or guardians at least 14 days in advance.
- When a particular visit has not been undertaken before, the leader must either take appropriate professional advice, or make a preliminary visit in person. For a trip abroad, the leader should already have been on such a trip if this is practicable; and where pupils will be active in potentially dangerous terrain, this must have been reconnoitred before by at least one supervisor. Any cost relating to the preliminary visit must be added to the cost of the trip.
- All activities should be organised with due regard to the regulations concerning supervision, welfare, emergencies and insurance and all concerned are to be kept informed.
- For residential trips all supervisors must have an enhanced DBS certificate and been through the appropriate checking procedure.
- Parent volunteers on day trips, who are not solely responsible for a group of children, will be able to attend a trip without prior checks as long as they are supervised by a person who is in regulated activity. The supervision must be reasonable in all the circumstances to ensure the protection of children.
- Parent volunteers who will be expected to have sole responsibility of a group of children, and will not be supervised by a person who is in regulated activity, must have an enhanced DBS certificate and been through the appropriate checking procedure. A list of DBS parents is held by the Bursar.

If anyone has difficulties in organising a trip under these regulations, they should see the Senior Deputy Head at an early stage.

The Bursar is ready to help with any difficulties concerning financing or recovery of costs from pupils. These must be addressed before departure.

2 Regulations for off-site activities

Parents' Approval - There are two main categories for off-site activities:-

A. When Permission is always required

- (a) Anything involving an overnight stay such as camping, the French trip and the skiing holiday.



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- (b) Any activity which could be construed as hazardous such as climbing, potholing, skiing, sailing, canoeing, windsurfing, parachuting, hover crafting, gliding, flying. Such trips including arduous training; ski trips; rugby tours; climbing expeditions; possibly some field courses.
- (c) Any visit which incurs a cost that will be added to the fee bill.

B. When permission is not required

- a) participation in school teams;
- b) participation in cultural and charity events, e.g. concerts and charity walks;
- c) attendance at school organised events such as lectures, theatre visits, debates, the library in Hove, choir practices at other venues

School approval must be obtained for all off site activities except official sporting fixtures and activities.

Supervision

- (a) The party leader and at least 50% of the supervisors must be members of staff. Other adults may act as additional supervisors with the Headmaster's approval. All supervisors on overnight trips must have an enhanced DBS certificate and been through the appropriate checking procedure.

Trips of one day or less:-

Ratios:	1:6	Years 1-3 (higher for EYFS pupils under 5 years old)
	1:10-15	Years 4-6
	1:15-20	Years 7-8

Note: On a residential trip

1. **There must always be a supervisor of the same sex as pupils in the party**
 2. **A senior member of the teaching staff must be present**
 3. **Levels of supervision may need to be increased for particular trips**
 4. **Teachers whose own children are accompanying them on a trip do not count as members of staff for the purposes of the trip. In an emergency, it is deemed that there would be a conflict of interests**
- (b) In all cases a party leader must be clearly nominated; he/she is responsible for ensuring that all supervisors know the full extent of their duties and responsibilities.
 - (c) For hazardous pursuits, the leader must have the appropriate qualifications or experience. Checks should be made about the licensing of activities centres and



they must produce their Health and Safety policy document and risk assessment on all activities.

- (d) The party leader is responsible for the actual arrangements for supervision throughout the trip ensuring that they are adequate and appropriate to the nature of that trip. This means that supervision is at least equal to, if not better than, that expected of a reasonable parent. (Seek advice from the Senior Deputy Head if necessary.)
- (e) For overseas trips, (i) a copy of all passports, or group passport, must be held by the group leader and a copy held by the Bursar; and (ii) ensure all members of the group have valid passports in advance of departure. Also see General Data Protection Regulations (GDRP) for handling of personal data and appropriate 'consent' procedures.

Welfare and Medical

- (a) On all Category A activities at least one staff member or, if the trip is run by an outside organisation, a member of their staff, in each group must be qualified in basic first aid and recognised as able to perform resuscitation and recognise major injuries of a life-threatening nature. EYFS and Pre-Prep trips must include one member of staff who has a valid Paediatric First Aid qualification through St Johns Ambulance or British Red Cross.
- (b) The group leader must be aware as far as possible of any pupil's medical or disability problems, of the requirements for routine treatment and the pupil's GP's recommendations in the event of an emergency. The leader must check that the pupil is fit enough and has sufficient medication for the duration of the trip. The leader must ensure that a child with disability is not disadvantaged compared to other pupils. Refer to the consent and medical details for visits form.
- (c) For Category A activities and all overseas trips the group leader is responsible for:-
 - (i) Carrying a first-aid kit which will reflect the needs of the trip.
 - (ii) Ensuring that all members of the party have had all necessary injections and vaccinations and hold the required confirmatory paper-work.
 - (iii) Being aware of any problems in the countries they are to visit, e.g. poor hospitals, language problems etc.
 - (iv) Ensuring that extra equipment is carried for emergencies such as space blankets for expeditions, foot care, water purifying tablets, something for fluid loss etc.
 - (v) Ensuring they have been set up as a Manager on ClarionCall, to communicate directly with parents, (see guidelines under Emergency Procedures).



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- (d) All medical problems should be recorded and reported to the Headmaster or Bursar on return.
- (f) On a residential trip or a journey abroad one of the adults is to be responsible for welfare matters, including medication, first aid etc.

Emergencies

Arrangements must be made for parents and the school to be informed in case of any emergency and, if necessary, arrangements should be made for parents to contact the party in an emergency. **(Please see 'Emergency Procedures')**

Insurance

Parents should be informed of the insurance that is applicable to the trip, whether:

- (a) the school's insurance applies; or
- (b) tour operator group travel policy applies; or
- (c) holiday insurance in addition to (a) is necessary.

Under the umbrella of Brighton College and its subsidiaries and linked associations, the school has insurance as follows:-

- (g) **Employers' Liability**:- This covers legal liability for accidental bodily injury, illness or death to employees with indemnity limit of no less than £5,000,000.
- (ii) **Public Liability**:- Covers liability for accidents involving third party bodily injury and property damage (excluding bodily injury to employees). Indemnity limit is £25,000,000.
- (iii) **Vehicles**:- All school vehicles used for transporting pupils have fully comprehensive insurance. Drivers must hold a full licence with a D1 category and be over 21 years of age, with 2 years driving experience for vehicles over 3.5ton; vehicles with a laden weight of below 3.5ton can be driven by non D1 category drivers. All drivers must have undergone Midas Minibus Training. Any coaches hired by the school must have fully comprehensive insurance, if they are hired during the visit or expedition then the leader must satisfy themselves that they are adequately insured. Private vehicle cover for 'occasional business use' is in place for staff and parents.
- (iv) **Travel Policy**:- Group travel cover through Brighton College and its subsidiaries and linked associations is in place and will cover all trips, visits and activities outside of the school gates. Details of this cover can be obtained from the Bursar.
- (iv) **Accident Cover**:- Personal Accident Cover is taken out for all pupils and is paid for by the school. Cover is provided 24 hours a day, 365 days a year, with all sporting and leisure activities included.



Emergency procedure

In case of a serious incident whilst off site, the Party Leader should follow the '**St Christopher's School Emergency Procedure**' check list.

On hearing about a serious incident, The Headmaster and the Senior Management Team will follow the Critical Incident Emergency Plans in conjunction with the check list for **Senior Staff** and will consider the following action:

1. Alert Emergency Services if appropriate
2. Contact parents
3. Contact the Chairman of Governors
4. Prepare a press statement (include name and telephone number of one press contact, probably the Headmaster)
5. Arrange for staff to start an incident log sheet and take calls if levels of interest/concern are likely to be high.
6. Brief staff
7. Seek professional assistance:
 - Counsellors
 - Legal
 - Police
 - Local Authority Press Contact

3. Checklist for Off Site Activities other than afternoon sports matches and regular timetabled events

The following apply to activities off site for staff and pupil protection.

Planning the Activity

- (i) Check the school diary with the Senior Deputy Head to ensure the activity does not clash with other timetabled events; this must be done in the preceding term of when the trip is to take place. Complete a '**Request for An Offsite Activity Form**' and ensure your trip is entered in the Senior Deputy Head's diary (the form must be signed by her) and when the booking is made and confirmed, the details will be added to the termly calendar.
- (ii) Near to the date of the activity (no less than one week before), complete a '**Risk Assessment**' form, attaching a list of pupil names involved in the activity. Save the document on the google drive document called Risk Assessments, under the appropriate term in which the trip is taking place. The document will then be viewed and approved by the Director of Co-Curricular and the Bursar.
- (iii) Note:
 - For potentially hazardous activities or overnight stays, consult the Deputy Head (Co-Curricular) well in advance; it may be necessary to seek outside advice before confirming arrangements.
 - Mixed parties of pupils on an overnight stay must contain at least one male and one female adult (approved by the Headmaster).



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- (iv) If necessary, consult the Bursar to help you budget for your visit and arrange how to collect payments. It is usually easiest to put the payments on the parents' bills.
- (v) If your activity falls into any of the following categories, a letter which requests parental approval must be sent to parents at least 14 days in advance:
 - a) anything involving an overnight stay such as activity holidays and the French trip
 - b) any activity which could be construed as hazardous such as climbing or sailing
 - c) any visit or activity which incurs a cost that will be charged to parents.

The letter should outline details of the event, its purpose, levels of staffing and supervision, any potentially hazardous activities including unsupervised time, transport, dates, times, and costs. You should also ask for any medical conditions/medications and dietary requirements pupils may have.

- (vi) For residential visits abroad arrange a parents' evening to inform them of details in full. (Some residential visits in this country may require a meeting: check with the Senior Deputy Head).
- (vii) Check all medical and dietary requirements of pupils.
- (viii) Transport must be arranged with the Transport Manager or Assistant Bursar. On the day of the trip, if the trip or activity party is travelling in separate modes of transport, a list of names must be provided to the School Office to indicate who is travelling in what vehicle; you may use a class list for this purpose; a member of staff must be present on each bus for supervision and also identified on the list. The party must return to school using the same vehicle.

Note:

- On the day of the journey, an up-to-date list of pupils must be given to the School Office
 - Do not take pupils at the last minute unless parental permission has been clearly given
 - If using more than one vehicle, do not allow pupils or adults to change vehicle mid-trip
 - If your return journey is delayed, inform the School Office by telephone
- (ix) Post a list of pupils and staff involved to staff and to the office at least 48 hours in advance. A copy of this list would have been given to the Senior Deputy Head to accompany your trip form on the google drive.
 - (x) Let form tutors know your timings and give them a list of pupils involved.
 - (xi) Give the catering staff the numbers of those involved if pupils are going to miss lunch. If you require packed lunches, the appropriate request form must go to the Bursar at least two weeks before the trip is due to take place. An additional 35p



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will be charged per head and this cost should be added to the charge of the trip per pupil.

- (xii) Take a first aid kit, emergency procedures sheet, medical forms and mobile phone with you. Any medication required by pupils must be provided by the parent with clear instructions on dosage; see *Administration of Medicines Policy*. Medication must not be kept or left in the school first aid kits.

- (xiii) For dangerous or overnight stays, emergency procedures, including fire drills and evacuation points, must be explained to pupils and other staff involved.

Related Policies:

- Accident Procedure Policy
- Administration of Medicines Policy
- Emergency Procedures – 'Party Leaders/Staff off-site'
- First Aid Policy
- Risk Assessment Policy
- Transport Occupational Road Safety Policy

Reviewed: January 2021

Next review: January 2023