

**ASHWICKE HALL SCHOOL**  
**Policy and Guidance for Educational Visits and Learning outside the Classroom**

**Incorporating the “National Guidance” from the  
Outdoor Education Advisers Panel**

In our school the Student Life Coordinator (SLC) who is also the educational Visits Coordinator (EVC) remit includes all educational visits and off-site activities with the exception of the travel arrangements for students coming to the school or returning home or visiting guardian

**Document**

Information Sharing Category	PUBLIC
Version	4
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Date ratified by Principal	13 <sup>th</sup> Nov 2018
To be reviewed before	12 months of above date
Responsible area	Delegated by the Principal to the Student Life Coordinator

**Legal Status:**

- The School complies with the Regulatory Requirements, Part 3, Paragraph 12 of the Education (Independent School Standards (England) (Amendment) Regulations currently in force.
- Health and Safety Department of Education (DfE) advice on legal duties and powers for local authorities, Head School, staff and governing bodies (DfE currently in force)
- Health and Safety Executive (HSE) School trips and outdoor learning activities tackling the Health and Safety myths (HSE July 2011)
- The School has regard to guidance and advice from the Outdoor Education Advisory Panel (OEAP 2016)

**Applies to:**

- The whole school inclusive of boarding along with all activities provided by the School, including those outside of the usual school hours;
- All staff (teaching and non-teaching), the Advisory Board and volunteers working in the School.

In our school the term ‘staff’, in the context of safeguarding, is inclusive of all staff and is also inclusive of students on placement, contractors, agency staff, volunteers, support staff and proprietor.

**Related Documents:**

- Safeguarding Child Protection Policy
- Critical Incident Plan
- Behaviour Management Policy to follow in disciplinary situations on School Trips
- Incident Report
- Staff Behaviour Policy (Code of Conduct)
- Health and Safety Policy, Procedures and Working Practices
- Risk Assessment Policy inclusive of Risky Areas
- Trip Risk Assessments (School Trip General, Remote Supervision, Health Risk Assessment for Trips, School Transport Risk Assessment)
- Data Protection Policy
- PREVENT Strategy
- RUN HIDE TELL Counter Terrorism Policing poster
- Government guidance Recognizing the terrorist threat
- Outdoor Education Advisor Panel (OEAP) National Guidance regarding Visits and the threat from terrorism

### Monitoring and Review:

This policy is subject to continuous monitoring, refinement by the Principal. The Proprietor with the Advisory Board will undertake a full annual audit and review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This review will be formally documented in writing. Any deficiencies or weaknesses recognized in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated and reviewed policy and it will be made available to them. This policy will next be reviewed no later than November 2019 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Reviewed: November 2018

Next Review: November 2019



Ms. Amanda Woods  
Principal

Mr. Joe Buckley  
Student Life Coordinator (SLC)

**Scope and Remit:** The National Guidance (NG) document “Basic Essentials MUST Read - Status and Remit” clarifies the range of employees whose work requires them to use the guidance. It applies to employees whose work involves any one of the following:

- direct supervision of young people undertaking experiences beyond the boundary of their usual operational base;
- direct supervision of young people undertaking experiences that fall within the remit of educational visits and learning outside the classroom;
- facilitating experiences for young people undertaking experiences beyond the boundary of their usual operational base;
- deploying staff who will supervise or facilitate experiences of or for young people undertaking experiences beyond the boundary of their usual operational base.

This applies regardless of whether or not the activities take place within or outside of usual working hours, including weekends and holiday periods. For a more expansive explanation of legal expectations, all users of the guidance are strongly recommended to read the NG document: “Underpinning Legal Framework”

**Recognising the Benefit of Learning away from Ashwicke Hall School:** Although not a requirement, the School has appointed Mr Joe Buckley as the Educational Visits Coordinator (EVC). Travel is an integral part of Ashwicke Hall School education and experience. It is one of the aims of Ashwicke Hall School to give all students every opportunity to experience trips and visits outside of the School environment that offer education, whether socially, morally, culturally or spiritually. It is by extending learning beyond the classroom, and by drawing on the cultural riches of the U.K. that Ashwicke Hall’s education becomes truly distinctive and enables our students to gain life skills and a first- hand perspective, which would not be possible through classroom instruction alone.

We encourage teachers to undertake educationally valuable visits to sites within the United Kingdom, providing these do not unduly hinder the usual operation of the School and that the Health and Safety and welfare of students is paramount at all times. Before the School decides to arrange an educational visit, we consider educational objectives and how they are to be achieved.

‘Well-managed school trips and outdoor activities are great for students. Students won’t learn about risk if they are wrapped up in cotton wool.’

In striking the right balance between protecting students from risk and allowing them to learn from educational visits we:

- provide learning opportunities for all our students;
- focus on real risks when planning educational visits and manage these risks during the off-site activities;

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- ensure those running the activity understand their roles, are supported and are competent to lead or take part.

The purpose of this policy is to ensure that trips are planned in an organised and responsible fashion, and that the health, safety, and welfare of students and staff are maintained. We ensure that Ashwicke Hall School fulfils its responsibilities for visits, including students' behaviour. Integral to this process, Ashwicke Hall School:

- plans risk assessments and first aid for all visits;
- ensures appropriate supervision including ratios and vetting checks;
- prepares students for visits including those with special, additional and medical needs;
- communicates with parents;
- plans transport;
- has the relevant insurance in place;
- makes appropriate arrangements for the range and types of visit;
- has clear procedures;
- has emergency procedures, including contact details and permission for emergency medical treatment, in addition to the parents contract

The School ensures that we follow both DfE and Health and Safety at Work guidance and regulations (including those issued by South Gloucestershire Council) along with School policy concerning activities that take place off school premises. Additionally, the School has developed Trip Leader Guidelines which complies with best practice guidelines.

**Equal Opportunities and Inclusion:** We are an inclusive school. The challenge is to make activities available and accessible to all who wish to participate or are required to take part. This is to be achieved whilst maintaining the safety of all those concerned, the integrity of the activity and the ability to manage the visit or venture. Ashwicke Hall School recognises that there are significant factors to be managed that may override other considerations. Our risk assessments are within the context of the Schools' Single Equality Policy. Refer to NG document: "Inclusion"

**Category A: Offsite Visits within the local Community:** This category includes any visits for which there is an element of risk similar to that encountered in daily life. It includes visits to sports complexes, sports fixtures, theatre visits, local field study work and visits to other local sites of educational interest. For all activities in this category, the relevant forms must be completed.

**Category B: Outdoor and Adventurous Activities within the local Area:** These are activities that have a perceived extended risk to include such things as sailing, canoeing/kayaking including activities at commercial and not for profit activity centres such as climbing/ abseiling, open water swimming etc. The SLC is expected to provide a site/ group specific risk assessment for the activity. Where the Trip Leader does not possess the approved NGB qualification but is visiting an authorised centre where the instructors are fully qualified, consent in writing must be given by the SLC and Principal at Ashwicke Hall School, before such activities are authorised thereby ensuring all insurance and Health and Safety requirements are fully operational. For all activities in this category, the relevant forms must be completed.

**Category C: All foreign Visits or Visits outside of the immediate geographical Area:** For all activities in this category, the relevant forms must be completed, together with the visit risk assessment and these must be lodged with the SLC prior to the planned departure. Where there are any 'adventurous activities' planned, prior consultation must take place with the Principal before financial arrangements are entered into and the relevant paperwork must be completed and lodged with the School's EVC prior to the planned visit.

**What our Staff should expect from Ashwicke Hall School:** 'Teachers should expect their schools to have procedures that encourage participation and are proportionate to the level of risk.'

Our school ensures that the precautions proposed are proportionate to the risks involved, and that our paperwork is easy to use. We also take account of assessments and procedures of any other organisations involved, and ensure that communications with others are clear.

**Our arrangements also ensure that:**

- risk assessment focuses attentions on real risks – not risks that are trivial;

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- proportionate systems are in place – so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed;
- those planning the trips are properly supported – so that staff can readily check if they have taken sufficient precautions or whether they should do more;
- staff are given the training they need to keep themselves and students safe and manage the risks effectively.

**Approval:** The SLC’s approval must be sought before any bookings, letters or deposits are made. Only the Student Life Coordinator (SLC), acting on behalf of the Principal, is able to approve the organisation of such activities. Each trip must have its own file to keep all administration relating to the trip. All school trips have a named leader. The competence of the visit leader is the key component in ensuring the safety of the participants. Assessment, training and support of visit leaders is a priority of the SLC. Sport fixtures and trips as part of the weekday activities programme are approved by the Student Life Coordinator. Refer to National Guidance document: “Assessment of Competence”

**What our School, Students and Parents should expect from the Staff:** ‘Those running school trips need to focus on the risks and the benefits to people.’

Our staff running school trips should clearly communicate information about the planned activities to colleagues, students and parents. We explain what the precautions are and why they are necessary. Those running school trips act responsibly by:

- putting sensible precautions in place, and making sure these work in practice;
- knowing when and how to apply contingency plans where they are necessary;
- heeding advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities).

**Training:** The School ensures that staff is given the Trip Leader training they need for their job during their induction with refreshers each academic year. This may simply mean providing staff with basic instructions or information about Health and Safety in the School, and on trips.

Employer Guidance given by the Outdoor Education Advisers’ Panel sets out clear and detailed responsibilities and functions of specific roles that relate to roles to be found the establishment. Parental permission is received for off-site activities as part of the admission procedure at the school. These are interpreted to comply with the Ashwicke Hall proprietorial and management structure as follows:

- Proprietor and the Advisory Board
- Principal
- Student Life Coordinator (SLC) who is also the Educational Visits Coordinator (EVC)
- Trip Leader
- Trip Staff

**Duties and Responsibilities of the Proprietor (Employer):** Under the Health and Safety at Work Act 1974, the employer in a school must take reasonable steps to ensure that staff and students are not exposed to risks to their Health and Safety. This applies to activities on or off school premises. Regulations made under the Health and Safety at Work Act 1974 set out in more detail what actions employers are required to take. For example, the Management of Health and Safety at Work Regulations 1999 require Ashwicke Hall School to:

- assess the risks to staff and others affected by school activities in order to identify the Health and Safety measures that are necessary and keep a record of the findings of that assessment;
- introduce measures to manage those risks (risk management);
- communicate with employees about the risks and measures to be taken to manage the risks; and
- ensure that adequate training is given to employees on Health and Safety matters.

Our school sets out Health and Safety arrangements in a written Health and Safety policy. The Principal must be made aware of all off-campus visits. The SLC coordinates directly with the relevant personnel. It is the responsibility of the Principal to ensure that:

- the off-campus activity or visit is appropriate and relevant;
- the establishment can be run efficiently in the absence of staff engaged in the activity or visit.

**Duty as an Employee:** The law requires employees to:

- take reasonable care of their own Health and Safety and that of others who may be affected by what they do at work;
- co-operate with their employers on Health and Safety matters;
- do their work in accordance with training and instructions; and
- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

In addition, all staff at our school have a common-law duty to act as any prudent parent would do when in charge of students. Employees should follow any Health and Safety procedures put in place by their employer. Our teachers on school-led visits act as employees of the Proprietor, whether the visit takes place within usual working hours or outside those hours, by agreement with the Principal. Our teachers will do their best to ensure the Health and Safety of everyone in the group. They will:

- follow the instructions of the trip leader and help with control and discipline;
- consider stopping the visit or the activity, notifying the trip leader or the management-on-duty, if they think the risk to the health or safety of the students in their charge is unacceptable;
- be aware of potential conflicts of interest, and their role, if their own children are members of the group although it is not school policy to allow this
- Where staff volunteer on a visit or activity the member of staff would only be included in the staffing ratio if appropriate, as determined by the Principal.

**Staff/Student Ratios:** The ratio of school children to adults varies according to the age of the children, the nature of the activity and the special educational needs. The School will err on the side of caution on this matter. There are no circumstances under which the staffing ratios are less generous than those to be found in school. With very young children, and those with special needs, it may be necessary to have a one to one staffing ratio, however this is risk assessed to ensure the relevant supervision. The Principal would expect that supervision for school trips outside of the immediate vicinity of the School is appropriate. All trips on a visit outside the School grounds are to be accompanied by a minimum of two adults. Appropriate staffing ratios are to be agreed with the SLC. There will always be sufficient adults in the group to cover an emergency, based upon the risk assessment.

Trip leaders and staff should assess the risks and consider an appropriate safe supervision level for their particular group. Regular contact must be kept with students who are enjoying non-direct, remote, supervision e.g. at a theme park or on a visit to a town. Students should only be allowed non-direct supervision within a strictly defined area and should be given clear guidelines as to the behaviour expected. They should be aware of where members of staff may be found and have the group leader's emergency trip phone number. Students are instructed to remain in groups of at least 3 at all times.

**Responsibilities of the Student Life Coordinator (SLC):** This is the key role for ensuring that the management of visits and ventures meets the regulations and guidance offered by the LA, DfE and others, as well as conforming to the Ashwicke Hall Health and Safety policy. This management process is in conjunction with the expectations and standards that are to be achieved by making the most of the positive learning opportunities presented. Our delegation of responsibilities is done with a clear rationale, derived from a good knowledge of the people concerned; the visits and activities; the aims and objectives; and the risk assessments they require.

**The Student Life Coordinator (SLC):** Our SLC is experienced in leading and managing a range of educational visits and is of sufficient status to be able to influence change. The Ashwicke Hall School SLC will ensure that all necessary actions and paperwork have been completed before the visit begins. This includes, where appropriate, the trip has been formally approved by the SLC, risk assessments and appropriate safety measures are in place, suitably competent instruction is available for the activity, the ratio of supervisors to students is appropriate and that arrangements have been made for the medical needs and special educational needs of the students and that a list of participants and their emergency details is in place. After each trip a trip evaluation is carried out and submitted to the SLC. The SLC's key functions include:

- being involved in educational visits management in order to ensure that the guidance and regulations are followed; and
- working with trip leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment.

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The SLC is:

- to confirm that the leadership of the visit is appropriate;
- to confirm that risk assessments have been carried out;
- to recommend and organise training of trip leaders and help organise the induction of staff new to the venture and volunteers;
- to ensure that the establishment's management of behaviour and other relevant policies are able to be transferred off site successfully and are consistently used;
- to ensure that parents' consent has been effectively obtained by the admissions department.

The SLC has overall responsibility for:

- appointing or approving a suitable trip leader for each visit;
- ensuring all necessary actions have been completed before the visit begins;
- the risk assessment is complete and that it is safe to make the visit;
- training needs have been met;
- the trip leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively;
- the trip leader has relevant skills, qualifications and experience if acting as an instructor;
- all supervisors on the visit are appropriate people to supervise children and to check they have the appropriate clearance as per the HR department;
- liaising with the medical centre regarding any health conditions and special educational needs which staff need to be aware of;
- the mode of travel is appropriate;
- travel times out and back are known;
- staff, students, and administrators have the address and phone number of the visit's venue;
- that they have the names and date of birth of all the adults and students in the travelling group, and they have access to contact details of parents and the staff and volunteers' next of kin via the Manager-on-Duty.

Emergency Contact Details must be given to the Manager-on-Duty and to other nominated emergency contact person(s) as far in advance as possible of the departure date of the visit. Once this has been done, all the pre-trip procedures have been followed and completed and the documentation relating to the trip will be held centrally by the SLC.

**The Trip Leader:** The trip leader, who is the person with overall responsibility for the administration, programme, supervision and conduct of the venture, is an important part of the Health and Safety and good practice support system. Our trip leaders should demonstrate the ability to undertake a comprehensive review of the needs of the venture in regards to groups travelling and staff competencies, in order to put good risk management procedures in place, that they can monitor and use. Relevant experience is essential along with accepting the need to:

- agree specific roles, responsibilities and communications systems;
- agree incident and emergency procedures, the who, where and what of such situations;
- agree what will happen if the practicalities of the day require a major adaptation of the programme (ongoing risk assessment);
- have high expectations of what the students, young people and the venture can achieve;
- be accountable for individual students who are not under visual supervision;
- to know the identity, whereabouts and expected time and place of return of the students.

Educational visits are planned parts of the curriculum or extra-curricular programme and are entered into the annual calendar and shared with students, parents and staff via the School's SharePoint and Webschool systems. Trip proposals for weekend trips may be proposed and approved throughout the school year.

It is the trip leader's responsibility to ensure that all accompanying adults have a full trips pack. Trip leaders and accompanying staff must carry these with them at all times. The trip packs should include:

- who is in their group
- who is travelling in each vehicle

- the name and telephone number of the contact person/s who can be contacted in an emergency
- Full details of student's names, telephone numbers and any medical issues

The school must also ensure that there is a contact person available throughout the period that the group is off-site, the Manager-on-Duty. In addition, an accurate list of participants with the trip mobile telephone number must be left with the Manager-on-Duty prior to the visit.

**Preliminary Visits and Provider Assurances:** All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third-party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. The SLC will advise on this in each specific case. A pre-visit is usually required for visits where there is a high complexity factor and the visit has not happened previously, or when the visit is adventurous and led by staff. Residentials, visits abroad, exchange visits, adventure led by school staff all have aspects of complexity. If the visit is led and managed by a provider, then a variety of approaches can reduce the need to pre-visit. It is good practice for group leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy. Examples of such schemes include:

- The LOTC Quality Badge
- AALS licensing
- Adventure mark
- School travel forum

NGB centre approval schemes (applicable where the provision is a single, specialist activity). Ashwicke Hall School takes the view that where a provider holds such one of the above accreditations, there should be no need to seek further assurances. Refer to: NG document "Preliminary Visits and provider Assurances"

**Home Contact:** For all off-site activities, the School will organise a 'Home Contact' who will be the Management-on-Duty or receptionist.

The Home Contact person must have:

- details of how the trip leader may be contacted (school mobile phone);
- the names and emergency details of all participants, including adults;
- the distribution of students and staff if in separate groups or vehicles;
- the itinerary;
- the names and telephone numbers of any travel company (including coach company) involved;
- access to parental or next-of kin contacts for all involved (including adults);
- details of the Designated Safeguarding Lead in the event of an emergency;
- a copy of the risk assessment.

Information Sharing between Trip Leader and Home Contact:

- There is a personal hand-over of the trip paperwork and the Home Contact phone from the trip leader to the Home Contact prior to the trip.
- Attendance is taken by the trip leader on the trip pack's list of participants as the students board the bus. Names of students not turning up at the agreed time are being crossed out on the list. A copy of the list with attendance taken is given to reception on the way out and an updated copy is kept for the trip leader and each of the trip staff.
- Usual safeguarding procedures kick in. These are carried out by house parents or parents of day students in collaboration with Home Contact and DSL or Principal depending on level of safeguarding issue.

**Departure and Collection from a Trip:** All Ashwicke Hall School trips start and end at School and all trip participants (students and adults) need to come back to the School with the group. In order to exercise their duty of care, the trip leader must ensure the students' safe dismissal and departure from their supervision at the end of a trip or activity.

**Responsibilities of Students:** The trip leader will make it clear to students that they must:

- not take unnecessary risks;
- follow the instructions of the trip leader and other supervisors including those at the venue of the visit;
- dress and behave sensibly and responsibly, using safety equipment as instructed;
- be sensitive to local codes and customs;
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the trip leader supervisor about it.

Any students whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. Reasonable adjustments will be made for students with disabilities or additional needs.

**Communications to Parents:** All parents give consent upon application and arrival via the admissions department. Reasonable adjustments will be made for disabled students. Care will be taken to ensure that those accompanying the trip are fully informed about the special or medical needs of any students participating. Consent forms for emergency medical treatment and emergency contact numbers will be provided by the admissions department. For all trips medical details will be supplied by the Medical Centre nurse. Students, parents/guardians are given the code of conduct and details relating to standards of behaviour expected from students during a visit. Parents will be advised that the School reserves the right to exclude a student from a visit on behavioural grounds. In such a case, parents will be informed of the and will usually be required to meet the costs of such arrangements. Trip organisers will ensure that all students involved in the excursion have been properly prepared and briefed. The SLC will liaise with house parents about reinforcing the School's and visit's code of conduct, eg by understanding the clothing and footwear that will be required and by ensuring that this is provided.

**Parental Consent to off-site Activities:** Written consent from parents is not required for students to take part in the majority of off-site activities organised by our school, as most of these activities take place during school hours and are a usual part of a student's education at Ashwicke Hall School. At the beginning of each academic year, all parents fill out a "Student Activities Permission" and agree to their child's participation in educational outings and day trips. Parents will be informed in advance of any such trips via Webschool (SABIS Digital Platform) and will know where their child will be at all times.

Our parents are informed in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity. Withdrawals of students by parents, however, may result in parents having to pay for theatre tickets or bus transportation which has already been purchased, in accordance with the respective cancellation policy for a trip.

Parents contribute to the success of the visit by:

- understanding the objectives of the visit;
- giving written consent to all emergency and other medical treatment necessary for the safety and well-being of the student;
- giving clear information where relevant on their son/daughter's ability or inability to swim;
- providing clear information on their son/daughter's health and any special needs;
- giving permission for medical attention or medication if required; and
- ensuring that there are clear contact arrangements.

Non-school employed adults acting as supervisors must:

- follow the instructions of the trip leader and employed staff and help with control and discipline;
- speak to the trip leader employed staff if concerned about the health or safety of young people at any time during the visit;
- never be in sole charge of the young persons or remote from the support of the trip leader or other supervisors.

#### **Vetting and DBS Checks**

- all employees who work frequently or intensively with or have regular access to young people or vulnerable adults, must undergo an enhanced DBS check as part of their recruitment process.
- For the purposes of this guidance:
- frequently is defined as 'once a week or more';
- intensively is defined as 4 days or more in a month or overnight.

However, it must be clearly understood that a DBS check (or other vetting procedure) in itself, is no guarantee as to the suitability of an adult to work with any given group of young or vulnerable people. The placement of an adult within a situation of professional trust (where young people could be vulnerable to physical or mental exploitation or grooming) should always be on the understanding that an overview based on a common-sense risk-benefit assessment process has been considered. Refer to NG document: "Vetting and DBS Checks"

**Students and Young People:** An essential aspect for the School policy is that all groups are made aware of and active in the process of managing the visit or venture as they can be. Procedures, group and supervision strategies must be explained and understood. Individual and group responsibilities need to be clear, as well as the rewards and sanctions for ensuring they are kept to. The Trip Induction and Behaviour Policy are key components of educational visits e.g. communication, behaviour, dress, group supervision and 'down time'. The standard of behaviour expected of staff will be no different from behaviour expected within school. It may be necessary to have individual behaviour contracts with some young people, signed by themselves. Everyone should be as risk aware as is realistic.

**Preparation for a Trip or Activity:** Students should, as appropriate, be involved in the planning of the activity, undertake appropriate roles whilst it is in progress and be involved in identifying Health and Safety issues that may arise. They should know the expectations of the trip leader and have a full understanding of the parameters covering all aspects of the trip or activity. Students should be given the school issued mobile number of the trip leader so that contact can be made should the need arise.

**Insurance:** The employer has, as required by law, appropriate insurance in place. Under the School's insurance, cover is as follows: Employer's liability covers the legal liability to all employees. Public liability covers claims for injury to students and third parties, including those on school organised trips. Full insurance information is available, on request, from the business office at the School. The School holds public liability insurance, which will indemnify the School against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, third party property where the School is deemed to have been negligent. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers and/or support staff acting under the direction of the employer's staff if they commit a negligent act. The indemnity includes activities such as off-site activities and outside visits organised by all departments for which the School may be considered responsible.

Refer to NG document: "Insurance"

**Transport:** We only hire taxis, minibuses and coaches, where drivers are DBS checked and each seat has either a seatbelt or a booster seat as is applicable. In advance of the trip, students will be given clear safety instructions based on the risks associated with the particular type of travel. Students must sit only two to a double seat. Seat belts must be worn and where appropriate, booster car seats should be used. In cases of long journeys, students will be given the opportunity to exercise after reasonable intervals. The recommendation is 15 minutes every two hours. A First-aid kit must be carried and be readily available throughout the visit. Any minibus or other vehicle designed to carry nine or more passengers operated by the School is in accordance with the restricted Passenger Carrying Vehicle (PCV) Operators license and any driver must hold a PCV Driving License.

**Drivers:** Those authorised to drive any students must:

- be at least of the minimum age required by South Gloucestershire Council and its Outdoor Education Adviser in relation to each vehicle and under 70 years of age;
- have a minimum of two years' driving experience;
- have acquired some experience in handling the size or type of vehicle that will be used;
- hold a current driving license valid in the country of use; and
- never have been disqualified.

Each driver must be personally satisfied that:

- the driver is covered by insurance in respect of liability to passengers and others;
- the driver has made all necessary disclosures of material facts to the insurers, for example any particular problems relating to health;
- the vehicle is roadworthy;

- the driver has not consumed alcoholic liquor within twelve hours before or while in charge of the vehicle;
- the driver carries evidence of insurance.

Refer NG document: "Transport: General Considerations"

**Criteria for Selecting Tour Operators:** Our SLC requires a copy of the tour operator's safety management system. The safety management system must define how the tour operator manages safety for the component parts of the visit and show how they are diligent in checking the safety of hotels and transport. The tour operator must provide details of independent checks made by appropriate external organisations on their safety management system along with certificates of bonding the company to registered bodies, list of staff in charge of our students showing qualifications and competences, motor insurance, legal and public liability insurance if requested by the SLC. All documents are to be made available to the School and to parents if requested. Wherever possible, the School travels with a company or use an activity centre that has an external verified management system. It is likely that supervision will be by a combination of teachers and support staff.

**Responsibilities and the Health and Safety at Work Legislation:** Legislation is enforced by the Health and Safety Executive, which has set out to clarify the position in its Health and Safety: Responsibilities and Powers (2001) document. Overall responsibility is with the Proprietor to ensure the Health and Safety of:

- teachers, non-teaching staff and other leaders;
- students and young people, both in their establishments and when undertaking off-site visits and ventures;
- visitors to the educational establishments and volunteers involved in approved activity.

**Risk Assessments:** Risk assessment and risk management are legal requirements. For educational visits, they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill. The control measures should be understood by those involved. Risk assessments should explicitly cover how special educational needs and medical needs are to be addressed. The programme of a visit should include details of contingency measures. The SLC assesses potential risks of a proposed visit and concludes the necessary safety measures that need to be put in place to mitigate these risks. Risk assessment/s will be drawn up before the activity, if relevant adapted from a generic model, agreed with the SLC.

Where a risk assessment is carried out, the findings of the assessment must be recorded. Some activities, especially those happening away from school such as mountaineering, canoeing sailing, involve higher levels of risk. In these cases, an assessment of significant risks should be carried out. Our Principal ensures that the person assessing the risks understands the risks and is familiar with the activity that is planned. However, a risk assessment is not needed every time our school takes students to a local venue such as a swimming pool or park, though we do complete one as good practice. Ashwicke Hall School will always take a common-sense and proportionate approach, remembering that in schools the purpose of risk assessment and management is to help students to undertake activities safely, not to prevent activities from taking place. We recognise that risk cannot be removed altogether.

Risk assessment for educational visits can be usefully considered as having three levels:

- generic activity risk assessments, which are likely to apply to the activity wherever and whenever it takes place;
- visit/site specific risk assessments which will differ from place to place and group to group; and
- ongoing risk assessments that take account of, for example, illness of staff or students, missing students, changes of weather, availability of preferred activity.

The risk assessment should take into account the type of visit, location, means of transport, number of students, staff ratios required, competence and first aid experience of participating staff, required level of first aid equipment, age of students, possible weather conditions, participation of students with particular medical requirements, emergency procedures in the case of a student requiring medical treatment, insurance for the visit, appropriateness, insurance cover of any external providers and operators involved in transport – ensuring that all transport providers have the required Public Service Vehicle operators' licence. Issues identified by exploratory visits must be satisfactorily resolved within the risk assessment. The DfE also make clear that they support this approach through their guidance here DfE assessing and managing risk.

**Adventurous Activities:** Where adventurous activities are involved it is important that those leading and instructing the activities are appropriately qualified and competent. Such activities will usually be undertaken at a licensed and approved

centre. Parents/guardians will be informed by admissions of any adventurous activities that may be undertaken such as caving, abseiling, high ropes, climbing, etc.

#### **In the Case of an Emergency:**

- assess the situation;
- safeguard all students;
- attend to any casualties;
- contact the emergency services;
- ensure everyone knows who is in charge;
- alert the Manager-on-Duty
- refer to the Critical Incident Plan (CIP)

The School Home Contact will:

- ensure the trip leader or designated person is fully in control;
- inform the Principal and implement the Emergency Response Plan (ERP) or Crisis Management Plan if necessary;
- contact the parents;
- report the incident to the relevant authorities as required by legislation.

#### **Manager-On-Duty**

- In the case of a student needing to be taken away from the trip for medical aid it is the responsibility of the manager-on-duty to travel and meet the trip in whatever capacity is needed. This may be picking the student up and taking them for medical aid. It might be meeting the student and trip staff member at the hospital so that the trip staff member can then return to the trip. In all cases the welfare of the child should be top priority.

**Special educational Needs, Disability and Learning outside the Classroom:** Where students are identified as having particular special needs this is reflected in a higher staffing ratio, which is never less than that which applies in the School and in most cases, is higher. We do not discriminate against disabled students either intentionally or unintentionally where such discrimination can be prevented by making 'reasonable adjustment. All our students have the opportunity to be included in off-campus visits. Where their inclusion appears to require special adjustments, a risk assessment is undertaken. This is in two parts: firstly, in terms of a whole visit or activity and then secondly, in relation to the inclusion of the individual students. The risk assessment and medical care plans include details of any special aids and equipment that the students may need and, in particular, details of any such items to be brought from the medical centre or obtained prior to the visit. This will usually entail discussion with the students, parents, trip leader and other supervisors, the manager of the venue to be visited, or the tour operator etc. Where a student has a statement of special educational needs that requires support in school for access to the curriculum, this is taken into account. The above are examples only and group leaders should assess the risks and consider an appropriate safe supervision level for their particular group.

**Medication in trip pack:** Where students are required to take medication on trips the SLC will cooperate with the medical centre and ensure as much information as possible can be put into the risk assessment. On trips it is the trip leader's responsibility to liaise with the head nurse, sign out the required medication, and keep it with them on the trip, only administering it under the nurse's instructions. For weekend trips or when the nurse is unavailable it is the duty of the Manager-On-Duty to use the prepared sign out sheet and give the medication to the trip leader. Medication must be returned to either the nurse or houseparent on duty.

For remote trips the first-aid kit will also include paracetamol should any children require it during time off-site. If a situation arises where a child might require paracetamol the trip leader is to contact the nurse on duty either at the medical centre or via personal mobile number to ensure medication is the best option.

**First Aid:** All staff leading trips will as a minimum hold the 'Appointed Person' one-day course of emergency first aid. Ideally a 'Full First Aider' who holds the full (3-day) course with a training establishment approved by the Health and Safety Executive will be in attendance for all overseas and residential trips.

**Critical Incident/Emergency Procedures:** The trip leader and other members of staff have a duty of care to ensure that all students are safe and healthy. They also have a common-law duty to act as a reasonably prudent parent would. In an emergency, there should be no hesitation to act and to take life-saving action if necessary. All necessary steps should be taken in advance of any visit to assess all risks and take necessary precautions. The detailed actions are to be recorded by the trip leader in the event of a serious accident/incident. All staff know how to summon the emergency services.

In the case of a potential or actual terrorist attack, we follow the government guidance (Recognizing the terrorist threat), along with the Outdoor Education Advisor Panel (OEAP) National Guidance regarding Visits and the threat from terrorism and the Counter Terrorism Policing poster.

**Complaints:** Where complaints are received, these should follow the School's complaints procedure. Where complaints are made by the School concerning provision made on behalf of the School these should be in writing from the SLC to the supplier of the service. All complaints are best dealt with as and when they arise.

**Safeguarding: Child Protection:** The Ashwicke Hall School Safeguarding Children and Child Protection Policy and Procedures will apply during educational visits. The trip leader will carry out the duties of a Designated Safeguarding Lead or will name an appropriately qualified and experienced adult supervisor to do so. Any incident amounting to an allegation or suspicion of abuse that occurs whilst on an educational visit will be dealt with appropriately at the time and will be reported to the Principal and the Designated Safeguarding Lead without delay by telephone or via CPOMS.

**Trip Evaluation:** Upon return to the School a review and trip evaluation is to be carried out by the trip leader within one week after the end of the trip and given to the SLC. This will ensure that improvements in accommodation, travel, activities for similar trips, the educational value of the trip, value for money and any perceived hazards are identified and rectified before a similar trip is proposed or approved. Upon completion of a visit or activity a complete file of names, addresses, insurance arrangements, contacts, procedures, etc. is kept for at least three years. This information would be required in the event of any future claim arising from any incident that may occur on the visit. To comply with our Data Protection Policy, any copies of trip documentation containing personal data and/or confidential information must be handed back to the SLC who will destroy (shred) such trip documentation.

Appendix 1 Link

[..\LOtC\Recognising the terrorist threat \(gov.uk\).pdf](#)

Appendix 2 Link

[..\LOtC\6k-FAQ-Visits-and-the-threat-from-terrorism.pdf](#)

Appendix 3 Link:

[..\LOtC\Counter Terrorism Policing.Run.Hide.Tell.pdf](#)