



## SALISBURY CATHEDRAL SCHOOL

### Policy for Educational Visits and School Trips (HASPEV)

#### THIS POLICY COVERS:

- ◆ Early Years Foundation Stage, Pre-prep and Prep School trips within the school day (0900-1600)
- ◆ Out of hours clubs
- ◆ All AWAY sports fixtures and tournaments
- ◆ Chorister outings, tours and trips (eg Dioc visits, tours, Chori Hols)
- ◆ Boarders' outings and trips (eg Saturday, Sunday)
- ◆ Residential School trips (eg Skiing, Battle Fields, Yr 8 Camp)

This policy has regard to the Dfe guidance 2011 - [Departmental health and safety advice on legal duties and powers for local authorities, headteachers, staff and governing bodies - The Department for Education](#) and HSE guidance on school trips and outdoor learning activities.

#### THE EDUCATIONAL VISITS CO-ORDINATOR

The role of the EVC is to discuss each trip with the lead teacher, check the arrangements have been properly considered, and that the safety issues have been identified and controls put in place.

The EVC will file copies of the risk assessments and record any incidents or near misses from follow-up discussions.

The EVC will hand over the records at the end of the Trinity term each year for archiving

The EVC will review the policy at least every two years, make recommendations for its review and present changes to the SMT and Governors for approval.

#### AIMS OF THE POLICY

School trips provide a valuable opportunity for pupils to learn both academically and socially. In creating a trips framework, the aim is to encourage teachers to feel confident in organising suitable trips for every year group knowing that although they have a big responsibility, they also have support and encouragement.

This policy aims to clarify the procedures which should be followed by the lead teacher and accompanying staff. It is acknowledged that learning outside the classroom helps to bring the curriculum to life – it provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives. The school endeavours to strike the right balance between protecting pupils from risk and allowing them to learn from school trips. This will be through:-

- The school and staff focusing on real risks when planning trips
- Those running trips understanding their roles, having the right support, and being competent to lead or take part in them
- The real risks being managed during trips
- Learning opportunities are experienced in full

**PLEASE READ AND MAKE REFERENCE TO: HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISITS. The school is working towards one consent form for school trips and other off site activities as per the new 2011 Dfe guidance. It is anticipated that this will be in place by September 2012.**

These basic principles should be followed for every trip:

- ◆ The lead teacher is the adult responsible for the safety and well-being of all those on the trip, both pupils and adults
- ◆ The lead teacher should have the skills and experience needed to plan, organise and manage a trip
- ◆ The planning for each trip should be handed to the EVC at least **one** week preceding the date of the trip, including first aid and risk assessments.
- ◆ Residential trip plans should be handed to the EVC at least **four** weeks prior to departure
- ◆ Low Risk Trips will be arranged based on fundamental assumptions which must be met for each trip. These trips will be covered by a generic RA and permission from parents given to cover an academic year.
- ◆ The EVC must check and “sign off” all trip plans and Risk Assessments prior to the trip departing, and be given a final copy of the completed risk assessment to be filed and archived
- ◆ Venues should be visited by the lead teacher prior to departure(except in an emergency when the lead teacher should assess each situation)
- ◆ Ratios of adults to pupils will vary according to the location, transport age and needs of the pupils
- ◆ Lead teacher should be aware of the importance of monitoring pupil’s behaviour and setting out clear expectation for each trip. Staff will make the appropriate allowance for children with special educational or medical needs to ensure that they are safe and understand what is expected of them.
- ◆ Communicate accordingly with parents
- ◆ Plan the necessary transport requirements for the trip
- ◆ Ensure there is adequate insurance
- ◆ Ensure there are adequate emergency procedures including contact details and permission for emergency medical treatment if parents cannot be contacted.
- ◆ Lead teachers know their pupils best and are able to override the advice of “experts” if they deem that their pupils are put at undue risk, or that the activities of the provider are too challenging for the pupils ability range
- ◆ Pre-trip briefings for adults and children are essential. Accompanying adults need to know that they are under the direction of the lead teacher. EYFS guidance will be following on ratios and at least one person will have paediatric first aid on all Early Years trips.
- ◆ Children should be encouraged to consider for themselves the risks they may face, and how best to minimise the dangers.
- ◆ If taking more than one vehicle, pupils must be allocated to a vehicle. Lists of pupil/vehicle allocation should be left with the EVC and/or office.
- ◆ A buddy system or three pupils will assist in minimising the chance of losing a child
- ◆ Non-teaching adults must be clearly briefed as to their role and responsibilities. Try to avoid having pupil parents on the trip.
- ◆ Avoid changing plans at short notice – try to have a contingency plan
- ◆ If plans have to change the lead teacher should always be the first to the new site, checking for hazards and briefing the adults and pupils accordingly.
- ◆ We would not expect NQTs to lead a trip. We would encourage them to work alongside a more experienced member of staff to learn about the planning process. The first two trips of

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a less experienced teacher should be mentored and accompanied by a more experienced teacher.

- ◆ Every supervisory adult must have a copy of the lists of children, vehicle allocation, the completed Risk Assessment, emergency contacts at base. All supervisors will have had the appropriate vetting checks

### **ALL AWAY SPORTS FIXTURES**

Away sports fixtures are regarded as school trips and should be planned accordingly. Each term the Head of Games will liaise with the EVC and look ahead to those schools more than 30 minutes drive, considering the staffing, roads, distances etc.

- ◆ Transport will be in mini buses and seat belts will be worn by all
- ◆ Pupils do not travel to matches in parents cars (other than their own parent) without specific permission to the school to do so
- ◆ All team lists should be copied to the office, identifying the minibus, mobile phone contact and any absentees on the day
- ◆ On return from matches, games staff must ensure that the correct sign in/ out procedure has been followed
- ◆ The games staff are responsible for accounting for all their players after a match. Parents taking children home directly need to ensure the staff are aware and have given permission.

### **CHORISTER TRIPS, TOURS, OUTINGS**

The Cathedral Director of Music, or a delegated person, is responsible for any trips, tours and outings. The school will be informed of arrangements and EVC copied the risk assessments and planning. The EVC will review the associated paperwork, and make recommendations if necessary. However, the responsibility for the safety and well-being of the group rests with the Cathedral Director of Music throughout the trip, even if accompanied by Cathedral School teaching staff. Parents will be asked to give their permission to the Cathedral for their child to attend the trip, not to the school.

General guidance:

- ◆ Accompanying supervisory adults must be CRB checked and know the choristers by sight and name
- ◆ Road travel will be in vehicles with seat belts
- ◆ Choristers may only travel in cars with permission from their parents
- ◆ Child Protection and welfare issues will be carefully considered and taken into account at the planning stage
- ◆ The interface between choristers and unknown, or un-supervisory adults or teenagers, will be carefully monitored by supervisory staff
- ◆ The National Minimum Standards for Boarding will be met whilst away from school on residential trips
- ◆ The minimum supervisory ratio must be at least 1 adult to 10 choristers, and but may change during more hazardous activities
- ◆ There will always be an adult female presence with girl choristers
- ◆ Full risk assessments will be completed before the trip departs
- ◆ Any individual needs will be considered and planned for

## **BOARDERS' DAY TRIPS AND OUTINGS**

General guidance:

- ◆ Familiarisation visits are made by the lead teacher prior to the trip departing
- ◆ Planning should take account of welfare hazards and Child Protection issues as well as accidents
- ◆ Pupils needing individual supervision or additional support should be considered at the planning stage
- ◆ The procedures for the National Minimum Standards for Boarding are followed.
- ◆ Generic Risk Assessments may be developed and used for frequently visited venues.
- ◆ However, each individual trip/ journey will need to be planned according to the number and ages of the boarders, the weather, route, season, medical requirements etc.

## **RESIDENTIAL OR OVERSEAS TRIPS (ONE NIGHT OR MORE)**

These are high risk trips and require more detailed planning and preparation. Overnight stays are seen as “boarding time”, and as such the National Minimum Standards for Boarding must apply to all members on the trip.

- ◆ Planning must include those aspects outlined below in **Section 9**
- ◆ Full Risk Assessments including individual needs, child protection and welfare
- ◆ Emergency contact details of all pupils, parents and adults, and a base contact in the event of an emergency
- ◆ Check of instructor’s qualifications and insurance
- ◆ Plans for managing a crisis eg changes in weather, illness, transport etc
- ◆ Copies of permission slips should be filed at school
- ◆ Copies of passport for trips overseas and relevant insurance/medical cover

**If in doubt, check the National Minimum Standards for Boarding**

## **LOW RISK TRIPS ON FOOT WITHIN 15 MINUTES OF THE SCHOOL**

Annex 1	<b>Fundamental assumptions</b> for school trips
Annex 2b	<b>Checklist and Risk Assessment</b> for School Trips during the school day on foot within 15 minutes walk of the school
Annex 3	<b>Annual Parental Permission Form</b> for Low Risk Trips within 15 minutes walk of the school
Form 2A	Pre-trip planning and checklist
Form E	Missing child procedure

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### **MEDIUM RISK TRIPS**

**Any of the following: With vehicles, half day or more (non residential), access to water, multiple location, supervision difficulties eg Twickenham, isolated location, weather dependent, requiring specific adult or pupil expertise**

- Form A : A pre-trip planning form and checklist
- Form B: Trip Details and pupil lists
- Form C: Risk Assessment
- Form E Missing child procedure

### **HIGH RISK TRIPS**

#### **Residential Trips of one night or more**

- Form A Pre-trip planning form and check list
- Form B Trip Details
- Form C Risk Assessment for school
  - (including Child protection & Welfare)
  - Pupils needing individual care or supervision
  - Instructor's qualifications/ licence
  - Company or provider risk assessment
  - Company or provider insurance certificate
  - Insurance policy details for pupils and staff
  - Schedule of activities
  - Overnight bedroom allocations
  - First aid provision
  - Briefing meetings for adults and pupils
  - Alternative arrangements if location or weather dependent
  - Missing child procedure
  - Supervisory arrangements during pupil free time
  - Emergency contact details of all pupils/parents and staff
  - The base emergency contact details
  - Arrangements for pocket money and its security
  - Arrangements for mobile phones; security and use
- Form D: Parental Approval/ Permission Form for Residential Trips
- Form E Procedure for a Missing Child
- Form F Trip Evaluation Form

**ANNEX 1: FUNDAMENTAL ASSUMPTIONS FOR LOW RISK SCHOOL TRIPS**

- ◆ **The lead teacher must be clearly identified to all pupils and adults**
- ◆ **The lead teacher is responsible for the safety and well-being of the group**

**Low Risk Trips:** Trips on foot within the Cathedral Close and Salisbury shops will be covered by blanket permission from parents on an annual basis. Venues might include Salisbury Museum, a walk around The Close, the Cathedral, drawing and painting in The Close, geography trips to the shops or nearby park, theatre visits, tower tours, delivering Harvest Festival produce etc

- ◆ Minimum ratios will be:

Nursery 1 adult to 4 children (if outside the Close, ratios of 1:2)

Reception: 1 adult to 4 children

Year 1 & 2 : 1 adult to 6 children

Yr 3 to 6 : 1 adult to 8 children

Yr 7 & 8: 1 adult to 10 children (for educational visits)

- ◆ With the exception of visits to the Cathedral, there will always be **two adults** on each trip, at least one of whom will be a qualified teacher employed by the school
- ◆ The adults with supervisory roles must know the children by name and sight
- ◆ Every adult will have a copy of the list of children on the trip and be aware of emergency procedures, including contact details and permission for emergency medical treatment if the parents cannot be contacted. In the case of EYFS, a member of staff will have up to date paediatric first aid training.
- ◆ The generic risk assessment will be checked by the lead teacher and copied to and discussed with the other adults on the trip prior to departure
- ◆ The children will be briefed : destination, behaviour, buddy system, what to do if separated from the group or lost, what to do if you hear the whistle blow
- ◆ A First Aid belt will be taken
- ◆ Pupils with medication requirements eg inhalers will be identified prior to the trip departing and the lead teacher will responsible for checking that any medication required is taken and/or carried by the child
- ◆ Nursery to Yr 4 boys and girls will all use ladies public toilets with female staff attending, unless a male teacher is on the trip. Yr 5 and above boys should visit the gentlemen's lavatories in groups of two or more
- ◆ Trips and visits will be for half a day or less
- ◆ Mobile phones will always be taken by the adults with phone numbers being left at the front desk
- ◆ Destination, departure and return times will always be left with the secretaries
- ◆ If light is poor, high vis jackets should be worn (at the very least by those at the front and those at the back)
- ◆ The EVC will be informed of the trip, register it and discuss details according to the purpose of the trip and the age of the children
- ◆ Any incidents or "near misses" which occur on the trip **must** be reported to the EVC and recorded
- ◆ The adults will take a whistle which may be used for emergencies
- ◆ Pupils may well be photographed whilst in public areas but should be briefed not to give out their names
- ◆ All venues must have been visited by the lead teacher prior to trip departure

**ANNEX 2A: CHECK LIST LOW RISK LOCAL TRIPS WALKING WITHIN 15 MINUTES OF THE SCHOOL (THIS FORM TO BE COPIED TO EVC BEFORE DEPARTURE)**

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### Aim or purpose of the trip:

Lead Teacher name and mobile no.	
Date of trip	
Destination	
Departure time	
Return time	
Accompanying adults names and mobiles	
List of pupils attached	
Satisfactory ratios (specify)	
List of pupils to each adult	
RA to each adult	
Pupil/adult briefing	
Ist Aid belt with lead teacher	
Medication checked by lead teacher	
High vis jackets needed?	
EVC informed	
EVC copied details	
Whistle taken	
	Missing child procedure available
<b>Incidents or near misses</b>	

**ANNEX 2B: RISK ASSESSMENT FOR LOW RISK TRIPS WALKING WITHIN THE CLOSE, THE CATHEDRAL AND SALISBURY SHOPPING AREA LASTING HALF A DAY OR LESS**

Hazard	Risk	Control	Revised risk
Separation from group	Losing a pupil	<ul style="list-style-type: none"> <li>◆ Buddy system</li> <li>◆ Adequate supervision</li> <li>◆ “if lost” briefing</li> <li>◆ Avoid very crowded places</li> <li>◆ Regular head counts</li> <li>◆ Uniform is usually worn</li> </ul>	low
traffic	Death or injury	<ul style="list-style-type: none"> <li>◆ Adequate supervision</li> <li>◆ Pre-trip visit</li> <li>◆ Use pedestrian crossings</li> <li>◆ Adults at front and rear</li> <li>◆ Walk in pairs</li> <li>◆ Stay on the pavements</li> <li>◆ Avoid car parks</li> <li>◆ Pupil briefing</li> <li>◆ Check shoe laces are well tied</li> </ul>	low
Inappropriate interface with strangers	Trauma, abduction	<ul style="list-style-type: none"> <li>◆ Adequate supervision</li> <li>◆ Adult intervention</li> <li>◆ Pupil briefing</li> <li>◆ Buddy system</li> <li>◆ Supervision of toilets</li> </ul>	low
Medical needs not met	Becoming unwell, death	<ul style="list-style-type: none"> <li>◆ Lead teacher responsible for checking and taking medication</li> <li>◆ Lead teacher to take first aid kit</li> <li>◆ Charged mobile phones available</li> <li>◆ In emergency call ambulance</li> </ul>	low

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		on 112 or 999	
Inappropriate pupil behaviour	Pupil at higher risk of accident and/or injury	<ul style="list-style-type: none"> <li>◆ Individual needs considered, supervision satisfactory</li> <li>◆ Pupil briefing</li> <li>◆ Supervisory roles of adults clearly identified</li> <li>◆ Contingencies in place</li> </ul>	low
Dog / rat faeces	illness	<ul style="list-style-type: none"> <li>◆ Lead teacher to visually check areas of grass</li> <li>◆ Hands to be washed with soap after visit</li> <li>◆ Pupil briefing</li> </ul>	low
Poisonous plants	Illness /death	<ul style="list-style-type: none"> <li>◆ Lead teacher to visually check the area during pre-visit</li> <li>◆ Pupil briefing</li> </ul>	low
Sun burn/ cold	Burns or chills	<ul style="list-style-type: none"> <li>◆ Suitable clothing to be worn</li> <li>◆ Sun block applied before departure</li> <li>◆ Consider wearing hats if sunny</li> </ul>	low
Falling	Serious injury	<ul style="list-style-type: none"> <li>◆ No climbing</li> <li>◆ All head injuries must be reported to matron on return to school</li> </ul>	low

**ANNEX 3: PARENTAL PERMISSION FORM FOR LOW RISK SCHOOL TRIPS**

Our aim is to enable school trips to be well organised and supervised, providing children with a wealth of enriching educational and social opportunities. It is important to understand that although the school will take all possible measures to ensure the safety and well-being of each individual, no trip is risk free.

With this permission form is:

- ◆ The fundamental assumptions of each low risk trip
- ◆ The check list for staff to use when planning a low risk trip
- ◆ The risk assessment which will be revisited and reviewed for each trip

By signing this form you are agreeing to give your permission for your child/ children to be taken on school trips on foot to destinations within 15 minutes walk of the school, namely the Cathedral, The Close, the local shops and parks.

The fundamental principles will be met for each trip.

The risk assessment will be reviewed for each trip.

The children and adults will be briefed for each trip.

If there is a cost involved of more than £5, parents will be notified and permission sought. However, the trips are often research, linking into subject work and are often free.

The Educational Visits Coordinator is Paul Greenfield, Head Master. Pre-trip plans are discussed with her prior to departure.

Should you have any questions or queries, please contact him:

[head@salisburycathedralschool.com](mailto:head@salisburycathedralschool.com)

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( Please return this slip to your child's form tutor as soon as possible but by the end of Week 2 )

**Parental Permission for Low Risk School Trips Academic Year 2010-2011**

Name of Pupil: .....

Pupil's Form: .....

Name of Parent (print): .....

Signature/s: .....

**SCS TRIP POLICY    FORM F: TRIP EVALUATION FORM**

***Outline the factual nature of the incident:***

Who was involved?

What happened?

When did it happen?

Where did it happen?

Follow-up actions

Was medical advice sought or treatment given?

Any other details including how parents were informed.

**What can we learn from it?**