



THE BUCHAN SCHOOL

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KING WILLIAM'S COLLEGE

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# **King William's College, The Buchan School & The Buchan Nursery**

## **The Health and Safety of Students on Educational Visits Policy**

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# KING WILLIAM'S COLLEGE

## THE HEALTH AND SAFETY OF STUDENTS ON EDUCATIONAL VISITS POLICY

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### **INTRODUCTION**

A wide variety of educational visits, school trips and activities take place throughout the school year. They are a regular feature of school life at King William's College ("the School", which for the purposes of this Policy includes The Buchan School and The Buchan Nursery), providing curricular support and a wealth of extra-curricular experiences for students.

#### Aims

- To support and enrich the learning experience.
- To develop extra-curricular interests and skills.
- To increase students' enjoyment of school life.
- To promote a sense of community and internationalism.

This policy, and the procedures contained within it, has been developed in order to underpin the planning and implementation processes required for the successful and safe completion of educational visits whilst safeguarding and promoting the health and safety of students taking part. The student's welfare is always paramount.

### **SECTION 1: RESPONSIBILITIES FOR VISITS**

1.1 Under Health and Safety Legislation, the Governing Body of the School is ultimately responsible for the health, safety and welfare of their employees and students, including participants in 'off site' activities. However, in practice individual people or groups can be given authority to act on behalf of the parent organisation.

1.2 This document is written with reference to the Isle of Man Department of Education 'Policy for Educational Visits and Overnight Stays' 2015` (<https://www.gov.im/media/1351051/educational-visits-policy-15-16-approved1.pdf>) and with regard to DfES Guidance 'Health and Safety of Students on Educational Visits' (HASPEV).

### 1.3 Approval for visits

Whilst Health and Safety responsibility remains that of the employer, decisions about trips and visits are delegated to the Principal (KWC)/Head of Buchan (The Buchan)/Head of Buchan Nursery (Buchan Nursery). Consent for any trip or visit that is not a routine, calendared Island sports fixture must be obtained from the Principal/Head and in writing from parents. Without a signed parental consent form, a student will not be eligible to go on the relevant trip.

The procedure for gaining approval is:

- Prior to making any firm arrangements, discuss the proposed trip and its timings with the Deputy Head Pastoral (KWC)/Head of Buchan & Deputy (The Buchan)/Head of Buchan Nursery (Buchan Nursery).
- Proposed trips must not be advertised before permission for the trip to go ahead has been granted by the Principal/Head of Buchan/Head of Buchan Nursery.
- Only after permission has been granted by the Principal/Head of Buchan/Head of Buchan Nursery should any paperwork be sent to parents/students.
- Letters to parents must be approved by the Principal/Head of Buchan/Head of Buchan Nursery before being sent out.
- Risk Assessment must be carried out and the relevant form submitted to the Deputy Head Pastoral (KWC)/Head of Buchan (The Buchan)/Head of Buchan Nursery (Buchan Nursery) and Bursar well in advance of the departure date. Further detail and guidance on risk assessment given in Section 2.

### 1.4 Principal/Headteacher

The Principal/Head of Buchan/Head of Buchan Nursery should ensure that visits have a clear and appropriate educational purpose. The Principal/Head of Buchan/Head of Buchan Nursery should also ensure that adequate attention has been given to:

- Planning, organisation and event timetabling.
- Competence, experience and suitability of leaders and supervisors.
- Capabilities and suitability of accompanying staff and other helpers.
- Leaders' knowledge of local circumstances to be experienced during the visit.
- Party size, age, aptitude and experience of students.
- Child protection/safeguarding issues.
- Medical or Special Educational needs of members of the party and first aid provision.
- Supervisory rates.
- Assessment of health and safety risks inherent in the project.
- Foreseeable emergency action and contingency plans which may be necessary.
- Insurance.
- Financial and travel arrangements.
- Informing parents of risks and safeguards and obtaining their approval.
- Effective communication arrangements with school, especially in the event of a critical incident.
- The Group Leader is competent to monitor the risks throughout the visit.

## 1.5 Group Leader

The Group Leader is approved by the Principal/Head of Buchan/Head of Buchan Nursery and has responsibility for the planning of the trip including risk assessment and contingency planning. He/She has overall responsibility for the supervision and conduct of the visit and hence for the health and safety of the group.

## 1.6 Accompanying Teachers

Teachers who assume direct responsibility for a number of children during the visit must be made aware of, and agree to, the expectations made of them on the visit. It is important that school staff are managed and supported. In particular, a teacher, or other adult, assuming direct responsibility for a number of children during the visit, must recognise his or her responsibility for:

- maintaining order and discipline.
- safeguarding the health, well-being and safety of those children.
- informing the Group Leader of any relevant incidents affecting students in his or her care.

## 1.6 Other Adults accompanying school visits

It is essential that all accompanying adults are made aware of and agree to the expectations of them. In particular they must:

- Understand their relationship to other group members and the part they are to play during the visit.
- Appreciate the limits and levels of their responsibilities if acting in any supervisory capacity and appreciate the principle of 'in loco parentis' will apply, though it is likely that courts would expect a greater level of care from teachers than from voluntary helpers.
- Dress appropriately.
- If they are attending in a supervisory role, the adult is subject to the usual statutory checks.

## 1.7 Responsibilities of students

Students should not take unnecessary risks. They should comply with instructions given by school staff and helpers, and dress and behave sensibly and responsibly. Any student whose behaviour may be considered by the Principal/Head of Buchan/Head of Buchan Nursery or Group Leader to be a potential danger to themselves or to the group may be stopped from going on a visit.

## **SECTION 2: PLANNING VISITS**

### 2.1 Planning

Planning must be systematic, consistent and appropriate. Planning must be submitted for approval and should be endorsed or declined so that a clear audit trail exists of the planning process.

### 2.2 Trip Checklist:

#### Proposal Form

This must be completed in order to obtain approval for the trip, in writing, from the Principal(KWC)/Head of Buchan (The Buchan)/Head of Buchan Nursery (Buchan Nursery). In the case of KWC, in the first instance, this form is submitted to the Deputy Head Pastoral.

Parental Consent	The Parental Consent form must be sent with the letter explaining the visit to the parents, for completion. If this form is not returned, students cannot take part.
Risk Assessment	Risk assessment must be carried out and submitted, in writing, at an early stage of the organisation process. It must make note of any students with specific needs e.g. medical conditions. For Buchan Nursery educational visits, the group leader will always visit the venue prior to the visit to ensure that it is appropriate for the age, stage and development of the children.
On-going Risk Assessment	The Group Leader must carry out on-going risk assessment during the trip and appropriate action taken as necessary.
Staffing Levels	The minimum number of staff will vary according to the nature of the trip and the age of students involved. As a general guideline an appropriate teacher to student ratio for most trips is 1:10. For most trips off Island there should be a minimum of 2 members of staff with any small group (i.e. less than 10 students). For single sex groups one teacher must be of the same sex as the students. Mixed parties of students should be accompanied by teachers of both sexes.
List of students (to include Emergency contacts and Medical details)	This information should be listed for all students going on the trip and additional copies left with the Bursar, Receptionist and the Principal. In the case of The Buchan School and The Buchan Nursery, copies must be left with the Office and Head of Buchan.
First Aid Kit	Collect one of these from The Medical Centre (give plenty of notice and the names of those students going on the trip).
Insurance	During the early stages of preparation, check with the Bursar that the school insurance cover is adequate and appropriate for the trip.
Cover	If the trip is out of school during a school working day, let the senior member of staff responsible for cover know of any cover requirements at the earliest possible time.
Communication with staff	A list of students going on the trip must be emailed to all staff.
Itinerary	A full itinerary for all off Island trips must be drawn up, including emergency contact and accommodation details. This must be sent to all parents whose children are participating and further copies left with the Bursar, Receptionist and the Principal. In the case of The Buchan School and The Buchan Nursery, copies must be left with the Office and Head of Buchan.
School Rules	These apply at all times during a school trip – students and their parents must be made aware of this from the outset.
Supervision	Staff accompanying the trip should be aware that supervision is 24 hours, 7 days a week when on a school trip.
Parents' Briefing	For lengthier trips and adventurous activities it is always advisable to hold a parents' briefing well before departure.
Passports (when required)	Photocopy passports. Collate a passport details sheet and keep passports together and locked away in a safe at the hotel.

Identity Cards	School identity cards can be used as photographic ID for travel to the UK. With appropriate notice, ID cards specifically for the trip can be produced giving details of staff and emergency contact numbers by the IT Department.
Money	Run a bank for students and keep written records. It is advisable to acknowledge in writing to parents, receipt of money handed in.
Clothing	For ease of identification, Buchan Nursery children will wear school uniform and high visibility vests. For KWC and Buchan School students, appropriate clothing must be agreed in advance.
Mobile Telephone	Ensure that a fully charged mobile telephone is available as a means of emergency contact.
Volunteers	There may be opportunities for parents to assist on outings. Appropriate checks and supervision will be required if this is the case.

### 2.3 Risk Assessment

Educational visits cannot be entirely risk-free. The aim, therefore, must be to contain risks within acceptable levels. This is achievable provided that organisers give careful consideration to this policy document.

Care must be taken not to expose a student to unacceptable physical or psychological risk, particularly on those occasions when the educational trip aims to exercise the student's sense of adventure.

Fundamental to the planning process of any educational visit is the process of risk assessment.

Risk assessments allow Group Leaders to make a reasoned judgement about the level of risk involved and what needs to be put in place to reduce the risk to an acceptable level to permit the trip to go ahead.

This is achieved by either:

- (i) Eliminating the identified hazards altogether for example by choosing not to use a water sports centre if the Centre staff do not possess current life-saving qualifications or
- (ii) Managing hazards by introducing effective control measures for example, by ensuring that participants are led by competent and experienced instructors when participating in adventurous activities.

Risk assessment comprises of the following steps:

- Identifying the hazards.
- Identifying the people who may be at risk.
- Evaluating the potential risk.
- Establishing additional safety and/or control measures.
- Disseminating information to all relevant persons and maintaining appropriate records.

The Group Leader should understand that risk assessment is a dynamic process and therefore must carry out on-going risk assessment during an educational visit and ensure that appropriate action is taken as necessary.

### 2.4 Assumptions

It is frequently the case that in planning an activity, certain aspects of the exercise are 'assumed' adequately taken care of.

Assumptions should not be made and each trip should be assessed on an individual basis.

## 2.5 First Aid

It is the policy of the School that all trips and visits are accompanied by a member of staff that has a good working knowledge of First Aid. It is a requirement that on adventurous activities, visits abroad or residential visits that at least one of the adult members of the group holds a current First Aid qualification.

First Aid kits are carried in all school minibuses. They are also available on request from the Medical Centre.

## **SECTION 3: SUPERVISION**

3.1 In the case of residential visits to centres providing overnight duty staff, these duty staff may exceptionally be included in the ratios at the discretion of the Principal/Head of Buchan/Head of Buchan Nursery. However, care must be taken to ensure that centre staff have been DBS checked, are willing and competent to undertake these duties and understand the responsibilities involved.

3.2 Arrangements for students in the Buchan Nursery and Reception class (P1), i.e. EYFS students, will ensure that there is a ratio of 1:8 minimum, with at least two members of staff, who will control from the front and the rear of the line. One of the adults should be designated (paediatric) first aider. Children must not be left unattended and they must be identifiable by high visibility vests when out walking.

## 3.3 Head Counts

Whatever the length or nature of the trip, regular head counting of students should take place, particularly before leaving any venue.

## 3.4 Remote supervision

When there is a requirement that students are remotely supervised, such as while on a Duke of Edinburgh's Award Scheme expedition, remote supervision will be conducted only when the students are assessed as competent for the level of activity being undertaken.

## 3.5 Free Time

If students are allowed free time for sight-seeing or shopping, they must stay in groups of no less than 3. It is important that they know the group meeting point. They should be given rendezvous points where they will find members of staff at set times. The location should be clear and easy to find. They should be reminded of any local conditions such as that traffic may be travelling on the right etc.

## **SECTION 4: PREPARING STUDENTS**

4.1 Students who are involved in a visit's planning and organisation, and who are well prepared, will make more informed decisions and will be less at risk. Providing information and guidance to students is an important part of preparing for a school trip. Students should clearly understand what is expected of them and what the trip will entail. They must understand what standard of behaviour is expected of them and why rules must be followed. They should be briefed on emergency actions, rendezvous procedures, supervisory groupings and their responsibilities regarding clothing and equipment. Students must be made aware that there are procedures in place for removing them from the school trip should their behaviour warrant it.

School rules apply at all times during a school trip – students and their parents must be made aware of this from the outset.

- 4.2 Every effort should be made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, sex, religion etc.
- 4.3 Special medical requirements of individuals should be known and catered for. First Aid knowledge in the group and equipment carried should be appropriate to the nature of the visit. The possibility of excessive exposure to the sun should be considered. Where such exposure is likely, participants should provide high factor sunscreen and hats as part of their equipment. Staff should ensure that sun protection is adequately applied.
- 4.4 The School will already be familiar with the nature of a student's special educational needs and any limitations or problems the student may have should be considered at the planning stage and when carrying out the risk assessment. The following factors should be taken into consideration: (i) is the student capable of taking part in and benefiting from the activity? (ii) can the activity be adapted to enable the student to participate at a suitable level? (iii) will additional/different resources be necessary? (iv) is the student able to understand and follow instructions? (v) will additional supervision be necessary? It may be helpful to the student if one of the supervisors already knows them well and appreciates their needs fully. The group leader should discuss the visit with the parents of students with special educational needs to ensure that suitable arrangements have been put in place to ensure their safety.

## **SECTION 5: COMMUNICATING WITH PARENTS**

- 5.1 The consent of parent(s)/guardians to their child's participation in any residential visit additionally charged for or any adventure activity is essential. Most commonly, parents will be asked for their consent by letter, in which case the following information should be included:
- Purpose of visit.
  - Dates and times of departure and return.
  - Destination with full address.
  - Activities planned, including any that are hazardous.
  - Required clothing and equipment.
  - Name of travel company and method of travel.
  - Cost and what it does and does not cover.
  - Methods of payment and cancellation arrangements/penalties.
  - Insurance cover, what it covers – be unambiguous (a photocopy of the schedule is useful).
  - Advice on pocket money and allocation/care on journey.
  - Accompanying staff.
  - Emergency contact arrangements.
  - Agreed code of conduct and possible sanctions.
  - Items prohibited on the journey.
  - Details of arrangements relating to any participant sent home early.
- 5.2 Parents or guardians of all students must be asked to sign a consent form giving:
- Permission for their child to participate in activities.
  - Details of any medical or behavioural condition which may affect their participation including medications, allergies etc.
  - Emergency contact number.

- Advance permission for urgent medical treatment if this is judged to be necessary by medical authorities and parents cannot be contacted.

## **SECTION 6: PLANNING TRANSPORT**

- 6.1 School minibuses for on Island travel are booked via the Estates Manager. Drivers of the minibuses must hold an appropriate licence (refer to the Estates Manager). Students must wear seatbelts whenever transported (and booster seats if required), head counts must be carried out when students are getting on or off transport and behaviour standards are to be met. The use of private cars for the transportation of students is discouraged. If private cars are used then Group Leaders must take reasonable precautions to satisfy themselves that such drivers and vehicles are suitable for the proposed use. Parents should be informed if their children are to be carried in private cars, and be given the opportunity to indicate if they do not wish their children to be transported in this way. In the event of students being transported by other students, written permission from both the parents of the driver and the passenger/s must be obtained prior to the trip.
- 6.2 Ensure that the maximum seating for the vehicle is not exceeded.
- 6.3 All children will be accompanied by a registered member of staff.
- 6.4 No child will be left in a vehicle unattended.
- 6.5 The vehicle will be equipped with a fire extinguisher and emergency kit containing a warning triangle, torch, blankets and wheel changing equipment etc.

## **SECTION 7: INSURANCE**

- 7.1 The School has Public Liability and Employers Indemnity insurance. All students are automatically provided with Personal Accident Insurance paid for by the school. The School also has comprehensive worldwide travel insurance to cover school trips and visits. Group Leaders should contact the Bursary to ensure that specific activities are covered.
- 7.2 CCF activities have specialised cover via the CCFA Insurance Scheme, as do enrolled participants in the Duke of Edinburgh's Award Scheme whilst taking part in Award activities.

## **SECTION 8: TYPES OF VISIT**

The Department of Education recognises two categories of activity with increasing levels of potential or actual risk. It should be recognised that all activities have some level of risk and that every visit or departure from the school premises requires appropriate risk assessment and a system to deal with emergencies.

### **8.1 Category 1 – Normal Risk**

These are activities that present no significant risk beyond those of everyday life. Some of these activities still expose participants to appreciable risk. For example, crossing a road or any activity near water will present risks to an inexperienced and unsupervised person. Types of visit that fall into Category 1 are:

- Walking in parks or non remote country paths.
- Field studies other than those off-Island, in moorland or mountain areas or those in or near water.
- Regular locally based activities such as sporting events, environmental studies in the local park.

- Sports activities.

## 8.2 Category 2 – Additional Risk

These are activities or visits to locations with higher risk. Safe supervision requires that the Group Leader should, as a minimum, have undergone an additional familiarisation process or induction specific to that activity and/or location. Types of visit that fall into this category are:

- Off-Island visits.
- Visits which involve an overnight stay.
- Camping.
- Cycling on road or non-remote off road terrain.
- Low level initiative challenges.
- Visits involving outdoor and adventurous activities that in the UK would have to be registered under the Adventure Activities Licensing Regulations 2004.
- Visits with increased insurance premiums.
- In or near water.
- In winter conditions.
- On or near cliffs or steep terrain.
- In an area subject to extremes of weather or environmental change.
- Visits to developing countries or those with civil unrest.
- School led visits that in the UK would come under the scope of the AALA e.g. walking in Wild Country Areas .

## **SECTION 9: VISITS ABROAD**

9.1 Many educational visits further afield than the UK take place on a regular basis. When planning trips abroad, further consideration should be given to:

- Language and culture.
- Money – how to carry money and valuables discreetly. If larger amounts of money will be needed, it is advisable to use travellers cheques or personal bank cards.
- A briefing meeting for parents.
- Vaccinations.
- Foreign legislation.
- Insurance.
- Visas and passports.
- Nationality of participants.
- Emergency medical facilities.
- Paperwork and documentation.

## **SECTION 10: EMERGENCY PROCEDURES**

10.1 In spite of good planning and organisation there may be emergencies that require an on the spot response. It is essential that the Group Leader carry key telephone contacts and information concerning medical consents readily available at all times.

If an accident happens, the priorities are to:

- Assess the situation.
- Safeguard the uninjured members of the group.
- Attend to the casualty.
- Inform the emergency services and everyone who needs to know of the incident.

10.2 In an emergency the Group Leader would usually take charge and would need to ensure that emergency procedures are in place and that back up cover is arranged. The Group Leader should also liaise with the representative of the tour operator if one is being used. The main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that all the group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them.
- Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures.
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
- Notify the police if necessary.
- Notify the British Embassy/Consulate if an emergency occurs abroad.
- Inform the school emergency contact (whose number should be accessible at all times during the visit) of the nature, date and time of the incident; location of the incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken and by whom.
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.
- Complete an accident report form as soon as possible.
- No-one in the group should speak to the media – a designated person at school will act as a point of contact with the media.
- Restrict access to mobile phones and telephones until contact has been made with the school based emergency contact point.

10.3 In the event of a child being lost, the Missing Student Policy will be followed.