



SCHOOL VISITS AND TRIPS POLICY AND PROCEDURES

INTRODUCTION

Educational visits, residential trips and other off-site activities are an important addition to the curriculum and are an essential way in which we enrich our students' social, cultural and academic development.

The safety of students and staff during all trips and visits is paramount and for this and other reasons meticulous planning and organisation are essential. We work with CST (Community Security Trust: the body which advises the Jewish community regarding security issues) to ensure the safety and security of our students.

Under the Health and Safety at Work etc. Act 1974, the Academy must take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety, both on or off school premises.

We understand that teachers organising and taking part in school visits off-site accept responsibility for the care and welfare of students, and they act in loco parentis. They will also have duties as employees and/or managers under health and safety at work legislation.

We understand our obligations to:

- assess the risks to students, 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 significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell our employees about the risks and measures to be taken to manage the risks;
- ensure that adequate training is given to employees on health and safety matters.

Full details of our health and safety arrangements are available in the School's Health and Safety Policy. This can be found on the policy page of our website.

(This should be read alongside the Government's Guidance Health and safety on educational visits

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits> and Barnet Council's Guidance for Off-Site Visits and Related Activities with National Guidance)

Training on Health and Safety Implications of School Visits

Hasmonean MAT will ensure that staff are given the health and safety training they need for their job, including taking students off-site on school visits.

Role of the Educational Visits Co-ordinator

The Educational Visits Co-ordinator has oversight of all trips and responsibility for:

- liaising with the local authority's outdoor education adviser
- ensuring that the planning of all trips complies with the requirements of this policy

PROCEDURES FOR ORGANISING TRIPS AND VISITS

Approval

Details of all proposed trips and visits must be submitted first to the Educational Visits Co-ordinator and then to the Headteacher for approval before detailed planning begins and before they are shared with other staff, parents and students. This is to ensure that:

- there is appropriate overall co-ordination;
- aims and objectives are stated;
- there is significant educational or enrichment value (particularly if the activity is to take place in term time) and it is consistent with the ethos and values of the school;
- it is suitable for the students involved having regard to their ages, abilities, needs and aptitudes.

Details of all residential, overseas and trips involving adventurous activities (whether led by external staff or school staff) must then be approved by the Local Authority Outdoor Education Advisor.

Student to Staff Ratios

Student to staff ratios for school trips are not prescribed in law; those planning trips should decide the ratios on the basis of risk assessment and consultation with the Education Visits Co-ordinator, taking into account the activity to be undertaken and the age and maturity of the students. Consideration will also be given to the practicalities of dispatching a substitute member of staff during the visit should they be required to cover an incident, emergency or to replace a member of staff. Advice from CST will also be taken into account.

Risk Management

The procedures for planning school trips seek to ensure that students and staff experience the most benefits and achieve the best possible outcomes, whilst minimising the risks to their health, safety and welfare.

Children learn to understand and manage the risks that are a normal part of life by experiencing a wide range of activities. Health and safety measures can help them to do this, but should be proportionate to the risks of the activity. Common sense should be used in assessing and managing the risks of any activity. Staff should be given the training they need so that they can manage risks effectively and keep themselves and their students safe.

The main legislation covering school trips is the Health and Safety at Work Act 1974 and regulations made under that Act. Hasmonean MAT has overall responsibility for health and safety. Although tasks

may be delegated to staff, all staff have a duty to take care of students in the same way that any prudent parent would. Some activities, especially those happening away from school, can involve higher levels of risk.

A specific risk assessment must be carried out by a competent person and significant findings recorded for all trips. Risk assessments will be undertaken by the lead member of staff in consultation with the Educational Visits Co-ordinator.

When planning and organising a school trip the following are required:

- The Headteacher's and Educational Visits Co-ordinator's approval for the trip.
- Risk assessments specific to the trip.
- Review of the list of participating students, if the SEND needs of a student may require reasonable adjustments to facilitate full or safe participation or the behaviour of a student may put the health and safety of that student or others at risk then this must be raised with the Inclusion Team/and or the Senior Leadership Team at an early stage, so that a risk assessment process can be commenced and where required suitable adjustments planned. Any necessary communication with parents/carers regarding the ability of a student to participate in a trip will be made by a member of the Senior Leadership Team and other staff should not discuss this directly with students or parents/carers.
- Financial viability of the trip, providing a breakdown of income and expenditure.
- Regard to the School's Health and Safety Policy and health and safety advice from the DFE and the HSE.
- Insurance cover.
- Completion of parental consent forms for the trip (including informed consent for activities and for the administration of medicines and medical treatment where required) / making parents aware of the activity and giving the opportunity to withdraw.
- Regard to child safeguarding procedures (taking into account the additional risks involved in residential and overseas trips).
- All staff to be aware of the medical needs of any of the students (including medical emergency procedures).
- Consideration of the ratio of staff to students needed.
- First aid training has been completed by sufficient members of staff for the number of students involved. First aid kits are available at all times.
- Training needs of the staff on the trip considered and met.
- Staff and supervisors are appropriate and responsible people and have the relevant clearance – enhanced DBS.
- Consideration given to the method of travel and its safety, the length of the journey, travel times, pick up points on the way and drop off points on the return.
- A contingency plan for returning home late, abandonment of the trip at an early stage, or cancellation of the trip altogether.
- A contingency plan for a major incident, including terrorist attack.
- Details of the liaison contact at school in case of emergencies.
- Emergency contact details for all parents and staff for the duration of the visit.
- A list of all participants with details of student's dietary needs and significant other needs (and that these needs are made known to all staff and are capable of being met).
- Parents/carers are to be made aware of the food and drink arrangements for the trip and the Operations Team informed of the trip so that school lunches can be cancelled and packed lunches ordered for free school meal students.
- Staff and any volunteers must be asked to make the Trip Leader aware of any medical conditions which are pertinent to the trip and they must consent in writing for that information to be shared in a medical emergency.

- An evaluation of the trip afterwards to aid others who might be considering a similar project in the future.

Timescales for Planning

All visits and trips must be booked using the 'Trips Request Form' icon located on the desktop of all school computers. Trips should be arranged at least one week before departure date.

Arrangements for the Day of Departure and Return

On the day of departure, an updated nominal roll is to be left with reception and staff members accompanying the trip should sign-out using the normal procedure.

The trip leader must take the school trips medical computer and a first aid kit.

Inclusion

Schools are required to ensure that students with SEND and medical conditions have full access to education, including school trips. We actively support SEND students and those with medical conditions to participate fully and safely in school trips and visits, making any reasonable adjustments required.

We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that SEND students or those with medical conditions are included on trips and will consult with parents and students and take advice from relevant healthcare professional to ensure that students can participate safely.

If the outcome of a risk assessment is that the residual risk to the health and safety of the student or to others is unacceptably high as a result of the student's SEND needs, taking into account all reasonable adjustments, then the decision not to include the student on that occasion will be communicated to the parents/carers of the student by a member of the Senior Leadership Team. The deposit and other monies paid will be refunded.

Insurance

Students and staff participating in domestic visits and activities are covered by the school's membership of the Risk Protection Arrangement for Academy Trusts. Separate insurance will be taken out for trips and activities not covered but the Risk protection Arrangement for Academy Trusts.

For any unforeseen reason the trip is cancelled, the school will seek to recover costs from our insurers before any refunds if applicable are offered.

The school will not accept responsibility for loss or damage to personal items brought on trips.

Information for Parents/Carers and Students regarding Behaviour

Appropriate behaviour is essential for all trips and visits and ensures that effective, memorable learning and enrichment can take place. Students and parents/carers will be given a full programme of the visit (including any specialist activities) and arrangements for the use of any remote supervision will be explained (for example shopping during a visit without direct supervision). For residential trips, expectations regarding downtime, curfew times, bedtimes, alcohol and smoking will be made clear. Reference should also be made to the Behaviour Policy.

The policies for the Boys' School can be found here: <https://hasmoneanboys.org.uk/hasmonean/wp-content/uploads/2019/11/Behaviour-Policy-Boys-School.pdf> and the Girls' School policy can be

found here: <https://hasmoneangirls.org.uk/hasmonean/wp-content/uploads/2019/11/Behaviour-Policy-Girls-School.pdf%20>

Students may be excluded from any visit or trip where their behaviour presents an unacceptable level of danger to their own safety and/or others, the decision will be based on a written risk assessment (copy to be retained) and will be communicated to parents/carers by a member of the Senior Leadership Team.

Accidents, Incidents and Emergency procedures

In any potentially dangerous accident or unforeseen event the key priority must be people's safety and welfare.

Incidents and accidents should be managed in an appropriate manner to contain and eliminate any danger and minimise risk. Immediate first aid or emergency medical treatment should be sought where there are injuries. In all cases appropriate first-aid should be delivered if needed. Pupils who are injured should be accompanied to the medical room. Pupils with potentially serious head injuries should be sent to hospital for assessment.

If a danger or risk of further injury exists staff or managers, attending the incident should ensure that people are removed to a place of safety. Appropriate assistance should be called.

Incidents should be escalated to the senior leadership team or Headteacher as appropriate to their perceived severity.

Reporting Injuries and Accidents

Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. The school understands that it has legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report certain serious accidents and incidents to the Health and Safety Executive (HSE).

The school understands from HSE guidance that injuries to pupils/staff and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity: or,
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

When an incident is reported using RIDDOR's online form, pupils should be entered as members of the public unless they are on a recognised work experience or training scheme.

In addition to the above, the school understands that it is also required to report any work-related deaths and certain injuries that take place to self-employed people while they are working at the premises. This includes contractors.

Payments for Trips

Charges for trips and visits are made in accordance with our Charging and Remissions policy (a copy is available on our website.)

- Many larger trips may require payments to be made in instalments and parents will need to adhere to the payment dates so that the school can meet its financial commitments;
- All payments for trips should be received in full by the specified date; if not this may result in the student unable to take part - part payments will not be refunded;
- We always indicate that bursaries are available for students. We try to fund all trips for PP, LAC and PLAC students;
- Where a student is withdrawn from a trip or the student's behaviour prohibits them from participating in a trip, the cost will **not** be refunded unless another student can be found to take the place at short notice.

Missing Child Policy

If a student goes missing on a trip, the most senior member of staff should co-ordinate this procedure, either directly, or by phone if the pupils are on a trip.

If the incident happens whilst on a trip, the trip leader will inform the most senior member of staff at the School; this should include the Headteacher when possible.

The Procedure:

- All students on the trip will be gathered together and the register taken.
- Identify which students are missing and inform the most senior member of staff at the School. (If on a trip, check the immediate area.)
- At least one member of staff to stay with the students while another is dispatched to search all areas the child may have gone.
- The appropriate ratio of teachers: children needs to be maintained whilst others are and dispatched to search vicinity.
- Police will be contacted immediately or within 2 minutes of searching the area.
- Staff will continue to search and regroup to re-assess after 10 minutes.
- Staff dispatched to search must remain in contact with the trip leader.
- If on a trip, most adults and all children to return to the School after the ten minute search. However, two members of staff should await the arrival of the police to the location of the incident. You may need to ask a member of staff from the School to join you to help to get the children home.
- Senior member of staff meanwhile to gather the relevant information on the child: D.O.B, where last seen and a basic description.

The most senior person in the School will:

1. Inform Police on 999 and hand over all relevant details of the child/children.
2. Call the parents to inform them and let them know what is being done.
3. Social Services (where necessary)
4. Chair of Governors

After the event, the team will reflect on the incident and the procedure to see if anything can be learned from the process and if any measures can be taken to improve.

Reviewed by Trips Co-ordinator, HTs & Head of Finance & Premises Dec 2021

Ratified by Local Governors Standards Committee Dec 2021

Next Review: Dec 2026