



TPS OFF/ON SITE VISITS POLICY

This policy covers all off-site visits and activities organised through the school and for which the Governors and Headteacher are responsible.

- At Taunton Preparatory School we ensure that every pupil is entitled to and has access to a wide range of educational experiences.
- We recognise the significant educational value of visits and activities which take place away from the immediate school environment.
- Visits and off-site activities support, enrich and extend the curriculum in many areas of the curriculum.
- Visits and off-site activities encourage co-operation, team work and the application of problem solving skills and develop independence and self-confidence.
- Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities of all young people.
- Outdoor education helps young people to be physically active and to understand how to assess and manage risks.
- All visits will be safe, well managed and educationally or socially beneficial to the child.

This policy should be read in conjunction with the Health and Safety Policy & Critical Incidents Policy.

Responsibilities

Headteacher and/or Deputy Headteacher:

The headteacher/deputy headteacher will:

- Ensure all visits and off-site activities are relevant to the work in the class
- Approve all visits and activities, based on compliance with the authority and school health and safety policy
- Ensure off-site programmes are led by competent staff who are DBS checked, appropriately experienced to assess the risks, manage the activity and manage the specific group.
- Ensure the staffing ratio is suitable for each visit.
- Ensure the visit is well planned.
- Require the risk assessment to be completed.
- Approve all visits.

The Party Leader

The party leader will:

- Have overall responsibility for the supervision and conduct of the visit or activity.
- Obtain the Headteacher's, (or deputy) approval before any off-site visit or activity takes place.
- Follow the policy and procedures set out in the staff handbook.
- Assess the risks involved and provide a risk assessment.
- Plan the visit to ensure all procedures have been followed – completing the planning checklist.
- Ensure all additional adults are fully informed and aware of all risks.
- Inform parents fully about the visit and gain their consent.
- Reassess risks while the visit or activity takes place.
- Ensure there is a contingency plan should a significant change to the programme be necessary
- Ensure the police are informed immediately of any untoward situation and that contact is made with the Emergency Contact at school to inform them of the incident.
- Completed Risk Assessment (RA2 & RA3) and supporting documents should be uploaded to the TPS Risk Assessment Centre on Firefly prior to the trip departing.

Additional adults

Additional adults:

- Members of staff, volunteers and parent helpers will assist the party leader in ensuring the health, safety and welfare of young people on the visit.
- Be clear about their roles and responsibilities whilst taking part in a visit or activity.
- Ensure all instructions from the group leader are followed.

Off site visits comprise:

Day trips which do not miss lessons.
Day trips which miss lessons.
Overnight trips within UK.

Overnight trips outside UK.

Trips with Boarders

Safe practice for these trips depend on:

1. Careful planning.
2. An awareness and investigation of the potential dangers and hazards.
3. Preventing access to those dangers by those ill-equipped to cope.
4. Adequate supervision.
5. Being prepared to review plans in the course of the trip and make proper changes as required.
6. Knowledge of how to help oneself and others in danger.

The following check-list should be photocopied and retained when you are taking a trip.

Each point is explained in the next section.

Check list (detailed notes follow this summary)

A. Before you advertise the trip to pupils or parents:

- 1) Get the Headmaster's agreement in principle to the nature and timing of the trip.
*This MUST be done prior to the trip being entered into the calendar – the term before. (Form RA 1) If your trip is a "low risk trip" use the **Proposal and Risk assessment sheet** (ask for advice if necessary)*
- 2) Speak to the Deputy Headmaster who will advise on staff availability.
- 3) Check the calendars – past and future!
- 4) If School transport will be needed, check on availability and cost.
- 5) Clarify objectives of the trip (Why are you going? What benefit will it have?).

B. Detailed planning: (not in order)

- 1) Risk assessment; site visit. (*Form RA2 & RA3*)
- 2) Assess competence, experience, qualifications of staff.
- 3) Letter to parents including Trip Consent Form (Consent may be covered under general consent form which is obtained at the start of each academic year). (See B3)
- 4) Clarity on who is leading the trip and deputy and who will be your SMT contact back at school.
- 5) Check insurance and finance.
- 6) Check travel details.
- 7) If you are using a **Centre**, request copies of documentation (Insurance, Risk Assessments etc)..
- 8) Emergency action plan; circulate details more widely for trips during holidays.
- 9) Code of conduct for pupils, copied to parents.
- 10) Food. Will it be provided by school or externally purchased?
- 11) Money and security.
- 12) Medical issues. (*See Medical List available from school office*)
- 13) Equipment.
- 14) Accommodation.
- 15) Information **from** parents and staff.
- 16) Further guidelines for staff organising school trips abroad.
- 17) Pupil list, signed by HM, (*Form RA2*)
- 18) Ensure the office have created a group for SMS communication with parents.

C. During the trip:

- 1) Ongoing risk assessment.
- 2) Take advice if needed.

D. After the trip:

- 1) Report any accidents.
- 2) Complete Form **RA 4** 'Post Trip Evaluation Form'. (This must be completed 24hr after you return)
- 3) Blow your own trumpet in Courier, Review, Magazine etc.
- 4) Photos for School Facebook, Twitter and display screens.

Before you advertise the trip to pupils or parents

- A1 HM's agreement ensures that this is a "school activity," not your own excursion. This has legal and insurance benefits for you.
- A2 Staff ratio: The HSE suggests: Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils. The Dfe suggests for schools to determine the number of adults required, depending on the nature of the outing. Check gender ratio male/female staff, age of pupils and appoint a Deputy Leader. If some pupils have special needs the ratio may need to be adjusted. Assess whether any pupils have behavioural difficulties.
- A3 Plan a date which avoids known difficulties, such as established School events, exams etc. Use last year's calendar as well as the skeleton for the forthcoming year. Check to see which other days of the week have had trips out that will effect the group you are taking.
- A4 Check the guidelines for staff driving school vehicles in this handbook and book the vehicle well in advance. Specific parental consent should be sought if a private vehicle is to be used. Do you have enough drivers?
- A5 The purposes and objectives of the visit must be clearly identified and appropriate to the age and ability of the group. Think about any special needs: pupils for whom English is a second language, for instance.

Detailed Planning

- B1 **Form RA 2** Fill out a risk assessment for the trip. The general form is included at the back of this policy.

Key issues: ensure safety procedures are understood; check existing measures; identify necessary additional measures. Keep it going through the trip! Think about risks to **staff** as well as pupils. Check pupils' medical information on lists in the Common Room (provided by the Medical Centre). In addition, check any medical information supplied on the parental consent form. You will need this information to complete Section 26 of WMD1. If you are using a Centre or company, get their risk assessment in writing (more on this under B8). Seek advice on a 'site visit' from a Deputy. Prepare an alternative programme in case of a change of plan, including a contingency plan for a late return.

- The **DfES Good Practice Guide** and the **SCC Code of Practice** contain detailed advice on different types of activity and associated risks. There is a copy of these publications in the Common Room resources room
 - Information provided by the HSE for school trips is available at:
 - <http://www.hse.gov.uk/services/education/faqs.htm#school-trips> Or
 - <http://www.hse.gov.uk/education/visits.htm> in addition the ATL provides advice on how to assess risk at: <https://www.atl.org.uk/health-and-safety/risk-assessment/how-to-risk-assessment.asp>
 - It is very tempting to include a generic risk assessment in this policy, but we need to think afresh about each trip and check our risk assessment against a previous trip; consult a specific checklist for the particular activity; discuss with a colleague / Deputy.

- B2 Check training and experience of staff. Some trips will require particular qualifications. Check on First Aid training. If you are using volunteer helpers, Criminal Record Bureau checks will be required. This includes any spouse, girlfriend or boyfriend on the trip who may have "access to children." Think about effects of teaching and the working day when assessing your needs.
- B3 You **must** get parental consent and an update on medical details previously provided (if any). (A medical questionnaire is sent out to parents annually by the Medical Centre, but the consent form should contain a line asking for details of any medical issues that may have occurred since the questionnaire was completed.) A specimen introductory letter and a specimen "off-site" consent form are supplied later in this section. Parents must be informed in advance if any remote supervision is involved. Make it clear what activities are involved; clarify options. Reinforce school policies and beware of conflicting with published documents. Ensure that parents have a copy of what is said to pupils (eg a code of conduct, arrangements for supervision etc). They will also need contact details and emergency numbers.

Check pupils' medical information on lists in the office (taken from information provided by parents). You will need this to complete Question 23 of **RA 2**.

If the trip is overseas then consent for medical treatment in the event of an emergency must be sought.

B4 The staff leading activities must:

- be suitably experienced or qualified for the activities proposed.
- be aware of hazards.
- be clear that high standards of pupil behaviour will be expected at all times.
- be aware of their supervision responsibilities.
- process a list of names of pupils and carry it at all times.
- regularly count the pupils, and every time pupils mount or dismount.
- know what action to take if there is a problem (see School Standard Orders on Critical Incident Management).
- know how to contact the emergency services.
- have a mobile phone (which on day visits must be switched on) and check that it can be used overseas if required.
- check the DSCF document "[Health and Safety of Pupils on Education Visits](#)" (copy in Staff Common Room).
- **On overnight trips ensure that all electronic devices are collected from students and held overnight.**

B5 **Form RA2** The pupil check list for all school trips should be signed by HM. It must be accurate. The list will include venue, date, times, outline of the programme – and in the case of overnight trips this information must be supplemented by a named contact in the School (and telephone number) to whom all these details have been given.

B6 See also Off Site Visits: Section IV – Insurance. Check with the Finance Office on the School's **insurance**. Alert the office to any unusual or hazardous activity. Agree with the Finance Office on arrangements for the receipt of **money**.

B7 Make sure you have checked tickets, times of departure / arrival. Think about risk assessment and supervision for the **journeys** as well as the activities. Are drivers competent and qualified? Are the hours safe?

B8 Check any Centre: get a copy of their Health and Safety Policy, risk assessment, licence, staffing levels, emergency plans; get details of their equipment, insurance, accommodation and First Aid. Clarify any demarcation of responsibility between the School and the Centre. Regulations on "Package Tours" are stored in Common Room Resources.

B9 Check what you will do in an emergency. Read the Critical Incident Policy. If your trip involves an overnight stay, give a copy of the details to **the office staff** that will ensure that it is photocopied and distributed to the relevant areas and your emergency contact.

B10 Advertise ground rules well in advance. Stay in line with published School policies – for your own protection. Copy code of conduct if relevant to parents. Briefing to pupils **before departure** should include:

- rendezvous procedure for lost pupils (including the journey).
- recall system and action in an emergency.
- relevance to prior and future learning.
- grouping for study or supervisory purposes.
- kit-check: appropriate dress/equipment for the activities proposed.
- If mobile phones are taken on an overnight trip by pupils, they must be centrally stored over night by a member of staff. Any electronic device with internet access should also be stored overnight by staff on the trip..

An example of an information sheet and itinerary for pupils/ parents is included later in this section. If any doubts, require parents to respond by letter / email.

- B11 Catering department must be advised of anticipated absentees from meals. You need to plan for packed lunches, if required. The kitchens will help provide variety with adequate warning. Warn pupils if they will need to bring food (or money for food). Think about your estimated time of return and how that fits with meals. Plan for late suppers, if required.
- B12 Inform pupils and parents if they will need to bring money. Plan for its safe -keeping. You may also need to think about passports and EHIC. It can help to put money-belts on the kit list.
- B13 Ask parents to warn you about medical issues. Beware of rejecting pupils on any grounds such as “disability.” Health and safety considerations may mean that special arrangements are necessary in some cases. If these cannot be put into place or the parents do not wish to meet the additional costs thereof, this could prevent the pupil from taking part in the trip. Carry details of GP’s name / address / phone number for pupils with specific medical needs.
- B14 If you are taking equipment (eg tents), check it in advance. Consider whether you need to have extra “base camp” kit to help groups whose kit has given trouble. If pupils are bringing equipment, have a kit-check. If you are using a centre’s equipment, check their paperwork.
- B15 Is the accommodation safe? Check fire procedures (at camp sites as well as accommodation), lock-up, siting of rooms, supervision, hazards.
- B16 If parents offer information (eg “John is not a very confident skier”), respond to it in your planning. Be prepared to check in advance with House Staff.
- B17 For School Trips abroad:

Send copy of **all** correspondence to parents **and** guardians (including initial details).

Include sentence / paragraph in an early letter (info letter or first confirmation letter) stating that *parents / guardians* of foreign nationals are responsible for ascertaining if visas are required by the host country and for assisting the pupil to obtain the appropriate visa. (State that HM Sec, TPS, will provide letter confirming pupil status if requested.) *Photocopies* of passports of **all** pupils must be submitted by the pupil to the teacher i/c the trip at least one month before departure. (Teacher can then check validity of all passports before travel.)

For trips within the EU, consider whether to use a ‘List of Travellers’ (see Forms). [This may negate necessity for visas.]

Passports must be valid for at least six months after the date of return to the UK.

For trips within Europe, pupils must provide current EHIC.

No refunds will be given if a student is unable to travel owing to sickness or the pupil’s passport and / or visa being out of date or declined.

- B18 Ensure you have an up to date list of the pupils.
- B19 Ask the school office to create an SMS groups via Clarion Call and ensure you have been added as an administrator for the group. This will allow you to send text message updates and communication to the parents of all the pupils on the trip.

During the Trip

- C1 After all the excellent planning, this turns out to be the most important: adapt your plan if necessary in response to weather, behaviour, unforeseen circumstances, illness etc... Ensure that you continue to communicate clearly

with your colleagues on the trip. Training before remotely supervised activities should be assessed separately by an instructor with suitable qualifications.

- C2 Be aware of your own limitations. Continue to seek and accept advice from the local experts (e.g. “rivers rise really quickly in these parts; that will be a torrent tomorrow!”).

After the Trip

- D1 RIDDOR require us to report accidents. Follow the procedures as listed in the Health and Safety Policy.
- D2 After the trip, you are required to fill in a standard evaluation form (**RA 4**) which should be passed to the office within 24 hours of your return. This will be held on file. It will matter when knowledge of disciplinary issues will enable staff taking trips after you to assess the risks posed by disruptive pupils. Own up to any problems experienced.
- D3 Most trips are enormous fun and completely successful. Get that message.

RA 1

Outline Proposal and Preliminary Risk Assessment

for an outside of term time School Trip



For **an out of term time** trip involving School pupils, the colleague in charge must submit this form to the Headmaster at least one month before departure and before advertising to pupils or parents. This sheet (RA1) should be completed in full for repeated trips. The trip cannot be publicised or promoted until the Headmaster has approved it. In some cases, further discussion with a senior member of staff will be required before approval.

1. Party Leader:
2. Outline location of visit:
3. Main purpose of visit (fieldwork, sport, holiday, etc):
4. Year and probable date / time of school year: School Calendar checked? YES / NO
5. Approximate number of days:
6. Approximate time of departure and return (if known):
7. Expected principal mode of travel:
8. Approximate cost: Paid from School budget? YES / NO Charged to pupils? YES / NO
9. Do you envisage fund raising or sponsorship? YES / NO
10. Probable number of pupils: Age range: ...
11. Probable number of colleagues involved: So, approximate Staff / Pupil ratio
12. Have you (or any accompanying colleague) led a similar trip in the past? YES / NO
13. Have you (or any accompanying colleague) visited the intended location? YES / NO
14. If either answer* is NO, is it likely that you will be making an exploratory visit? YES / NO
15. If not, have you done sufficient research to enable you to carry out an initial risk assessment to confirm the viability of the trip? YES / NO
16. Have you read the pages in guidelines relating to trips and risk assessment and the advice about travel companies and taking out insurance as soon as initial bookings are made? YES / NO
17. Have you assessed the general risks associated with the timing, location and purpose of this trip with relation to:
 - a) the age and number of pupils involved? YES / NO
 - b) the experience and number of staff involved? YES / NO
 - c) your own experience and competence? YES / NO
 - d) the availability and suitability of equipment? YES / NO
18. In future planning, before departure, will you make a full risk assessment as outlined on the Final Details and Principal Risk Assessment YES / NO

Signed (Colleague i/c) Date

Authorised By HM Date.

This is **a legal requirement** and must be completed **one week** before you leave.

General Information

1. Name of colleague in charge:
2. Purpose and location of visit:
3. Day, date and time of departure:
4. Day, date and time of return:
5. Mode of travel: Please Select
6. Type of Accommodation (if applicable):
7. Numbers of pupils (by year group/ Form): Total number of pupils:
8. Number of supervising staff: Staff / Pupil ratio
Number of other Adults:
9. Have you (or any accompanying colleagues) led a similar trip in the past? Yes No
10. Have you (or any accompanying colleagues) visited the intended location, either on a previous trip or on exploratory visit? Yes No
11. *If either answer* is NO, have you done sufficient research to enable you to carry out a full risk assessment for all aspects of the trip?* Yes No
12. Have you read the pages in the School Visits Policy and guidance? Yes No
13. *If trip is out of term time*, have parents been sent a letter giving details of the nature of the trip and activities involved, together with parental consent form containing space for medical details not already supplied to the school?
NA
14. Will all members of staff be given copies of risk assessment sheets (including medical data) and given instructions on how to avoid or minimise risks? Yes No
15. Will pupils be given details of rules of behaviour and instructions on how to avoid or minimise risks? Yes No

[Advice on your risk assessment maybe sought from CXC or RR]

Risk Assessment related to Medical Issues

16. Have you checked through the complete Medical Information list of pupils and their declared medical details (held in the school office, which will indicate if parents have completed and returned an 'Off Site Consent Form) and included applicable information.
[The 'Off Site Consent Form (held in the School Office) includes:
 - a) *Details of any existing medical conditions, or specific health information, e.g. allergies, tendency to travel sickness, home sickness, etc*
 - b) *Emergency contact numbers and (for foreign trips) details of GP.*
 - c) *A signed agreement to allow staff to initiate medical treatment]*
17. **With an out of term time trip**, have you received signed parental consent forms giving medical details not already supplied to the school? **Yes**
18. Have you discussed any problems / sought clarification on medical conditions? Yes No
19. Have you made arrangements with the Medical Centre to give you duplicate supplies of any essential medication, where applicable? Yes No
20. Have you discussed your medical needs with the School Nurse and obtained sufficient First Aid kits of appropriate content? Yes No

21. Which colleagues (if any) possess First Aid qualifications?
22. Which colleagues (if any) possess Life Saving qualifications? (if applicable)
23. Give details of any *particular* medical issues (eg individual pupils or specific health hazards or risks) which you have assessed and give an outline of any action you have taken or plan to take to minimise these risks.
[A separate sheet can be attached if this has already been prepared.]
24. For foreign trips, have you arranged medical insurance, including repatriation, for all members of the party? Yes

Risk Assessment of Non-Medical Issues

25. Will you have a mobile phone with you? Yes No
- 25A What is the number of that phone:
26. If trip is abroad are you or a colleague familiar with the language? Yes No Maybe
27. Have you checked that any external agencies you intend to use, eg activity centres or other instructors are adequately qualified and insured for public? Yes No N/A
28. Have you read and complied with the guidelines for staff on driving Mini Buses? Yes No
29. Have you made a recent assessment (within the last few weeks) of the risks and hazards associated with the timing, location and purpose of this trip? Yes No
30. Give details of any *particular* hazards you have assessed and outline any action you have taken or plan to take to minimise the risks. [A separate sheet can be attached if needed or has already been prepared.]
31. *In completing this risk assessment, have you considered?*
- a) The age groups and numbers of pupils involved? Yes No
- b) Each individual pupil's suitability (age, competence)? Yes No
- c) The experience and numbers of staff involved? Yes No
- d) Your own experience and competence? Yes No
- e) The availability and suitability of equipment? Yes No
- f) Evacuation procedures for pupils who need to be returned home? Yes No
- g) Transport arrangements? (eg seat belts, use of local or public transport) Yes No
- h) Accommodation arrangements? (eg security, fire drill) Yes No

Signed (colleague i/c):

Date: Monday, 23 September 2019

Authorised (Headmaster/Deputy Headmaster): Date:

LIST OF PARTY

Date of Trip:	
Nature of Trip:	
Person in charge of Trip:	
First Aider (Not party leader)	
Departure Time from School:	
Destination and ETA:	
Date and ETA back at School:	
RA3 has been completed and is attached. Please tick: <input type="checkbox"/>	

Head's Signature		Date:
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Mobile Phone Contact Number: <i>(Trip Leader)</i>	
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Emergency Contact Tel No <i>during</i> School hours	
Emergency Contact Tel No <i>outside</i> School hours)	

**Complete list of all persons going on the trip (*pupils and staff*). Please insert Names below.
Please ensure that this list is totally accurate at the time of departure. Delete those who signed up but did not go.
Post this list in the School Office and copy to Headmaster, School office, (and your Emergency Contact if weekend / holiday trip).**

Box 4

Is the risk rating for this task post existing control acceptable and can all additional controls be immediately implemented? **Yes / No**

List additional control measures which cannot be implemented immediately and how they will be implemented in Box 5.

Risk Assessor.....Signature.....Date.....

Box 5

Control Measures	Action required	Action by	Target Date	Completion Date

Box 6 Management Confirmation

Having considered the risk ratings of both existing controls and the identified additional controls is it acceptable for this activity to be undertaken? **Yes / No**

If No, consider stopping activity until additional controls are implemented.

Name (block capitals).....
(Department Head/Principal)

Signed.....

E = Employed; **VP** = Vulnerable Persons, such as new or temporary staff, young persons, lone workers, disabled persons or new/expectant mothers, **Con** = Contractors;
Pub = Public; **Vis** = Visitors.

Box 7 Risk Assessment Review

I can confirm that the assessment remains valid, controls remain effective and are fully implemented and there has been no increase in risk.

1st Review Date:..... Name:..... Signed:.....

2nd Review Date:..... Name:..... Signed:.....

3rd Review Date:..... Name:..... Signed:.....

Box 8

LIKELIHOOD (Probability)	SEVERITY (Impact)					
		1 Minor Injury	2 First Aid Required	3 Medical Centre visit	4 Major injury Disability	5 Fatality
	1 Rare	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Possible	3	6	9	12	15
	4 Probable	4	8	12	16	20
5 Almost Certain	5	10	15	20	25	

5 X 5 Matrix

Risk Rating is calculated by multiplying the **likelihood** against the **severity**, e.g. taking a likelihood of **4**, which is classified as Probable, and multiplying this against a severity of **2**, which is classified as a Minor Injury 1st aid required, would give you an overall risk rating of **8**, which would be risk rated as a low risk.

High risk equals 16 to 25.
High Risks activities should cease immediately until further control measures to mitigate the risk are introduced.

Medium risk equals 9 to 15.
Medium Risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period. Note: Medium risks can be an organisations greatest risk, it's Achilles heel, this due to the fact that they can be tolerated in the short-term.

Low risk equals 1 to 8.
Low Risks are largely acceptable, subject to reviews periodically, or after significant change etc.

Taunton Prep School

Post Trip Evaluation Form (This Form can also be completed on firefly).

This form must be completed by the leader of the trip **within 24 hours** of the published return time. Completed forms should be returned to the School Office.

Date of trip **Party Leader** (initials)

Nature of trip

Were there any problems relating to logistics on the trip?	YES / NO
(packed lunches / transport / accommodation etc.)	<i>(If YES, please give detail below)</i>

Were there any disciplinary issues with pupils on the trip?	YES / NO
<i>(If YES, please give detail below, including names of pupils and the sanction applied.)</i>	
<i>Please indicate if follow up sanctions are required by House Staff / Deputy Heads.)</i>	

Were there any concerns about the safety of pupils that might aid future planning of a School trip?	YES / NO
<i>(If YES, please give detail below)</i>	

Have necessary accident forms been completed?	YES / NOT APPLICABLE
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Signed:

Date: