

SAFETY GUIDELINES FOR STAFF ORGANISING VISITS AND ACTIVITIES OUT OF COLLEGE

This document which applies to the whole college inclusive of boarding is publicly available on the college website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the college office.

Scope: All who work, volunteer or supply services to our college have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal college hours, including activities away from college. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the Policies Register.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations currently in force.

Monitoring and Review: These arrangements are subject to continuous monitoring, refinement, and audit by the Co-Principal, who will undertake a full annual review, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

Reviewed: February 2025

Next Review: February 2026

Signed

David Game
Co-Principal and Founder

John Dalton
Co-Principal

INTRODUCTION

The College's policy on visits and activities out of College is available to parents, students and prospective parents on demand and is also published on the College's website and is available through the College office.

The utmost care will be taken by the College to ensure the safety of students and staff involved in visits and activities out of College and that they are fully protected. Members of staff in charge of and assisting with educational visits must be conversant with this policy and all local requirements. The College has a nominated Educational Visits Co-ordinator (EVC), Emma Ventris. When planning any trip the member of staff in charge should ensure that the EVC is fully briefed during the organisation of the trip and has access to all the relevant paperwork.

Classification of visits:

- 1. Day trips to museums, galleries, attractions and theatres**
- 2. Visits to outside educational sites (rivers, lakes, woods, field study centres)**
- 3. Domestic overnight residential trips**
- 4. International trips**
- 5. Other**

The types of activity that fall within the scope of an out of college activity are numerous but include:

- Visits to outdoor activity centres
- Overseas visits and exchange programmes
- Visits to museums, theatres, etc.
- Visits to local or national parks and zoos
- Visits to rivers and coastal regions
- Visits to farms, factories or other places of work
- Visits to swimming pools, leisure centres or other colleges for sport etc.
- DoE Awards

The same guidelines apply for recreational visits as for those forming part of the curriculum. It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. If time permits, a reconnaissance is usually advisable to enable the Party Leader to identify any potential hazards. It is expected that staff involved with the initial planning of a visit will continue to be responsible for the visit until its conclusion and be available to deal with the follow up work afterwards. Staff planning a visit must consult the DfE Good Practice Guide "Health and Safety on Educational Visits", which is kept in the College Office. In addition, staff should liaise with the EVC when planning their trip in order to ensure all areas of planning are covered.

Educational Visits Co-ordinator (EVC)

The College's EVC is Angela Williams (HoB), who is responsible to the Co-Principal for the safe running of all trips. Approval from the Head of GCSE and Head of A level (as necessary or both) is required for all day trips. Approval is required from the Co-Principal for all residential and overseas visits.

The EVC is responsible for ensuring that:

- Visits comply with the College policy and the DfE Good Practice guide "Health and Safety on Educational Visits". She should ensure that she is conversant with any changes in government regulations as they occur;
- The group leader is competent to monitor the risks throughout a visit;
- A pre-visit is made for a new destination or activity;
- **Checks are made on any specific medical condition or mental health/psychological condition that a child may have before any trip/visit takes place, and risk mitigation factors put in place as well as contingency planning.**
- Risk assessments are completed and the necessary checks are in place;
- Application for the Approval of Educational Visits Form is completed;
- The ratio of students to supervisors is appropriate;
- Information about the visit is communicated to the parents;
- Parents sign consent forms including medical information updates as necessary;
- Arrangements are made for medical and special educational needs;
- Adequate first aid provision is made;
- There is a contingency plan for any delays;
- The evaluation and report is completed on return;
- All accidents are reported and recorded including any requiring notification to the Health and Safety Executive or under RIDDOR;
- DBS Checks are in place and any child protection issues are catered for;
- A copy of all documentation is given to the Co-Principal and the College office before the trip leaves;

THE LAW

At common law, teachers accompanying students on a visit will have the ultimate responsibility for their safety and are said to be acting "in *loco parentis*". In those circumstances, they are held to the same standard of care as would apply to a "reasonable parent". Therefore, a teacher's response to any given incident must be within the "range of reasonable responses" that would apply to a parent. Where liability is established on the part of a teacher, the College will be held vicariously liable for the negligence of that teacher, providing the teacher was acting in the course of his or her employment

at the time. The situations in which an employee is said to be acting in the course of his or her employment are very widely defined, and it is only if the employee is acting on "a frolic of their own" that the College will not be held vicariously liable for the teacher's acts. Under the criminal law, personal liability on the part of those teachers involved in the event of an accident can arise if they have failed to exercise reasonable care for the health and safety of others affected by their acts or omissions.

The role of the Group Leader

The Group Leader should:

- Check the availability of the proposed dates with the EVC;
- Submit the Permission for an Educational Trip form to the Head of GCSE/ Alevel or Co-Principal depending on the trip and risks involved;
- Liaise with the EVC to ensure that the appropriate risk assessments are carried out. For a new site, arrangements should be made to visit before the trip takes place;
- Ensure all accompanying staff have a copy of the risk assessment and all necessary information and contact details for the trip;
- Arrange adequate supervision ratios. This should include the use of outside instructors as necessary;
- Ensure all instructors for hazardous activities have the appropriate qualifications;
- Book the appropriate transport;
- Accurately cost the trip to include a contingency fund;
- Appoint a deputy;
- Assign tasks and responsibilities to adults accompanying the trip;
- Write to parents informing them of the proposed trip and including the detailed consent form;
- Arrange a formal briefing for the adults participating in the trip;
- Ensure all information is given to the Principal and the College Office before the trip leaves;
- If the trip is out during College hours, check with the EVC and ensure that where necessary, lessons have been rearranged;
- Brief the students on all aspects of the trip and reinforce codes of conduct with regard to behaviour, as agreed in the Code of Conduct for Trips agreement associated with the trip and signed by students and parents;
- Hold a meeting to brief parents or write to inform them of the arrangements for any residential trips;
- Collect a First Aid kit from the College office and ensure that students who are Gillick Competent have the necessary medications and medical devices (e.g. epi-pen) for the trip;
- Ensure any last-minute changes are given to the Co-Principal or his deputies and to the Office;
- Ensure the safety of all during the trip;
- Complete an evaluation report on return;
- Ensure that the group leader has all essential contact details in case of emergencies.

PLANNING

Successful planning of all these events will require consideration of the following.

Approval

Before any detailed planning is undertaken by the teacher (or department) that proposes to take students on a trip of any sort, outline approval should be obtained from the Principal. Clearly, this may take the form of a standing instruction where a routine trip is organised (e.g. a sports match at another College) but in other cases it may require consideration of the objectives of the visit as well as dates and times, details of the venue and staffing. If appropriate, the Principal may require that the funding procedure and the business plan should be checked with the Finance Officer. In any event, final approval should be obtained before the trip goes ahead, after careful consideration of the risk assessment. Staff should check with the College Office to ensure the proposed dates do not clash with other College commitments.

Staff Student Ratio

There should be a minimum of two members of staff accompanying any visit. The ideal ratio should be 1 staff to 12 students. One teacher appointed by the Principal should have overall responsibility for supervision and conduct of the visit. An exception to the ratio may be made, at the Principal's discretion, in the case of small groups and depending on the circumstances and the number of students involved, to permit only one member of staff to accompany the group.

Wherever possible, all members of staff accompanying the visit should be qualified teachers employed by the College, but the Co-Principal may allow a member of the administrative staff to accompany the visit provided a qualified teacher employed by the College is always in charge. It must be emphasised that the above ratios are minimum recommendations. The Heads of GCSE and Sixth Form and the Co-Principal will be responsible for ensuring that a group is adequately staffed and in considering whether a higher ratio of staff to students will be necessary for any particular visit the following points will be taken into account:

- The ages of the students involved;
- The length and purposes of the visit;
- The method of travel;
- The nature of the locality and the activities to be undertaken;
- Whether any hazardous activities are involved;
- Any special needs of any students taking part.
- Weather expected or other possible confounding variables

If a joint visit is arranged with another College so that staff will share supervision, members of staff of the other College may be included in calculating the appropriate staff student ratio. Ideally, a male member of staff should be accompanied by a female colleague, however, the Co-Principal has discretion in this matter if compliance would result in difficulties in staffing small groups of students and in the light of the nature and duration of the proposed visit and the ages of the students concerned. The requirement is primarily for the protection of male members of staff who should be advised that a female member of staff will always accompany them on a College visit if they so wish. All staff must have a current enhanced DBS check. In addition there must be a qualified first aider and in the event of hazardous activities taking place, e.g. water based activities, a qualified lifesaver should also be in attendance.

Parents and Other Adult Helpers

Whilst it is accepted that parents often play a useful role in accompanying College visits, they should be used as a supplement to the staff and should not be taken into account in calculating the minimum number of staff required to supervise the group as set out above. The Principal may, however, make exceptions to this general rule for:

- Groups of 20 or more students where there are at least two members of staff accompanying the group;
- Trips where all students are above Compulsory School Age (CSA), provided that a qualified teacher is always in charge of the party and at least half the supervisors are staff.

Parents or other responsible adults should only be allowed to accompany the visit if:

- Their inclusion is expressly approved by the Co-Principal. The Co-Principal should reserve the right to refuse any offer of help.
- They have been informed of the nature of the visit, and made aware of their duties and responsibilities. All parent and adult helpers must be DBS checked.

Risk Assessment

This aspect of College trips is perhaps the most important. It is crucial to the discharge by the College of the civil and criminal law duties outlined earlier. Activities out of College will vary in the degree of physical and psychological risk posed to members of staff and students depending on the nature of the activity and the numbers involved. Before embarking on any visit, however, it is important to undertake a risk assessment. Essentially a risk assessment has three objectives: first, it will ensure that potential safety problems are understood. Second, it is a means of checking that existing control measures (including emergency plans) are adequate, and if they are not, the third objective is to identify what additional measures can be implemented to reduce risks to acceptable levels. The member of staff in charge should complete each risk assessment, inserting the nature of the trip, the numbers of staff and students involved and the name of the qualified first aider. Once the event/activity is over, any risk issues that arose and where not considered should be noted and referred to in future risk

assessments.

Post event

INFORMATION CONCERNING VISITS OF MORE THAN 18 HOURS' DURATION

Parents must be fully informed in writing about the visit well in advance. Written information should include safety items such as the following:

- Accommodation type and meal arrangements;
- Transport and road safety arrangements;
- Activities and visits in which students will be allowed to participate;
- Insurance cover and name and address of insurers;
- Health formalities (i.e. inoculations);
- Names of party leaders and members of staff accompanying party (and address and telephone number of party leader at destination);
- In case of students under 16 on day of commencement of visit, contact number of student must be given;
- Advice on clothing and equipment and spending money;
- Code of conduct and details relating to standard of behaviour expected from students during visit, including rules about smoking and use of alcohol.

Parents should also be advised that the Principal reserves the right to exclude a student from a visit on behavioural or medical grounds.

CONSENT FORMS

A student may not be allowed to participate in a College visit of more than 18 hours' duration unless an appropriate consent form has been signed by the parents/guardian and returned to College. Consent forms should also be given for higher risk activities/events.

In view of the increasing emphasis on practical work, it has been decided that it will be helpful if in certain circumstances parents are asked to sign a blanket form of consent at the start of each year. This may be used to cover local visits that will not last longer than 18 hours and which take place under the supervision of College staff. Parents will be asked to provide details of any medical conditions or relevant medical information and also give permission for emergency treatment to be administered if necessary. The blanket consent form can be used to provide medical information as long as parents are asked to notify the College of any changes to the information contained in the blanket form.

Only in exceptional circumstances should the blanket consent form be used without asking parents for an update on the information it contains. In this instance, staff should be satisfied that there is no possibility of parents providing up to date medical information. If the blanket consent form is used, the member of staff responsible for each visit **MUST** ensure that he/she is aware of any medical condition affecting the students at the time of the visit. Procedures **MUST BE** drawn up to ensure these are noted by the member of staff concerned.

GDPR considerations must be strictly considered.

USE OF PRIVATE CARS FOR CONVEYING STUDENTS

Where possible, students should be transported in a coach, minibus or by public transport and the use of private cars is discouraged. Before allowing a member of staff to use his/her own car to transport students, the Principal (or in his absence, a Vice Principal) will check that the member of staff:

- Has an appropriate driving licence, free of endorsements;
- Has fully comprehensive insurance, which covers use for the purposes of his/her employer's business.

HAZARDOUS OR UNUSUAL ACTIVITIES

Where unusual or hazardous activities are involved it is important to ensure that members of staff accompanying the visit are appropriately qualified and competent and that all equipment used is to the appropriate safety standards and properly maintained. Where possible, these activities should be undertaken at a specialist centre where appropriate and properly maintained equipment and qualified and competent staff are available. It is important that parents are informed in writing of

any hazardous activities involved, and that these are specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water sports, pony trekking. Post risk assessment should be conducted for certain activities, especially in boarding. Also staff are trained in dynamic risk assessment.

The member of staff arranging the activity will always obtain written evidence that all instructors and supervisors are formally qualified and experienced. If an activity centre or similar is used he/she will obtain a copy of the centre's licence or if no licensable activities are offered, a copy of the centre's Health and Safety Policy, and assess its suitability.

FIRST AID

A first aid kit must be carried, and the required qualification for the leader MUST include first aid knowledge. There must be a qualified first aider in every group involving travel.

REGULAR ROUTINE CURRICULAR ACTIVITIES OFF THE COLLEGE PREMISES UNDER THE SUPERVISION OF COLLEGE STAFF

These include activities such as games and recreational activities that do not take place on the College premises and which involve walking and/or bus or tube transport. It is not necessary for parents to sign a consent form for these activities and the Principal may take parent and other adult helpers into account when deciding on the number of supervisors required for the journey. It must, however, be borne in mind that the ratio of students to teachers for the actual teaching of the games and other activities should be appropriate to the activity being undertaken. Students whom the Principal considers to be sufficiently responsible may be allowed to walk unaccompanied to the activity.

RESIDENTIAL VISITS

All visits involving a period of residence away from home need to be planned well ahead. Residential visits, whether in the UK or abroad, will include periods of time which are not taken up with organised activity. Students may want to leave the group accommodation in order to shop for souvenirs, to take a walk or to have a cup of coffee at a nearby cafe. After careful risk assessment guidelines must be laid down by the Party Leader and clearly understood by all members of the party. The following points may be helpful:

- The geographical area in which students are allowed to wander should be clearly defined;
- Staff CANNOT consume alcohol at any time while in charge of students
- Students, even those over 18, cannot consume alcohol on College trips
- A time limit should be set in proportion to the age of the students. Before dispersal, everyone should know where a member of staff can be found and exactly where the group is to reassemble;
- If in the UK, students should be reminded that it is an offence for persons under 18 to buy alcohol in public houses, off licences or shops;
- Students away from home may well strike up acquaintance with boys/girls from other College parties or from the locality. This is only a problem if it leads to further assignments at times when the group is supposed to be engaged on organised activities or safely in their accommodation;

The group register should be checked at meal times and whenever the party is about to move from one venue to another, e.g. by coach or on foot. It should never be the responsibility of a student to check attendance.

- The Party Leader should check the fire exits in any group accommodation and ensure that students are aware of them. If possible, (for example if staying at a hostel) a fire drill should be held one evening.
- If students are staying in private homes, appropriate guidelines in connection with their safety and conduct (based on those set out above as appropriate) should be given to host families.

TRIPS ABROAD

Parents' meeting

Before any residential trip abroad the parents of those participating in the trip should be invited to attend a briefing meeting. The meeting gives the Party Leader the opportunity to explain the details of the visit. It will also give the parents the opportunity to meet the staff accompanying the trip and ask any questions. Parents unable to attend should be sent minutes of the meeting.

Insurance Cover

The College has its own insurance and this may be used for the purpose of the trip. Details of the cover should be obtained from the Co-Principal, John Dalton. If this does not cover the content of the trip additional insurance must be purchased for all participants.

Visas

The member of staff in charge of the trip should ensure he/she has knowledge of any visas required for the participants. This may apply to all members of the party or just to those who do not hold a British passport. The EVC will be able to advise on this. In some circumstances the Party Leader may be able to obtain a visa waiver from the British Council. The EVC will assist with this process.

Health

A check should be made to see whether inoculations are required either for the country to be visited or for countries to be passed through *in transit*. Parents and students should be carefully briefed on any health and hygiene precautions which are necessary in the regions where the student will be travelling.

Items to keep in mind:

- Tap water is not always safe to drink;
- Salads should be avoided in remote areas and fruit always carefully washed in purified water, or preferably, peeled;
- The strength of the sun should never be underestimated, especially at high altitudes or in the Mediterranean area and students should bring sun protection cream and a hat. Rabies is becoming widespread in Europe and occurs in most parts of the world and it can be transmitted by bites or scratches from cats, dogs, foxes and farm beasts.

Emergency Action:

Every group should have a contact in the UK, e.g. with the Co-Principal and a reserve with whom they have exchanged telephone numbers. The College office and the Principal must know where the party can be reached abroad. In all cases the staff should carry with them a copy of the crisis management information sheet.

- In the case of serious injury or illness, the family concerned in the UK should be informed, and also the official College contact, to anticipate the possibility of inaccurate rumours spreading. All group leaders should have with them the telephone number of the nearest British Consul.
- In the event of a death, the British Consul should be contacted immediately.
- All dealings with the Press will be handled by the Co-Principal or, in his absence, the Head of GCSE and A level

Funds

The group leader should take at least £400.00 "emergency money" to provide for any unanticipated needs and cover immediate medical costs. If further funds are required, the group leader should telephone the contact member of staff and/or the College office for assistance.

Foreign customs

Students should be advised beforehand of any local customs they may meet which might surprise them, and be warned of the possibility of giving offence.

EXCHANGE VISITS

These usually involve groups of students travelling to a foreign country and staying with a host family on a reciprocal basis and may be organised by a specialist company or in conjunction with a College in that country. The following points should be borne in mind:

- Members of staff should accompany students on both journeys. Where travel is by air, it is acceptable for there to be a lower ratio of staff to students on the flight provided that the appropriate number of staff accompanies the students to the departure gate, and additional supervisors are available when the party is met by the host College or tour company representative at the point of arrival. However the group must be accompanied by at least two members of staff.
- Parents should be fully informed of the arrangements and given all necessary details in connection with the host families. In all cases, evidence of equivalent DBS checks should be made. A signed statement from the partner College to this effect

is the minimum required.

- The Principal must be satisfied that appropriate procedures exist for contacting College and parents in case of emergency and will consider whether a member of staff should be resident in the country during the stay.
- Host families should be aware of the procedures to be followed and the persons to contact in the event of any problems or difficulties such as badbehaviour.

TRAVEL GUIDELINES

In advance of the trip, students should be given clear safety instructions based upon the risks associated with the particular type of travel. In addition they should be briefed on the expected behaviour during the trip.

CONTACTS

Before leaving, staff must ensure that the Co-Principal has all the necessary contact names, numbers and addresses. In addition a copy of the trip information should be given to the Principal and a copy given to the Office. This should include:

- the Approval of Educational Visits Form;
- details of the Company insurance and Safety Management policies where available;
- the risk assessment;
- the consent forms for each of the participants;
- a copy of passport details for each of the participants (overseas trips);
- a detailed itinerary.

Staff must also ensure that they have the Principal's number in case of emergency.

RISK ASSESSMENT

Guidance Notes

It will be the responsibility of the teacher in charge to demonstrate that all the risks associated with the activity/outing have been identified, considered and documented. Hazards will broadly fall into the following categories:

1. Transport and travel
2. Destination environment
3. Destination activity

Conducting a Risk Assessment

Step 1: Look for the hazards that can cause perils

Look only for the hazards which you could reasonably expect to result in serious harm or affect several people. If going abroad, consider the following:

- Weather
- Crime
- Language barriers
- Access to healthcare
- Insurance for healthcare and flight home
- Geopolitical issues - if any

Step 2: Decide who might be harmed and how

There is no need to list individuals by name — just think about groups of students who may be affected. You should also record how they may be harmed.

Step 3: Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done.

- Decide the probability of an accident happening
- Decide the severity of the harm
- Decide if more needs to be done to minimise the risk

- Decide who is responsible
- Ensure action has been taken to minimise the risk
- Decide what action should be taken if harm occurs
- Decide on the worst case scenario and what action should be taken

Step 4: Consider unintended consequences and wildcard risks

Try and consider how some usually separate risks might conflate or couple and produce novel risks or actions that might occur that could result in unintended consequences.

Step 5: Record your findings

Using the attached form, you should record your findings. This should then be given to either Nedaa Belal or Julia Cushnir. You must also inform others who may be affected by your findings.

Step 6: Review and revise

Although many activities are repeated, from time to time circumstances or procedures change which can lead to new hazards. The assessment does not need to be amended for every trivial change but if there is a significant change, the teacher in charge should update the risk assessment to take account of the new hazard. All risk assessments should be reviewed regularly. Any changes should be given to the EVA.

It may be that the same risk assessment could be applied to more than one visit e.g. sports outing to another College or a visit to a museum. In these cases, it may be possible to produce a generic risk assessment for the type of visit in question out of which comes a checklist to be ticked off before each individual visit takes place. On other occasions, it will be necessary to produce a full risk assessment specific to the visit when it is infrequent, one-off or high risk.

The risks will normally be considered by first identifying the hazard then the persons or groups likely to be affected, the potential consequences, the degree of risk and measures taken to control the risk.

Fundamental Checks to be made for each TRIP/EVENT/ACTIVITY (TEA)

- | | | |
|---|------------------------------|-----------------------------|
| 1. Has the purpose and rationale for the TEA been approved? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Has a risk assessment been produced and seen by the relevant person(s)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Have travel arrangements and contingency planning taken place? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Have weather factors been considered? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Have checks been made on the TEA to ensure that there are no marches, protests, etc in the immediate area, including football matches? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Have the medical and mental health history of all students involved been looked into and included in the general risks assessment? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. Does the TEA organisation have the relevant licence to operate? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. Is the TEA covered by College insurance? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. Is the TEA considered higher risk and has consent from parents been sought? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10. Is accommodation to be involved, and if so has been subject to checks and approval? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 11. Has provision been made for First Aid? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 12. Does the lead have access to all TEA students' details in case of emergency? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 13. Depending on the number of students, has the student/staff ratio been agreed upon and considered safe? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 14. Are students and parents aware that all College policies apply during TEA? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 15. Are there any specific hazards/perils – and if so, what are risk mitigation factors? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 16. Is at least one member of staff First Aid trained? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 17. Will staff have relevant contingency funds (credit or debit cards, cash) with them? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 18. Has the final risk assessment been seen by the HoB, the Head of | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

GCSE, A level or Co-Principal?