



Stowe School

Off-Site Activity

Policy and Guidance

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Introduction

Health and Safety of Pupils on Educational Visits (HASPEV), was published in 1998, and, together with supplementary guidance, was the mainstay of advice on school visits in England until 2011. In November 2011, in England, HASPEV was replaced by *Health and Safety: Department for Education Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies*. This is an extremely brief summary of the law relating to school visits, an outline of employer and employee duties, Health and Safety Policies and reporting of injuries.

Whilst it is no longer endorsed by the Department for Education, HASPEV remains an important and valid source of in-depth advice on educational visits and this document and guidance has been produced using both documents.

Off-site visits are activities arranged by or on behalf of the School, which take place outside the School grounds. This policy includes all off site activities, visits and School trips, from short visits to other schools to undertake sports fixtures to residential trips outside the UK. The policy will also cover trips organised through the Duke of Edinburgh Award Scheme (DofE) and the Combined Cadet Force (CCF). Off-site activities can supplement and enrich the curriculum of the School by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching pupils' learning experiences.

This policy has been created to establish a clear and coherent structure for the planning and evaluation of our off-site visits and to ensure that any risks to the health and safety of pupils are managed and kept to a minimum at all times. Within these limits, the School will seek to make all visits available to all pupils and, wherever possible, to make them accessible to those with disabilities.

All staff leading a trip away from the School site must make the safety and welfare of the pupils their priority.

Aims

The aims of our off-site visits are to:-

- Enhance curricular and recreational opportunities for pupils;
- Provide a wider range of experiences for pupils than could be provided on the School site alone;
- Promote the independence of pupils as learners and enable them to develop in new learning environments.

The visits are carefully planned to enable pupils to progress in their skills and knowledge of the curriculum and of life skills.

Curriculum Links

For each subject in the curriculum there are opportunities for off-site visits. Some examples of the types of visits carried out at our School are:-

- English – theatre visits and revision sessions at local universities;
- Science – visits to Life Centres, ponds, field studies;
- Mathematics – local industries, local schools;
- History – field trips, museum tours;
- Geography – use of the locality for fieldwork;
- Art and Design – art gallery visits, use of the locality for drawing, etc;
- PE - a range of sporting fixtures, extra-curricular activities;
- Music - local schools' orchestra, concerts, recording studios;
- Design and Technology - visits to local factories or design centres, museums;

- Modern Foreign Languages - visits abroad, local languages events;
- ICT/Business Studies - its use in local shops/libraries/secondary schools etc, business plans in action
- RE - visits to local places of worship;
- DofE - camping visits and expeditions.
- CCF - camping and training camps.

There is a Four-Tier Hierarchy of Trips, Visits and Expeditions

1. Those trips/expeditions which are a compulsory requirement of the syllabus and which it is essential that pupils undertake. These should take place at the time best suited to the delivery of the syllabus and exam requirements.
2. Those trips/expeditions which are broadly enhancing the syllabus and which it is very desirable pupils undertake. These should be timed to minimise disruption to the overall timetable.
3. Those trips/expeditions which are broadly educational and are a desirable but an optional addition to a pupil's learning. These should take place in holiday time.
4. Those trips which are essentially recreational and are in addition to a pupil's learning. These trips must take place in the holidays.

Residential Activities

Opportunities to stay away from the School overnight or for longer periods offer the opportunity for increased learning in many curriculum areas, including through DofE and CCF organisations.

Residential trips will take place both within the UK and abroad. All of these trips should be inclusive to all pupils, regardless of disabilities.

- Trip leaders must check with DSL to see if any pupils are on the welfare register as part of the planning process.
- Staff are requested to follow normal School procedures regarding welfare and safeguarding concerns whilst on School trips.
- Where both boys and girls are taking part in a residential trip, there should be at least one male and one female adult accompanying the group. If this is not possible, for example if the group is very small, suitable arrangements must be made and cleared by EMT
- There must be separate male and female sleeping and bathroom facilities for the pupils and adults. This cannot be guaranteed for DofE staff on all trips, however, staff are warned beforehand and this has been managed successfully in the past. Parents must be made aware prior to the trip of such arrangements if male and female sleeping arrangements are not separate.
- Pupils must be aware of how to contact an adult during the night.
- The group members must be made aware of the fire drill for their accommodation.
- Host families, if used, must be vetted by the hosting agency of the School.
- Pupils living with host families must know how to contact the group leader easily at any time, normally by phone.

Planning

Before sending out any information to pupils or parents, staff proposing to take a trip away from School must follow the basic procedures outlined below:-

Sports Fixtures

All trips away from the School for sports fixtures, regardless of the sport and distance, must have risk assessments in place for away games. It is the responsibility of the Master in Charge of the sport to create the assessment. These assessments must be signed by all members of staff involved in the sport. The assessments for away sports fixtures must be updated at the start of the Michaelmas term or sooner, if required, and passed to the Educational Visits Coordinator (EVC).

Staff are able to generate a trip list from Apollo and can print off all relevant care plans for any pupils with medical needs. Further advice can be sought from the Medical Centre if required. Pupils missing lessons should be put on Apollo so that it is clear when a member of staff takes the register which pupils are legitimately away on sports fixtures. Arrangements for catering should also be made in advance of the fixture. Team lists and relevant information must also be given to North Hall. This information is important for North Hall as they take calls from parents who require information and details of the events.

An Apollo list (see Transport section) of pupils taken off-site must be left with the Security Cabin on the day to ensure that each child can be accounted for. Staff failing to inform the Security Cabin of who is off-site or providing the required information on the form could result in the trip being called back and cancelled. Staff must also ensure that they inform the Security Cabin of their return back on to site and that all pupils are present.

The School Apollo system has been updated to provide staff with relevant pupil medical information, it will generate three lists (to be distributed North Hall, Security on leaving site, one taken on the trip) before leaving site. This information also outlines who is insured to drive the School mini buses.

Trips within the UK

All trips, visits or expeditions must be approved by the appropriate Senior Member of staff in consultation with the Senior Tutor, before being passed to the Calendar Committee who will check the date for clashes. A Risk Assessment must be submitted to the EVC for all trips/ sporting fixtures away from School.

Any pupils leaving site with a member of staff or designated driver to attend a pre planned appointment must also be notified at the Security cabin. Matrons have a pink slip that can be filled in if they are attending a hospital run/ appointment with a pupil to ensure that they are noted as off site.

Trips Abroad

Members of staff intending to take a School trip abroad must seek approval for that trip from The Head of International Visits, Expeditions and Gap Years in the first instance. Details must then be passed to the Deputy Head (Academic) and then to the Calendar Committee as above. Bookings for such trips must be submitted through the 'Blue Form' on the VLE.

Permission to proceed can only be given when the following information has been provided and approved by the Head of International Visits, Expeditions and Gap Years and the Director of Finance:

- Destination, duration and purpose of the visit;
- List of pupils to be invited;
- Names of members of staff organising and accompanying the trip;

- Names of any adults not employed by the School accompanying the trip;
- A full budget projection;
- A copy of all intended correspondence;
- A full risk assessment (including travel to and from the trip - if taking the School mini bus it is insured, has relevant breakdown cover, staff have D1 on their licence to drive aboard, or tow a trailer anywhere and that the bus has the required safety features), medical requirements (and where required a member of staff on the trip has received relevant training such as the administration of drugs or adrenaline device) and emergency procedures, for example first aiders).

No payments can be made to external agencies until there are adequate funds in a dedicated School account to cover such expenditure.

Contact with Parents

Letters to parents must be sent via the General Office. Letters can only be sent once all of the above information has been provided.

If a parent requests to take a pupil home directly from the game, fixture, match or trip the member of staff in charge of the group must gain verbal clarification from the Parent/Guardian that this is the case. Parents should contact the Housemaster to ask if their child can be taken from the game, in advance. The member of staff in charge must ensure that they are happy with this decision, as they are ultimately responsible and accountable for the child, until they have returned them back to site. The Master in Charge of the Sport has personal responsibility for that child until they are returned back to the Housemaster. The Master must also ensure that they have contacted the Security Cabin to take their name off their team list. The Master must also call the Housemaster (leave a message on the House phone and mobile if contact cannot be made) to advise that that child is not returning. It is not the responsibility of the Security Cabin to pass on this message. The School Policy must be enforced and passed to parents and pupils to ensure that the procedure is followed. Not only does this protect the child, it also will protect the member of staff in charge.

Any dietary requirements and specific needs of the pupil should be requested from parents in this correspondence.

Finances

No funding will be provided from the Finance Department until authority for the trip has been given by the Second Master: Deputy to the Headmaster and, where appropriate, the Head of International Visits, Expeditions and Gap Years. Accounting for all trips must be conducted through the Finance Department.

Organisation

Members of staff who arrange trips and visits must ensure that nobody will miss lessons, preparation or any School activity without the permission/knowledge of all Masters/Mistresses concerned. The approval of the Second Master: Deputy to the Headmaster must be obtained.

DofE expeditions should be logged with the 'Evolve' systems and follow all of the requirements set out by DofE, best practice. Information should be passed to the EVC for all of these trips.

Early notice of such expeditions should be posted on the official form at least one week in advance on the Expedition Board in the Common Room. This form can be generated via Apollo, or may be handwritten, and must be countersigned by the Senior Tutor before being posted. In all cases, this must be accompanied by a risk assessment.

The names of the pupils going on the expedition must be entered on Apollo in the normal way. It is very helpful to Housemasters/Housemistresses if they are sent an email list of pupils going on the trip, together with timings.

Members of staff who object to a pupil joining an expedition should contact the person organising the trip to discuss the matter. If the decision is taken to remove the pupil from the expedition, the entry on Apollo must be altered to reflect this change.

Any last minute change to the attendance list as posted on Apollo must be notified to North Hall on departure, using the form 'Checklist for Leaders'. North Hall must also be given the land line and/or mobile phone contact number for the member of staff in charge of the expedition.

Wherever possible, early warning should be given to those concerned to enable money to be obtained from home. Charges on the bill must be kept to a minimum. Packed lunches, ordered at least 48 hours in advance, should be taken for a meal rather than money to purchase one.

The Master/Mistress in Charge must ensure that correct dress is being worn before any member of the party boards the bus or car.

It is sensible to restrict the amount of free time given to pupils on a trip away from School.

No boy or girl may drink alcohol on expeditions, outings, visits to theatres, etc without the prior consent of the Headmaster. At theatres, boys and girls may enter the bar to purchase soft drinks only. It is the responsibility of the Master/Mistress in charge to remind the party of this when he/she tells them what is expected of them in the way of behavior and courtesy to the public.

Any form of hooliganism, on or off the bus, must be stopped immediately and offenders reported by the member of staff in charge to Housemasters/Housemistresses.

On return, Masters/Mistresses must ensure that all rubbish is removed from the bus. Please do not leave rubbish in North Hall.

Health and Safety

The following must be considered in the offsite risk assessment. The trip leader/s or Master in Charge of Sport must:

- Undertake the planning and preparation of the visit, including briefing of group members and parents.
- Ensure that the ratio of staff to pupils is appropriate for the needs of the group. For some high risk sporting activities, matches and fixtures it may be required that another member of staff is asked to follow to the destination in their own vehicle (this does not have to be another member of the Sports Dept, as long as they are in agreement with the arrangements and they have submitted the required paperwork for driving their own vehicle on School business). This will allow for any injured pupil/s to be accompanied to hospital whilst away with that team – this must be prearranged and agreed as part of the risk assessment process.
- Ensure that all staff who are involved in the trip have full information on any pastoral or medical needs of participants. The Medical Centre must be contacted before any trips abroad. This should be done in the early planning stage to ensure that any vaccinations or immunisations are given. Some of these have to be given six to eight weeks before the person leaves the country. Staff will be required to attend the Anaphylaxis Awareness and Administration of Medicines and Controlled Drugs training for their trip. This will be mandatory for any staff taking a child away from the School site with specific medical needs. This training will be delivered by a member of the Stowe Medical Centre and must be arranged with sufficient time before the trip. The training must be updated every three years. If the training has been delivered by another provider (for example with mountain rescue/outdoor first aid) then a record of this must be

held with the Health, Safety and Compliance Manager where a copy of the certificate will be required for the records and evidence trail.

- Arrange for a full briefing of participants on the code of conduct for the trip; it may be advisable to ask a senior member of staff to do this.
- Ensure that adequate insurance cover is taken out (the EVC can advise on this) and that details of this are held by the leader throughout the trip; EHIC cards are desirable for participants on a European trip.
- Retain photocopies of all passports in case of loss or theft. Ensure that all of the passport numbers and types have been passed and checked by the EVC before the trip leaves the site, to ensure that any pupils with non UK passports are clear to travel to the intended destination.
- Supply all participants – pupils and adults – with full information on dealing with emergency situations.
- Complete a risk assessment, which must be checked and confirmed as satisfactory by the EVC and where applicable the Health, Safety and Compliance Manager before departure.
- If using adventure activity facilities offered by an external organisation, check whether the provider is legally required to hold a licence for the activities and, if so, that a licence is in fact held; if no licence is required, the provider must nonetheless furnish a full risk assessment for the activities provided.
- Ensure that full details of the trip are given to the member of staff who is acting as the School contact. A full printed Apollo list must also be left with the Security Cabin and North Hall to ensure that pupils can be accounted for when they are off site. Contact mobile phone numbers for the staff must be added to the team/pupils list for every trip. The cabin must also be informed of all of the pupils returning after the trip when you come back to site. It is the responsibility of the Master in Charge of the trip/fixture/event to ensure that this takes place. If the correct documentation is not presented at the Security Cabin, they have the right to refuse authorisation for the trip to leave site, and a senior member of staff will be informed.
- Ensure that all participants know where to meet in case of an emergency at each stage of the trip.

Ratios of Pupils to Staff

It is important to have a high enough ratio of adult supervisors to pupils for any visit. The factors to take into consideration include:

- sex, age and ability of group;
- pupils with special educational or medical needs;
- nature of activities;
- experience of adults in off-site supervision;
- duration and nature of the journey;
- type of any accommodation;
- competence of staff, both general and on specific activities;
- requirements of the organisation/location to be visited;
- competence and behaviour of pupils;
- first aid cover (possible attendance to hospital for high risk sporting activities).

Staffing ratios for visits are difficult to prescribe as they will vary according to the activity and the areas outlined above. There are no fixed recommended ratios, this must be based on the Risk Assessment and Off Site Visit Policy. Created Nov 11 RD/MAR Version 6.0 31 January 17 Review January 2018

should be discussed with the EVC before the trip takes place. It is important that there are sufficient members of staff on the trip to be able to take control if there is an injury or incident during the time away from the School. This may require another member of staff following on in a private car to the venue/ location.

Good practice for low risk activities such as theatre trips, should take into consideration the age of the pupils and the following ratios should be applied:-

Up to 1 day UK	1 staff for up to 12 pupils + 1 extra staff for every additional 10 pupils
Visits abroad	1 staff for every 10 pupils (ensuring that female and male staff are present (see note in 'Residential Activities' above) where male and female pupils attend)
For high-risk trips	At least 2 staff must accompany a School mini bus (13 pupils) on any off-site activity, including sports that are high risk, unless agreed otherwise by the EVC. If necessary, additional members of staff should follow the group in their car if there is no room on the bus. This will allow for additional staff coverage if a child is ill, or requires medical attention.

On mixed gender trips, there must be a male and female member of staff.

During a mixed gender non-residential trip there may be only one member of staff. Parents must be made aware of this before the trip and it will be their decision whether their child attends or not. This must be clearly explained to them and outlined in the activity risk assessment. All Stowe School staff will be DBS (formerly CRB) checked.

If adults who do not work for the School attend the trip, staff with a DBS must also be on the trip. Pupils must not be left alone with any person who has not been DBS checked. This must be outlined in the trip risk assessment.

Transport

Arrangements for relevant transport should be made prior to the trip and the Risk Assessment must reflect travel to and from the fixture.

Team lists (a list of pupil's names) including a mobile phone number to contact the staff, must be left at the Security Cabin as the party leaves site; this must be relevant and up to date and clearly reflect who has left the site. An estimated time of arrival should be stated on the list. If for any reason the party is going to be late back to the site, the Master in Charge must phone Security Cabin to let them know. The Master should also inform the relevant Housemasters/Housemistresses that pupils may be late. It is not the responsibility of the Security Cabin to pass this message on.

School Mini Bus

Drivers of the School mini bus must follow and understand the requirements outlined in the School Mini Bus Policy. Team lists should also be submitted to the Security Cabin to allow for all pupils to be accounted for. The cabin must also be informed of all of the pupils returning after the trip.

Private Car

Members of staff should only use their private car for an offsite trip as an emergency or as agreed for occasional business use. This must be cleared with the Health, Safety Compliance Manager before the trip.

Staff must submit their Full UK Driving Licence, Insurance and MOT documents, where applicable, to the Health, Safety and Compliance Manager before undertaking the trip. It is advised that the driver contacts their insurance company to let them know that they will be driving on School business and they have business use insurance covered on their own policy. Passengers must wear seat belts; if the vehicle is not fitted with seat belts it must not be used. A list of those leaving site in a car should be submitted to the Security Cabin when leaving, the same as above. The Cabin must also be informed of all of the pupils returning after the trip.

Hired Coach/Bus

If staff need to book an external bus company they must contact North Hall to request a Coach/Bus booking form (Appendix A). This should be filled in with the relevant details and then returned to North Hall where the request will be processed. The requirement for individual booking forms to be submitted will become part of the audit trail outlining how the School controls this.

The use of a private car, coach or mini bus must be included on the off-site risk assessment. If there are any road traffic accidents/incidents involving Stowe staff and pupils during an off-site trip, the Security Cabin and North Hall must be informed immediately and the School accident report forms must be filled out and submitted on return to site.



Appendix A

Stowe School Coach/Minibus Booking Form

Date required	Member of staff booking Contact number
Activity	Member of staff travelling
Venue	Departure time
Postcode	Pick up time from venue
Team/s	Date booked
Coach capacity required	Additional information/requirements
74	
57	
55	
53	
49	
37	
29	
19	
16	
School Minibus capacity required	
16 plus driver	
13 plus driver	

Please email completed form to northhall@stowe.co.uk

Injury or Illness Procedures during an Off Site Trip

Pupils may become ill during a trip or suffer an injury or sports related injury during their time away from the School site.

The member of staff on the trip at that time has a duty of care to ensure that the pupil/s is given swift care and/or medical attention if required. They also have a duty of care to the other pupils on that trip. In an emergency, clear guidance must be in place to ensure that all possibilities are covered.

The risk assessment for the trip will outline the requirement for a member of staff to be first aid trained. The risk assessment for high risk sports trips will outline the requirement for an additional member of staff to attend the fixture to be able to accompany any injured pupil to Accident and Emergency (A&E) or a local medical drop in centre if required.

The following procedures should be:

If a child becomes ill (medical condition becomes worse) or a child is injured during a sports fixture:

- The member of staff should identify the emergency (find out if the pupil has any history -this should be checked before the trip with the Medical Centre and a care plan should be in place) and locate any personal medication that may be required. Or give first aid/seek advice from the venue/sport fixture first aid or medical provision. A record of any treatment given by an away School first aider/Medical Centre should be supported by written documentation of what treatment has been given. This information must be passed to the Stowe Medical Centre.
- After the assessment of the pupil's condition allows them to return to School, the Medical Centre must be called to inform them of the situation, **before** they start the journey home. If the Medical Centre feels that the child should not return without going to A&E then the Master in Charge must make arrangements for them to go. On return to School a member of staff from the trip **MUST** escort the pupil to the Medical Centre as soon as they return to site (before allowing the pupil to return to House).
- If it is identified at the scene that the pupil needs urgent medical attention (by the first aider/away venue medical team) the emergency services should be called (999 or 112). A member of staff on the trip must accompany the pupil to hospital. *Care must be taken if the decision is made to transport the pupil in a car or bus to ensure that any condition is not made worse by the travel/ movement. Traveling via ambulance is always the preferred option and will always be required where leg fractures are suspected. Suspected spinal injuries must be immobilized and secured until the emergency services arrive at the scene.*
- The Medical Centre must then be called (01280 818210). They will then:
 - Give advice of further action to be taken and liaise with the relevant parents or pass on the contact details of the parents so that parents can be called on the way to A&E.
 - Call the relevant Housemaster/ Mistress and Matron to advise on the situation.
- If the treatment is swift then the member of staff will return to site with the child.

Attending A&E

If a pupil has been taken to A&E, a member of staff must stay with them until they have been treated or the parents/guardian or another member of Stowe School staff arrives.

Parents – (if contact has been made). Where possible parents will be asked to attend the hospital where the member of staff will wait until they have arrived to take over care. Once a parent arrives at hospital, the responsibility for the pupil then passes to the parent.

- After discharge, if the member of staff (and pupil) require a taxi to return home, they must retain the receipt from the company to claim on their expenses.
- On return to School the member of staff MUST escort the pupil to the Medical Centre as soon as they return to site (before returning to House). If the child has been admitted to hospital and the member of staff has arrived back to site, they must make contact with the Medical Centre to update them and fill in an accident form with relevant information.

If a pupil leaves the scene with their parent or guardian (as they were already at the fixture) then the MiC must ensure that the Medical Centre are called and informed of this. The MiC must also contact a member of the pupil's House team to make them aware that the pupil has been passed from their care to the relevant adult.

If the injury/illness requires a longer stay or even admittance to hospital, this information must be communicated to the Medical Centre who will contact Matron/Housemaster/Housemistress to discuss.

- If it is relevant for another member of staff (Housemaster and their team to decide who this would best be at that time) to go to the location to be with the pupil.
- Matron/Housemaster/Housemistress will arrange for a relevant member of staff to cover to allow them to go to hospital and continue communication with the parents/Medical Centre and the hospital.

Guidance for first aiders is available in the School's First Aid policy. Staff giving first aid for any head injury must be aware of the School procedures, and where there is any doubt seek further advice at the venue and inform the School Medical team. If there is any question of a head injury, or any further implications from a head injury sustained whilst off site, the pupil must be referred to A & E for further treatment.

Even if it is deemed safe to bring a pupil back to School on the bus after sustaining a head injury, the Medical Centre must be made aware.

Missing Pupil

In the case of a missing pupil, please refer to and follow the Missing Pupil Policy in the School Contingency Plan.