

JAMES ALLEN'S GIRLS' SCHOOL (JAGS) (DfE Number 210/6002)

HEALTH AND SAFETY ON ACTIVITIES OUTSIDE SCHOOL

James Allen's Girls' School (including James Allen's Preparatory School) is committed to ensuring that the utmost care is taken to protect the health and safety of children and staff involved in visits and activities out of school.

The School's policy on activities out of school has been drawn up in accordance with the DfE Guidance *Health and Safety of Pupils on Educational Visits* (HSPV2). Members of staff in charge of and assisting with school visits must be conversant with this policy and all local requirements.

A wide variety of types of trips and activities is undertaken by the School including day trips within London, residential and non-residential in the UK and abroad. Specific advice relevant to individual trips is provided to staff and parents from the trip organiser. Some special additional precautions are necessary for trips abroad. Full details of these are provided well in advance of such trips and any concerns should be raised with the trip organizer or the Bursar.

Risk assessments

The school will prepare detailed written risk assessments for all aspects of trips and activities out of school. The risk assessments and arrangements will be based upon the requirements of this policy. The risk assessments will be approved by the Headmistress/Head of JAPS as appropriate and/or the Bursar before the trip takes place. Sufficient time will be allocated to the preparation and planning of a visit to ensure its success and safety. For residential trips and, where applicable, day trips, a pre-visit will normally be undertaken to enable the party leader to identify any potential hazards.

Staff/Pupil ratios

There should be a minimum of two members of staff accompanying any visit in the ratio of not less than one to fifteen children (one to twelve children in JAPS). Wherever possible, all members of staff accompanying the visit should be qualified teachers employed by the school. The Headmistress/Head of JAPS will be responsible for ensuring that a group is adequately staffed and will take a variety of points into consideration when calculating the appropriate staff/pupil ratio.

Trip organisers are responsible for ensuring that accompanying staff and adults are properly prepared and briefed and fully aware of their responsibility for the children.

Parent & Other Helpers

Parents may be used as a supplement to the staff and will not be taken into account in the calculation of the minimum number of staff required to supervise the group as set out above. In certain circumstances the Headmistress/Head of JAPS may, however, make exceptions to this general rule provided a qualified teacher is always in charge of the party and at least half the supervisors are staff. Parents or other responsible adults will only be allowed to accompany an overnight stay if CRB checks have been made.

Information collected and distributed prior to trips and visits

Parents/guardians will be fully informed in writing about the trip or visit well in advance. Where appropriate (particularly in the case of any trip to last longer than one day) Parents/guardians and children will be invited to the school to discuss details with the trip organisers. Care will be taken to

ensure that those accompanying the trip are fully informed about the special or medical needs of any pupils participating. Consent forms for emergency medical treatment and emergency contact numbers will be provided. Parents/guardians will always be given the code of conduct and details relating to standards of behaviour expected from children during the visit. Parents/guardians should also be advised that the Headmistress/Head of JAPS reserves the right to exclude a pupil from a visit on behavioural or medical grounds.

Trip organisers will ensure that all pupils involved in the excursion have been properly prepared and briefed.

Consent/Indemnity Forms

A pupil may not be allowed to participate in a school visit unless an appropriate consent/indemnity form has been signed by her parent/guardian and returned to school. This consent form should be used to ensure that relevant and up-to-date medical information is provided where appropriate. This form also gives permission for emergency medical treatment if the parents/guardians cannot be contacted. The form of consent/indemnity will be required for all trips/visits involving an overnight stay.

For children involved in School matches and rehearsals for music or drama out of school, parents will be advised of the programme at the outset of the year (or term as appropriate) and their agreement in writing obtained at that time, thus obviating the need for numerous approval letters.

Insurance

Comprehensive insurance cover is arranged by the School for all trips and outings. Full details are available from the trip organiser or the Bursar.

Travel Guidelines

In advance of a trip, pupils will be given clear safety instructions based upon the risks associated with the particular type of travel.

When travelling by coach, seat belts must be worn.

A member of staff will stay at the end of the trip until all girls have been collected.

In the case of long journeys, pupils will be given the opportunity to exercise after reasonable intervals.

Use of Private Cars for Conveying Children

Where possible, children will be transported in a coach, minibus or by public transport. Whilst the use of private cars is discouraged, it may be appropriate to use this form of transport from time to time, and so the school has taken out insurance which covers staff and parents conveying children in private cars for approved school purposes. It is the responsibility of the teacher in charge of the trip in such circumstances to ensure that the parent has a valid driving licence. Normally another adult should accompany any children in a private car.

Hazardous or Unusual Activities

Where unusual or hazardous activities are involved it is important that those taking the activities are appropriately qualified and competent and that all equipment used is to the appropriate safety standards and properly maintained. These activities will be undertaken at a licensed, specialist centre where appropriate and properly maintained equipment and qualified and competent staff are available. Parents/guardians will be informed in writing of any hazardous activities involved, and these will be specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water sports or pony trekking.

The Headmistress/Head of JAPS, via the organiser of the trip, will always obtain written evidence that all instructors and supervisors are formally qualified and experienced. If an Activity Centre or similar is used the Headmistress/Head of JAPS, via the organiser of the trip, will obtain a copy of the Centre's licence or if no licensable activities are offered, the Centre's Health & Safety Policy and assess its

suitability. A reference to the licence and qualifications at the Centre will be made in the letter to parents.

First Aid

The trip leader should have basic first aid knowledge. Ideally, there should be a qualified first-aider in every group involving travel, but if this is not possible, an appropriate first aid kit should be readily available for use at all times.

Emergency Action

Day Trips

A copy of the risk assessment, including pupil details and group leader contact details will be held in the relevant School Office which will act as a contact point.

The trip leader will have a mobile phone obtained from the School Office.

Residential and Trips Abroad

Every group will have a named contact in the UK, and this will normally be the Head or Deputy with the Bursar as reserve, with whom they will have exchanged telephone numbers and all relevant information about the trip. The School Office and the Bursar's Office should also have a number where the party can be reached while away from home. Next review by Governors 2011.