



## HEALTH AND SAFETY POLICY FOR OUTSIDE TRIPS (INCLUDING EMERGENCY PROCEDURES: GUIDANCE FOR TRIP LEADERS)

This policy applies to all pupils at James Allen's Girls' School (including the Junior School, including those in EYFS). JAGS 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. However, it is recognised that children should be able to experience a wide range of activities and that it is important for them to learn to understand and manage the risks which form a normal part of life.

The School's policy on activities out of school has been drawn up in accordance with the DfE Guidance and Outdoor Education Advisers' Panel (OEAP) and the DfE advice Health and safety on Educational Visits (2018). 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 are of these are provided well in advance of such trips and any concerns should be raised with the trip organiser or the Director of Operations.

The Educational Visits Coordinator for the Senior School is Rhona Muir and for the Junior School, Lizzie Allen.

### **Risk assessments**

The School will prepare detailed written risk assessments as appropriate for trips and activities out of school. Such risk assessments and arrangements will be based upon the requirements of this policy. The risk assessments will be approved by the EVC/Head of Prep/Head of Pre-Prep as appropriate and/or the Director of Operations 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 may 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 the Prep School and one to nine in the Pre-Prep). Some discretion can be used as to the appropriate ratio for trips involving only small numbers of senior school students, with the implementation of additional measures to mitigate risk. Wherever possible, the members of staff accompanying the visit should be qualified teachers employed by the school. The EVC/Head of Prep/Head of Pre-Prep 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.

## Junior School

Day Trip ratios	Residential and trips abroad
EYFS 1:6 KS1 1:10 KS2 1:12	KS1 1:10 KS2 1:12

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.

## Senior School

There should usually be a minimum of two members of staff accompanying any visit in the ratio of not less than one to fifteen pupils. Wherever possible, all members of staff accompanying the visit should be qualified teachers employed by the school. Residential visits or those involving more physical activity will require a higher ratio of staff to pupils.

Sixth Formers may travel to and from trips unaccompanied, provided that parents have given specific written permission for each occasion. With exception of the Sixth Form, students must be accompanied while travelling (by whatever mode of transport) to all venues. KS4 pupils can with written permission make their own way home from venues, all Y7-9 must return to school unless with prior permission they are collected by parents/guardians.

A detailed risk assessment is carried out for all off-site activities, and ratios and travel arrangements will be considered as part of this process.

## 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 EVC/Head of Prep/Head of Pre-Prep 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 appropriate Disclosure and Barring Services / other relevant checks have been made. Parents and other helpers accompanying children on Pre-Prep trips will not be allowed to assist children in their personal care; this supervision must only be undertaken by staff.

## 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 or attend a remote briefing session to discuss details with the trip organisers. This will include a safeguarding briefing. Care will be taken to ensure that those accompanying the trip are fully informed about the special or medical needs of any pupils participating. This includes discussing medical information with the Nurses and a meeting with

the Designated Safeguarding Lead well in advance of the trip to ensure that all safeguarding arrangements are appropriate.

For residential trips, parents will be asked for details of their daughter's current medical information and of any medication which their daughter will be taking with her on the trip. In the case of prescribed medication which parents have decided their daughter will not take on the trip, the reasons must be discussed with the school's medical team. Parents have responsibility to ensure that the school has up to date medical information and that in date medication is provided for the duration of the trip. Essential medication must be carried at all times by the pupil in the senior school e.g. inhalers, autoinjectors. Spare medication may be carried by the trip leader. Consent forms for emergency medical treatment and emergency contact numbers will be provided.

For residential trips, parents/guardians will always be given the code of conduct and details relating to standards of behaviour expected from children during the visit. All pupils will sign the pupil code of conduct prior to the trip and will have this explained clearly to them. Parents/guardians should also be advised that the Head/Head of Prep / Pre-Prep reserves the right to exclude a pupil from a visit on behavioural or medical grounds. Where there are concerns about a pupil's fitness to travel, written approval will be sought from the appropriate medical practitioner.

Trip organisers will ensure that all pupils involved in the excursion have been properly prepared and briefed. Where the trip involves supervision provided by staff from other schools, parents are asked to consent to medical information being shared by accompanying staff to ensure their child's safety and well-being. This information is transferred via schools' medical teams. The other school's HR department will be asked to confirm in writing that the appropriate employment checks have been put in place for the named members of staff supervising JAGS' students. In line with Southwark Safeguarding advice, hard copies of sensitive information will not be taken on trips. Instead, Trip Leaders will hold the information electronically, on devices that are protected by passcodes or similar security measures.

### **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. Parents must complete the medical form, a copy of which is held by the Nurses. 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. Forms are collected digitally.

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 Director of Finance.

The school will ensure that the vehicles used for transport, and the drivers are adequately insured.

The school will check that the external activity provider has appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the LOtC Quality Badge to organisations which meet nationally recognised standards. Where the organisation does not hold the badge, the school will check that they are an appropriate organisation to use. This will include checking:

- Insurance
- They meet legal requirements
- Their health and safety and emergency policies
- Their risk assessments and control measures
- Their use of vehicles
- Staff competence
- Safeguarding
- Accommodation
- Any sub-contracting arrangements they have
- That they have a licence where needed.

## **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, appropriate travel breaks will be taken 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. Private cars should not be used without the permission of the DSL / Head.

## **Minibuses**

The school follows the DfE [Guidance on the requirements for driving minibuses](#).

## **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 (as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales), 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. skiing, mountain walking, rock climbing, water sports or pony trekking.

The EVC/Head of Prep / Pre-Prep, 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 EVC/Head of Prep / Pre-Prep, 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 or designated adult should have basic first aid knowledge. Ideally, there should be a qualified first-aider in every group involving travel, but whether or not this is not possible, an appropriate first aid kit should be readily available for use at all times. For EYFS pupils a paediatric first-aider accompanies the trip.

### **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. A member of the Senior Leadership Team will be identified as a contact for trips that return after the end of the school day.

The trip leaders will have mobile phones obtained from the School Office.

### **Residential and Overseas Trips**

Every group will have an agreed named contact in the UK, and this will be a member of JET / SSLT / JSLT, with whom they will have exchanged telephone numbers and all relevant information about the trip. The School Office and the Director of Operations should also have a number where the party can be reached while away from home.

Extra consideration will be given to additional issues that can arise on trips overseas. In particular, at the planning and risk assessment stages, the trip organiser and the EVC will consider the management of passports and EHIC/GHIC cards and any cultural or legal differences from UK practices which might necessitate a change in behaviour – such as the wearing of appropriate clothing, different rules around the consumption of alcohol, and so on.

## Health & Safety on Activities Outside School

### Emergency Procedures: Guidance for Trip Leaders

Many incidents will happen on trips and be dealt with by trip leaders and staff accompanying the trip. It is important that communications are not confused through multiple points of contact. Where a third-party agency is involved, they should be contacted immediately and their protocols followed. The school emergency contact should be kept informed of proceedings throughout the trip, and must be informed where there are any incidents which may develop into emergencies and require further support from the Senior Leadership Team or management of the School.

### Definition of an Emergency

An incident where a group member:

- has suffered a serious injury or fatality;
- is at serious risk; or
- has gone missing for a significant and unacceptable period

Any incident that is beyond the normal coping mechanisms of the Trip Leader / Staff accompanying trip.

### Overview

Trip Leaders must follow the Emergency Procedures as outlined in the Emergency Action Plan for Activities Outside of School.

Whilst taking reasonable care of themselves and others, trip leaders and/ or the designated first aiders should not hesitate to take lifesaving action in an extreme situation.

For residential trips, the Trip Leader will talk through appropriate responses to an emergency with the EVC in a meeting before the trip departs.

The Trip Leader should take charge of an incident until relieved by the emergency services or by a member of the school management team. In the event that the Trip Leader is incapacitated, other staff accompanying the trip should have the competence to take charge and to initiate the Emergency Action Plan. Staff 'next of kin' contact details and emergency medical details (sealed for use only in an emergency, if desired) should be carried on residential trips.

### Before the Visit

Refer to checklist on Risk Assessment

## During the Visit

### In the event of an Emergency

If an Emergency occurs the Trip Leader and Staff accompanying the trip should carry out the Emergency Action Plan outlined below.

#### Primary Action

REMAIN CALM – Assess the situation.

Safeguard yourself and then any other uninjured members of the group.

Make sure all other members of the party are: accounted for, safe, adequately supervised, and briefed to ensure that they understand what to do to remain safe.

Instruct all Staff members to assume their allocated roles.

Ensure first aid is carried out as necessary.

Call emergency services as appropriate.

#### Secondary Action

Inform the school emergency contact (information on front of Risk Assessment).

They will need the following information: the nature of the emergency, number of casualties and their status, your current location, time of accident/incident, any action already taken.

Depending on the circumstances, it may be more appropriate for a senior member of staff to contact parents of those children affected from the school base.

Liaise with, and take advice from, emergency services if they have attended the scene.

Ensure an appropriate adult accompanies any casualties to hospital, taking with them parental consent forms (if unavailable to hand, receive confirmation from school office) and medical information.

Consider other people who may need contacting: police, embassy/consulate/local accommodation.

Control communications – prevent group members from using phones or going online until permission is given.

Move uninjured members of the group to shelter or away from the immediate vicinity of any casualties. Ensure they are adequately supervised and receive appropriate support and reassurance.

Avoid splitting the group, unless it is the only way to get help, and leave no one on their own.

Keep a written log of all actions taken, conversations held and a timescale.

DO NOT speak to the media. Refer all media enquiries to the school.

Maintain contact with the emergency services and the school emergency contact until the Emergency is over.

Monitor, reassess and review – ensure nothing is forgotten and that everyone is coping, cared for and secure.

### **Post – Incident Action**

Consider the emotional needs of any staff or children who may have been adversely affected.

Complete a written report of the incident, including completing the school accident report form, if necessary.

Make an accurate record of all details as soon as possible – do not leave this until later when your memory of details may be confused.

Record the following:

- Time, date and nature of incident.
- Accurate incident location.
- Names of casualties.
- Details of injuries
- Actions taken, including all communications.
- Names of others involved but not injured.
- Details of any moves from the incident site (times, who moved, where to, how).
- Names and contact details of witnesses.
- Proposed actions.

Review the lessons learned and ensure that these feed into future trip plans.

Share the experience and learning with colleagues.

Where there have been any incidents of a medical nature, including mental health issues, the Medical Feedback Form should be completed and a copy given to the Nurses.