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STOVER SCHOOL

Trips & Educational Visits Policy and Guidance

Independent Day and Boarding School for Girls and Boys aged 3 to 18 years

Stover School June 2007

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This policy applies to all pupils whilst in the care of Stover School to include provision before and after school, trips and activities.

This policy should be read in conjunction with the following school policies:

The Safeguarding Policy;

The Behaviour Policy;

The Anti-Bullying Policy;

The Supervision and Missing Children Policy;

The Medical Provision Policy.

This policy has been written with regard to DfE guidance in *Health and Safety: advice on legal duties and powers for local authorities, school leaders, staff and governing bodies*; 2014.

Further useful references are The Health and Safety Executive's 2011 publication *School Trips and Outdoor Learning Activities: tackling the health and safety myths*, and the Royal Society for the Prevention of Accidents (RoSPA)'s *Planning and Leading Adventurous Activities - Guidance for Schools and Colleges Teaching Children and Young People from 5 to 18 years old* published in 2013,

'Well-managed school trips and outdoor activities are great for children. Children won't learn about risk if they're wrapped in cotton wool.'

- School trips have clear benefits for pupils, and large numbers of successful visits and outdoor learning activities take place each year.
- Misunderstandings about the application of health and safety law may, in some cases, discourage schools and teachers from organising such trips. These misunderstandings stem from a wide range of issues but may include frustrations about paperwork, fears of prosecution if the trip goes wrong, and the belief that a teacher will be sued if a child is injured.
- HSE wants to encourage all schools and local authorities to remove wasteful bureaucracy imposed on those organising trips and activities – so that focus is on how the real risks are managed and not on the paperwork.
- Learning outside the classroom helps to bring the curriculum to life – it provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives. Striking the right balance between protecting pupils from risk and allowing them to learn from school trips has been a challenge for many schools, but getting this balance right is essential for realising all these benefits in practice.

School Trips and Outdoor Learning Activities: tackling the health and safety myths (2011)

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1. INTRODUCTION

As well as being an obligatory part of some syllabuses, school visits, sports fixtures, excursions, field trips and external activities have immense value in the educational lives of our pupils; and such visits are an integral part of the overall Stover School curriculum. The aim of such trips and activities is to develop and extend the quality of the educational, cultural, social and spiritual experience of all pupils. **Whatever the nature of the visit, the safety and welfare of the pupils is of paramount importance.**

Responsibility for the safety of pupils at Stover School rests ultimately with the Board of Governors through the Executive Head Teacher. Members of staff concerned with the planning, preparation and supervision of trips and activities owe a legal 'duty of care' to ensure that certain basic principles of safety are observed and the general well-being of pupils is not put at risk. For the purposes of this document 'duty of care' is defined as that which a prudent parent would exercise in the circumstances in question.

This document provides information, advice and practical guidance on how to organise and manage successful trips, sports fixtures and excursions. Good practice and the procedures to be followed are outlined according to the type of visit being undertaken. Staff arranging visits, excursions and sports fixtures should follow the advice and guidance meticulously.

The Deputy Head is the Educational Visits Coordinator (EVC) and will offer advice and guidance to all staff who are planning off-site activities and trips.

The Head of the Preparatory School oversees all Preparatory School offsite activities and trips and liaises with the Deputy Head as required.

Responsibility for the authorisation and approval of all trips, excursions and sports fixtures ultimately rests with the Executive Head Teacher. However, staff should liaise directly with the Deputy Head or Head of the Preparatory School when arranging trips and sports fixtures.

1a. COVID-19 SPECIFIC ADVICE

During the time schools are subject to COVID-19 related legislation, we will aim to only run school trips which have a distinct educational purpose and benefit. The Trips Coordinator will make a decision on this when any trip is first mooted. Any trips must be organised according to the school's group 'bubble' system, so as to avoid mixing. Residential trips will not be run until further notice.

School minibuses and hired buses can be used for trips, but the following protocol must be adhered to.

- Hands must be sanitised before entering the bus
- Masks must be worn at all times in the bus
- Pupils must sit in designated seats
- Pupils must stay seated at all times and not move around in the bus.
- Hands should be sanitised on exiting the bus.

The Department for Education advice is:

“We continue to advise against domestic (UK) overnight and overseas educational visits. This advice remains under review.

In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits or travel training). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support the delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the [health and safety guidance on educational visits](#) when considering visits. The Association of British Insurers (ABI) has produced information on [travel insurance implications](#) following the coronavirus (COVID-19) outbreak. If you have any further questions about your cover or would like further reassurance, you should contact your travel insurance provider.

2. TYPES OF TRIP COVERED AND THE PROCESSES INVOLVED

NB All forms referred to in the following procedures are included at the end of this policy.

2.1 Sports Fixtures

Sports Fixtures are the most common reason for pupils to be taken out of school. The general 'Parental Consent For Sports Fixtures, Practices & Activities, on & off site' (Form 3), which is completed by every parent and covers their child for the duration of their education at Stover School, is sent to all new pupils with their "welcome pack" documents. This covers most standard/routine aspects of such trips, so specific parental consent is not usually required (if Form 3 has been signed and returned). Similarly, for standard sports fixtures prior permission is not required from the Deputy Head/Head of Preparatory School (Forms 1, 1a) but a School Party Information Form (Form 2) is required (see below).

The Head of PE should ensure that the following procedures are followed:

- Risk assessments for each specific sport being covered must be reviewed on a termly or seasonal basis, and logged digitally in the school's Peninsula system.
- A team sheet with detailed information must be given to pupils well in advance.
- Ensure ratios are correct for transport and supervision.
- A copy of Form 2 with a full team sheet should be given to the Deputy Principal/Head of Preparatory School and the School Office, and pinned to the notice board in the staff room at least 24 hours in advance of the fixture.
- Away fixtures and competitions taking place outside normal school hours such as evenings and weekends should follow the same procedure as for 'Local Visits/Day Trips' (see 2.2 below), except that a standard team sheet can be sent home in place of a letter. This does not apply to a simple case of arriving back late from an away fixture, although in this case the member of staff in charge must ensure that parents are kept up to date on timings.

2.2 Local Visits/Day Trips

Procedure (NB not all stages of the process may be necessary for all trips)

Stage 1 Approval and initial risk assessment (Forms 1 and 1a)

Stage 2 Notify parents and seek consent if applicable (see Form 4a). The Deputy Head/Head of Preparatory School will advise.

Stage 3 More detailed information (Form 2), including a list of those participating.
Prepare detailed risk assessment if applicable (Form 4b)

Stage 4 Ask parents to fill in and return a Form 6 Medical Update and Emergency Medical Treatment Consent Form (if appropriate).

Stage 5 If requested by the Deputy Head/Head of Preparatory School, fill in a School Trip Evaluation Form (Form 5).

Stage 1: Approval

- Through submission of Forms 1 (Proposed Educational Visit – Approval Form) and 1a (Initial Risk Assessment), at least 2 weeks in advance, staff must obtain approval from the Deputy Head/Head of the Preparatory School before discussing trips with pupils or parents or booking transport or accommodation.
- The Deputy Head/Head of the Preparatory School will return Form 1 indicating whether the trip has been approved, and if so – what further documentation is required.
- The proposer may then proceed to arrange an approved trip.

Stage 2: Notify parents and/or seek consent

General consent is given for low risk trips during normal school hours through Form 3 (Parental Consent For Sports Fixtures, Practices & Activities, on & off site), when pupils first join Stover School. It is always good practice, however, to let parents know about any trips their children may be making. It is advisable to get any letter or e-mail to parents checked by the Deputy Head/Head of Preparatory School before it is sent.

Specific parental consent is required when trips:

- (i) are outside normal school hours,
- (ii) are of medium to high risk
- (iii) involve some unusual activities
- (iv) involve an additional charge being made.

Form 4a provides a possible template for a letter advising parents about a residential school trip, for which consent is needed, and this can be used as a basis for sending a letter in the above circumstances. In some cases an e-mail and/or e-mailed consent may be acceptable (check with Deputy Head/Head of Preparatory School).

Stage 3: Provide more detailed information

- Complete Form 2 (Further information on details of agreed educational trip and those involved).

Return one copy to the Deputy Head/Head of Preparatory School, one to the School Office and pin one copy on the appropriate notice board in the staff room at least 48 hours before the trip departs.

- Complete Form 4b Detailed Risk Assessment (if required), and return to the Deputy Head/Head of Preparatory School.
- Send a follow up letter to parents giving full details of timings, clothing requirements, equipment needed, any periods of unsupervised activity and any activity regarded as higher risk. For high risk activities details of the extent and limitations of any relevant insurance cover may need to be provided. Parents receiving the Form 6 Medical Update and Emergency Medical Treatment Consent Form will need to know this.

Stage 4: Form 6 Medical Update and Emergency Medical Treatment Consent Form

- If appropriate, a Form 6 Medical Update and Emergency Medical Treatment Consent Form may need to be completed by parents, some days before the trip.

2.3 Outdoor Pursuits

The standard procedure as for 2.2 Local Visits/Day Trips must be carried out.

Activities requiring special skills and involving hazardous activities need even greater care when planning to ensure the safety of participants. It is the responsibility of the party leader to be aware of any possible hazards in locations that may be visited. A preliminary visit may be required to assess potential hazards.

The Headmaster/Deputy Head/Head of Preparatory School will assess the suitability of the party leader with regard to the activity they are requesting to undertake. However, it is important that the party leader or accompanying member of staff has the following:

- The required experience and expertise to supervise the activity
- The ability to administer appropriate first aid if required
- The ability to perform appropriate survival and rescue techniques if required
- The necessary leadership qualities and instructional abilities required
- The appropriate physical preparation and checks that pupils and staff have appropriate equipment and clothing for the activity being undertaken.

In light of the potential high risk involved in outdoor pursuits, the party leader should pay extra attention to the risk assessment of the trip and to the level of qualifications of the staff supervising the activity. All staff involved in outdoor pursuits should be fully conversant with all aspects of the Stover School Trips and Educational Visits Policy and Guidance.

Further useful information and guidance on potentially high to medium risk trips can be found in *Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies, February 2014*, published by the Department for Education (see 'Useful Links and References' in Part 7 of this policy for the link).

2.4 Residential Trips in the UK

The standard procedure as for 2.2 Local Visits/Day Trips must be carried out. Note, however, that for residential trips in term time, Forms 1 and 1a should be submitted at least half a term in advance. For residential trips in holiday time, Forms 1 and 1a should be submitted 1 term in advance. Form 2a should be completed as well as Form 2. Party leaders should plan well in advance for residential trips and ensure that adequate time is given to inform parents of the itinerary. A staff/parent meeting should be included in the calendar if appropriate.

Consent for residential trips can only be given by parents or legal guardians and cannot be given by house staff. In the case of parents who have separated, consent is usually required from **both** parents.

For all residential trips a Form 6 Medical Update and Emergency Medical Treatment Consent Form should be completed for trips both in the UK and abroad. This form must be signed by parents or legal guardians and cannot be signed by House staff.

The Party Leader must produce and be in possession of a Stover School 'Trip Pack' for the duration of the visit, a copy of which must be given to the Deputy Principal/Head of the Preparatory School and the School Office/Bursar (see Section 3.5 Trip Pack Content below).

All staff involved in residential trips should be fully conversant with the document:
Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies, February 2014; published by the Department for Education (see 'Useful Links and References' in Part 7 of this policy for the link).

2.5 Outdoor education centres

For pupils undertaking field study courses where there is dormitory accommodation the level of supervision should not fall below 1 member of staff to every 10 pupils. The party leader should follow the procedure for residential trips in the UK as set out in the Stover School Trips Policy

All staff involved in Field Study courses should be fully conversant with the document:
Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies, February 2014; published by the Department for Education (see 'Useful Links and References' in Part 7 of this policy for the link).

2.6 Residential Trips Abroad

The standard procedure as for 2.2 Local Visits/Day Trips must be carried out, and the extra guidance in 2.4 UK Residential Trips above must also be followed.

In most cases approval for a residential trip abroad will only be granted if the tour company offering the trip is a member of ABTA. The party leader should contact ABTA directly to check this is so, and written confirmation should be obtained together with the ABTA registration number and the exact name under which the company is registered.

The tour company should check that any hostels/hotels being proposed have a current local fire certificate.

On trips abroad, it is good practice for pupils to carry a laminated card with the name of the accommodation, the name of the party leader and a contact telephone number. There should be a short sentence requesting that the party leader should be contacted in the native language of the country being visited.

All staff involved in residential trips should be fully conversant with the document: *Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies, February 2014*; published by the Department for Education (see 'Useful Links and References' in Part 7 of this policy for the link).

2.7 Nursery Trips and Outings

Parents and Carers may be invited to volunteer to assist on Nursery trips and outings.

- Children who attend on the specific day that a trip is organised are invited. Parents and Carers of these children are invited to assist.
- A ratio of one adult to two children is maintained at all times.
- As many nursery staff as is practical help on trips.
- Only members of staff will be responsible for the personal hygiene of the children for the duration of the trip.
- All children will return to the Nursery Department at the end of the trip.
- Volunteer parents are invited to the Nursery prior to the start of the trip. Each are given written details of the expectations of their role and the two children that they will assist.
- There will be a designated staff member who will lead the trip.
- There will be a designated First Aider who will carry emergency First Aid.
- Parents, carers and staff will know in advance who the leader is and who, if necessary, will administer First Aid.
- In the case of two school mini buses being used to transport children and volunteers, nursery staff travel on buses and take overall responsibility during the journeys.

3. INFORMATION ON PLANNING TRIPS AND REGULATIONS

3.1 Arranging transport

Transport should be booked through the School Office.

Coach Supervision

Staff should not all sit at the front of a large coach but should sit amongst the pupils to ensure that they are adequately supervised.

Minibuses

Practical advice on use of school minibuses is provided by the Royal Society for Protection of Accidents in *Driving School Minibuses: advice for schools* (see 'Useful Links and References' in Part 7 of this policy).

It is advisable to have two members of staff in a school minibus transporting pupils but for trips of less than 1 hour minibuses may be staffed by one member of staff. This must be agreed in advance with the Deputy Head/Head of Preparatory School, bearing in mind the nature and ages of pupils involved and the activities they will be involved with. In this case the driver must have a fully charged mobile phone with them at all times during the journey, and there must be a designated 'back up' member of staff who is standing by in case of emergency and is in a position to come to the aid of the group if necessary.

For journeys of more than 1 hour school minibuses must usually be staffed by a minimum of 2 members of staff regardless of whether the number of pupils falls below the above ratios. The driver must have a fully charged mobile phone with them at all times during the journey in order to contact the school/emergency services if necessary.

3.2 Use of private vehicles on school trips

In general it is not advisable for staff to transport pupils in their own vehicle, for both safeguarding and safety reasons. In exceptional circumstances, however, the Deputy Head/Head of Preparatory School may approve the use of a staff member's private vehicle. This must always be agreed in advance, and discussed fully with the Deputy Head/Head of Preparatory School. Parents' prior consent must also be obtained. Pupils should not be alone and should travel in the rear of the vehicle.

Pupils are not allowed to drive their own car or transport other pupils in their car for purposes that could be considered to be a school trip.

3.3 Supervision Ratios

It is essential that the level of supervision on every Stover School trip is appropriate to the age of pupils and the activity being undertaken.

The following ratios must be followed when arranging local and low risk trips and away sports fixtures

<u>Year Groups</u>	<u>Supervision</u>
Nursery outings	1 adult for every 2 children
Under 5s generally	More than 1 adult for every 6 pupils
Years 1 – 3	Not less than 1 adult to 6 – 8 pupils
Years 4 – 6	Not less than 1 adult for every 10 – 15 pupils
Years 7 – 13	Not less than 1 adult for every 15 – 20 pupils

There are no hard and fast nationally accepted ratios, but party leaders should always err on the side of caution and take into account the age and nature of pupils, and details of the type of trip/activity. Supervision ratios must always be agreed with the Deputy Head/Head of Preparatory School in advance.

Higher staff to pupil ratios will generally be required for residential trips and higher risk activities.

3.4 Staffing

Each trip will have a member of staff designated as a ‘party leader’. Larger trips will also have a nominated ‘deputy leader’ to assume responsibility should the need arise. The Deputy Head/Head of the Preparatory School will ensure that all staff are competent to supervise the visit and any relevant activities. It is the responsibility of the party leader to ensure all accompanying members of staff are briefed as to their responsibilities.

Where pupils are to be supervised by other qualified persons, who are not members of the party, the Party Leader or other delegated person must ensure that the programme of activity is suitable, is understood by all concerned, and is to be conducted in accordance with any current regulations.

Visits involving groups of older pupils being away from the direct supervision of adults require careful planning; parents must be made aware of the exact arrangements for such trips in the parental agreement letter which is sent prior to the trip.

Unless they are under the direct supervision of an adult who is competent to supervise the activity; pupils must never be allowed to go swimming, be released in mountain areas for unstructured activity or undertake any other hazardous activity. For swimming, the supervisor must be appropriately qualified. In a public swimming pool there must be a lifeguard.

During residential trips, party leaders should plan thoroughly for the use of free time during the day and in the evenings.

Lists of members of the party should be carried by all members of staff supervising a trip.

Regular head counts should be carried out and a register should be taken at the start of each trip and before the return journey back to school.

3.5 Preparing the Programme

The party leader is responsible for planning the trip and they must follow the procedure outlined above and will be expected to organise:

- The content of the trip;
- Booking transport;
- Completing appropriate risk assessments;
- Allocating each member of staff's responsibilities;
- Financial details;
- Pocket money arrangements, bookings, insurance etc.;
- Emergency procedures and first aid.

A full Itinerary should be prepared and sent to parents if possible

A preliminary visit may be appropriate for some activities, particularly those involving significant risk. Reliable information should be obtained concerning the nature of any hazards and the means of avoiding or minimising risk. If an activity centre is being used for activities involving: caving, climbing (except on purpose built climbing walls), trekking or water sports – they should be licensed by the Adventure Activities Licensing Authority (AALA). The group leader must satisfy themselves that this is so, and that arrangements for safety and welfare are satisfactory. They should also agree with the activity centre on who is going to be responsible for the children and for what period of time.

For major trips it may be useful to arrange a meeting between the party leader and parents in advance of the trip to discuss the itinerary and clarify any questions parents may have.

The party Leader must take copies of the following items on the trip:

- All documentation relating to the booking of the trip
- Contact details of the travel company being used
- Access to emergency funds
- Itinerary
- Full list of party members
- Details of emergency contacts for party members
- Parental agreement forms (if required)
- Guidance on emergency procedure
- First Aid kit
- Details of any medical needs of any pupils on the trip

3.6 Major Residential Trips and 'Expeditions'

A 'Trip Pack' should be prepared and given to the Deputy Head/Head of the Preparatory School, the Bursar/School Office, and each member of staff on the party. The pack should have been given to the Deputy Head/Head of the Preparatory School for checking two weeks before the trip departs.

Trip Pack Content (* applies to additional information required for trips abroad)

- (a) Full Itinerary;
- (b) Full travel details;
- (c) Full risk assessment of trip;
- (d) Risk assessment of accommodation;
- (e) Copies of all passports, visas and tickets, with passport numbers; *
- (f) A named copy of a recent photograph of each pupil (the School Office can advise on how to download images from the school MIS);
- (g) Copy of the contract with the hotel/centre/travel company;
- (h) EHics*. Details of any significant medical information (gleaned from School medical centre, and Form 6s). Copies of any relevant medical consent papers e.g. GP's authorisation for pupil to carry *Epipen* or *Piriton* etc.
- (i) Parental consent forms and permission for group leader to authorise emergency treatment on parental behalf (Form 6 or equivalent);
- (j) Contact telephone numbers of School, Headmaster, Deputy Head/Head of Preparatory School, Bursar;
- (k) Names, addresses and contact telephone numbers for parents (home, work and mobile) of all pupils in party;
- (l) Contact details of all staff members in party;
- (m) Copies of group list and details;
- (n) Copies of insurance details (if relevant) and company's telephone number. NB check insurance situation with Bursar, as the School's insurance covers most things (see Section 6 'Insurance' below);
- (o) Location of local hospital/medical services;
- (p) Location and contact details of British Embassy or Consulate*.
- (q) A copy of all correspondence sent to parents
- (r) A copy of the Stover School Trips Policy (including 'Emergency Procedures' see below)

Form 2 should be completed and copies given to School office and pinned on the staff room notice board 1 week in advance of the trip

Additional Guidelines for Trips Abroad

Pupils should be advised about carrying money safely. All group members should be made aware of unfamiliar right-hand drive traffic, as extra care may be required when climbing in and out of vehicles and crossing the road. Pupils may also need to be advised about local culture, dress codes, attitudes to gender and local customs in some areas of the world. Similarly they may need to be advised about the safety of drinking water and roadside food stalls etc.

Pupils should be advised about the cost of using phones whilst abroad.

There may be a need to identify pupils easily, especially with younger year groups. However, no pupil should display their name clearly on their clothing and therefore tops ordered for trips such as sports tours or ski trips should only have the school name or logo displayed.

4. EMERGENCY PROCEDURES

Actions in the event of an emergency on a school trip

A copy of the following guidelines must be taken by all party leaders and their deputies on the school trip. In the event of an emergency the following procedure should be followed

- (a) Establish nature and extent of the emergency;
- (b) Make sure that all other members of the party are accounted for and safe;
- (c) If there are injuries, establish their extent and administer first aid if appropriate;
- (d) Establish names of the injured, and in the event of a medical emergency dial 999 for the emergency services (as stated in the medical provision policy). This would be appropriate where first aid is not deemed a sufficient response, or where the situation is beyond the competence of the member of staff involved, or where there are multiple situations for first aid to be administered;
- (e) Advise other party staff of the incident and that emergency procedures are in operation;
- (f) Ensure that an adult from the party accompanies casualties to hospital or if on your own you go with the injured pupil(s); the Emergency Services will look after the rest of the party until another member of staff arrives;
- (g) Ensure that the remainder of the party is adequately supervised throughout and arrange for their early return to base;

- (h) Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for;
- (i) Control access to telephones until contact is made with the Headmaster/ Deputy Head/ Head of the Preparatory School/ Bursar - and until they have had time to contact those directly involved. Pass on full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far);
- (j) Establish telephone numbers for future communication; identify alternative telephone numbers in case telephone lines become jammed or unavailable;
- (k) The school will arrange to contact the parents of those involved. In serious incidents the parents of all party members should be informed;
- (l) Media: A designated person, usually the Headmaster, should act as the point of contact with the media to whom all involved should direct questions;
- (m) Under no circumstances should the name of any casualty be divulged to the media;
- (n) The party leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition;
- (o) Legal liability should not be discussed or admitted.
- (p) All accident forms should be completed and insurers and HSE or Local Authority inspectors should be contacted;
- (q) Inform parents of any delays that will be necessitated.

5. RISK ASSESSMENT

Specialist information will be required for some visits and party leaders must obtain documentation and copies of risk assessments for more hazardous activities from the relevant venue or activity centre.

For any activity that involves caving, climbing, trekking, skiing or water sports the Party Leaders must ensure that the centre has assessed the risks and that appropriate safety measures are in place. Copies of qualifications for supervisors of more hazardous activities should also be obtained as part of the risk assessment. Where appropriate party leaders should check that the

provider holds a licence as required by the Adventure Activities Licencing Regulations 2004 (for England, Scotland and Wales) with the Health and Safety Executive and that the centre is registered.

Frequent visits for sports activities require one detailed risk assessment at the start of each term or season for each sport depending on which is more appropriate. Copies should be logged digitally in the school's Peninsula system and kept within the PE Department. However, regular reviews of risks are required and assessments should be made at regular intervals.

6 INSURANCE

The school carries a complex array of insurances, aimed at covering its physical assets and human resources against insurable eventualities. Parents may also have overlapping insurance cover for their children on Family Travel or Home and Contents insurance policies.

In respect of this policy document, staff should take note particularly of the following:

Employer's Liability Insurance: The school's limits of indemnity on this policy is £25M for any one occurrence and an unlimited ceiling during the period of insurance (i.e. any number of occurrences are covered). Sometimes staff will be asked to furnish a copy of the Certificate of Employers Liability to a third party on trips or excursions. Copies can be obtained from the Finance Office.

Public Liability Insurance: As for Employers' Liability, the limit of indemnity is £25M for any one occurrence and an unlimited ceiling during the period of insurance (i.e. any number of occurrences are covered). Sometimes staff will be asked to furnish confirmation of the Public Liability cover to a third party on trips or excursions. This can be obtained from the Finance Office.

Annual Travel Insurance: This policy provides a range of covers for the majority of school journeys and includes a 24 hour Emergency Helpline. Cover applies **worldwide** (except for a handful of named trouble spots).

Rock climbing ("usually involving ropes") is **excluded**, so staff should check if in any doubt about these matters. The Certificate of Travel Insurance has full details of cover provided and copy certificates can be obtained from the Finance Office if required. Current limits include:

Maximum trip duration	30 days
Personal Accident	Various benefits up to a maximum of £50,000
Medical Expenses	Up to £10,000,000
Cancellation/Curtailment/ Travel Delay	Up to £10,000 (maximum £50,000 per event) £50 for each 4 hours (maximum £750)
Personal Property	Up to £20,000 (single article limit £2,500)

Money	Up to £5,000 (cash limit £2,500)
Personal Liability	Up to £5,000,000
Winter Sports	Ski passes, ski hire – up to £250 per person Piste closure – up to £200 per person Avalanche – up to £150 per person
Legal Expenses	Up to £50,000

On foreign trips (ski trips etc.) staff may wish to make other insurance arrangements, which may provide better cover than the school's insurance. Such other insurances will negate the school's policy which will have no effect.

A two page synopsis of cover is available from the Bursar, as is a 'credit card' sized information summary of the helpline numbers. Staff are advised to carry these with them if making a trip away from school for any length of time.

Pupils' Personal Accident Insurance: The school provides this insurance cover at no extra cost to parents. A summary is available from our insurers, in which specified individual limits are given. This is for pupils only, and the cover only applies whilst at school, or undertaking school activities, including worldwide trips.

Motor Insurance – School owned Vehicle: The school has 'fully comprehensive' fleet insurance in place for all its own vehicles. Drivers must be over 21 years and in possession of a category D1 provision on their own driving licenses. They must also be 'familiar' with the type of vehicle being driven (hence the school's need to send staff on Minibus training courses). Any convictions or fines must be declared.

Motor Insurance – Staff and Volunteer vehicles: This cover provides comprehensive motor insurance for staff, governors and authorised volunteers to use their own vehicle for school activities, without the need to extend their own domestic motor insurance policy to cover business use. Its intention is for occasional journeys, such as trips to hospital, attending ad hoc courses, or ferrying pupils should no alternative vehicle be available. Full details can be provided by the Bursar's Office. Whenever a pupil is transported in a private car on school business, prior permission must be sought from the Deputy Head/Head of Preparatory School (see 3.2 above). The only member of staff currently allowed to transport pupils in their own car, without seeking prior approval, is the School Nurse, in extreme circumstances. As before, all convictions or fines must be declared.

7. USEFUL LINKS AND REFERENCES

Driving School Minibuses: advice for schools

<http://www.rospa.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf>

Health and safety: advice on legal duties and powers For local authorities, school leaders, school staff and governing bodies, February 2014, Department for Education

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

HSE Guidelines

<http://www.hse.gov.uk/services/education/faqs.htm#school-trips>



FORM 1

Proposed Educational Visit – Approval Form

Not all sections will be relevant to every proposed visit

Date(s) of proposed trip/activity:

Party leader..... Year group(s) involved

Places to be visited:

Purpose of visit and specific objectives:

Age range of pupils..... No. of pupils..... Staff/pupil ratio.....

Accompanying staff:

Date and time of departure

Date and time of return

Transport arrangements:

Proposed cost:

Party Leader confirms that they have received and reviewed (if applicable) the educational site's COVID risk assessment and is confident and satisfied that increased and relevant mitigations have been put in place by the site to make it 'COVID secure'. (Please attach site's risk assessment to this form) Party Leader also confirms that they will ensure adherence to Stover School's 'Whole school COVID risk assessment,' in terms of travel and transport in travelling to and from site, and during site visit.

Signed by (party leader)

Approved/Not approved by Educational Visits Coordinator.....

Further documentation required (if trip is approved):

Form 2 (pupil list and procedure check)	
Form 2a (residential/activity trip details)	
Form 4a (Parental consent letter)	
Form 4b (Detailed risk assessment)	
Form 5 (School trip evaluation form)	
Form 6 (Medical Update and Emergency Medical Treatment Consent Form)	
Full 'Expeditions Pack'	

FORM 1a Initial Risk Assessment

Risk Assessment for:

Risk Assessment total score: Date of trip:

Party Leader:

Signed by (Deputy Head SS or Head of SPS)

The Activity	The Individuals	The Activity Leader	The Environment	Access to First Aid	External Factors
1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3	1 2 3 4 5
<input type="checkbox"/>					

1.	Within the everyday experience of the individuals	Very experienced appropriate level of competency in this activity.	Experienced and qualified at the appropriate level.	Urban or rural with hazards that are predictable.	First Aid Box Trained Staff Access to Emergency Services.	Weather appropriate to the activity, any change will have no adverse effect on the group.
2.	Outside the everyday experience of the individuals but the tasks have familiar aspects.	Experienced in this form of activity.	Minimal qualifications.	Urban and rural with hazards that change quickly.	First Aid Box only and access to Emergency Services.	Weather appropriate to the activity, any change will have minimal effect, but will not affect safety.
3.	Outside the everyday experience of the individuals.	Some experience at an introductory level. No competency. Age appropriate for the activity.	Weak qualifications.	Overnight stays.	First Aid Box only.	Weather change could lead to problems if the group is not adequately prepared by training or equipment.
4.	Outside the everyday experience of the individuals but training has been given.	Some experience at an introductory level. No competency. Age not appropriate for the activity.	Some experience but no qualifications.	Close proximity to water, cliffs, or other dangerous topographical features.		Weather change could lead to serious problems if the group has not achieved a level of competency in the activity or is not adequately equipped.
5.	Outside the experience of the individuals with no similar aspect training etc.	Absolute novice no experience of the activity and / or has special needs.	No experience of the activity in a leader capacity, some experience as a participant.	Travel to other countries.		Weather change could have serious repercussions for the group.

	6 – 10 LOW RISK	11 – 19 MEDIUM RISK	20 - 25 HIGH RISK	26 - 30 UNACCEPTABLE RISK
Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Definition	The possibility and nature of an accident occurring are not substantially different to those encountered in every day experience.	The hazards encountered are outside the group's experience but by adopting principles of safe practice should bring them to an acceptable level.	The hazards encountered are either extreme or very much beyond the everyday experience of the group. The repercussions of an accident could lead to serious consequences.	The hazards encountered are far beyond the experience of the group and the Party Leader.

If on the day of the trip there is any new additional potential risk e.g. bad weather, contact the Head/Deputy Head or Head of SPS before proceeding.

Contact telephone numbers: School Office 01626 354505

R Notman: 07738 732300

B. Noble 07436266200

J Stone: 07775 898561



FORM 2

Details of Agreed Trip

NB Not all sections will be relevant to every trip

Date(s) of proposed trip/activity

Destination

Purpose of Trip

Departure time Return time

Party leader Year group(s) involved

Contact Telephone number

Accompanying staff

Total number in party: Adults: Pupils:

Transport details and contact details

.....

First Aid pack ordered/collected

Packed lunches ordered

Tickets/bookings organised

Risk assessment(s) completed

Letter sent to parents

Details of pupils involved

	Name	Contact phone no.	Specific medical issues
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			

Emergency Contact Information

Headmaster: 07738 732303
Deputy Head: 07775 898561
Head of SPS: 07828 588667

School Office: 01626 354505



FORM 2a
Residential/Activity Trip
Details of Agreed Educational Trip

Not all sections will be relevant to every proposed visit

Date(s) of proposed trip/activity

Party leader Year group(s) involved

Programme of activities

.....

.....

.....

Organising company/agency (if applicable):

.....

Adventure Activities Licensing Authority licence reference

Accommodation to be used: name

address

.....

telephone

Name of Head of centre

Insurance details

.....

Risk assessment completed and included

PARENTAL CONSENT FOR SPORTS FIXTURES, PRACTICES & ACTIVITIES (On & Off Site)

Dear Parent/Guardian,

During the year your child may be selected to represent the school in sports fixtures which will also include practices. In addition, they may wish to participate in our extensive programme of extracurricular activities. A risk assessment is completed for all sports fixtures, practices and individual activities. Many of these activities will be designated as being in the 'low risk' category. Some, however, may be identified as 'medium risk' and will generally be at the lower end of this category.

This form gives your consent for your child to take part in such activities.

NAME OF PUPIL:

DATE OF BIRTH:

FORM:

SPECIAL DETAILS:

Any relevant information concerning your child's health requiring special attention but which does not prevent him or her taking part should be noted below. For example:

Does your child have any specific medical requirements e.g. inhaler/epipen?

Does your child have any specific dietary requirements?

Please give any relevant information about your child which might be relevant for staff supervising them on trips e.g. does your child experience travel sickness?

If you do not wish your child to be involved in any particular activities, please indicate here:

SWIMMING ABILITY (for water based activities):

Is your child able to swim 50 metres confidently?

YES / NO

Additional comments:

1. I would like my son/daughter to take part in standard low risk/medium risk sports fixtures, practices and/or extracurricular activities and, having read the information provided, agree to him/her taking part in the activities described.
2. I consent to any emergency medical treatment required by my child during the course of such an activity.
3. I confirm that my child is in good health and I consider him/her fit to participate in such activities.

Name of Parent/Guardian:

Signature of Parent/Guardian: Date:.....

Telephone: Home: Work: Mobile:

Additional Contact for Emergencies if different from above:

.....

.....

Pupils who have not returned a completed Consent Form will be unable to participate in standard sports fixtures, practices and activities (on and off site).



Example of letter which might be sent to parents

Dear (Name of Parents),

We are planning to run a Geology field study course, for the whole of Year 9, for 3 days in October.

We will be departing from Stover (Prep School Bus area) on Friday 18th October 2019 at 9.00am and will be returning at approximately 6.30pm on Sunday 20th October.

We will be staying at The Study Centre, Escot House, Ottery St Mary - which offers a wide range of educational activities to support our programme of study. The course, which is titled 'Field Studies Plus', will involve work on rivers, Permo-Triassic deserts, sedimentary logging and field mapping. This experience will greatly enhance the learning of Geology in KS3, and provides a fantastic educational opportunity.

The cost of the course will be £50, which includes all meals and transport, and this can be added to your end of term bill.

We strongly recommend that all pupils take part in this activity and I ask you to return the consent slip below to me by Friday 6th September 2019 so that we can finalise numbers. If you would like to discuss any aspect of this trip further, please e-mail me tgunn@stover.co.uk.

Yours sincerely,

Mr Trevor Gunn
(Head of Geography and PE)

.....
Field Studies Plus Course 18/10/19 to 20/10/19

I/We consent to our son/daughter..... Form
taking part in the Year 9 Field study Course. I/we consent to the cost of the course being added to the end of term bill.

print name

signature

FORM 4b Detailed Risk Assessment

Signed..... Date



Trip to:

Date:

Transport

Risks identified	People involved	Action
Travel on minibus or coach	Staff and pupils	All pupils are to wear seat belts and are checked prior to journey. Pupils to remain in seats throughout the journey. Loud noises that are likely to distract the driver are not allowed and pupils are warned about this. Bags should not be left in the aisles. Count and register each pupil by name each time the coach sets off. Pupils told duration of any stop and time of departure. Pupils allowed in groups of 3 at service stations etc. with staff base in café.
Behaviour on minibus or coach	Pupils	Pupils are to be warned about the need for good behaviour and that the driver should not be distracted. If distractions occur the coach will be stopped. No litter is allowed.
Accident	Staff and pupils	Minor accident : first aid kit is carried on coach. Mobile phone is carried by party leader. Major accident: phone emergency services and Stover School. Sufficient staff available to accompany those affected to hospital.
Boarding coach	Staff and pupils	Coach will always be parked so that pupils board coach from pavement side or where possible a car park. Register pupils. Check all luggage has been packed, if applicable Check pupils have any medicines or inhalers necessary.
Unloading coach	Staff and pupils	Coach will park where possible in a car park or if not, on pavement side of road so there is no risk from passing traffic.
Emergency contact numbers		Executive Head Teacher 07738 732303 Deputy Head 07775 898561 Head of Preparatory School 07828 588667
		Senior School: 01626 354505 SPS: 01626 331451

ACTIVITY

Risks identified.	People involved	Action

School Trip Evaluation Form



Date of Trip Year Group.....

Destination

Party Leader

Accompanying staff

Party : Total Number Adults Pupils

Transport (name of company) and contact details

.....

Purpose of visit

Please comment upon the following and rate out of 10

- Pre visit organisation (centre or venue)
- Travel Arrangements
- Content of programme/visit
- Facilities
- Educational Value
- Suitability for age group
- Accommodation(overnight)
- Other comments
(please continue overleaf if required)



Medical Update and Emergency Medical Treatment Consent Form

Dear Parent/Guardian,

On enrolling your child in Stover School you should have filled in a 'Form 3' giving basic medical information and consent to participation in sports activities and low risk trips and activities.

You have now received this 'Form 6' because your child will shortly be involved in a trip or activity for which we would like to check and update the medical information we already hold. Please use the form below. If there is nothing to add, simply leave the relevant space blank. Thank you.

Name of child Form

Current conditions requiring medical treatment, including medication.

.....

Special dietary requirements.

Type of pain/flu relief medication your child may be given if necessary.

If your child has been in contact with any contagious or infectious diseases, or suffered from any illness in the last four weeks that may be infectious or contagious, please give details.

.....

Is your child allergic to any medication?

When did your child last have a tetanus injection?

Please inform the party leader as soon as possible of any changes in the medical or other circumstances between now and commencement of the journey. In the space below please add any additional information you would like the party leader to be aware of.

.....

.....

..... P.T.O.

Contact Telephone Numbers:

Work: Home:

Alternative Emergency Contact: Name Tel

Address of alternative emergency contact:
.....
.....
.....
.....

Parental Declaration

I give consent for my child Form
to receive first aid from employees of the school, and/or emergency care, should it be deemed
necessary. The school has insurance protection for such emergency care, details of which can be
provided upon request.

Signed: Date:

Full Name (capitals):