



## Health and Safety of Pupils on Educational Visits Policy

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## General Statement of Policy

Hampton Pre-Prep & Prep School (the School) places a high value on educational visits, fieldwork, trips and tours which provide enormous benefit. Safely managed educational visits/trips with a clear purpose are an essential part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and, in some cases, lead to professional fulfilment. We firmly believe, therefore, that educational visits are to be encouraged.

Educational visits are a significant part of a pupil's learning and development, providing them with opportunities to explore the natural world and understand more about their community. Predominately, our visits are within the UK; however, some visits are abroad, for example skiing, and some sporting and cultural trips.

Going away for a few days or more is a powerful way of developing key life skills, building confidence, self-esteem, communication and teamwork.

Pupils' physical and moral safety on educational visits is paramount. The School accepts that trips, visits and outdoor activities cannot be completely without risk and it requires that those staff in charge take all reasonable precautions to protect staff and pupils' health, safety and welfare and to minimise the risk of untoward or dangerous situations.

This policy is written with reference to the following:

1. Hampton School Trust's Safeguarding Policy.
2. Health and Safety Executive School Trips and Outdoor Learning Activities 2011.
3. DfE Departmental Advice on Health and Safety for Schools 2011, reviewed September 2012.
4. DfE Health and Safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies 2014 (This document replaces Department for Education and Skills Good Practice Guide *Health and Safety of Pupils on Educational Visits (HASPEV) 1998*).
5. Health and Safety at Work, etc. Act 1974.
6. Outdoor Education Advisors Panel (OEAP).
7. Health and Safety (HSE) School trips and outdoor learning activities: Tackling the health and safety myths.
8. Health and Safety Guidance for Schools (2018)

## Management Structure and responsibilities

### Role of the Headmaster:

- To ensure that he works within the guidelines as delegated by the Governors.
- To ensure that visits comply with the guidelines and regulations provided in this Policy and the School's own Health and Safety Policy.
- To ensure that the Educational Visit Co-ordinators (EVCs) are competent to oversee the co-ordination of all off-site education and support the EVC in attending relevant training courses.
- To ensure that the EVCs keep him informed of the progress of all visits and that this information is relayed to Governors and to parents as necessary.

- To ensure that the Visit Leader is competent (experience and training) to undertake the activity.
- To ensure that in the event of a major incident or accident, the School's guidelines are adhered to in terms of informing parents, staff and the media, and ensure that serious incidents, accidents and near-accidents are recorded and investigated.

#### **Role of the Educational Visit Co-ordinator (EVC):**

At the School, the EVC for the Prep Department is the Deputy Head Pastoral and the EVC for Pre-Prep is the Head of Pre-Prep.

The EVC's role is to support the Headmaster in ensuring that all visits follow regulations and guidance and all the School's relevant policies and procedures and will act on behalf of the Headmaster, in particular:

- To approve educational visits as agreed by the Headmaster.
- To provide adequate documentation to support planning of all trips and visits.
- To ensure all off-site visits are thoroughly planned using standardised whole-School documentation.
- To ensure all staff are aware of the guidelines available through Health and Safety Guidance for Schools (2018) concerning their particular visit.
- To assign competent people to lead or otherwise supervise a visit. Competence of other adults proposed to provide support or lead activities within a visit will commonly be done with reference to accreditations from an awarding body and/or previous experience and on the job training.
- To ensure visits have appropriate support ratios and adequate cover for health and safety, first aid, medication and behaviour management.
- To work with the Visit Leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- To organise the emergency arrangements and ensure there is an emergency contact for each visit.
- To keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses').
- To ensure that arrangements are in place for the Governing Body to be made aware of visits so that questions can be asked as necessary.
- To ensure that visit evaluation is used to inform future visits and training needs. Further staff training should be made available where a need is identified.
- To arrange for the recording of accidents and the reporting of serious injuries as required. Accident and incident records should be reviewed regularly, and this information used to inform future visits.
- To review systems and, on occasion, monitor practice.

#### **Role of the Visit Leader:**

The Visit Leader has full responsibility for the safe running of the activity including pre-planning, following guidance and ensuring all participants are aware of their roles. To achieve this the Visit Leader will:

- Identify the clear purpose and objectives of the visit.
- Complete visit documentation and obtain EVC approval for any visit off-site, no matter how short its duration.
- Plan the itinerary in such a way as to account for all times on the visit including meal and 'down' times, particularly on residential trips.
- Have prior knowledge of the venue – the Visit Leader should normally have made an exploratory pre-visit.
- Inform parents and seek permission/consent via completed proformas, detailing the nature, purpose and related activities involved in the visit. All permission details must be sent to the School Office as soon as possible once collected. *(NB Pupils without appropriate consent will not take part in the visit.)*
- Allocate supervisory responsibility to each adult for named pupils and ensure that each adult knows which pupils they are responsible for.
- To ensure that each pupil knows which adult is responsible for them and that all adults understand that they are responsible to the Visit Leader for the supervision of the pupils assigned to them. **Parent helpers will not normally have their own child placed in their group, unless by prior agreement with a member of the SMT.**
- To ensure that all adults involved in supervising the visit are aware of the risk assessments and the expected standards of behaviour.
- To continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions.
- To ensure that only activities that have been agreed with the EVC and informed to parents take place on the visit.

#### **Role of the Pupil:**

- To be aware of the risk assessments.
- To know who their supervisor is at any given time and how to contact him or her and to alert the supervisor if someone is missing or in difficulties.
- To understand the need to have a meeting place to return to, or an instruction to remain where they are, if separated.
- To understand and accept the expected standards of behaviour.

#### **Procedures**

The School has in place a clear process to be adhered to in planning and organising an educational visit or trip:

#### **Planning**

(Refer also to the Pre-Trip Checklist (**Appendix 1**) and Trip Day Check list (**Appendix 2**). Check with the School Office and EVCs to ensure proposed date and suitability of the visit.

- Make provisional booking and request risk assessments from the venue. If going to a new venue, book in a pre-visit to the site. In most cases, it is very important to undertake a pre-visit. The need for a pre-visit should be discussed with the EVC. If a pre-visit is considered as not being necessary, the reasons must be noted on the visit risk assessment.
- The member of staff arranging the educational visit must ensure that proposed site supports the School's policy to actively promote Fundamental British Values and complies with The Prevent Duty (2015).

- Complete all relevant forms; these are available in the Appendices.
- Confirm details with, and obtain approval for the trip with the EVC and ensure that all visits have been entered into the School diary held in the School Office.
- **When the visit is authorised**, letters can be sent to parents as necessary. All such correspondence needs to be completed in conjunction with the School Office.
- Parents must always be made aware when their children are undertaking a visit and will be off School premises.
- Collect reply slips (bearing in mind some pupils in certain circumstances may also need permission from both parents). No pupil will be allowed to go on a visit without written parental or legal guardian permission.
- Liaise with the EVC over any changes to the approved itinerary and arrangements.

***In planning and organising a residential trip or visit involving outdoor and adventurous activities the above process remains relevant together with the following:***

- All visits involving a residential (overnight stay) and/or adventurous activities must be approved in advance by the Headmaster.
- Complete any further internal School forms as appropriate (see Appendices).
- Confirm details with, and obtain approval for, the trip with the EVC **at least a term in advance prior to the visit giving suitable opportunity** to enable Headmaster to be informed.
- Collect reply slips – to include authorisation for the Visit Leader to act for the child in the event of a medical emergency if the parents cannot be contacted.
- Liaise with the EVC over any changes to the approved itinerary and arrangements.
- First Aider should accompany each visit offsite (a Paediatric First Aider in the case of EYFS educational visits.) There should always be an appropriate First Aid box available for use.

(For all residential visits refer to the Checklist for Visit Leader taking a residential visit, **Appendix 6.**)

## **Trips Abroad**

When planning a trip abroad, the Visit Leader needs to consider the relevant requirements regarding the country of destination. These may include checks on the following:

- Passport and visas (six months in advance);
- Travel insurance
- Extended medical insurance;
- Airport transfers;
- Hire of appropriate equipment at destination (Ski Trip);
- Close liaison with travel company as appropriate.

The above points are in addition to the procedures followed on a residential trip within the UK.

**NB** It is important to check individual country requirements for transport arrangements in consultation with the Hampton School Bursary.

## On the day

- Remember School documentation identifies many of the issues that staff need to be aware of during the supervision of a visit off-site. These include the Policy to Promote Good Behaviour – Rewards – Sanctions - Exclusions, Equal Opportunities Policy and the Administration of Medicines Policy. This contains permission for emergency medication should the need arise and details of specific medical plans for individual children (following the School's own First Aid and Administration of Medicines Policy). Where specific medical plans exist, the Visit Leader is responsible for ensuring all staff and accompanying adults are aware of the plan.
- One of the key features of all visits is the need for all staff to be involved in on going risk assessments. Visit Leaders need to make decisions on an ongoing basis regarding the safety of the visit. (See '**Risk Assessment Guidelines**' – below). This includes the support ratios and pupil groupings dependent upon social interactions and behavioural issues presented during the day. All members of staff need to be aware of the plans and procedures identified for dealing with pupils with specific behaviour plans.
- Visit Leaders must take a mobile phone in order to remain in contact with the School (and vice versa) during the time off-site. They should phone the School Office to let them know that the party has arrived safely at the destination and likewise, keep them informed of the ETA back at School. In the event of an emergency, the School must be contacted immediately (or as soon as is practical) in order that the Headmaster can take charge of the management of the incident. In such an event, the School will follow the Emergency Procedure for Educational Visits.

## First Aid

First Aid provision should be considered when assessing the risks of the visit. It is a statutory requirement for a Paediatric First Aider to accompany all EYFS outings. For adventurous activities and visits which involve overnight stays or visits abroad it is sensible to have at least one trained First Aider in the group. The Visit Leader should have a working knowledge of First Aid and all adults in the group should know how to contact emergency services.

The minimum First Aid provision is:

- a suitably stocked First Aid box;
- a person appointed to be in charge of First Aid arrangements.

First Aid should be available and accessible at all times. If a First Aider is attending to one member of the group, there should be adequate First Aid cover for the other pupils. The Headmaster should take this into account when assessing what level of First Aid facilities will be needed. The contents of a First Aid kit will depend on what activities are planned.

All incidents or accidents, however minor, should be recorded on an Incident Form and reported to the EVC on return from the trip. In the event of an injury resulting in hospital admission for more than 24 hours the Visit Leader must inform the Deputy Bursar, Hampton School who will take appropriate action to conform to HSE accident reporting regulations. For overseas trips, significant incidents and accidents should be reported promptly to a member of the SMT.

## Risk Assessment Guidelines

Risk assessment and risk management are legal requirements. For educational visits, they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill. ***The programme of a visit, as set out in the Risk Assessment and the Consent Form, should not be deviated from unless permission has been sought from the Headmaster.***

Risk assessments will be gathered from the host venue to supplement the School's final risk assessment.

Clusterweb – Outdoor Education for copies of a wide range of generic Risk Assessments that can be used as a useful tool for the Visit Leader's own risk assessment.

- **Generic activity risk assessments**, which are likely to apply to the activity wherever and whenever it takes place. These are prepared by the School and include movements to/from destinations and individual pupil needs.
- **Visit/site specific risk assessments** which will differ from place to place and group to group. These are usually undertaken by the School for each venue and are amended as necessary for different groups. They should be prepared or agreed by someone trained and competent to assess risks, such as the EVC.
- Activities such as swimming, crossing roads and curricular partnerships with other schools are examples of these site-specific risk assessments where the same venue is used each week and barring any changes to the nature of that venue, our prime concern on a weekly basis is the risk presented by the group of pupils undertaking the visit.
- However, for visits which are 'one offs' a specific risk assessment for the venue itself as well as for the pupils is required. Examples of this would be visits to farms, galleries, museums, public parks, garden centres etc. as part of a specific curriculum module for a specific class group.
- The EVC will support the Visit Leader as necessary with assessing risks.
- **Ongoing risk assessments** are those that take account of unplanned and unexpected changes, for example, illness of staff or pupils, changes of weather, availability of preferred activity. The Visit Leader is responsible for making decisions on an ongoing basis during the visit as to the appropriateness of continuing the visit in the light of prevailing conditions. Please ensure that you record any changes / amendments and discuss these with other adults accompanying.
- Visit Leaders are always in charge. They should trust their own knowledge of the young people and use their own professional judgement. This may include challenging an activity leader where the Visit Leader's knowledge of the group is superior, or intervening to prompt a change of plan, including stopping an activity if they feel uncomfortable or believe that it has become dangerous.
- Where it is considered unsafe to include a particular pupil because there is serious doubts concerning their behaviour or it is felt that they represent a significant risk to themselves or others within the group (including staff), the Headmaster will make the final decision on whether the pupil should access the trip and suitable alternatives that will meet the educational needs of the visit will be planned; however, in the absence of the Headmaster this decision will be made by a member of SMT, the EVC or the Visit Leader.

Staff can also refer to the School's **Risk Assessment Policy**.

### **Communication / Evaluation of Risk Assessments**

The Visit Leader will email the Designated Safeguarding Lead (DSL) confirming that the risk assessment has been read by all relevant parties (Teachers, Gap Teaching Assistants and Parent Helpers) prior to an outing.

All risk assessments are evaluated and the evaluation takes place at a staff meeting at either the Pre-Prep or Prep department. The purpose of this evaluation being to establish whether all hazards were identified and, more importantly, should the trip be repeated, the new risk assessment highlights the newly identified hazards.



## Supervision

No trip may go ahead without discussion with one of the EVCs. Members of staff are reminded that in all circumstances they have a duty of care to ensure that the pupils are safe and a common law duty to act as a reasonably prudent parent would to. Supervision for all trips should conform to the recommended minimum staffing levels (see ratios below).

Factors to take into consideration include:

- sex, age and ability of group.
- special needs pupils.
- 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.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly.

The general guidelines are:

- Nursery and Early Years, visits off-site may be as low as: 1 adult: 4 pupils
- Key Stage One, visits off-site on foot: 2 adults per year group
- Key Stage One, visits off site involving public transport: 1 adult: 5 pupils
- Key Stage Two, visits off-site on foot: 3 adults per year group
- Key Stage Two, visits off-site involving public transport: 1 adult: 6 pupils

Regardless of these suggested ratios, each visit will be assessed individually through the School's Risk Assessment Procedure for Educational Visits. These ratios do not include residential visits.

Where there is more than one adult supervisor, a Visit Leader, who has authority over the whole party, should be appointed.

## Parent Helpers

Where a high adult: pupil ratio is required, it is not always feasible to only use School staff. Parents may be used to supplement the supervision ratio; however, they are never left with sole responsibility for a group. They should be carefully selected and must be agreed by an EVC. Agreement should be obtained well in advance, before any parents are even asked to accompany on day visits, or to act as a host family.

Please see the risk assessment for information about Parent Helpers on visits and the Guidelines for Parent Helpers (**Appendix 11**).

All adult supervisors, including School staff and parent helpers must understand their roles and responsibilities at all times. In particular, all supervisors should be aware of any pupils who may require closer supervision, such as those with special needs or those with behavioural difficulties. Teachers retain responsibility for the group at all times.

For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone in a one to one situation with a pupil.

Whatever the length and nature of the visit, regular head counting of pupils should take place. The Visit Leader should establish rendezvous points and tell pupils what to do if they become separated from the party.

## **Voluntary Help**

The use of voluntary helpers should only be permitted by the Headmaster or EVC. This permission will be based upon knowledge of the volunteers and their previous experience and training (on the job). The fact that help is voluntary does not negate the legal responsibility of those involved.

DBS checks should be carried out by the School Office on all volunteer helpers – hence more advance notice is needed and those intending to use voluntary help should liaise with the EVC as early as possible in the planning phase.

All volunteer helpers have the same responsibility to follow the instructions of the Visit Leader.

## **Medical and Dietary Information**

During the planning process, the Visit Leader will ask the School Office to provide medical and dietary information for the pupils involved in the trip. This is in addition to the medical information provided by the pupil's parents on the Medical Consent Form (**Appendix 8**) required for residential trips. Full contact details of parents are included on this form.

## **Handling of Pupil Data**

**Appendix 1** outlines procedures for handling pupil data during School trips and visits. It is the School's responsibility to include all pupils who might wish to participate in a School activity/trip/excursion regardless of ethnic origin, religion, sex, etc. The requirements of pupils with Learning Difficulties or Disabilities and/or Special Educational Needs will also be taken into account during the planning process. These will be included when writing risk assessments and may affect the staff to pupil ratio. Any such information must be taken on the visit.

## **Parental Responsibilities**

Parents should ensure their child understands his or her responsibilities during the trip. The School will provide parents with key contact details. Before the trip, pupils should know:

- who is in charge of the trip.
- how to behave.
- what to do if they get lost or into difficulties.
- an emergency phone number.

During any visit, pupils should always know how to contact a member of staff. During visits involving overnight accommodation, pupils need to know the location of staff rooms. A pre-trip information meeting should be held for staff, parents and pupils involved on residential trips (adventurous activities, ski trips, foreign exchanges, sports tours etc.). Any parent not able to attend the meeting will be given the information in writing, usually by email.

Contact with parents will usually be via email or a telephone tree for overseas or large-scale trips. Parents of pupils from smaller visit groups will be contacted individually via telephone/mobile.

Parents are to be informed that if a pupil has to be returned home for serious disciplinary matters, it will be at the parents' expense. For a return using a plane, the School will have

the responsibility for the pupil until the departure lounge of the airport that they are returning from is reached, with the parent assuming responsibility from the arrivals area at the UK airport. A decision to send a pupil home can only be taken after the Visit Leader has discussed the matter with the Headmaster or a member of the SMT.

All pupils are made aware of the safety arrangements on all modes of transport. These details will be included in the risk assessment for that trip.

### **Emergency Procedures**

The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the School day, this includes designating a home contact from the School who may be needed as a link between the party, the parents and the School in the event of an emergency.

In the event of a delay (of more than one hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the School must be contacted as soon as possible to inform the Headmaster or a member of the SMT.

Please refer to Emergency Procedure for Educational Visits for further information.

### **Missing Pupil Policy**

The safety of the children is paramount and the School will make every effort to ensure that whilst on outings all children are closely supervised to ensure they remain safe and within the group.

In the extremely unlikely event that a child was to become detached from the group and become 'lost', then we have the following procedure in place.

- All staff and helpers to be alerted and a thorough search made of the immediate and surrounding areas.
- Depending on location, others alerted, for example if in a shop/farm/museum then the relevant staff.
- If the search proves negative then the School together with parents and police, are informed.
- Staff must ensure the welfare, both physical and emotional, of other children in their care.
- Visit Leader to provide the police with details of the child and incident.
- The Headmaster, Deputy Head Pastoral, Deputy Head Academic or Head of Pre-Prep to be responsible for gathering all relevant information and liaising with the required authorities and parents.
- Parents are kindly requested to inform the School if there is any risk of abduction from an estranged parent. Staff are unable to prevent a parent taking their own child unless they have been given copies of any legal injunction preventing the parent having access.

### **Crisis Management Plan**

The School also has a policy which covers the management of a major incident, disaster or emergency. A copy of the Crisis Management Plan will be given to all staff involved in overnight trips.

To assist any third party in the case of an emergency, pupils can hold a contact ID card/lanyard (sample below):

My name is..... and I am a pupil of Hampton Pre-Prep & Prep School, London, England on an Educational Visit to ..... from .. / .. / ... to .. / .. / ...  
For emergencies, please use the telephone numbers on the reverse of this card.

**Contact numbers in priority order FIRST:**  
My teacher is ..... who can be contacted on .....  
**SECOND:** I am staying at..... where the telephone number is .....  
**THIRD:** My home telephone number is .....  
I have .....medical conditions.

## Vetting of Providers & Licensed Activities

When a residential or visit includes adventurous activities, we seek guidance from the Adventure Activity Licensing Authorities (029 2075 5715). See the EVC or Clusterweb – Outdoor Education for more information.

Providers who offer adventurous activities must hold a licence as required by the Adventure Activities Licensing Regulations 2004. The adventurous activities that fall within the scope of the Licensing Authority are: caving, climbing, trekking, skiing and water sports.

The status of a Provider in terms of licensing will be confirmed during the Pre-Check process, as will the Providers suitability in terms of upholding the School's policy to actively promote Fundamental British Values as well as complying with The Prevent Duty (2015). The Outdoor Education Unit will confirm if any Provider requires a licence and will check if a Provider's licence is current.

## Insurance

When an educational visit is undertaken as part of the normal School curriculum, even though it is conducted off School premises, the insurance arrangements for the School will prevail. The Visit Leader must check the need for additional travel insurance depending upon the nature of the activity to be undertaken – seek advice from the Hampton School Bursary. When a tour operator is used, the type and extent of the insurance cover being used should be ascertained. All Providers must hold at least £5 million of Public Liability Insurance. This can be confirmed when contacting the Outdoor Education Unit as part out the visit Pre-Check.

## Visit Charges

Charges will be made for all visits. However, the School endeavours to keep such costs to a minimum wherever possible.

Accounts related to off-site activities should be kept by the Visit Leader and checked by the School Office/Hampton School Bursary. Staff can refer to the School's **Trip Cash Accounting** policy.

## Transport

Parents should always be informed of the type of transport to be used and risk assessments carried out.

Hired transport – The School should ensure appropriate levels of supervisory staff are available to ensure the safety and welfare of all pupils. The driver of the coach has no responsibility for the behaviour and conduct of the pupils.

School minibus – All drivers of School minibuses will have fulfilled the Hampton School Trust guidelines in order to drive any School minibus. For most journeys, it is strongly recommended that there should be two available drivers. After **two hours** of driving, the

driver **must** take a break of at least 20 minutes (except where a relief driver is available). The EVC will discuss travel arrangements during the initial meeting with the Visit Leader. Please refer to the School's **Minibus Policy** for greater detail.

Public transport – Close supervision should be ensured, together with regular head-counts.

Use of private cars – Private cars must not be used on trips without the Bursar's prior approval. If use is agreed, the vehicle must be roadworthy, the driver must have the appropriate licence and insurance cover and the safety of the passengers must be considered at all times. *We do not allow pupils to be transported in staff cars during educational trips and visits.*

Booster seats must be used as necessary and where practical.

## **Safeguarding Procedures**

The School's Safeguarding Policy and Procedures will apply at all times during offsite visits. Any incident amounting to an allegation or suspicion of abuse which occurs while on a visit must be dealt with immediately, in accordance with the policy and procedures.

## **Audits**

The Health and Safety Committee will undertake random audits to ensure the requirements of this policy are being satisfied across the School.

## **Review**

All journeys and visits off-site must be reviewed and evaluated in relation to the visit aims and purpose in order to aid future planning. The School's Visit Evaluation Form EV7 (**Appendix 10**) must be completed. It is the responsibility of the Visit Leader to inform the EVC of any specific issues effecting future visits concerning the venue, the transport or the group.

In the case of a residential, outdoor or adventurous activity, this will take the form of a formal meeting, involving staff that participated in the trip. The Visit Leader will need to give an emailed account of any issues to the DSL, including any additional medication, medical/hospital treatment or 'during the night' interventions required by pupils whilst on the visit, as is recognised as good practice following The Goddard Inquiry (2016).

This policy will be reviewed annually by the School's Health and Safety Committee, which will take into account any legislative changes or alterations/improvements to School procedure. It should be read in conjunction with the following:

- Safeguarding (Child Protection) Policy
- Staff Behaviour Policy
- Risk Assessment Policy
- Care and Supervision Policy
- Emergency Procedure Policy
- Administration of Medicines Policy
- Policy to Promote Good Behaviour – Rewards – Sanctions – Exclusions
- Missing Pupil Policy

## **Appendix 1 - School Trips – Pupil Information Policy**

### **1. Sending information to Third Parties prior to a Trip**

- 1.1 Prior to any personal information being shared with third parties, assurance must be sought that the third party will follow UK Data Protection Law.
- 1.2 Once assurance has been given by the third party that they will follow UK or EU Data Protection Law personal data can be shared with that party.
- 1.3 Personal details will be sent by email with a password protected document (password to be given by telephone where possible) or via special delivery or courier if hard copy.

### **2. Process for handling data for School Trips**

- 2.1 The Pupil data provided by the SIMS team for Visit Leaders will consist of two worksheets. 'Pupil Details' and 'Sensitive Information'. All paper copies of the 'Sensitive Information' worksheet, which leave the School premises must be in a **sealed** envelope obtained from the Bursary and using the School's 'reply paid' service. These are pre-addressed envelopes. The worksheet 'Pupil Details' can be printed, but does not need to be kept in a sealed envelope.
- 2.2. The envelope containing the 'Sensitive Information' data spreadsheet should only be opened when necessary, i.e. if the Visit Leader needs to access the health or dietary information in an emergency.
- 2.3. The envelope must be stored securely, away from day to day papers, to minimise the likelihood that it is taken out and lost.
- 2.4. Should the Visit Leader wish to have an electronic copy of either worksheets mentioned above for reference throughout the trip this is permissible on an electronic device, including personal devices, providing it is encrypted.
  - The Visit Leader must ensure that any electronic versions of the pupil information document are on encrypted devices.
  - The document should be converted into a PDF and saved locally on a device so that it can be accessed without the need for the internet. Any queries, or requests for assistance, should be referred to the Compliance Project Manager, on ext. 4246. iPhones are encrypted if they have a passcode. If a teacher is unsure whether a device is encrypted, they should contact the IT Support Team on ext. 4245.
  - If the Visit Leader needs to contact a pupil's parents for any reason other than issues related to emergency health or dietary information, they should first ask the pupil for contact information.

### **3. Destruction of data following Trips**

- 3.1 All hard copies of the trip worksheets must be shredded on the first day the Visit Leader returns to School following the trip.
- 3.2 All electronic versions of trip worksheets must be permanently deleted within one working day following the trip.
- 3.3 The EVCs will retain copies of information required in line with the School's Records Management Policy.

## Appendix 2 – Pre-Trip Checklist

Access the online Outlook Prep calendar. Email [calendar@hamptonprept.org.uk](mailto:calendar@hamptonprept.org.uk) to reserve the date. All trips must be plotted prior to the termly calendar meeting.

Make a provisional booking with the venue CC'ing [trips@hamptonprep.org.uk](mailto:trips@hamptonprep.org.uk). Complete 'Day Trips' form (EV1) and attach the booking confirmation to [trips@hamptonprep.org.uk](mailto:trips@hamptonprep.org.uk). Save on J/Drive - Trips

If this is a new visit, then co-ordinate with RT (Prep)/IM (Pre-Prep) to confirm Pre-visit and request a Risk Assessment (RA) from the venue

Once the trip has been approved at the calendar meeting, draft a trip letter and submit to the School office. Ensure the office has all correspondence regarding the trip, including invoices etc. – send to [trips@hamptonprep.org.uk](mailto:trips@hamptonprep.org.uk). The office will calculate the cost of the trip. The letter will be sent out to parents as per the date on the outings form.

Write the RA before the start of the next term on the correct template and assign staff to trip. Pick staff who are teaching that year group and consult with RT (Prep)/IM (Pre-Prep). Remember Central London requires 1:4 (7 staff and 2 Parent Helpers (PH)). Before contacting any Parent Helpers, please consult the DSL/DSO. Email RA to RT (Prep) or to IM (Pre-Prep) as appropriate.

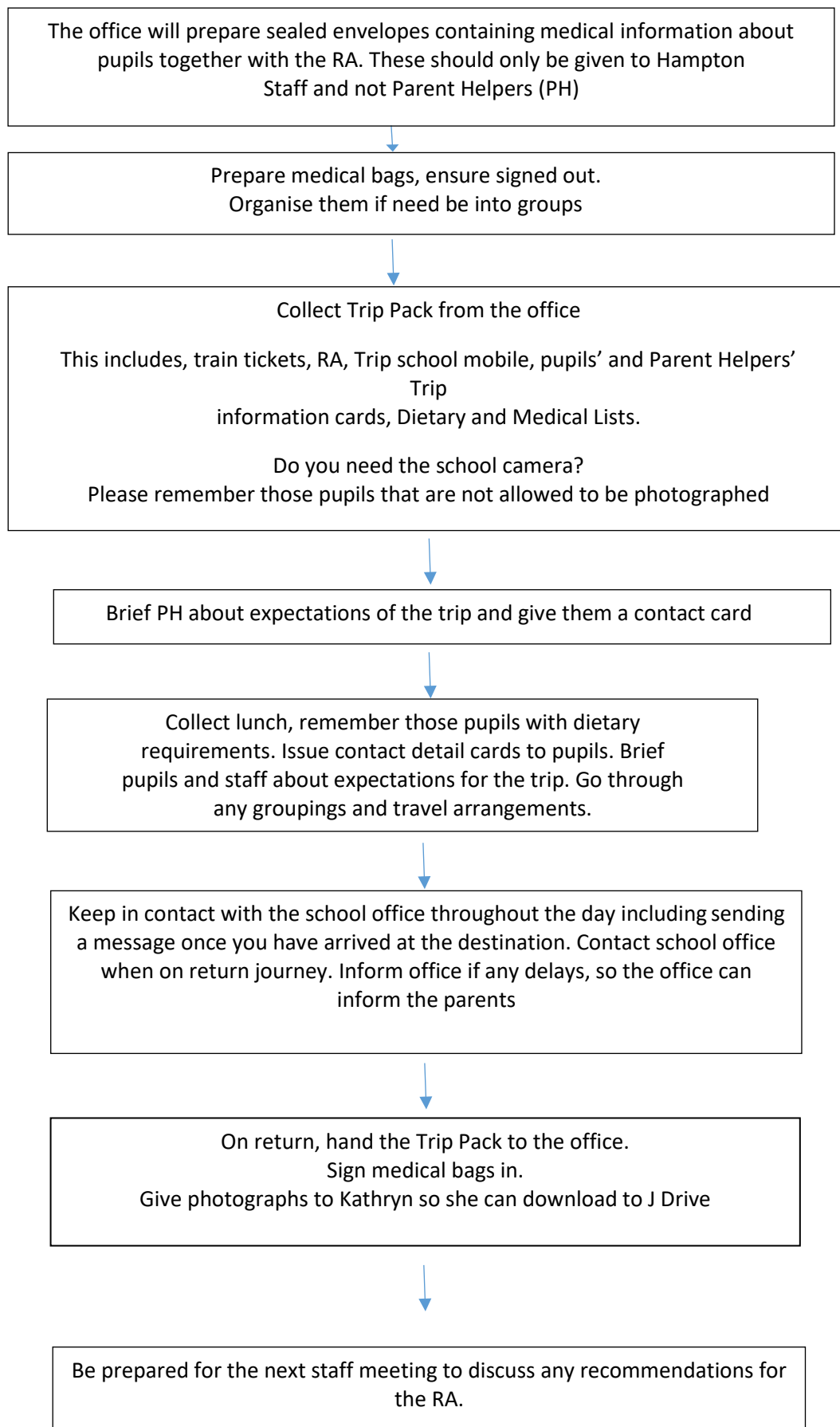
RT (Prep)/IM (Pre-Prep) will review RA and if there are amendments to make, RT/IM will send back to you. Once RA has been amended, RT or IM will approve and save it on the J/Drive.

Send RA to all those attending trip CC'in [trips@hamptonprep.org.uk](mailto:trips@hamptonprep.org.uk) and RT (Prep)/IM (Pre-Prep) . PLEASE ASK STAFF TO CONFIRM THAT THEY HAVE READ THE RA. The trip leader will send the RA and Parent Helper guidelines to any PH and ask for confirmation that they have read it. Please bcc [trips@hamptonprep.org.uk](mailto:trips@hamptonprep.org.uk).

Remind staff attending the trip to complete the cover form and ensure all duties/CCAs are covered. This should then be submitted to JF (Prep) or IM (Pre-Prep).

A week before the trip, the trip leader should brief staff attending the trip. Please cc RT (Prep)/IM (Pre-Prep) on the meeting request for this.

### Appendix 3 - Trip Day Checklist







## Appendix 4 - Day Trips/Outings Form (Form EV1)

Date of Visit:	Departure Time from School	Departure Time from Venue
	Arrival Time at Venue:	Arrival Time at School:

### Venue Details

Address:	
Contact:	Telephone Number:

### Composition of Group:

Teacher in charge:	
No. of Pupils:	Year Group(s):
Staff:	Other adults:

### Cost:

£	per child/total	Payable on day/in advance by
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### Travel Arrangements (Tick as applicable)

Coach	Minibus	Foot	Train	Underground	Bus
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### Other Arrangements

Packed Lunch Required:	Yes/No	Special clothing required School coats Wellington boots Tracksuits Other
School Uniform:	Yes/No	
Pocket Money:	£ max	

### Emergency Contact Arrangements Whilst on Trip

Name:	Mobile No.:
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.....

### For Office:

Date Permission letters sent to Parents:	Date Transport Booked:
Date Payment made:	Date Permission Slips to be Returned:

## Appendix 5 - Application for The Approval of Residential Visit by the Headmaster (Form EV2)

Not all sections will be relevant to every visit but please complete in as much detail as possible.

<b>Name of Visit:</b>					
<b>Group:</b>					
<b>Visit Leader:</b>					
	<b>Emergency contact number / mobile number whilst on trip:</b>				
<p>The Visit Leader should complete this form as soon as possible once the preparations are complete. They should have already received approval of the proposed visit in principle and should have regularly updated the Headmaster/EVC on the progress of the preparations. The Visit Leader <b>must</b> obtain parental consent.</p> <p>When Headmaster approval is granted, a copy should be retained by the School Office. The Visit Leader should keep a copy and a copy should also be given to the EVC. The Headmaster <b>must</b> be informed of any subsequent changes in planning, organisation or staffing.</p>					
<b>1. Purpose of visit and specific educational objectives:</b>					
<b>2. Places to be visited:</b>					
(Please include a full location address if a day visit)					
(Attach full itinerary if more than one place to be visited – please attach)					
<b>Contact at site:</b>			<b>Telephone Number:</b>		
<b>3. Dates and times:</b>					
Date of Visit:	Departure Time from School		Pick up Time from Venue		
	Required time to arrive at Venue		Arrive Time back at School		
<b>4. Transport arrangements: (Tick as applicable)</b>					
Coach	Minibus	Foot	Train	Underground	Bus
Date Transport Booked:					
<b>5. Organising company/agency (if any):</b> Include licence reference number if the body is registered with the Adventure Activities Licensing Authority.					
Name:			Address:		

Telephone:	Licensing Number:
<b>6. Proposed cost and financial arrangements:</b> Please fill in the Cheque Requisition Forms for the School Office- this must be done at least 3 weeks in advance. (Please be accurate.)	
£	per child/total
Payable on day/in advance by	
Date Payment made/sent:	

<b>7. Accommodation to be used:</b> (Foreign visits: List of accommodation must be given to each child to carry on the visit.)	
Name:	Address:
Telephone Number:	
Contact at centre:	
<b>8. Details of the programme of activities:</b>	
<b>9. Details of any hazardous activity and the associated planning, organisation and staffing: Attach Risk Assessments.</b>	
<b>10. Names and specific responsibilities of staff accompanying the party:</b>	
Deputy Leader:	
Staff in charge of medical needs of children:	
<b>11. Names and specific responsibilities of other adults accompanying the party:</b>	
<b>12. Name, address and telephone number of the contact senior member of staff in the home area. (Contact must hold all information about the visit or journey in case of an emergency. For Day Trips/Outings this will be the School Office.)</b>	

<b>13. Other Additional Information:</b>					
School Uniform:		Yes / No	School Coat:	Yes / No	
Suggested Pocket Money:		£	Wellington boots:	Yes / No	
Permission granted for pupils to take: (please tick)			Tracksuit:	Yes / No	
Camera	Mobile	Tablet device	Torch	Small bag:	Yes / No

<b>14. Existing knowledge of place to be visited and whether an exploratory visit is intended.</b>

<b>15. Size and composition of the group:</b>	
Number of pupils:	Class(es):
Number of staff:	Other Adults:

<b>16. Information on parental consent:</b>
Visit Leaders <b>must</b> collect and ensure that all consent forms are sent and received. These ought to be sent out in the first week of each term and for residential trips two terms in advance.
Information on whether the Visit Leader has received all proformas giving consent, duly completed and signed (parental consent may precede or follow approval):
Date Sent: _____ Date all returned: _____ Date sent to School Office: _____
<i>Please attach copies of the following: information sheet sent to parents, the Parental Consent form, and the Risk Assessment form.</i>

<b>17. Names of pupils with special educational or medical needs:</b>

<b>18. Dates for:</b>	
1. Preparation meeting with other staff	
2. Visit meeting with parents	
3. Meeting with Parent Helpers re: responsibilities advising children of visit and how to behave/what they should carry with them.	

<b>I have re-read the visit package and understand its contents.</b>
Signed: _____ Date: _____
Visit Leader's full name: _____
<b>The EVC has seen and agreed to the proposals.</b>
Signed: _____ Date: _____
Full Name of EVC: _____

## Appendix 6 - Confirmation from Headmaster for a Residential Visit to Go Ahead (Form EV3)

### To be completed by the Headmaster

Visit Leader: .....

Name of Visit: .....

Date of Visit: .....

I have studied this application and I am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.

- a. Please ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least fourteen days before the party is due to leave.
- b. Your report and evaluation of the visit, including details of any incidents and child assessment, should be with me as soon as possible but no later than fourteen days after the party returns.

Signed: .....

Date: .....

Headmaster: **Tim Smith**

A copy of the completed application form and details of any subsequent changes should be retained by the Headmaster. A copy should also be available in the School Office.

## Appendix 7 - Checklist for Visit Leader taking a residential visit (Form EV4)

RESIDENTIAL VISITS CHECKLIST		
Timing suggestions	To do	Done (tick) + (date)
c.12 mths	Book Centre	
	Confirm in School Diary	
	Deposit payment	
	Plan itinerary	
	Book bus / transport	
	Book itinerary	
c.6mths	Parent meeting	
	Permission forms	
	Billing	
	Passports, EHIC** & visas	
	Travel Insurance	
	<b>**Please check expiry date of EHIC. Any card issued before 31.12.20 will be valid until its expiry date.</b>	
c.3mths	Check bookings	
	Check paperwork	
	Final letter	
	Budget / float	
	Order meals if necessary	
1mth	Adults meeting on visit	
	Contact at School	
	Office numbers	
	Telephone tree (if appropriate)	
	Kit list	
	Groundsman re bus check	
	Check medical / allergies	
	Check First Aid	
	Double check with School Office	
	National Trust Cards	
2 weeks	Check money	
	Travel	
	Pupil behaviour sheet	
	Final letter home	
1 week	Collect budget	
	Car park float	
	Collect N T cards	
	Routes	
	Copy x no. of paperwork	
1 day	Leave full set of paperwork in School Office – Contacts number Telephone tree	
	Packed lunch reminders	
	Spare keys	
	Check random bags Load bus	



## Appendix 8 - Parental Consent for Medical Treatment (Form EV5)

My Child's Name: .....

I give permission for my child to be given emergency medical treatment by a qualified practitioner. Please note that if your child is feeling unwell we will make contact with you before any medication i.e. paracetamol is administered. This will be recorded on the appropriate form.

Name of G.P.: ..... Tel. No.: .....

My contact numbers are: ..... (Home)

..... (Work)

..... (Other)

Allergy/Dietary information.

My child is allergic to: .....

Please give any other information you feel may be relevant.

Signed: .....

Date:.....

Name:.....

## Appendix 9 - Checklist for Pupils Going on A Residential Visit (Form EV6)

	<i>Answer</i>
★ Who is the Visit Leader?	
★ Where am I going to visit?	
★ What is the code of conduct for my visit?	
★ What do I do to keep my money and valuables safe? Will I be allowed to take a mobile phone and/or camera?	
★ Do I know the address(es) and telephone number(s) of the place(s) where I shall be staying?	
★ What do I do if I feel ill, am hurt or worried/unhappy about anything?	
★ What are my responsibilities? <ul style="list-style-type: none"> <li>● On the journey</li> <li>● Away from School</li> <li>● At meal times</li> <li>● Do I need to bring extra food?</li> <li>● In my dormitory</li> <li>● My clothes / belongings</li> <li>● Using my camera</li> <li>● To my friends</li> </ul>	

Pupil's Signature \_\_\_\_\_



## Appendix 10 - Visit Evaluation Form (Form EV7)

### EVALUATION OF THE VISIT / TRIP TO BE COMPLETED BY THE VISIT LEADER

Please complete this form following your recent School visit. The purpose is to help colleagues on future visits by identifying any areas for improvement or concerns from your own visit. This form does not cover the academic aspect of the trip, just the general arrangements. Please feel free to list any relevant issue, no matter how small.

Please complete and send copies to the School Office. Thank you for your time and help.

TRIP: YEAR: DATE:	Rating out of 10	COMMENTS
Travel Arrangements		
Minibuses		
Behaviour of pupils		
Accommodation		
Activities		
New hazards to note		
Incidents or events to note for future		
Other suggestions to consider		

Visit Leader \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix 11 – Guidelines for Parent Helpers at Hampton Pre-Prep and Prep School (the School) (Form EV8)**

As a school, we place a high value on educational visits, fieldwork, trips and tours which provide enormous benefit for young children. We believe safely managed educational visits/trips with a clear purpose are an essential part of a broad and balanced curriculum, providing pupils with the opportunity to extend their learning and, furthermore, lead them to an enriched understanding of themselves, others and the world around them. Educational visits can be a catalyst for improved personal performance and promote a lifetime interest in a given topic. Therefore, at the School, we firmly believe that participation on educational visits is to be encouraged. Our pupils' physical and emotional safety on educational visits, however, is paramount.

*Below we set out some guidelines that we would ask you please to follow:*

- ▶ The Visit Leader will take you through the itinerary for the visit. This includes sharing the risk assessment – please do feel free to ask any questions if you are at all unsure.
- ▶ It is imperative that our young children remain safe at all times – you will be assigned to a group but please rest assured, you will not be expected to take sole charge of a group, or indeed be left alone with a child / group of children during the visit unless circumstances and the continuing safety of the entire group require it.
- ▶ Unless there has been a prior arrangement with the Headmaster or a member of the SMT, your own child/children will not be assigned to your group. This is in line with recommended guidelines.
- ▶ Be alert and attentive at all times, especially with the younger children (Kindergarten and Reception), and please do report any concerns to the Visit Leader without delay.
- ▶ In line with our Safeguarding Policy and Procedures, it is imperative that you do not use your mobile phone whilst on the educational visit unless there is an emergency. This includes updating any parent WhatsApp groups or posting images of the trip on any social media platforms. The Visit Leader, in conjunction with colleagues in the School Office or the Headmaster, will be responsible for updating social media if relevant either during a suitable break or once the trip has concluded.
- ▶ It is also vitally important that you do not take any photographs of any of the children, as this contravenes safeguarding practice.
- ▶ Your interaction is key - it will ensure the visit is a rich experience for the children and we hope you will enjoy the visit as much as the children.

We should like to take this opportunity to thank you for accompanying our pupils on the occasions when you kindly volunteer to do so - your help and support is appreciated greatly by the children and staff of the School.

***Imogen Murphy***  
***Designated Safeguarding Lead***