

Educational Visits Policy

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General Statement of Policy

Hampton Pre-Prep & Prep School (HPP&P or 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 trips 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 has been written to ensure that all members of staff involved with educational visits, trips, tours, etc. are aware of the requirements that must be observed to ensure the safety of those involved.

This policy is written with reference to the following:

- Hampton School Trust Safeguarding policy
- Hampton Pre-Prep & Prep School's Staff Handbook (Section G3)
- Health and Safety Executive School Trips and Outdoor Learning Activities 2011
- DfE Departmental Advice on Health and Safety for Schools 2022
- DfE Guidance, Health and Safety on Educational Visits 2018
- Health and Safety at Work, etc. Act 1974
- Croner's School Health and Safety Management *Out of School Visits*.
- Outdoor Education Advisors Panel (OEAP) guidance documents: <https://oeapng.info>

Management Structure and responsibilities

Approval: The Head of Pre-Prep and Deputy Head Pastoral act as the Educational Visits Co-ordinators (EVC) and along with the Headmaster give approval for trips.

Monitoring: the monitoring, review and management of residential trips is the duty of the Health and Safety Committee, which meets each term and will factor in the Headmaster's feedback meeting with Trip Leaders.

Pupil Behaviour: responsibility for the behaviour of pupils on any trip lies with the Trip Leader.

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.

Role of Educational Visit Co-ordinator (EVC)

The main functions of the EVC are to:

- Support the Headmaster in ensuring that all visits follow regulations and guidelines, together with the School's relevant policies and procedures, and to act on behalf of the Headmaster when appropriate.
- Approve educational visits, together with the Headmaster.
- Ensure that staff are adequately prepared to organise and run trips safely and that appropriate safeguarding procedures are in place.
- Assist with writing risk assessments and, where necessary, arrange appropriate training to ensure relevant safety measures are in place.
- Ensure visits have appropriate support ratios and adequate cover for health and safety, first aid, medication and behaviour management, to safeguard all party members.
- Organise emergency arrangements and ensure there is an emergency contact for each visit.
- Phone or text Trip Leaders during overnight trips to ensure that the trip is running smoothly and that lines of communication are open.
- Arrange for two members of Senior Leadership Team (SLT) to be assigned to each residential trip, as a first point of contact in case of emergency or if the Trip Leader requires support. The EVC is the first point of contact for one-day trips.
- Keep records and monitor individual visits through the completion by staff of the Residential Visit Evaluation Form (E7) – see Appendix 9.
- Ensure members of staff receive on-going training to fulfil their duties, particularly with reference to Risk Assessments.

Role of the Trip Leader

The Trip 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 Trip 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 Trip Leader should normally have made an exploratory pre-visit if the trip is UK-based.
- 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 Trip 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 SLT.**
- 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.

Communication with Parents and the Role of the Pupil

Parents should ensure their child understands his responsibilities during the trip and also understands the implications of the School's Good Conduct Agreement and Parental Consent Form.

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 *SchoolPost*.

Parents are to be informed that if a pupil must be returned home for serious disciplinary matters, it will be at the parents' expense. For an overseas trip, this will include travelling to collect the child from the country of travel.

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.

All pupils should:

- be aware of the risk assessments.
- 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.
- understand the need to have a meeting place to return to, or an instruction to remain where they are, if separated.
- understand and accept the expected standards of behaviour.
- Know the location of staff rooms during any trip involving overnight accommodation.

Procedure for Planning Day Visits/Outings

- Staff should be aware of the guidelines available via the Outdoor Education Advisors Panel <https://oeapng.info/> or through [Health and Safety of Pupils on Educational Visits \(HASPEV\)](#) concerning their particular trip.

- If the Trip Leader has limited relevant experience or if the proposal is for a new trip, he/she should first meet with the EVC to discuss the trip and how to compile any risk assessment(s).
- Check with the School Office to ensure proposed date and suitability of the visit.
- Make a provisional booking and request risk assessments from the venue. It is very important to undertake a pre-visit if going to a new venue. 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 – it is unlikely that a pre-visit would be undertaken for overseas trips.
- School Office should be consulted to formulate trip costing.
- Complete form EV1 (**Appendix 3**) and obtain approval from EVC.
- 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.
- Risk Assessments should be approved by the EVC at least one week in advance of a trip. Staff should check, and get confirmation, that all accompanying staff have read the risk assessment(s) and trip itinerary.
- Staff should liaise with the EVC regarding any changes to the approved itinerary and arrangements.
- A post-trip review will be undertaken at the first staff meeting following a trip. Any entries on CPOMS or Evolve Accident Book should be completed by that time.

Procedure for Planning a Residential or Outdoor/Adventurous Activities

Staff must check with the School Office to ensure proposed date and suitability of the visit.

- Complete Form EV1A (**Appendix 4**) which should then be signed by the Headmaster and passed to the School Office.
- Put dates on the school calendar and liaise with school office with regard to costings.
- Complete Form EV2 (**Appendix 5**) and any further internal School forms as appropriate (see Appendices) at least a term in advance of the visit.
- 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.
- The Risk Assessment should be approved by the EVC at least half a term before the trip. Check and get confirmation that all accompanying staff have read the risk assessments and trip itinerary.

When returning from the trip, a meeting with the Headmaster should take place to review the trip. Any Health and Safety or Safeguarding concerns should be discussed.

For all residential visits, staff should refer to Form EV4 (**Appendix 6**) and for Trips Abroad to the relevant section of this document.

Some basic principles:

- All trips should be organised to minimise disruption to the lessons of other pupils.
- Departments are free to organise trips to special events outside of School hours as and when they arise (e.g. theatre trips, art exhibitions). Such visits/trips should be planned whenever possible in advance of the School calendar deadline for the forthcoming term.

Risk Assessment Guidelines

The object of a risk assessment (RA) form (**Appendix 11**) is to enable the staff undertaking a trip to adopt proactive procedures to manage identified risks. Risk Assessments are compulsory for all trips and a written RA form is required as part of the final submission; the EVC will advise on the level of risk assessment paperwork needed. All staff on a trip will be issued with a copy of any risk assessment with which they are expected to comply. The template can be found on SharePoint - [Template Trip RA.docx](#)

Risk assessment and risk management are legal requirements. For educational visits, these 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 itinerary should not be deviated from unless permission has been obtained from the Headmaster.***

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

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 SLT.

Visit/site specific risk assessments

These differ from place to place and group to group. These are usually undertaken by the Trip Leader for each venue and are amended as necessary for different groups. These assessment visits should be agreed in advance by the EVC.

Ongoing risk assessments

These take account of unplanned and unexpected changes, for example, illness of staff or pupils, changes of weather, availability of preferred activity. The Trip 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. The Trip Leader should ensure that any changes / amendments are recorded and discussed with other accompanying adults.

Trip Leaders are always in charge. They should trust their own knowledge of the pupils and use their own professional judgement. This may include challenging an activity leader where the Trip 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.

Staff can also refer to the School's **Risk Assessment Policy** which can be found on Cezanne in the Documents area of the HPP&P Workspace.

First Aid

First Aid provision must be considered when assessing the risks of the visit. It is a statutory requirement for a full Paediatric First Aider to accompany all EYFS outings. For all trips, it is essential that there must be at least one trained First Aider in the group; the nominated first aider is identified on the Risk Assessment. All adults should be aware of how to contact the emergency services. A suitably stocked First Aid kit should always be taken.

First Aid should always be available and accessible. 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.

Prior to departure, the completed submission (detailing staff and pupils on the trip) will be assessed to confirm to the Trip Leader any noteworthy medical conditions.

Trip leaders should ensure that those pupils who use AAI's are carrying two AAI's; this check should be carried out before departure. Any other emergency medication, e.g. inhalers must also be taken.

All incidents or accidents, however minor, should be recorded on the Evolve Accident Book reporting system if possible – even when off-site or overseas. The SLT will automatically receive notifications. For EYFS children, parents should be notified on return to school.

In the event of an injury resulting in hospital admission for more than 24 hours, the Trip Leader must inform the School; the Deputy Bursar will then be advised and will take appropriate action to conform to HSE accident reporting regulations. For overseas trips, significant incidents and accidents should be reported promptly, via phone or email, to the SLT member who has been assigned to the trip as the first point of contact and then entered on Evolve Accident Book.

Supervision

No trip may go ahead without discussion with and approval from the EVC and the Headmaster, where necessary. Members of staff are reminded that in all circumstances they have a duty of care to ensure that the pupils are safe. Supervision for all trips should conform to the recommended minimum staffing levels (see ratios below).

The staffing ratio and relevant experience of staff on the trip will be considered by the Trip Leader and the EVC when planning the trip. The Trip Leader should also consider the children's age, experience away from home, capabilities, discipline, and nature of activities. Hazardous and adventurous activities (e.g., expeditions, climbing and sailing) will require fully trained staff. Such trips may require the employment of qualified staff from Activity Centres.

Staffing ratios for visits are difficult to prescribe as they will vary according to the activity, age, group, location, and the efficient use of resources. However, there must always be enough supervisors to cope with an emergency.

There are the following general guidelines on trip ratios:

Trips in the UK:

Staff/Pupil

Early Years 1 adult: 4 pupils
Years 1 and 2 1 adult: 6 pupils*

(*The specific ratio is determined by a risk assessment considering the activity, location and needs of the pupils.)

Year 3 1 adult: 8 pupils
Years 4 to 6 1 adult: 10 pupils

Trips overseas:

Staff/Pupil

This can vary between 1:8 and 1:10

Regardless of these suggested ratios, each visit will be assessed individually through the School's Risk Assessment Procedure for Educational Visits.

Where there is more than one adult supervisor, the Trip Leader has authority over the whole party. For trips/visits involving coach travel there should be at least two members of staff per coach.

Co-educational groups must wherever possible comprise at least one member of staff of each gender. If organising the appropriate staffing for a co-educational trip is proving difficult then the Trip Leader must consult the EVC when completing the trip approval form.

The Trip Leader must ensure that he/she has taken one of the school mobile phones or has sought permission from the Headmaster to use his/her own whilst on the trip.

It is accepted that on residential trips pupils cannot be supervised throughout the full 24 hours of any day, but staff must use their professional judgement when assessing how much freedom pupils are given when unsupervised. Much will depend on the age and maturity of the pupils concerned and on the potential hazards of the location.

If pupils are to be unsupervised, they must be given clear instructions to stay in groups of a minimum of three, to confine themselves within a certain area, to obey instructions about what is and what is not permissible, and to rendezvous at a predetermined point within a specific space of time.

Pupils should carry one of the wrist bands which has school contact information. For overseas trips, pupils carry an additional information card which includes a note in the relevant foreign language giving the reader instructions on how to contact the Trip Leader.

On any trip, whether at home or abroad, there should be regular headcounts; staff should have appropriate checklists of names with them at all times.

Overnight Supervision

Members of staff should, where possible, ensure that:

- the group's accommodation is exclusively for the group's use;
 - teachers (of both genders where appropriate) have sleeping accommodation on the same floor immediately adjacent to the pupils' accommodation;
 - there is a teacher present on that floor whenever the pupils are there;
 - child protection arrangements are in place to protect both pupils and staff;
 - where hotel/hostel reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visits;
 - in the absence of 24 hours staffing of reception, external doors should be made secure against intrusion and windows closed as necessary to prevent intrusion;
 - where possible, internal doors should be lockable, but staff should have reasonable access to the pupil accommodation at all times;
 - where pupils' doors are locked, staff have immediate access, as necessary, to a master key;
 - all staff and pupils know the emergency procedures/escape routes in the event of a fire.
- Where windows and doors are locked against intrusion at night, ensure that alternative escape routes are known and that all fire doors function properly.

Staff should not be lulled into a sense of false security by local assurances, such as “no need to lock doors in this part of the country”. The presence of the group may attract unwelcome attention that is unusual in the locality.

Consumption of Alcohol on School Trips

Staff must adhere to the following protocol regarding the consumption of alcohol on trips to ensure the appropriate supervision of pupils:

- at all times, two members of staff must refrain from consuming alcohol in case an emergency arises.
- If the trip relies on members of staff driving vehicles, a sufficient number of staff, qualified to drive the School vehicles, must refrain from consuming alcohol and be available to drive if necessary.
- Any consumption of alcohol by staff on trips must be in moderation, and what this means in practice will be discussed and agreed with the trip leader, who then has the responsibility to share this with all colleagues assisting with the trip.
- Where the staff members consuming alcohol are either the Trip Leader or the Designated First Aider, competent deputies must be in place until the following morning.

Medical and Dietary information

The School Nurse(s) will contact the Trip Leader prior to the trip to discuss individual pupils. Shortly before departing on the trip, the Trip Leaders should collect spare emergency medication.

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, Disabilities and/or Special Educational Needs will also be considered 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 trip. **Appendix 1** outlines procedures for handling pupil data during School trips and visits.

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.

Planning Transport

The School recognises that two of the major risk areas that must be managed are travel to/from a trip venue and the mode of transport used to do this.

The Trip Leader is responsible for ensuring that coaches and buses are hired from a reputable company. This should be done in consultation with the School Office. Seat belts must be requested by all trip organisers at the time of booking. In countries where there is no requirement for seat belts to be fitted, pupils will be told to remain seated at all times.

When a member of staff uses one of the School-owned vehicles or a hired vehicle, the Hampton School Trust Minibus and School Vehicle policy will apply - [click here](#). Any member of staff wishing to drive a minibus must be approved by the Bursar and is expected to show their Driving Licence to the Facilities Manager on an annual basis. Vehicles used must be fit for purpose. The Facilities Manager or his delegate carry out a visual check on the vehicles on a weekly basis and the Minibus Logbook is available from the Facilities Manager for staff to view to ensure that the vehicle is roadworthy. Minibuses are covered by roadside recovery schemes.

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 from driving and the second driver will then take over. That driver will then be required to take a break after two hours of driving. The EVC will discuss travel arrangements during the initial meeting with the Trip Leader.

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.

Groups travelling by train will generally meet at School and travel together to a nearby rail station.

When groups travel by ferry (generally to French and other European ferry ports) pupils must be made aware of the appropriate muster point on the ferry. They may visit other facilities on the ferry in groups of a minimum of three, but they must not go on to open decks unless they are with a supervising member of staff. Details will be included in the risk assessment.

Visits involving air travel require close supervision of pupils through the baggage and Customs check-in processes. Groups will go through each stage with the teacher in charge of them. The Trip Leader will have the responsibility for seeing all staff with their groups through the various travel stages. Groups of pupils are often split and must sit in separate parts of the aeroplane, but the Trip Leader should identify him/herself to the cabin crew so that they can be easily found in the event of any difficulty.

Insurance

The School has an insurance policy which covers all transport and medical needs for most trips. Trip Leaders will have details of this, and parents can be issued with the details upon request. Pupils are not insured for pre-existing medical conditions and parents are advised of this in the consent forms. Parents should organise additional insurance in such cases.

For certain high-risk activities, it may be necessary to take out additional insurance. The Trip Leader should seek advice from the Headmaster/Deputy Bursar well in advance of the trip as an additional premium may be required and this will need to be added to the cost of the trip. Contact details for the insurance company must be taken on the trip.

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 Public Liability Insurance. This should be checked by the Trip Leader as part of the pre-visit checks.

Trip Leaders must ensure that tour operators are ABTA and/or ATOL bonded and must discuss any concerns about this with the Headmaster and the Deputy Bursar.

Types of Trips

At HPP&P pupils are given significant opportunities to participate in a wide variety of trips. These include day trips and residential trips.

Trips may be school-led or organised by an external activity provider. For adventurous activities, providers may be either licensed or non-licensed. However, it is the duty of the Trip Leader to carry out checks to ensure whether the provider is legally required to hold a licence for the activities it offers and, if so, that the provider holds a licence. If a provider is not required to hold a licence, the Trip Leader should check necessary details such as safety arrangements and qualifications of staff/instructors.

Vetting of Providers & Licensed Activities

The Trip Leader is required to assess the safety arrangements of the venue and the activities to be carried out. If any external leaders are involved, the Trip Leader should ensure these external leaders are competent and adequately insured. Furthermore, they have a continuing duty of care to ensure that external leaders who have control over any pupil demonstrate an appropriate level of skill and exercise a proper level of care towards that pupil. A written agreement should be sought in advance of the trip, indicating in which circumstances centre staff will expect to be responsible for pupil safety. Any transfer of responsibility between School and centre staff must be clear to both pupils and all adults. A contingency plan for the unforeseen withdrawal of adult supervisors should be drawn up before each session.

In situations in which remote supervision is required, all staff, helpers and instructors must have relevant experience and training. Pupils will be given information regarding safety and contacting staff. This information will be written in the risk assessment and/or in the risk assessment of the activity provider. The school's risk assessment must always be used in conjunction with the activity provider's risk assessment. For overseas trips, trip leaders must ensure that tour operators are ABTA and/or ATOL bonded and must discuss any concerns about this with the EVC and the Deputy Bursar.

For any activity that is water-based (including the use of a hotel swimming pool) parents will be required to complete a Swim Test form (Appendix 12) indicating the competence in water of their child. In the case of some trips, pupils may also be required to have performed a swim test, which takes place in the LEH swimming pool. This matter will be discussed during the meeting between the EVC and the Trip Leader. Consideration should also be given to whether there is constant supervision by lifeguards or whether any member of staff accompanying the group holds any life-saving award.

Trips Abroad

When organising a trip abroad it is good practice to make an exploratory/inspection visit to the location. If this is not possible the Trip Leader should gather as much information as he/she can about the area to be visited. The minimum staffing ratio detailed above is required and there should be enough staff to cover an emergency. This will be discussed during the initial risk assessment discussion with the EVC, as will the travel and accommodation details.

For all foreign trips (to countries which require passports) parents will be requested to provide a photocopy of their son's passport, which will be checked by the Trip Leader to ensure that it is valid. These photocopies will be taken in the hand luggage of the member of staff responsible for that pupil on that trip. On the day of departure, all pupils will be asked to provide their passport for checking.

It is the responsibility of the parents to make sure that all passports are valid for at least six months from the date of departure and that their child has the correct documentation (e.g. Visas) required to travel to the countries concerned.

For trips to countries where the UK Global Health Insurance Card (UK GHIC) can be used, parents are asked to provide a photocopy of this. These photocopies will be taken in the hand luggage of the member of staff in charge of that pupil on the trip. EHIC cards are still valid post Brexit until they expire.

The Foreign and Commonwealth Office (FCO) website must be checked by the trip organiser for certain visits where there may be political unrest or medical considerations. (FCO's website: www.fco.gov.uk). The Trip Leader and other staff should know where the nearest British Embassy or Consulate is located and the relevant telephone number(s) should assistance be required.

For all foreign visits, the Trip Leader will need to research whether additional medical considerations need to be accommodated. The Trip Leader should advise parents to consult their son's GP prior to departure if there is any cause for concern. As with all trips, the Trip Leader must ensure that all pupils have comprehensive travel insurance. The Trip Leader must liaise with the Headmaster/Deputy Bursar well in advance of departure, especially if any hazardous activities are to be undertaken (e.g. SCUBA diving).

Host family arrangements

It is important that adequate safeguarding measures are in place for all children participating in exchanges and trips involving a homestay with a host family. These measures are designed for the protection both of Hampton Pre-Prep & Prep School pupils and of children visiting Hampton Pre-Prep & Prep School on exchange visits.

Safeguarding procedures:

1. When the School arranges for a visiting child to be provided with care and accommodation in the family home of a Hampton Pre-Prep & Prep School pupil, the adults in the home will be engaging in regulated activity for the period of the stay. The School is therefore required to ensure the parent(s) and any persons over the age of 16 resident at the address of the host family (during the time of the visit), have obtained an enhanced DBS certificate with barred list information.
2. Suitability of host families abroad: the School will liaise with the partner organisation abroad to ensure appropriate safeguards are in place. Exchange schools abroad are schools with whom the School has a longstanding relationship and there is regular close contact between the staff running the exchange at Hampton Pre-Prep & Prep School and senior members of staff in the overseas school. Detailed information is provided about the family home of overseas exchange pupils in advance of our pupils' visit, information that is shared with the relevant Hampton Pre-Prep & Prep School parents and contact between the two families (before the visit) is encouraged. In addition, the Headmaster/Principal of the overseas school confirms their understanding that the host families are all suitable to take part in the exchange.
3. When abroad during the exchange accompanying teachers and host families have each other's contact details at all times. Pupils meet their teachers daily when they attend the host pupils' school or go on organised visits or trips.
4. Hampton Pre-Prep & Prep School provide our host parents with safeguarding guidance and invite them to a host's meeting.
5. Two Hampton Pre-Prep & Prep School pupils (at least) will stay with each host family.
6. Contact is maintained throughout the trip; all pupils carry the school contact details with them (see **Appendix 13**). Staff will have access to the address and contact details of all host families and will contact them or visit them wherever necessary.

Pupil Behaviour and Disciplinary action

Any behaviour considered inappropriate should be dealt with by the Trip Leader or accompanying staff as appropriate and reported to the Deputy Head Pastoral or Head of Pre-Prep immediately on the return of the trip for further sanction in line with the School's formal disciplinary procedures, as necessary. If on a residential trip and further advice or support is necessary, an emergency SLT contact should also be informed or consulted.

Emergency Procedures

At least two weeks prior to any trip's departure, the Trip Leader must have completed the EV1/2 and request final approval from the EVC and have listed all emergency contacts for use if necessary, by staff on the trip.

The School has established procedures for Crisis Management (**see Annex D to the Crisis Management policy (B14) Actions in the Event of an Emergency on a School Trip – which can be found on Cezanne**) giving guidance for members of staff who may be required to handle a serious situation should one occur. The Trip Leader and Nominated First Aider will have a copy of the Crisis Management Policy in their trip packs.

In the event of an emergency (e.g. a travel accident after which a pupil or member of staff needs to be hospitalised, or a serious problem with a trip/visit) the priorities are to:

Assess the situation,

- Safeguard the uninjured members of the group,
- Attend to the casualty,
- Inform the emergency services and everyone who needs to know of the incident. This would generally be The Headmaster or an SLT emergency contact.

Crisis Management Policy - Annex D – Actions in the Event of an Emergency on a School Trip also includes information on:

- Communication procedures for contact with SLT, parents and the media.
- Summoning medical/emergency services
- Incident management

Crisis Management Policy - Annex H Emergency Telephone Numbers for Out of School contacts for term time, holiday periods and weekends.

The Trip Leader and designated First Aider should ensure that he/she always has access to medical and consent forms. These give contact information for parents, details of the pupil's doctor and permission to carry out emergency medical treatment (see **Appendix 1** for guidance on dealing with pupil information on School trips).

To assist any third party in the case of an emergency, as well as to assist pupils should they become separated from the School group, it is good practice for pupils to be given contact ID card and/or the trip wristbands for the duration of the trip abroad.

Finances

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

The Trip Leader will submit a basic costing/financial proposal to the School Office/Headmaster in the early planning stages of the trip. Should there be any other financial issues or the likelihood of carrying significant cash sums, the Trip Leader must consult the Deputy Bursar during the planning stages.

Term Time Sports Fixtures

Members of staff taking sports teams to away fixtures are required to leave details with School Reception in case a parent telephones with an enquiry.

Safeguarding Review Process

All journeys and visits off-site must be reviewed and evaluated in relation to the visit aims and purpose to aid future planning, including the Risk Assessment. This is completed at the Staff Meeting following the trip.

In the case of a residential, outdoor, or adventurous activity, this will take the form of a formal meeting with the Headmaster, involving staff that participated in the trip. The Trip Leader will need to give an emailed account of any issues to the Designated Safeguarding Lead (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, and residential evaluation reports, will be reviewed by the School's Health and Safety Committee; any changes in legislation or School procedures will be taken into account.

Audits

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

Distribution

This policy (and all policies referred to in this document) is available on Cezanne to all staff undertaking or planning educational visits or trips.

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 or EU 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 Trip 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 which uses 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 worksheet should only be opened, when necessary, i.e. if the Trip 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 Trip 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 Trip 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 Consultant (data@hamptonschool.org.uk). iPhones are encrypted if they have a passcode. If a member of staff is unsure whether a device is encrypted, they should contact the IT Support Team on ext. 4245.
 - If the Trip 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 Trip 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 for Day Visits (inc. Adventurous Activities)

Day Visits Checklist		
Timing Suggestions	To Do	Date Completed or N/A
	- Access the online Outlook Prep calendar. - Email 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. - Complete Day Trips Form - EV1 (Appendix 3) and attach the booking confirmation to trips@hamptonprep.org.uk. Save to SharePoint Trips and Visits Folder.	
	If this is a new visit, then co-ordinate with TH (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. - 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 (usually staff who are teaching that year group).	
	Once RA is approved TH/IM save to Risk Assessment folder on SharePoint.	
	- Send RA to all those attending trip CC' in TH(Prep)/IM (Pre-Prep) trips@hamptonprep.org.uk. - Please ask staff to confirm that they have read the RA. - The trip leader will send the RA and Parent Helper guidelines to any Parent Helpers and ask for confirmation that they have read it. Please bcc trips@hamptonprep.org.uk.	
	Remind staff attending the trip to complete the cover form on Cezanne and ensure all duties/CCAs are covered. Duties should be swapped and noted in the Cezanne cover request. This should then be submitted on Cezanne or to IM (Pre-Prep).	

One week before	• <u>A week before the trip</u>, the trip leader should brief staff attending the trip. Please cc TH (Prep)/IM (Pre-Prep) on the meeting request for this.	
On morning of trip	• The office will prepare sealed envelopes containing medical information about pupils together with the RA. These should only be given to Hampton Staff and not Parent Helpers (PH).	
	• Prepare medical bags, ensure signed out. Organise them, if need be, into groups	
	• Collect Trip Pack from the office. • This includes, train tickets, RA, Trip school mobile, pupils' and Parent Helpers' Trip information cards, Dietary and Medical Lists. • Do you need the school camera? Please remember those pupils that are not allowed to be photographed.	
	• Brief PH about expectations of the trip and give them a contact card	
	• Collect lunch, remember those pupils with dietary requirements. Issue contact detail cards to pupils. • Brief pupils and staff about expectations for the trip. Go through any groupings and travel arrangements.	
During the day	• Keep in contact with the school office throughout the day including sending a message once you have arrived at the destination. Contact school office when on return journey. Inform office if any delays, so the office can inform the parents.	
On return	• On return, hand the Trip Pack to the office. • Sign medical bags in. • Give photographs to office.	
	• Be prepared for the next staff meeting to discuss any recommendations for the RA or trip details.	



Appendix 3 - Approval for Day Trips/Outings Form - Form EV1

For Adventurous/Outdoor activities follow process for Residential/Adventurous Trips

Date of Visit:	Departure Time from School: Arrival Time at Venue:	Departure Time from Venue: Arrival Time at School:
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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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Trip approved by:

IM/TS: Pre-Prep TH/TS: Prep	Signed:	Date:
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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.:
-------	-------------

For Office Use Only:

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

Appendix 4 - Initial confirmation from Headmaster for a Residential Visit/Adventurous Trips – (Form EV1A)

Trip Leader:	
Name of Visit:	
Date of Visit:	
Approx cost of trip:	
Proposed staffing and ratios:	
Transport arrangements (for overseas trips, ensure operators are registered with ATOL and/or ABTA):	
Brief details of accommodation and activities:	
Insurance in place/providers' licences in place:	
Any other relevant information (inc. highlighting any more significant risks):	

I am satisfied with all aspects including the planning, organisation and staffing of this visit. Initial approval is given.

- 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.
- The Trip Risk Assessment should be approved by the EVC and Headmaster before departure, **no later than two weeks before the visit date.**
- 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 _____ Tim Smith, Headmaster

Date _____

Appendix 5 - Application for The Approval of Residential Visit/Adventurous Trips by the EVC and Headmaster (Form EV2)

*Not all sections will be relevant to every visit but please complete in as much detail as possible. This should be completed and presented to the EVC **no later than two weeks before the trip takes place**. This will then be given to the Headmaster for final Approval.*

Name of Visit:					
Group:					
Trip Leader:					
Emergency contact number / mobile number whilst on trip:					
Name and telephone number of the contact senior member of staff at School.					
For Adventurous Day Trips this will be the School Office.	Contact must hold all information about the visit or journey in case of an emergency				
The Trip 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 Trip Leader must obtain parental consent. When Headmaster approval is granted, a copy should be retained by the School Office. The Trip Leader should keep a copy and a copy should also be given to the EVC. The Headmaster must be informed of any subsequent changes in planning, organisation, or staffing.					
Purpose of visit and specific educational objectives:					
Dates and times:					
Date of Visit:		Departure Time from School:		Pick up Time from Venue:	
		Required time to arrive at Venue:		Arrive Time back at School:	
Transport arrangements: (Tick as applicable)					
Coach	Minibus	Foot	Train	Underground	Bus
Date Transport Booked:					
Organising company/agency (if any):					
Include licence reference numbers.					
Name:		Address:		For overseas trips, please tick relevant box	
				ATOL ☐	
				ABTA ☐	
Telephone:		Licensing Authority:		Licence Number:	
Additional Insurance Requirements (in addition to existing School insurance):					

Proposed cost and financial arrangements: <u>Trip Leaders should liaise with the Office Manager at the Prep and with the Accounts department at Hampton School regarding payment procedures.</u>		
£	per child/total	Payable on day/in advance by:
Date Payment made/sent:		

Accommodation to be used: (Foreign visits: List of accommodation must be given to each child to carry on the visit.)	
Name:	
Address:	
Telephone Number:	
Contact at centre:	
Places to be visited/Activities organised (Attach full itinerary if more than one place to be visited):	
Details of any hazardous activity and the associated planning, organisation and staffing: *Must attach Risk Assessments.	
Names and specific responsibilities of staff accompanying the party:	
Staff in charge of medical needs of children:	
Deputy Leader:	
Names and specific responsibilities of other adults accompanying the party:	

Additional Information:					
Suggested Pocket Money		£		School Uniform	Yes / No
Permission granted for pupils to take (please circle):				School Coat	Yes / No
Camera	Mobile	Tablet device	Torch	Wellington Boots	Yes / No
Other:				Tracksuit	Yes / No
				Small Bag	Yes / No
Existing knowledge of place to be visited and whether an exploratory visit is intended.					
Size and composition of the group:					
Classes involved:					
Number of pupils:				Class(es):	
Number of staff:				Other Adults:	
Information on parental consent:					
Trip Leaders must collect and ensure that all consent forms are sent and received. These must be sent out in the first week of each term and for residential trips two terms in advance. Information on whether the Trip 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>					
Names of pupils with special educational or medical needs:					
Dates for:					
1. Preparation meeting with other staff					
2. Visit meeting with parents					
I have re-read the visit package and understand its contents.					
Signed:				Date:	
Trip Leader's full name:					
The EVC has seen and agreed to the proposals.					
Signed:				Date:	
Full Name of EVC:					
The Headmaster has seen and agreed to the trip proceeding.					
<i>I have studied this application, and I am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.</i> <i>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 14 days before the party is due to leave.</i> <i>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.</i>					
Headmaster:					Date:
Tim Smith					

Appendix 6 - Checklist for Trip Leader taking a residential visit - Form EV4

RESIDENTIAL VISITS CHECKLIST		
Timing suggestions	To do	Completed Date
c.12 mths	Book Centre	
	Confirm in School Diary	
	Deposit payment	
	Plan itinerary	
	Book bus / transport (inc. flights or ferries as necessary)	
	Ensure operators are ABTA and/or ATOL registered if visit is overseas.	
	Book itinerary	
c.6mths	Parent meeting	
	Permission forms	
	Billing	
	Passports, EHIC**/GHIC & visas	
	Travel Insurance (+ any additional insurance if necessary)	
	**Please check expiry date of EHIC. Any card issued before 31.12.20 will be valid until its expiry date.	
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 (or any other entry cards/travel 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 paperwork for everyone on trip, SLT and Office	
1 day	Leave full set of paperwork in School Office	
	Contacts number	
	Packed lunch reminders	
	Spare keys	
	Load bus	



Appendix 7 - Parental Consent for Medical Treatment - Form EV5

Emergency Medical Treatment

Name of Pupil.....

I give permission for my son to be given emergency medical treatment by a qualified practitioner:

☐ Yes

☐ No

Please give full details of the GP your son is currently registered with (GP Name / Address/ Telephone)

NHS Number (If known):

Emergency Contact Numbers (Please provide 2 contact numbers in case of emergency):

1)
2)

Allergy Information

Please list below any allergies / dietary requirements that your son has. (Please put N/A if not applicable):

My son requires medication for his allergies:

Yes/ No/ N/A

If your son requires medicine to be regularly administered whilst on the trip, please note that a separate medical form (**page 28**) will also need to be completed. Please email the completed form admin@hamptonprep.org.uk.

All medication must be PRESCRIBED. The exceptions to this are for travel sickness tablets (or wristbands) and hay fever medication.

Paracetamol and Ibuprofen will also be provided by the School and taken on the trip. (Please see below for more details).

We do require that all medication is in its original packaging which provides us with an expiry date and batch number. Please ensure your son's name clearly labelled on it and it is provided to us in a transparent sealable plastic bag along with the completed medical form.

Please do give us any other information you feel may be relevant. Please put N/A if not applicable.

- Whilst your son is on a residential trip, the Hampton Prep Staff act as loco parentis and with your consent will administer paracetamol / ibuprofen if required.
- If your son is feeling unwell, we will endeavour to make contact with you before any medication i.e. paracetamol / ibuprofen is administered.
- Any administered medicines will be recorded.

My son can have paracetamol (Calpol) if required:

- ☐ Yes
- ☐ No

My son can have Ibuprofen (Nurofen) if required:

- ☐ Yes
- ☐ No

Travel Sickness

If your son requires travel sickness tablets (or wristbands) for the return journey please provide us with the medication in its original packaging and in a transparent sealable plastic bag which is clearly labelled with your son's name along with the completed Additional Medical form attached to this publication.

My son requires travel sickness tablets:

- ☐ Yes
- ☐ No

Hay fever Medication

If your son requires hay fever medication please provide us with the medication in its original packaging and in a transparent sealable plastic bag which is clearly labelled with your son's name along with the completed Additional Medication Form attached to this publication

My son requires Hay fever medication

- ☐ Yes
- ☐ No

Please note that if your son has medication already held in school this will be taken on the trip with them.

Parental Agreement:

I agree that all the information provided on this form is correct and understand that the cost of the trip will be added to my son's bill.

Name.....(please print) Signature.....

Date.....

Request for School to Administer Medication (Form EV5A)



DETAILS OF PUPIL

Surname:

Forename(s):

Address:
.....

Male/Female:

Date of Birth:

Form:

Condition or illness:

Name/Type of Medication (as described on the container):

How long will your child take this medication?

Date dispensed:

FULL DIRECTIONS FOR USE:

Dosage and method:

Timing:

Special Precautions:

Side Effects:

Last dose given at home: (please state date & time):

TRAVEL SICKNESS MEDICINE

I/we agreed that travel sickness medicine can be administered to our child if necessary.

Name(s)

Signature(s)

.....

Date:

Date:

CONTACT DETAILS:

Name:

Relationship to Pupil:

I understand that I must deliver (and collect) the medicine personally to my child's Form Teacher or the School Office and accept that this is a service that the School is not obliged to undertake.

Name.....(Please print) Signature:.....

Date:

Appendix 8 – Suggested Topics of Discussion for Pupils Going on A Residential Visit – Form EV6

Who is the Trip 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? • On the journey • Away from School • At mealtimes • Do I need to bring extra food? • In my dormitory • My clothes / belongings • Using my camera • To my friends

Appendix 9 - Residential Visit Evaluation Form - Form EV7

EVALUATION OF THE VISIT / TRIP TO BE COMPLETED BY THE TRIP 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 give to the Headmaster when you have your trip meeting.
Thank you for your time and help.

Trip name	
Year Group/Class visiting	
Date of trip	
Trip Leader	
Other Staff on trip	

	Comments
	Please indicated N/A if not applicable – do not leave blank.
Travel Arrangements	e.g. Coach toilets not suitable, concerns about driver etc.
Behaviour of pupils	e.g. Any significant behaviour incidents or disputes etc.
Accommodation	e.g. Any concerns about security, safety of premises etc.
Safeguarding incidents/concerns	e.g. Did members of staff attend children at night? Any concerns raised about HP&PP or centre staff? Any incidents of child-on-child abuse? Any examples of HSB?
Hazards of note	
Incidents or near misses	
Any emergency medication given?	

Trip Leader _____

Signed: _____

Date: _____

Appendix 10 - Guidelines for Parent Helpers - 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.

We set out below some guidelines that we would ask you to follow please:

- ▶ The Trip 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 Senior Leadership Team, 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 (KG and Reception), and please do report any concerns to the Trip 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 Trip 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 the children, as this contravenes safeguarding practice.
- ▶ Due to dietary and medical needs please do not buy or share any food with the children during the trip.
- ▶ 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.

Tammy Howard
Designated Safeguarding Lead

Appendix 11 - Risk Assessment Form

Hampton Pre-Prep & Prep School

Activity being assessed: XXX

Date of visit: XXX

Assessor: XXX

Date of assessment: XXX

Review Date: Next staff meeting (TBC)

Circulation: All staff joining trip



Trip Leader	XXX	Other Staff Accompanying	XXX
Number and year group of pupils	XX Year XX pupils	Designated Medical Lead (other first aiders) All hold Emergency First Aid for Children in accordance with the Health & Safety (First Aid) Regulations 1981.	XXX (XX and XX)

What are the hazards? Who might be harmed and how?	What are you already doing?	Further Actions
Safeguarding Risk of allegation against staff Staff	All staff to have ID badges, which must be always worn. All staff undergo a DBS check before being employed and HR keeps DBS records updated. Regular safeguarding training e.g. induction and regular updates at least annually, inc. Educare Child Protection level 2. Safeguarding Policy & Procedures followed. Staff have read the Staff Handbook, and other relevant policies (Staff Behaviour, Safeguarding Policies and Procedures, Health & Safety, First Aid, and the Care and Supervision Policy)	Staff vigilance ongoing. Record a written account of any incidents as soon as practicable. Concerns about another member of staff addressed to the Headmaster.
Safeguarding Risk of harm / interference to pupils / lost or abducted pupil Pupils	Safeguarding procedures always followed. Appropriate group size and ratios in line with guidance and all adults aware of their roles and responsibilities and have the competence and experience to fulfil them. Smaller manageable sub-groups each with a competent adult. If group members have to stand on crowded trains leaders will try to shield group from other passengers. Briefing of group at start of visit and reminders during visit. Supervision and vigilance by adults, awareness of the general public, dogs etc. and confidence to challenge as appropriate. Group control through a 'buddy system' – all children to have a nominated partner and should remain with the person throughout. Pupils aware of what to do if separated and children to wear school wristbands. Regular head counts taken during visit and before all departure points. All staff have mobile contact numbers of all other staff on visit. Head count taken before departure. Appropriate supervision and checking of public toilets if used both whilst on train and at venues.	Staff vigilance ongoing. Enlist other members of staff to provide cover as necessary as a matter of urgency if an emergency arises. Procedure for 'lost child' must be followed – Missing Pupil Policy. Children accounted for must be supervised in a 'safe' area. Trip Leader to call Emergency Services and keep school informed. All members of staff must report concerns immediately to DSL

What are the hazards? Who might be harmed and how?	What are you already doing?	Further Actions
Transport Train transport <i>Risk of minor injuries to death.</i> Pupils Staff	Group to wait safe distance away from edge of train platform until train is stationery and doors are open. Boarding/disembarking to be supervised by staff on train. Train doors to be supervised and opened/closed by staff. Staff spread out throughout train carriage. Sufficient seats/standing area on train to accommodate whole group. Contingency plan in place in the event of not all the group being able to board the train due to limited space. Awareness of general public on train by school staff. Staff will be the first and last to enter and first and last to exit train carriage. Train timetables carried by group leader. Group to remain in seats whilst train is at stations. No leaning out of windows or against doors. When disembarking tube, pupils should line up against the wall away from the platform and a head count performed.	Staff vigilance ongoing. Follow Emergency Procedure in the event of a breakdown, accident, or evacuation. Trip Leader to call Emergency Services, if needed. Follow the direction of location staff as appropriate. Remember LIONEL! L Location I Incident O Other Services Required N Number of Casualties E Extent of Injured L (repeat) Location.
Transport Underground tube transport <i>Risk of minor injuries to death.</i> Pupils Staff	Group to wait safe distance away from edge of tube platform until tube is stationery and doors are open. Boarding/disembarking to be supervised by staff on train. Train doors to be supervised by staff. Staff spread out throughout tube carriage. Sufficient seats/standing area on tube to accommodate whole group. Contingency plan in place in the event of not all the group being able to board the tube due to limited space. Awareness of general public on tube by school staff. Staff will be the first and last to enter and first and last to exit tube carriage. Group to remain in seats whilst tube is at stations. No leaning out of windows or against doors. When disembarking tube, pupils should line up against the wall away from the platform and a head count performed.	Uninjured children should always be supervised – move the group to a safer location as soon as possible. Contact the School Office & SLT - keep them informed of events. Investigate if needed and record a written account of the incident as soon as practicable.
Transport Walking to venue, crossing roads. <i>Risk of minor injuries to death.</i>	Pre-planned route that is appropriate for ability/aptitude of group. Briefing of pupils prior to visit. Appropriate footwear for all members of party. Crossing roads at appropriate points, in small groups. Awareness of vehicles parked on pavements/objects on pavements (wheelie bins etc.). Supervision on pavements whilst walking. Avoid routes with no pavements; where necessary, walk facing oncoming traffic.	

What are the hazards? Who might be harmed and how?	What are you already doing?	Further Actions
Pupils Staff	Teachers wear fluorescent vests. Avoid known high risk situations. Take necessary avoidance action if dogs etc. encountered.	
Medical Emergencies and incidents Risk of existing conditions/allergic reactions and party member taken ill of injured. <i>Risk of minor injuries to death.</i> Pupils Staff	All staff to know of any serious and existing medical conditions for pupils on the visit. Up to date medical information taken by trip leader. Medicines necessary for particular pupils must be carried by the group leader. First Aid Kit to be taken. Staff first aid trained – alert to signs and symptoms. Follow protocols when dealing with first aid. Mobile phone with numbers 'programmed' in. Location of nearest A&E known for destination. Sufficient pupil:staff ratio to ensure sufficient safeguarding of party if staff member or pupil taken ill. Group Leader knows procedure to summon emergency assistance. Follow directions given by emergency services if in attendance. When on train, if a major emergency occurs that requires the train to stop, a member of staff will notify the guard or pull the emergency lever/alarm as required. Appropriate supervision when eating to monitor for potential choking or allergic reactions.	
Major Incidents/ Emergencies <i>Risk of minor to severe burns/smoke inhalation or injuries. Potential death</i> Pupils Staff	Close supervision and alertness to situations. Hampton School's Crisis Management Plan must be followed in the event of such an emergency. Know the Fire procedure and exits for each location – pay attention to briefing at beginning of activity. Check awareness of any particular threats (e.g. terrorist attacks) before travel.	
Environment/ Weather Risk of exposure, sunstroke, etc. <i>Risk of minor illness to death.</i> Pupils Staff	Check of weather forecast, and plans adjusted accordingly. Appropriate clothing/footwear for weather conditions and checked before departure. Remember the 30/30 rule for lightning and take shelter if needed. Wet/cold – warm, waterproof clothing. Hot - liquids and hats/sun protection.	Staff to be alert for signs of illness and give appropriate first aid. Heat exhaustion/stroke advice Hypothermia advice

What are the hazards? Who might be harmed and how?	What are you already doing?	Further Actions
Venue / Provider Accidents and injuries at the sites <i>Risk of minor illness to death.</i> Pupils Staff	Provider Risk Assessment completed and distributed. Clear communication between the provider and trip leader so that all parties are aware of their responsibilities with regards fulfilling duty of care	Staff to maintain vigilance in locations and to ensure any instructions given by location staff are followed.
Behaviour of group Risk of injury or emergencies as a result of poor behaviour. Pupils Staff	Before leaving school the pupils are reminded of the standard expected of them throughout the visit. They must be given the expectations for walking in public areas, travelling on public transport and reminded that they are representing the school. Potential dangers and consequences of not following the rules are explained to pupils.	Ongoing vigilance with reminders and praise given throughout the trip to ensure behaviour standards are maintained. Make a record of any incidents. Inform SLT on return of any poor behaviour/ incidents.

Appendix 12 : Swim Test

Date:		Trip:
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Name	Surname	Form	Observed by (staff)	Distance	Competence
				100 (4l)	Very Strong/Strong/Competent/Weak/Very Weak
				100 (4l)	Very Strong/Strong/Competent/Weak/Very Weak
				100 (4l)	Very Strong/Strong/Competent/Weak/Very Weak
				100 (4l)	Very Strong/Strong/Competent/Weak/Very Weak
				100 (4l)	Very Strong/Strong/Competent/Weak/Very Weak
				100 (4l)	Very Strong/Strong/Competent/Weak/Very Weak
				100 (4l)	Very Strong/Strong/Competent/Weak/Very Weak
				100 (4l)	Very Strong/Strong/Competent/Weak/Very Weak
				100 (4l)	Very Strong/Strong/Competent/Weak/Very Weak
				100 (4l)	Very Strong/Strong/Competent/Weak/Very Weak
				100 (4l)	Very Strong/Strong/Competent/Weak/Very Weak

These are all based on unaided swimming without safety equipment (Life Jackets) and/or floatation aids.

Very Strong	Can swim 100m in the swimming pool quickly using good technique without stopping at any stage or slowing down due to tiredness.
Strong	Can swim 100m in the swimming pool quickly using good technique without stopping at any stage.
Competent	Can swim 100m in the swimming pool at an average speed. OK technique. Tires during the distance. May change stroke to rest.
Weak	Struggles to swim 100m. Slow. Has to stop at the end of the pool. Poor technique. Constant supervision whilst in the water.
Very Weak	Cannot swim 1 length comfortably without using an aid. Slow. Poor technique. Constant supervision whilst in the water.

Appendix 13 – Pupil Contact Card

