
POLICY STATEMENT ON OUTINGS AND ACTIVITIES

Aims

Out of school visits, including outdoor and adventurous activities, make a valuable contribution to all students' personal, social and educational development. Visits may form part of a subject course, possibly during the working day, or provide leisure activities.

We hope they will:

- Support the students' academic work and broaden their interests.
- Encourage them to work constructively with others, think through problems and rise to a variety of challenges.
- Foster increased confidence and self-esteem.
- Enable students to make friends through shared interests, use their leisure time wisely and share enjoyable and memorable experiences.

Responsibilities

- Permission for running all adventurous, residential and overseas trips must be granted by the Head.
- Permission for other visits, including the choice of suitable dates and times, is given by the Deputy Head, bearing in mind the need to avoid clashes of interest and to prevent particular groups of students being overloaded.
- Responsibility for the oversight of visits, especially those that are adventurous, residential or overseas, lies with the Deputy Head. The Deputy Head must be satisfied that visits are organised efficiently, paying particular attention to safety, risk assessments, staffing and supervision, the code of behaviour, information supplied to girls and parents, accident and emergency procedures and the provision in school.
- The Bursar's department provides information/guidance on insurance, billing/collecting money from parents, Reception advise on requirement for staff minibuses drivers. The Party Leader has responsibility for planning, organising and running the trip and for providing all necessary information to students, adult leaders, parents and staff in school.
- In the event of an accident, the most senior member of staff will, legally, be held responsible, regardless of who is named as Party Leader. If the senior member of staff present is aware that problems are developing, they have a responsibility to take charge.

The latest advice on educational trips and visits issued by the DfE, published in November 2018.

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits>

This advice is applicable to Independent Schools as set out in paragraphs 11 and 12 of the Schedule to the Education (Independent School Standards) (England) Regulations 2010.

The key legislation is the Health and Safety at Work etc Act 1974. The Act requires employers to ensure the health and safety of their employees and non-employees, so far as is reasonably practicable. The Act also places duties on individuals to take care for the health and safety of themselves and others.

The Act is supplemented by regulations which make the general requirements more explicit.

Key regulations include:

- the Management of Health and Safety Regulations 1999, which require employers to undertake risk assessments and put measures in place to control the significant risks.
- the Adventure Activities Licensing Regulations 2004, which require certain providers of facilities for adventure activities to be licensed.

The Council for Learning Outside the Classroom (LOtC) awards the 'Learning Outside the Classroom Quality Badge' to organisations who meet and demonstrate nationally recognised standards. The Quality Badge scheme complements the licencing scheme. It aims to demonstrate that an outdoor provider offers high quality experiences, manages risk and is responsive to the needs of young people.

This information can be is available from the Health and Safety Executive website <http://www.hse.gov.uk/services/education/faqs.htm#school-trips> (accessed August 2019)

The advice sets out the general principles that;

- Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.
- It is important that children learn to understand and manage the risks that are a normal part of life.
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.
- Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

Planning Visits and Assessing Risks

Staff should read and follow the instructions laid down at Appendix 1 of this policy statement – Staff Responsibilities.

- Off-site visits inevitably carry some element of risk, but we aim to provide a suitably safe and structured framework within which students and staff can benefit fully from the activities offered.
- Each trip should have a clearly identified purpose with an activity programme suited to the age, experience, needs and abilities of the students involved.
- Staff organising visits have a legal duty to assess the risks involved and take appropriate measures to control them. A written risk assessment is required for every trip out of school. A pre-trip planning visit may also be necessary. All staff organising a trip need to have completed the 'Risk Assessments for School Trips' EduCare module.
- Staff must not give their personal mobile telephone number to pupils. If supervising an activity such as a school trip, school mobile telephones should be used by staff and the number of the school mobile should be given to pupils as an "emergency contact". It is the responsibility of issuer to ensure that the school mobile telephone is properly charged and has sufficient credit on it before booking it out. A back up charger is available on request. On returning the school mobile telephone to the school it is the responsibility of the member of staff who borrowed it to ensure any telephone numbers or messages stored on it during the period it has been borrowed for are deleted, unless required to be temporarily kept as evidence of any incident.

- Activity centres providing caving, climbing (including scrambling) trekking or water sports (other than on placid inland waters) should be licensed under the 2004 Adventure Activities Licensing Regulations. If a new centre is to be used, it must first be checked thoroughly.
- Adventurous, residential and overseas trips need particularly careful planning.
- Details of the insurance should be known to parents and available to those who wish to inspect them.

Staffing – our Duty of Care

- All staff accompanying a trip have a duty of care to the students. They must provide welfare, support and supervision throughout the visit and, acting in *loco parentis*, must exercise the same level of care as would a reasonable and careful parent.
- The age of the student and the nature and location of the activity help determine the degree of supervision required.
- Current good practice favours the ‘Apprenticeship Model’ of training staff to run trips. Less experienced staff should work alongside those with more experience to develop competence in running off-site trips.
- Staff accompanying the trip should know the students and be suitably competent, experienced and, where necessary, qualified. Adventurous trips may require staff to hold a specialist qualification.
- Where swimming is involved, there should always be a qualified Lifeguard on duty.
- Opportunities for INSET are available should staff want to improve their competence and qualifications.

Preparing the Students

- Students must know and understand the ground rules for each visit, which should cover safety, legal and environmental issues, the standards of behaviour expected by the school and any centre used and the requirements necessary for the smooth running of the trip.
- For adventurous, residential and overseas trips, there should be a written code of behaviour.
- Students must receive the training and instruction that are necessary to ensure their safety and well-being on the trip and must know what kit is required and how to use any specialist items.
- Students should be reminded that they are required to adhere to School policies and behave externally, on trips, as they would do when in School.

Information to Parents

- Parents give permission for day/part day curriculum and cultural visits, games, matches and weekend activities on the Special Permission Form which is updated annually. However, permission from parents or guardians of both boarders and daygirls should be gained for all trips which will involve an additional cost. Written permission should be given for their daughter or ward to participate, an email suffices for this purpose.
- Parents must be supplied with full details of Adventurous day trips and residential and overseas trips. Written permission for their daughter’s participation must be obtained, together with consent for her to receive emergency medical treatment during the visit if required.
- For these trips, parents should also sign agreement to the Code of Behaviour and accept that a girl whose behaviour is dangerous or brings harm to the school’s reputation, may be returned home or to school immediately at their expense.
- A meeting for interested parents might be considered appropriate for overseas trips.

Coping with Accidents and Emergencies

- On each visit there should be a clear and known action plan for emergencies. This is extremely important and should always be followed. A dynamic risk assessment may be used.
- Accident/incident recording and reporting should be carried out promptly and systematically.
- All staff must have an accessible list of participants with them throughout the trip and, on day trips, an emergency contact phone number, e.g. the School, or the member of staff on duty at weekends.

- On residential and overseas trips at least the Party Leader must also carry an emergency file (electronic or paper) which includes emergency contact details and next of kin information.
- On residential and overseas trips, designated contact staff should have access to the trip's Emergency File, normally kept with a member of the Leadership Team.
- Contact with the parents of a very seriously injured student should be made via the Head or the most senior member of staff available. Particularly careful arrangements must be made for visits which take place during the holidays.
- A post-visit evaluation should take place so that appropriate improvement can be made to future trips.

Evaluation of Trips

- Party Leaders should evaluate visits, e.g. through discussion with participants or by keeping a list of modifications for the future. This will allow the best use to be made of the opportunities available, ensure future trips run smoothly, help to resolve problems encountered and show where INSET would be helpful.

Forms and lists

Specific forms for outings and activities are available on 365/adminshared/event sheets

<https://cobhamhallschool.sharepoint.com/:w:/s/AdminSharedPublic/EdVUZV5qDH5PmpaBlwGkYYABY7vYB8nwt-eJ2cgSRY3lcZQ?e=ni0T4b>

<https://cobhamhallschool.sharepoint.com/:w:/s/AdminSharedPublic/Ea5KocNU2DJIUtoG626K2EBWwjaTN-4N4DZj6zGWQn5hA?e=urvKvd>

https://cobhamhallschool.sharepoint.com/:w:/s/AdminSharedPublic/EXFsfqMD7JlCncprwzq5Y-YBJZxp00QkZMpyuNM_Q3J9bA?e=gdtxcl

Related Policies and Documents

- Risk Assessment : Guidance for Educational Activities and Visits
- Electronic Devices Policy
- Social Media Policy
- Digital Communications Policy
- Behaviour and discipline policy
- Safeguarding policy

Staff Responsibilities on Outings and Activities

Outings and Activities

All staff need to be aware of their responsibilities when students are out of school in their care.

It is essential that the Party Leader in charge of a school outing ensures that they supply full contact details, whether on a half-day trip or an outing involving one or more nights away.

The Party Leader should also liaise with the School Office and Housemistresses to ensure that they have full details of the students in their care and contact numbers in case of an emergency which may arise out of school hours.

The following procedures should be followed when organising a school trip:

Day Trips

- See appendix 2 below 'Procedure for arranging an excursion of any kind'

Adventurous, Residential or Overseas Trips

The following procedures are required in addition to the above.

- Complete a Checklist for Adventurous, Residential and Overseas Trips.
- Obtain a completed Parental Permission form from the parent or guardian of every student.
- Prepare an Activity File to take with the trip with a copy for the school emergency contact, usually the Deputy Head.
- Establish with the emergency contact when the Party Leader should contact the school with a report.

The Activity Pack should include:

- List of students for register purposes
- Copies of the up to date Data Sheet for every student
- List of students' mobile phone numbers
- School Mobile phone – details of which have been entered on the Outings and Activities Sheet
- Contact details for the Head, Deputy Headmistress and Housemistresses, plus any other relevant staff
- Details of each student's passport number, country of issue and visa if relevant
- EHIC/GHIC card if visit is to countries in the European Union
- List of Travellers form if visit is to countries in the European Union
- Contact number(s) for the British Embassy or Consulate in the countries to be visited
- Full information on medical condition of any student which may cause problems – e.g. asthma, allergies, from the School nurse
- Basic medical kit that is suitable for the activity (from school nurse)
- Insurance information (from Bursar's Office) and public liability insurance from venue
- School Risk Assessment and visiting venue risk assessments if available

In School Events

The following procedure should be followed when organising an in-school event.

- Liaise with Deputy Head over suitability of proposed activity and date.
- Announce details of the proposed event at the Staff Briefing.
- Complete a Risk Assessment form for an on-site activity, if applicable.
- Submit a completed In School Events form to the relevant person as soon as possible for distribution and in any case within 7 days.

Procedure for arranging an excursion of any kind:
 (Also included in the main body of the staff handbook.)

