THE HALL SCHOOL

School Journeys – Safety & Supervision

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Policy ratified by: SLT

Date of publication: November 2025

Date of next review: November 2026

(This policy applies to all pupils including those in the EYFS)

This policy is available on the School website and can be made available in large print or other accessible format if required.

School Journeys

Safety & Supervision on school journeys

Trips & Safeguarding

Key to the trips policy is the safeguarding of the children and so to start here is the text taken from the school's Safeguarding policy, items of which may well be reiterated in the main body of the policy, but are worth stating here:

Health & Safety, Extended School Activities and Educational Visits

The School's Health & Safety and Educational Visits procedures are set out in separate documents and reflect the consideration given to the protection of our children both physically within the school environment and away from the school when undertaking school trips and visits.

Where extended school activities are provided by and managed by the school, our own Safeguarding and Child Protection Policy and procedures apply. Where other organisations provide services or activities on our site the member of the School's staff responsible for arranging the services or activities will confirm that the service or activity providers have appropriate procedures in place, including relevant risk assessments and Safer Recruitment procedures.

When our children attend off-site activities, including those abroad during school trips, we will check that effective child protection arrangements are in place. All Hall staff are bound by the school's Educational Visits Policy when arranging and organising off-site trips.

On residential trips it is the responsibility of the Group Leader to ensure that the Hall School Safeguarding and Child Protection policy and guidelines are applied. A protocol for dealing with an incident on a trip is in place. For each residential trip a duty DSL will be identified as a point of contact for the Group Leader during the trip.

The nature of the accommodation and sleeping arrangements will be checked at the time of booking a trip. Any queries relating to the accommodation should be discussed with the Educational Visits Co-ordinator. Sleeping arrangements should be organised with care and take into account pastoral / behaviour considerations.

If hosted accommodation is arranged by the school, then the school is considered as a 'regulated activity' provider and as such an enhanced DBS check should be obtained for the host. If accommodation is not directly arranged by the school but it facilitates an arrangement directly between families, then such an arrangement can be considered a private arrangement and the hosting is therefore not considered to be a 'regulated activity'.

In both situations it is expected that sufficient information will be provided to parents and pupils about the arrangements, including details of what is in place to support pupils who have concerns about their safety.

All trips must be planned using EVOLVE and cannot depart until final authorisation has been given by the Headmaster. It is the responsibility of the Trip Leader to ensure that all required information has been recorded on the online EVOLVE form and submitted for approval.

In particular, in cases of exchange visits where pupils are accommodated by host families of the exchange school, the Group Leader responsible for organising the visit is required to ensure that appropriate checks are in place and a record kept of the details of such checks.

Policy and Procedure

1. Responsibilities for Visits, including pupils' behaviour

The Trip Leader ***must*** be a teacher at The Hall. He/she has overall responsibility for the supervision and conduct of the visit including direct responsibility for the boys' behaviour, health, safety and welfare. The Trip Leader is the person who must exercise an enhanced duty of care throughout the venture. In other words, the Trip Leader is ***always in charge*** and, where the Trip Leader's knowledge of the group is superior to that of an activity leader, the Trip Leader must be willing to challenge or intervene to prompt a change of plan, including stopping an activity, if the safety of the group is compromised.

The Trip Leader is responsible overall for the group at all times. He/she may, however, delegate supervisory roles to other adults in the group.

When delegating supervisory roles to other adults the Trip Leader should:

- allocate supervisory responsibility to each adult for named boys and ensure that all adults understand that they are responsible to the Trip Leader for the supervision of the boys assigned to them.
- ensure that each adult knows which boys they are responsible for.
- ensure that each boy knows which adult is responsible for them.
- ensure that each adult has the means to contact the Trip Leader and/or other supervisors.

During a school visit, the decisions of the Trip Leader as to whether or not a boy participates shall be final. In the event of serious misbehaviour during the visit it may become necessary for the boy to return home prematurely (always accompanied by an adult). If this is the case, the parents of the boy concerned should be contacted and requested to collect their son from the visit venue at their own expense. The Headmaster or Head of the Junior School should also be advised, without delay, of this sanction. If a boy is excluded from all or part of a school visit, any monies paid by parents in respect of the visit will be forfeited.

In the event of serious misbehaviour before a school visit, the Headmaster or Head of the Junior School will make the decision as to whether or not a boy will be allowed to participate in consultation with the Trip Leader.

2. Planning Visits, including Risk Assessments and First Aid.

The Head's Consent is required for any Senior and Middle School trip, usually before booking or after a preliminary booking has been placed. Included with this should be any information you intend to send to parents and a copy of the risk assessment. Copies of all the paperwork should then be passed to the EVC. In the Junior School approval is required from the Head of the Junior School for all trips. All trips must be recorded on EVOLVE.

Where possible, the Trip Leader must make a preliminary visit to establish a venue's suitability and to determine practical considerations (e.g. where bags can be stored, the location of lavatories, possibilities of shelter from inclement weather etc). At this stage a Risk Assessment should take place (please see below for a full details of Risk Assessments). Copies of the Risk Assessment must be given to those adults going on the trip.

Risk Assessment

The written risk assessment is not required for every activity out of school. Regular activities that occur during normal school hours do not need a risk assessment. Risk assessments, however will be needed for trips away from school especially where more risk is involved; for example water sports, mountaineering etc. Also residential trips both home and abroad should be covered by an assessment.

Where needed, a risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation, and should include answers to the following questions:

- What are the hazards, and what level of risk do they offer?
- Who is affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- The staff/pupil ratios
- Can the Trip Leader guarantee that these safety measures will be provided?
- What steps will be taken in an emergency?

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits and insurance).

It is prudent to reassess the risks of a venue that is revisited yearly; this may be achieved by telephoning the destination to discuss any physical changes to the site. Generic Risk Assessments can be developed for trips that do not have significant variation and which occur regularly (e.g. theatre trips). However, those planning visits must note that blanket risk assessments should not be used for trips involving boys from the EYFS, but rather that assessments of risk should be made for any trips off-site.

Risk assessment and risk management are legal requirements. The aim is to make sure that no one is injured or becomes ill. The risk can be minimised by:

- Supervision (the level and method of).
- Protection (the implemented measures).
- Training (informing adult supervisors and boys).

The School is only responsible for risk assessing those parts of the visit that it is organising. If services are being "bought in", the provider is legally responsible for risk assessing these parts of the visit. However, the school's risk assessment should make note of this. A risk assessment is no more than a careful examination of what could cause harm to people during activities. In this way you can weigh up whether you have taken enough precautions to prevent harm or if you need to do more. The aim is to take all reasonable steps to make sure that no one gets hurt or becomes ill. The school must receive a copy of the providers Risk Assessment documentation.

The assessment is normally undertaken by the Trip Leader, and a pro forma is available in the Trips folder on the school's computer system - in the Staff Data section of the Server, and as a hard copy in the workroom in the Senior school and in the JS office and staffroom.

The following website will help to inform the writing of your risk assessment:

https://www.hse.gov.uk/services/education/school-trips.htm

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

1. Place to be visited e.g. Paris:

Potential hazards: e.g.

- Walking in city streets
- Loss of passport
- Travelling by ferry
- Unsuitable hotel

2. List groups of people who are especially at risk from the significant hazards you have identified:

e.g.

- Pupils
- Students
- Group leader
- Non-teaching staff
- Teachers

3. List existing controls or note where the information may be found: e.g.

- Ensure sufficient supervision
- Clear guidance to pupils
- Know details of consulate
- Exploratory visit

4. How will you cope with the hazards which are not currently or fully controlled?

List the hazards and the measures taken to control them.

5. Continual monitoring of hazards throughout visit:

Adapt plans and then assess risks as necessary.

First Aid

First aid provision must be made for all educational visits and activities including day, residential and home stay visits, in accordance with the Health and Safety (First Aid) Regulations 1981. One competent and qualified adult should be delegated the responsibility for first aid, and this fact should be known to all boys and other supervisors. On residential visits and foreign visits, at least one adult must hold a valid first aid certificate. On any kind of visit the nominated person should have a good working knowledge of first aid appropriate for the level of activity to be undertaken.

First aid kits are available, by request, as explained in detail in the school First Aid Policy. Since there are times when the first aid kits are in great demand, it is important that they are returned as soon as possible after completion of the visit. All trips must have a first aid kit.

In the absence of a parent, a teacher must accompany any boy requiring medical treatment to hospital. When staffing a trip, take this into account.

Protocol for communicating safeguarding incidents, injuries and accidents on a School Trip – day and residential

The protocol below is to be used if a safeguarding incident, injury or accident occurs on a school trip and it is the judgement of the Group Leader that contact needs to be made with the Headmaster, the DSL, a member of the SLT or a parent.

On trips it is the responsibility of the Group Leader to ensure that the School Safeguarding and Child Protection policy and guidelines are applied.

Group leaders are expected to take the role of a responsible parent, ie to act in loco parentis. Parents expect their children to be cared for safely and sensibly.

The protocol below is to be used if a safeguarding incident, injury or accident occurs on a school trip and it is the judgement of the Group Leader that contact needs to be made with the Headmaster, the Head of Junior School, the DSL, a member of the SLT or a parent.

On trips it is the responsibility of the Group Leader to ensure that the School Safeguarding and Child Protection policy and guidelines are applied. All leaders have been properly inducted and have an understanding of The Hall's Safeguarding Policy which is kept in the pink folder. Group Leaders should ensure that there is access to the policy on all residential trips.

Before the trip takes place, a duty DSL will be identified. This will normally be Willem Steyn (Senior School), Richard Gordon (Middle School) and Katie Bonham- Carter (Junior School). They can be contacted by email Alternatively, another member of staff with designated safeguarding responsibility will be identified as the duty DSL.

In the case of an **injury or accident** a member of the SLT should be contacted if the Headmaster or in the Junior School, the Head of the Junior School is not available.

An assessment will need to be made by the Group Leader if an **incident** occurs and whether the Headmaster, the Head of the Junior School or the DSL should be notified. The Group Leader should definitely make contact if there is **any concern** or issue relating to the welfare of a child. This contact should be made at the earliest opportunity and within an hour even if it is decided that no further action is required subsequent to the call. Written records must be made as soon as possible after the incident and submitted in accordance with Safeguarding Policy.

The Headmaster / Head of the Junior School / DSL and the Group Leader will decide upon how contact is to be made with the parents / carer of a child if such action is required.

The Headmaster / Head of the Junior School / DSL will ensure that the communication with the Group Leader takes place if further action is required

All leaders should carry a school mobile phone, and have the phone numbers of other leaders and the safeguarding mobile number saved on their phone.

All leaders should carry a list of details of all children, including emergency contact details for parents at all times.

The Group Leader should take a register at the start and at the end of each activity and at regular pre-arranged intervals in between.

If an emergency occurs on a trip:

• Establish the nature of the emergency as quickly as possible

• Ensure group members are safe and looked after

• Establish the names of any casualties and get them immediate medical attention

• Ensure that those group members who need to know are aware of the incident and that they all follow the emergency procedures

• Ensure that a member of staff accompanies any casualties to hospital and that those members of the group remaining are adequately supervised and kept together at all times

• Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence

• Keep a written account of all events, times and contacts after the incident; date and sign your record with your full name

• Ensure that no one in the group speaks to the media. Media enquiries should be referred to the Headmaster. Ensure that no one in the group discusses legal liability with other parties.

In the event of a raised terror alert:

The general advice is to continue as planned, but:

- be especially vigilant (staff should be doing this anyway);
- keep an eye on the news for any changes;
- avoid any areas which the Police state to avoid;
- ensure that you have a 'Plan B' in place for the day, if necessary;
- continue to undertake due diligence and dynamic risk assessment.

Further points to bear in mind are:

- consider increasing supervision ratios from normal arrangements. If, for example, small groups of older pupils are allowed to spend short periods of time indirectly supervised by staff, consider removing this additional freedom;
- stay alert to local and national news before and during the trip;
- assess the various additional needs (medical etc.) of the pupils and their ability to react and respond to dynamic situations;
- remind pupils to remain vigilant and alert, reporting anything suspicious to trip leaders;

- brief participants what to do if separated from each other in the event of a security incident. This should include designating specified physical meeting points and contact telephone numbers for staff. Remember that mobile phones may not work in the immediate hours after an incident, so it is additionally important to designate a meeting location;
- carry water and snacks on visits in case of travel disruption and long delays, especially in warmer months or climates;
- carry additional personal medication in case of long delays; and
- be additionally vigilant in crowded places such as shopping centres and travel hubs.

Chris Godwin	**Willem Steyn**	**DSL**
07733318184	**07853178432**	**07776657303**

Catering

Trip organisers should submit the catering needs form to the Catering Manager in good time before the trip giving the numbers of boys out of school and what packed lunches are required for staff.

3. Activity Provider

Where the responsibility for running the activities falls to a centre or agency, this body must be asked for its own completed risk assessment. If this does not seem to be sufficiently comprehensive, further information may have to be sought from the centre. The centre's Health and Safety Policy should, also, be requested. A copy must be recorded on EVOLVE. If the trip contains any of the following activities: caving, trekking, skiing or water sports then the provider must hold a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

4. Supervision, including Staffing Ratios and Vetting Checks

Primary responsibility for the safe conduct of the visit rests with the Trip Leader. He/she has sole responsibility for amending the itinerary or canceling the visit in the event of unforeseen delay or sudden deterioration in weather conditions. He/she may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out (and recording) head counts of the children on leaving school, on getting on and off each form of transport, entering or leaving a theatre, museum, centre, etc
- Checking that all pupils wear their seat belts
- Enforcing expected standards of behaviour
- Recording any accidents or near misses

All our procedures are structured to ensure that no child goes missing – either from school, or on a visit, but if such an event occurs members of staff must follow the procedures set out in our Missing Child policy.

The following **staffing ratios** must apply on any educational visits where the risk is similar to that normally encountered in daily life:

Staff pupil ratios recommend by the DfE for off-site activities are:

1:6 for Years 1-3 inclusive (higher ratio for under 5's)

1:10 for years 4-6

1:15/20 for Years 7 upwards (with a larger ratio permitted for overs 16's)

1:10 for all visits abroad

For higher risk ventures consideration will need to be given to appropriately lower ratios.

Parents and Other Volunteers and Vetting Checks

Use of parents, or other voluntary staff or helpers including non-teaching staff, as supervisors is acceptable. They must be fully aware of the visit risk assessment, itinerary, special instructions, emergency procedures and any other relevant information. Only in Reception to year 3. Parents are not to accompany years 4 -8 trips

While The Hall will from time to time use parents and other volunteers occasionally and irregularly as adults to accompany educational visits, the parent or other volunteer will never be solely responsible for any pupils or group of pupils. He/she will at all times be accompanied by and under the authority and leadership of a DBS-checked staff member.

Parents and other volunteers who have not been DBS-checked will not be permitted to accompany pupils or school groups on overnight stays away from school. Any adult accompanying such a trip must have been DBS-checked in advance of the visit.

Staying Overnight

When children are staying overnight, a *Pupil Accommodation Checklist* has to be completed if the accommodation is not mentioned on the risk assessment above. This can be sent to the activity provider/accommodation or be used to inform your Risk Assessment on the preliminary visit. A copy must be given to the EVC via EVOLVE.

5. Preparing Pupils, including special and medical needs

Well in advance of the educational visit, the Trip supervisor should brief all boys taking part on arrangements and organisation of the visit, their own individual tasks and the behaviour that is expected of them during the time of the visit.

In particular, this briefing should include the following:

- Aims/objectives of trip
- Code of conduct
- What to do if a child gets separated from the group
- What to do if approached by anyone outside the group
- What specific dangers to avoid
- Rendez-vous procedures

Wherever possible on a visit or activity, rendez-vous arrangements with an appropriate place and time are agreed should members of the party become separated. These would be best made on arrival at particular locations where possible, so that suitable locations can be identified.

An additional recommended safety precaution is to ensure that every member of the group knows in advance the course of action to follow if they get lost. Depending on the nature of the journey or activity the course of action may be to stay still, make their way back home or to a base, seek appropriate help or directions, or return to a particular rendez-vous spot identified previously.

Special Needs

The Trip Supervisor must ensure that the group's staff and other supervisors have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively.

Where boys are identified as having particular special needs this must be reflected in a higher staffing ratio, which must not be less than that which applies in school and in most cases will need to be higher. The Disability Discrimination Act 2005 needs to be considered when planning an educational visit or activity where boys with disabilities are involved. The assumption needs to be that such boys are to be included in all educational visits. Where their inclusion appears to require special adjustments, a risk assessment should be undertaken, first in terms of the whole visit or activity and then a second risk assessment in relation to the inclusion of the individual boy. The risk assessment should include details of any special aids and equipment that the boy may need and, in particular, details of any such items to be brought from home or obtained prior to the visit. At this point a decision should be made as to whether the measures required to include the boy are reasonable or not.

For boys with mobility difficulties who hold a "Blue Badge" for parking concessions, it may be beneficial for the Blue Badge to be displayed in the windscreen of the coach. Mention of this at the arrival of a venue may result in priority parking as close as possible to the venue entrance. Similarly, mention of a Blue Badge at a Ferry Port will usually result in priority loading such that the coach is parked close to the lifts on the vehicle decks. It may also be of significant benefit for a disabled boy to carry some proof of his disability. Regrettably, word of mouth is often not sufficient proof of their disability.

Medical Needs

The Trip Leader must ensure that the supervising members of staff have the details of pupils' special medical needs which will be necessary for them to carry out their tasks effectively. Please see the Section: **Communicating With Parents'** below in connection with obtaining medical information and parental consent for trips, dispensing medicines etc.

The Trip Leader must also consult the relevant school Matron(s) about any medical issues before any educational visit. If there is any doubt about the health of a child, additional written parental permission must be obtained before the pupil is accepted for the visit. Every effort should be made to ensure that no boy is discriminated against due to a long-term or permanent medical condition. Please see also the section on First Aid above.

Administration of Medicines

The school's policy on First Aid applies equally to the administration of medicines to pupils when on educational visits away from the school. Among other elements, this indicates

- All staff are acting voluntarily in administering medicines.

- Those employees who volunteer to assist with any form of medical procedure are acting within the scope of their employment. As such they are indemnified by the school against any legal action over an allegation of negligence, provided they act responsibly and to the best of their ability within the confines of specified training.

Boys who carry their own medication must not distribute the medication to any other boy.

6. Communicating With Parents

Trip Leaders are responsible for briefing parents fully well in advance about an educational visit. This may be by letter or by giving a presentation but it is strongly recommended that a Parents Information Evening be held for any residential visit. This allows parents to meet the Trip Leader and other accompanying staff. It also provides the ideal opportunity to impart detailed information to parents and allow them the opportunity to ask questions. A record must be kept of any questions asked and answers provided at such a meeting with parents. The EVC may be approached to attend such meetings by request.

The content of the communication should always include:

- Purpose of the educational visit
- Content of programme
- Likely hazards and levels of risk
- Dates and times
- Destination and location
- Code of conduct expected from the boys
- Modes of transport
- Level of supervision and when remote supervision will take place
- Staffing details (names, experience, expertise, and training/experience of activity centre providers)
- Clothing/equipment/money

- Accommodation
- Procedures for children who become ill
- Telephone numbers – school trip mobiles only
- Emergency procedures for contacting parents

With the exception of Early Years Foundation Stage children, written consent from parents for activities within school hours is not required. The consent form signed at the beginning of the year will cover all the trips, although photocopies should be taken on the trip by the Leader. However, parents should of course be kept informed where there child will be at all times when not on School premises and they should be informed of any extra safety measures required. Consent must, however be sought for adventure/residential trips and trips abroad. Use the school's *Parental and Medical Consent Form.* The *Medical Consent Form* also allows for permission for emergency medical treatment to a pupil be given if the parents cannot be contacted in time, although school staff must make every effort to do so. In this situation, the Trip Leader will be deemed to be acting 'in loco parentis' and will take the necessary decision while taking full account of the medical advice available.

The school will exercise its right to refuse to take a pupil on an activity/trip if the parents/guardians do not sign the requisite consent form.

Copies of any written communication with parents should be kept.

7. Planning Transport

When planning the travel for the group, the Trip Organiser must take the following guidelines below into account. Private cars must not be used as a means for transporting the boys. Groups will normally be expected to travel by the methods described below.

a. Travel by Bus and Coach

It is School policy that all buses and coaches used by The Hall for educational visits have seat belts fitted to all seats, irrespective of the type of journey, the distance travelled and of the laws for the particular country, and that these seat belts are worn. In order to comply with the latest Risk Assessment guidelines, when hiring a bus or coach the Trip Leader should verify the following points:

- that all bus/coach drivers employed by the company are legally and physically fit to drive buses/coaches when transporting boys inasmuch as they hold the correct level of driving licence and do not suffer from any known medical condition which would prevent them from driving.
- that buses/coaches upon which boys will travel are legally fit for public transport, inasmuch as they are taxed, insured and have passed an MOT test and other appropriate safety standards.
- that all buses/coaches have seat belts fitted to all seats and in working order.

- that there will be an appropriate number of drivers when travelling on long journeys or when travelling abroad (i.e. two or more drivers for continental journeys as necessary).
- that coach drivers who are likely to be in a one-to-one situation or accompany and stay with a group on a residential visit are DBS checked. If not DBs checked then accommodation must be arranged in separate facilities.

b. **Travel by Air**

Airlines often have a Young Persons' Liaison Officer who will be able to coordinate the activities of a school group whilst in the departure airport terminal and make any necessary in-flight arrangements.

The Trip Leader should ensure that:

- a base is established in the airport terminal whilst awaiting departure and upon arrival whilst awaiting delivery of the luggage.
- luggage for the whole group is kept together and is always supervised.
- the airline crew are aware that the school group is on board. Some airlines request that boys are readily identifiable, e.g. by means of a badge. However, for personal safety reasons, badges should not bear the boys' names.
- supervisors are reserved seats that allow them to supervise properly.
- boys are supervised when boarding and alighting. A head count should be made on each occasion.
- emergency procedures are known and understood by everyone, hand luggage is securely stored and emergency exits are kept clear.

c. **Travel by Boat/Ferry**

If the group is travelling as foot passengers, ferry companies will often make available a member of their staff to coordinate the activities of a school group while in the departure ferry terminal and make any necessary on-board arrangements.

The Trip Leader should ensure that:

- when travelling as foot passengers, a base is established in the ferry terminal while awaiting departure and upon arrival whilst awaiting delivery of the luggage.
- luggage for the whole group is kept together and supervised at all times.
- when travelling by vehicle, everyone should know the location of the coach, e.g. vehicle deck number and colour zone.

- whether on foot or by vehicle, boys are supervised when boarding and alighting. A head count should be made on each occasion.
- a base is established on board the boat/ferry.
- members of the ship's crew are aware that the school group is on board. Some ferry companies request that boys are readily identifiable, e.g. by means of a badge. However, for personal safety reasons, badges should not bear the boys' names.
- emergency procedures are known and understood by everyone, hand luggage is securely stored and gangways are kept clear.

d. **Travel by train (including the Tube)**

Railway companies will often make available a member of their staff to coordinate the activities of a school group while at the departure railway station and make any necessary in-travel arrangements, e.g. change of trains. It is possible for school groups to reserve seats free of charge on most main line trains. It is sensible to buy tube tickets in advance when possible.

The Trip Leader should ensure that:

- a base is established at the railway station whilst awaiting the arrival of the train and upon arrival whilst awaiting delivery of the luggage.
- luggage for the whole group is kept together.
- boys are supervised when boarding and alighting. A head count should be made on each occasion. At least one member of staff should always be last to leave the platform or train.
- supervisors are reserved seats that allow them to supervise properly. If the group is divided between more than one carriage there must be at least one supervisor in each carriage.
- if possible, the Train Manager is aware that the school group is on board and what the travel arrangements are.
- emergency procedures are known and understood by everyone, hand luggage is securely stored and gangways are kept clear.
- walking within the stations the boys should be considerate of other travellers, keeping to the right on escalators and walking in pairs to avoid any nuisance to others.
- boys must be closely monitored on the tube platforms, in particular as the train enters the station.
- boys should if possible travel in the same carriage, if this is not feasible then a member of staff should be in each of the carriages used.
- as for overground trains the staff should make careful head counts as the boys enter and exit the train and checks should be made that all boys have left the carriage.

e. **Travel by School Minibus**

General

Whenever a school minibus is used, the driver should ensure that the vehicle is driven safely according to the law and The Highway Code. Drivers must be aware of their responsibilities when in charge of a vehicle, including observing speed limits and all other laws of the road. This includes ensuring that those pupils under their charge are behaving correctly and responsibly throughout the journey.

Members of staff who drive minibuses must not have drunk any alcohol prior to departure or during the journey. Smoking is also strictly forbidden in the vehicles at any time. There is no acceptable blood alcohol level and staff determined to have been drinking will face disciplinary action.

Maintenance

Daily: Drivers are required to report any new faults to the Facilities Manager immediately.

Weekly (during term time): The maintenance staff perform a checklist of all aspects of the vehicles, including the full first aid kit which must be carried at all times. (See separate transport policy).

Twice Yearly: Each minibus is given a full service and check immediately prior to their MOT and at the 6 month mark through the year.

Licences

All drivers from the school's staff must hold a full valid UK driving licence including class D1 and/or D2 in order to be covered by the school's insurance. Where necessary, the School will arrange minibus driving courses for new members of staff who need to drive a minibus, to be organised by the director of Operations. The Facilities manager holds copies of the licences of all drivers on the staff, who are obliged to report any endorsements.

Parents are <u>not</u> insured to drive the minibuses.

Safety Procedures

The member of staff involved must carry a mobile telephone on all journeys outside the school. School mobiles are available on request. They must not be used under any circumstances whilst driving. If they are used from a stationary vehicle, the engine must be switched off.

8. Insurance

For trips where additional insurance is needed, especially but not only trips abroad, the Trip Leader must consult the Director of Finance to ensure adequate insurance cover for all members of the group.

In order that members of the party are covered for medical treatment under EU reciprocal agreements, it is advised that the Trip Leader ensures that parents obtain a Global Health Insurance Card (GHIC) for each participant. The Card is not valid indefinitely. Trip Leaders should, therefore, check the expiry date on the Card. GHIC Application packs are available online. The quickest way to obtain the Card is on-line at www.dh.gov.uk/travellers when delivery is guaranteed within 7 days. The Trip Leader should ensure that the boys take their EHIC for trips abroad; this provides cover for the cost of medical treatment.

9. Types of Visit

This policy is designed to cover all visits by groups of pupils to places of educational interest outside the school and its buildings and grounds (the latter is taken to include any sports grounds used regularly by the school), including short trips of a day or less to residential visits involving groups of pupils staying away from home and the school for a night or several nights.

Residential Visits

In residential situations, at night time, the security of the group is of paramount importance The Trip Leader should ensure that, as far as is reasonably practicable:

- teachers (of both genders where appropriate) have sleeping accommodation on the same floor and as near as possible to the boys' accommodation.
- the school's usual Safeguarding (Child Protection) arrangements are in place to protect both boys and staff. Please see the school's Safeguarding (Child Protection) policy.
- where hotel/hostel reception is not manned 24 hours a day, a risk assessment will be carried our prior to the visit and security arrangements made to stop unauthorised visits.
- in the absence of 24 hour 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 boy accommodation at all times.
- all staff and boys know the emergency procedures/escape routes in the event of a fire or emergency evacuation.

10. Visits Abroad

In addition to all other advice contained in this document, visits abroad should include at least one adult with the ability to speak and read the language of the visited country.

Individual Passports

All adults must hold a valid individual Passport. It must, however, be noted that some countries may not allow in a traveller whose passport will expire within a few months of entry. The Trip Leader should check the passport details of all adults to obviate the risk of anyone being refused entry. Should any boy be travelling using an individual Passport similar checks must be made. Details for individual countries can be obtained by contacting the UK embassy or consulate of the relevant country or the UK Passport Agency. If teachers need assistance in this matter, please see the EVC.

Collective Passports

A Collective Passport can be held for between 5 and 50 boys of British nationality. Boys who do not have British nationality cannot be included. Similarly adults of any nationality cannot be included. Both the Trip Leader and the Deputy Leader should be named on the document.

Details of this type of passport can be found at
http://www.direct.gov.uk/en/TravelAndTransport/Passports/Aboutcollectivegrouppassports/DG_174122

Visa Exemption

Boys who are not nationals of an EU country will need to travel using their own passport and will normally require a visa to travel to another EU country. However, the school can apply for visa exemption on behalf of the boys. Details of visa exemption can be obtained from the Home Office or British Council. If teachers need assistance in this matter they should consult the EVC.

Customs Allowances and Prohibited Items

A leaflet "A Customs Guide for Travellers entering the UK" (Notice1) gives advice about customs allowances when travelling both within and outside the EU. It also details prohibited and restricted goods. The leaflet is available in unlimited quantities via HM Customs and Excise National Advice Service, telephone 0845 010 9000.

Terrorism

If Trip Leaders have any concerns about terrorism, up to date advice is available from the Foreign and Commonwealth Office on their website, www.fco.gov.uk/knowbeforeyougo

and from the Home Office on their website, www.homeoffice.gov.uk

A section is also included in the risk assessment database for UK airports and UK ports. It must be remembered, however, that there are often exceptions in insurance policies for claims under terrorism unless there is specific advice from the Foreign and Commonwealth Office not to travel.

Travel Advice

Should you have any concerns about travelling to a particular country, up to date travel advice is available from the Foreign and Commonwealth Office on their website, http://www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country/

Once again, it must be remembered that there are often exceptions in insurance policies for claims under refusal to travel unless there is specific advice from the Foreign and Commonwealth Office not to travel. The school should not take a trip to a country when the FCO recommends against visiting.

Exchange Visits

Detailed guidance is now available in a document by The Outdoor Education Advisers' Panel entitled "Young People's Exchange Visits". This document includes detailed advice and procedures including the need for Disclosure and Barring Services (DBS) disclosures and reciprocal checks.

11. Emergency Procedures, including Contact Details and Permission for Emergency Medical Treatment if Parents cannot be contacted

The Trip Leader must complete the EVOLVE form which reminds them of necessary considerations (eg First Aid, clothing, lunch and mobile telephones) and further information (dates, contact numbers, timings etc). They must print the form and give one to the School Office and put another up on the Staff room notice board on the Friday prior to the trip. The Trip Leader should have a copy of the Medical consent Form for each boy, which in the Senior School is held in Matron's office. In the Junior School a copy of the Medical Consent Form should also be left in the School Office with the Junior school secretary.

The group leader must have a written Emergency Procedures document with them on the visit, and must have a list of all the pupils taking part and all parents' contact numbers and details (ensuring also that a list of all pupils and adults on the trip and the contact details of their parents or next of kin is left with the School Office). Regular head counts should occur on a trip, but pupils should not wear name badges. A First Aid kit and a mobile telephone must be carried on each trip.

In the light of previous tragedies involving groups from other schools, it is clear that we must have detailed information to hand in school for all participants in an educational visit. The minimum information deposited in the School Office must be a list of the name and form for each participating boy, and a list of participating adults. In the event of an emergency school staff will be able to obtain contact information from School records.

See Medical Needs above (p 7) for the situation where a boy needs emergency medical treatment but, despite all best efforts, the parents cannot be contacted in time.

Information for Parents Accompanying School Trips

The assistance of parents on school trips is welcomed and often vital if trips are to go ahead. The safety of both children and adults on these school trips is paramount and for this reason it is important that all parents accompanying school trips read these guidelines carefully. This part of the policy will only be used from Reception (EYFS) to Year 3 as parents do not accompany trips from Year 4 onwards. If for any reason a parent did join a trip from Year 4 to Year 8 the same policy, below, would become active.

Before you leave

The class teacher will give you an itinerary for the day and any necessary risk assessments, special instructions and emergency procedures. Parents should be spoken to about their role on a school trip, ensuring that they understand their responsibility to notify the class teacher in a timely manner, and without hesitation, any matters which cause them concern.

Supervision

The class teacher will usually allocate a group of children to each adult accompanying a trip. All accompanying adults and the children in their group should remain within sight of the class teacher at all times during a trip.

Visits to the Toilet

The class teacher will provide suitable opportunities for the whole class to visit the toilet during the school trip. The Ladies toilets should not be used. Before the boys enter the toilets they should be checked for safety by an adult. The class teacher may be in the toilet with the children if necessary but parent helpers should remain outside. (Parent helpers should not be on their own in the toilet with the children.)

Individual Children Needing the Toilet

There will be at least two staff members on the trip. The parent should take their group to a staff member. The staff member will leave their group with the parent, in the vicinity of the other staff member, and take the individual child/group of children to the toilet. Parent helpers should not take individual children to the toilet without a member of staff present nor should they be left to supervise children.

Road Safety

The class teacher will decide on crossing places and when it is safe to cross. It is helpful if a parent can stand in the middle of the road when the class is crossing so that the teacher can lead the class to the other side. An arrangement will often be made for a specific parent to assume this duty on a trip which involves the crossing of several roads. Parents should be vigilant that all boys in their group are alert and ready to cross when necessary. When walking the boys along the pavement, parents should stand on the road side of the group that they are walking with.

Tube Travel

- The whole class will travel together on the tube.
- Parents should make sure that the boys are calm and sensible and walking in pairs when entering the tube station. Children should get onto the escalator ahead of the parent in charge of their group and should stand on the right hand side, holding onto the rail.
- Once on the platform the class should assemble calmly against the wall at a chosen point on the platform. The boys should be monitored closely whilst on the platform, in particular as the train enters the station.
- The whole class should travel in the same carriage. If this is not possible then a member of staff should be in each of the carriages used.
- Adults should ensure that all members of their group have boarded the train ahead of them and, when alighting, check that all members of the group have left the carriage.

Coach Travel

Parents should check that boys are sitting calmly and wearing their seat belts at all times. Teachers will conduct head counts but parents should remain aware that all members of their group are present and inform the teacher if a child is missing.

Bus Travel

Boys should sit or stand calmly on the bus. Parents should allow the boys in their group onto the bus in front of them and leave the bus behind the boys, ensuring that all members of their group are with them.

Behaviour

Whilst the boys are out on school trips they are representing the school in public. A high standard of behaviour will be expected of them and parents should assist in making these expectations clear, including to their own child. A fair but firm approach should be taken with this. If a child's behaviour starts to cause concern for his or other children's safety, the class teacher should be informed.

Food

Only packed lunches and nut free food that has been agreed by the class teacher for the whole class, should be consumed on school trips. Parents should not purchase food snacks for their group only or give them food that they have brought with them.

Shops

Visits to site shops are often planned into trips and the boys will bring pocket money to spend in them if this is the case. If a visit to the shop is not included in the itinerary for the day then parents are asked not to purchase items for members of their group independently of the rest of the class.

Missing Children

Class teachers will conduct frequent head counts during the trip. Parents should remain vigilant that all the children in their group are present at all times.

In the event that a child goes missing the class teacher should be told immediately and will refer to the Missing Child Policy.

Mobile Phones

Mobile phones should only be used in an emergency. For the safety of the children and for their enjoyment of the trip it is important that adult helpers are able to give the boys their full attention.

Photos of the children must not be taken on personal mobile phones or tablets. A school trip phone is provided to take photos in a managed way that meets the schools safeguarding responsibilities.

First Aid

In the event that a child should need First Aid he should be referred to the class teacher who will have a First Aid Kit and medical forms for all the boys.

COPIES OF ALL THE RELEVANT FORMS CAN BE FOUND ON THE SCHOOL COMPUTER SYSTEM. HARD COPIES ARE ALSO AVAILABLE IN THE STAFF WORK ROOM IN THE SENIOR SCHOOL AND FROM THE JUNIOR SCHOOL SECRETARY.