



Shrewsbury School

## **HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISITS (HASPEV)**

### **Introduction and General statement of policy**

The school places a high value on educational visits, fieldwork, trips and tours. Such events can be of enormous benefit and safely managed visits with a clear purpose are an essential part of a boarding education. Pupils' physical and moral safety on trips is of paramount importance. 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.

The school undertakes a considerable number of activities offsite. These range from trips to the cinema to outward bound activities on the Welsh hills. The scope and number of such trips is enormously varied and preparations will vary accordingly. A list of holiday trips proposed in the current year can be obtained from the Senior Deputy Head. Any member of staff undertaking an educational visit will be conversant with the expectations laid down in the Staff Handbook and in the School's Risk Assessment policy. In addition to this staff are asked to familiarise themselves with the content of [Health and safety on educational visits](#) produced by the DfE

### **Management Structure**

The Headmaster has delegated the responsibility of 'Educational Visits Coordinator' (EVC) to the Head of Adventure with additional responsibility for overview of residential trips and tours resting with the senior Deputy Head. The following protocols should be adhered to.

- For any proposed 'off site activity' there must be a risk assessment form completed and logged with the Educational Visits Co-Ordinator.
- Members of staff leading pupil activities in Sport, Music, Drama, Activities, Societies and other areas should also ensure that risks have been assessed and mitigated against.
- Any member of staff planning a school trip or tour must complete the Trip Proposal Form and submit this to the Senior Deputy Head, the Educational Visits Co-Ordinator and the Financial Controller.
- The member of staff leading the trip should arrange a meeting with the Senior Deputy Head and Educational Visits Co-Ordinator to discuss the detail of the arrangements including staff arrangements and risk assessment protocols.
- All trips, tours and fieldwork projects should be organised to minimise disruptions to lessons.
- Overseas trips should, as far as is possible, coincide with published holiday periods and should be planned for with sufficient preparation time.

### **Guidance notes on completing a Risk Assessment Form (Also see separate Risk Assessment Policy)**

- Day visits require an assessment to be completed and submitted at least 48 hours before the event taking place.
- UK residential trips require an assessment to be completed and submitted at least 1 week before the trip taking place.

- Care should be taken to identify the potential risks that might reasonably be anticipated. These risks should then be assessed in terms of their likelihood and potential impact.
- Having identified the risks the teacher in charge should then identify measures that can be put in place to reduce the risks. This should always include emergency procedures.
- Appropriate staffing levels are an essential part of any risk assessment. This should include the relevant experience of staff and as well as the staff / pupil ratio.
- The nature of the activity itself is a crucial element of the form. Hazardous and adventurous activities will require appropriately trained staff.
- The age of the pupils involved is also a factor along with their basic capabilities and experience. Any medical issues and / or allergies should also be given due consideration and included in the Risk Assessment documentation. In certain 'high risk' activities a pupil's disciplinary record may also be relevant.
- Coeducational groups must wherever possible contain at least one member of staff of each sex. If organising the appropriate staffing of such an event is proving difficult then the Senior Deputy Head and DSL should be informed.
- Having had the risk assessment approved the teacher in charge should give copies to all staff involved.
- Pupils must never be exposed to an unacceptable level of risk and safety must always be the prime consideration. In short, if the risks cannot be contained then the event should not take place.
- Generic risk assessments are acceptable for low risk activities that are frequently undertaken at the school. That said, it is essential that staff do not become complacent and neglect their duty to safeguard and promote the welfare of the pupils in their care.

Due to the additional complexities of overnight stays, Section One of this policy deals with activities outside school which do not involve an overnight stay. Section Two deals with overnight visits.

## **Section One: Activities Outside School not involving overnight stays**

### **Responsibilities**

The Educational Visits Co-Ordinator is responsible for overseeing all offsite trips. The Deputy Head Pastoral will deal with any behavioural issues that may arise. Training for trips offsite takes place as part of the staff induction course; the Educational Visits Co-Ordinator will also brief staff throughout the course of their planning for more adventurous trips (e.g. those involving a greater element of risk).

### **Planning and Risk Assessments**

As already indicated all trips off site require the completion of an appropriate risk assessment form which is logged with the Educational Visits Co-Ordinator.

### **First Aid**

Any activity where possible injury forms part of the risk assessment requires a First Aid Kit and ideally a member of staff who has been trained in basic First Aid.

### **Supervision**

Staffing ratios (normally 1:20 maximum) may vary according to the nature of the event and will be carefully considered, together with any appropriate training and qualifications of the staff involved. Staff will be aware of the need for ensuring appropriate checks are in place for any additional volunteers including DBS checks; and that where agencies are engaged – e.g. on Outward Bound trips – that the agency confirms their responsibility for such checks.

### **Preparing pupils including medical information**

Staff will acquaint themselves with any medical information regarding pupils that might be of relevance to a particular trip – e.g. pupils with asthma, allergies etc. Confidential medical information is available via ISAMS and staff should consult the Medical Centre staff if necessary.

## **Communication with parents**

Prior to their sons'/daughters' arrival at school, parents are made aware of and are asked to give permission for their children to participate in trips and sports fixtures out of school. This is done through the school's published 'Terms and Conditions'. For trips that involve a further element of risk (e.g. Gliding or Polo) additional written permission, specific to the activity, is sought.

## **Transport**

Detailed operational advice about transport, the use of school vehicles, private cars and coach hire can be found in the Staff Handbook. A proper briefing of pupils regarding behaviour in coaches and cars (including the use of seat belts) is an integral part of the risk assessment and planning for any trip.

## **School Vehicles**

Any member of staff driving a school vehicle must have reached the age of 25 and have held a full driving licence for 3 years. Additionally, staff are advised of the need to take proper breaks and to arrange for more than one driver for lengthy journeys.

## **Private Cars**

Members of the Common Room are reminded that they must advise their motor insurance company that they have an occasional need to carry pupils in their cars and they must be sure that their insurance cover provides for this.

## **Insurance**

Staff will be aware of the nature of the school's Travel Insurance policy, which covers a wide range of possible eventualities including: medical expenses for staff and pupils arising from accident and illness, personal liability, cancellation costs, travel delay, loss of personal property and personal accident.

## **Section Two: Activities Outside School involving overnight stays**

### **Use of Host Families on Overseas Trips**

A number of School trips- principally language exchanges- have historically made arrangements for pupils to stay with host families. Aside from the cost benefits of this arrangement, the principal reason for this arrangement is due to the educational and cultural benefit of staying with families who live in the area.

Keeping Children Safe in Education (KCSiE) provides useful advice on trips involving host families. The following guidance is suggested for staffing running such trips:

- Where trips take place overseas it is often not possible to carry out the same level of checks as we would be able to do in the UK with DBS checks. The staff member in charge should nevertheless seek assurances from overseas agents/partners to determine the suitability of host families.
- Shrewsbury School parents should sign an agreement which confirms that they understand the hosting arrangements and are happy for their son/daughter to be accommodated with a host family. The arrangements should be clearly communicated in the initial letter to parents with an intimation that appropriate checks to determine the suitability of host families has been undertaken. The reply slip from parents should include confirmation of their satisfaction with this arrangement.
- Details of the mitigation for staying with host families should be written in to the Risk Assessment. It is important to fully document the risk factors identified and the steps taken to reduce risk.
- Steps taken to reduce risks might include (though are not limited to): ensuring pupils are seen by a member of staff every day; have access to a mobile phone with signal or know who to contact and how; more than one pupil staying with a host family.
- Parents of Shrewsbury School pupils should be given contact details for the relevant host family prior to departure so that they are able to contact their son/daughter if necessary.

## **Responsibilities for visits and pupils' behaviour on overnight trips**

- Many staff undertake holiday trips. Overall responsibility for such trips lies with the Senior Deputy Head and planning is undertaken by a member of staff in discussion with the Senior Deputy Head and the Educational Visits Co-Ordinator.
- Before announcing that a trip will take place, a form requesting permission to arrange such a trip must be completed and sent to the Senior Deputy Head and the Educational Visits Co-Ordinator, who, where required, may consult the Headmaster, Bursar and other members of the Leadership Team for final approval.
- All such trips require parental permission of those pupils involved, in order for them to take part.
- Staff will demonstrate the highest standards in their personal behaviour and they will expect similar standards from the students themselves.

### **In particular, guidelines will be laid down to clarify:**

#### **Curfews**

- It must be clearly established when students should be expected to be in their residence.
- Such timings should reflect the age of the group and the location of the event.

#### **Consumption of alcohol**

- Foreign countries may have different regulations to the UK and regulations will vary according to the age range on the trip.
- However, at all times the law of the land must be adhered to.
- In addition to this 'reason and restraint' should be primary
- Members of staff must never condone the misuse of alcohol.
- School Rules apply regarding tobacco and use of drugs.

#### **Planning for overnight trips**

- Overnight trips require a much more detailed assessment of risk, a greater awareness of the need for First Aid training and all emergency contact numbers.
- Staff are guided by the DFES handbook on '[Health and Safety of Pupils on Educational Visits](#)' and the risk assessment drawn up by the member of staff in charge of the trip is discussed with the Senior Deputy Head and Educational Visits Co-Ordinator prior to departure.
- Where possible, staff should check the suitability of accommodation before the trip begins. They should also do their best to become familiar with the terrain and the places to be visited during a tour. In many instances, this may not be possible. In the event of an overseas tour for instance, a second option is the employment of a reputable agency who will take responsibility for checking the suitability of host families, hostels etc.
- Each stage of planning will be logged with the Senior Deputy Head and Educational Visits Co-Ordinator and the final documentation will include all personnel, details about communication and a detailed timetable for the operation of the trip.

#### **Supervision on overnight trips**

- Staffing ratios (normally 1:10) may vary according to the nature of the event and will be carefully considered, together with any appropriate training and qualifications of the staff involved.
- Where applicable, the ratio of male to female staff will be a consideration. An overnight trip involving both girls and boys should aim to include male and female members of staff, though this is not a requirement .

#### **Preparing pupils for overnight trips**

- Guidelines to students and their parents are issued well beforehand and there will be a briefing (or a number of briefings) with students prior to the departure of the tour, in order to clarify any points of procedure and discipline.
- Students will have a clear understanding of their accommodation and its location and be advised about important places for meetings; they will be instructed that unless they have specific permission (e.g. students who are billeted with individual families abroad) they should never travel solo and unaccompanied.
- Prior to any trip, parents/guardians are required to complete a medical information form. This is then held by the person in overall charge of the trip and amongst other matters, should grant permission to those supervising the trip to provide pupils with any medical treatment deemed necessary by appropriately qualified medical personnel. (This information is confidential, but if necessary should be passed to qualified personnel.)

### **Communicating with parents for overnight trips**

It is essential that parents and staff are kept informed about each stage in the planning of a trip. Following the initial correspondence requesting and receiving permission for a pupil to attend a trip, parents will be kept abreast of planning at all stages, either by letter or by email. The member of staff in charge of the trip will provide details of mobile 'phone contacts (staff, pupils, parents/guardians), meeting points, routine attendance at events and details of the daily timetable.

### **Transport on overnight trips**

The same policy applies to overnight trips as to normal activities out of school.

### **Insurance for overnight trips**

Staff will obtain a copy of the School's Travel Insurance policy before departure. This covers a wide range of possible eventualities including: medical expenses for staff and pupils arising from accident and illness, personal liability, cancellation costs, travel delay, loss of personal property and personal accident. (SFS Group Limited: policy no: 00061)

### **Emergency procedures for all activities outside school**

Staff supervising the trip will be in possession of local emergency contact numbers, together with contact numbers for the Senior Deputy Head, the Deputy Head Pastoral and the Bursar. In the event of a pupil falling ill or becoming injured, the supervising member of staff will assess the seriousness of any situation and take whatever action is necessary in the circumstances. He/she will seek help from local emergency services if necessary and inform the school authorities at the earliest possible date. The latter will provide advice and support as appropriate. In the event of a Critical Incident, (i.e. a situation involving a serious threat to the wellbeing of an individual or group), action will be taken in accordance with the School's Critical Incident Policy.

### **Further Information**

More detailed notes and guidance can be found in Section D of the Staff Handbook.

September 2021 (PJM)  
To be reviewed September 2022



## **NOTES**

- Permission to arrange a trip must be sought **before** informing parents or pupils that it will go ahead.
- Trips must be carefully budgeted – also bearing in mind unforeseen charges and currency fluctuations - the budget to be agreed by Philip Turner in the Bursary. Apart from draft indications of costs, parents should not be informed of any final costing, prior to formal agreement by the Bursary.
- A copy of correspondence between parents and staff should be lodged with the Senior Deputy Head and the Educational Visits Co-Ordinator who should be kept informed of developments at all times.
- Full details regarding preparation, communication, organisation and safety can be found in the School's HASPEV Policy and in the Staff Handbook.