



# HEATHFIELD SCHOOL

## Educational and Co-Curricular Trips and Visits Policy and Procedures Summary

<b>Policy Area:</b>	Health and Safety
<b>Relevant Statutory Regulations</b>	ISSR Part 3  Health and Safety Act 1974  Health & Safety (First Aid) Regulations 1981  Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
<b>Key Contact Personnel in School</b>	
<b>Nominated Member of Leadership Team Responsible for the policy:</b>	Assistant Head (Co-Curricular)
<b>Version:</b>	2022.01
<b>Date updated:</b>	11 November 2022
<b>Date of next review:</b>	01 September 2023

*This policy will be reviewed at least annually, and/or following any concerns and/or updates to national and local guidance or procedures.*

Please also refer to the 'Educational & Co-Curricular Trips and Visits Procedures and Guidelines'.

### Introduction

Heathfield School ("the School") believes that Educational and Co-Curricular trips and visits are an essential part of girls' education. They offer invaluable and memorable learning experiences, which can have a lasting, positive impact on their personal and social development. Trips and visits are encouraged by the School to enrich pupils' knowledge and understanding of their subjects as well as offering challenges to develop resilience, initiative and resourcefulness. Overseas trips provide opportunities for pupils to experience different cultures and apply their language skills to real life situations. The School recognises that trips can disrupt the academic progress of pupils if they are too frequent and can also be very disruptive to paid extras, sports fixtures and the co-curricular programme as a whole. Guidance via this policy under the detailed 'Guidance and Procedures for Trips' strikes a balance between these opposing factors to ensure the School provides access to broad education and development opportunities.

Most trips and visits take place without incident and the School will take the utmost care to ensure the safety of pupils and staff involved. All members of staff in charge of trips and / or assisting with trips **must** be conversant with this policy and the document for 'Guidance and Procedures for Trips'. The policy and associated procedures are intended to ensure that the School staff are able to meet the necessary requirements of good practice in serving the best interests of the pupils in accordance with

Heathfield School's aims and objectives and, in doing so, they have the full support of the School and the Governing Body.

**Educational and Co-Curricular Trips and Visits fall into three categories:**

***Category 1 Activities***

\* regular trips / visits to venues within the locality that are well known and of low assessed risk

Examples might include:

Sporting fixtures / trips to Ascot, Bracknell & Windsor  
Visits to local Schools

No Parental / Guardian consent is needed for these trips or visits as they are covered by the Educational and Co-Curricular trips and visits consent form signed at the beginning of the year.

***Category 2 Activities***

\*trips / visits to venues outside of the locality that require over 30 minutes of travel and / or may be a venue visited on a yearly basis but still assessed as low risk

Examples might include:

Visits to London theatres, concerts and museums  
Trips to Rushall Farm / New Forest etc

Parental / Guardian consent is not needed for these trips / visits unless there is a cost implication as they are covered by the Educational and Co-Curricular trips and visits consent form signed at the beginning of the year.

***Category 3 Activities:***

\*trips / visits in the UK or abroad that require residential accommodation for one or more nights but still assessed as low risk

Examples might include:

Fieldwork trips  
Form III Barcelona Trip  
Photography Coursework trip

**Or**

\*high risk activities both abroad and within the UK whether residential or non-residential

Examples might include:

Sports tours / Ski Racing  
Duke of Edinburgh  
Water Sports / High Ropes / Trampoline Park

Parental / Guardian consent **is** needed for all Category 3 activities

(for further details refer to the 'Guidance and Procedures for Trips' document)

Teams / Educational & Co-Curricular Trips and Visits Guidelines and Procedures

**Legal Context**

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Legal Responsibilities of the School and Staff:

- To have a duty of care to ensure all visits are conducted in a suitably supervised and safe environment for its pupils and so far as is 'reasonably practicable' to minimise any risk which the activity may entail.
- Teachers / trip leaders should be able to show that all necessary precautions have been made prior to and during an Educational or Co-Curricular Trip.
- Before undertaking any trip / visit the School is legally required to carry out a suitable and sufficient assessment in accordance with '*Management of Health & Safety at Work Regulations 1999*'.
- The risk assessment should detail any significant risks associated with the activity and what precautions must be taken.

For some regular activities such as School sports fixtures / trips to Ascot and Windsor this need not be done every time but should be in place and reviewed on a regular basis.

A teacher's duty of care on a school trip / visit is not confined to normal school hours but lasts throughout the duration of the trip.

All teachers and supervisors, whether in full or part time employment, who are responsible for looking after others have a duty of care in common law. If the persons in their care are under the age of eighteen they are said to be in loco parentis – and are expected to exercise the same degree of care which a reasonable, prudent and careful parent would exercise.

Whilst the principle of in loco parentis does not apply to pupils over eighteen, teachers are expected to exercise a similar duty of care. This duty of care extends to all who assist at Heathfield School in the provision of off-site visits and learning outside the classroom whether in a paid or voluntary capacity.

Teachers / Trip leaders must be able to show that they have met their duty of care by **providing clear instructions to pupils about health and safety issues relating to the activity** in question and **that pupils understand that information**.

The School has a duty of care to ensure that any provider meets acceptable standards. Where possible the School will take advantage of the nationally accredited provider assurance schemes. Examples of such schemes include:

- Learning Outside the Classroom (LOtC) Quality Badge (covers both quality and safety of all activities offered)
- Adventure Activities Licensing Authority (AALA) licence (this statutory scheme covers only safety management)
- Adventuremark
- National Governing Body centre approval schemes

If the provider holds such an accreditation, there should be no need to seek further assurances about the areas that it covers.

Should the provider not hold such accreditation then teachers / leaders of trips **must** ensure all necessary licenses are in place for the activity or trip.

Legal Health & Safety Responsibilities of the School and Staff:

- Schools need to show that there is effective communication at all levels
- The Health and Safety at Work Act 1974 places duties, not only on the School, but also on *individuals to take care for the health and safety of themselves and others as far as is reasonably practicable (section 7)*.

- The Governors, Headmistress and SLT may be guilty of an offence under the Act if an accident or damage to health occurs as a result of **their** '*consent, connivance or neglect*'.
- Individual teachers can also be charged with health and safety offences if they have acted recklessly or been negligent in carrying out their responsibilities.
- Under health and safety legislation, teachers / trip leaders are obliged to take all practical measures to ensure that every child under their control and supervision is safe and protected from unacceptable risk. The teacher / trip leader must be CAREFUL not CARELESS.

## **Roles and Responsibilities**

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### **Governing Body**

Members of the Governing Body view their main role as being "to enable and ensure"; otherwise described as being a "critical friend".

The Governing Body will ensure that:

- The School has a clear understanding of its responsibilities as an Employer as well as an establishment.
- Heathfield School has robust systems in place to support the implementation of the guidance
- There is an Educational and Co-Curricular Trips and Visits Policy, or wider policies in place that cover all aspects of trips and visits.
- There are training regimes in place to appropriately support the planning and delivery of visits and off-site learning.
- There are approval and notification procedures in place.
- The Educational and Co-Curricular Trips and Visits Policy supports the principles of inclusion
- There are monitoring procedures in place.

### **The Headmistress** will:

- Ensure that practice follows the requirements and recommendations of the guidance, and that the Educational and Co-Curricular Trips and Visits Policy sets out internal procedures to implement both policy and guidance.
- Have responsibility to ensure that all school trips / visits comply with governing body and School regulations in every respect and if this responsibility is delegated, it must be to a 'competent' person.
- Must ensure that activities are properly planned and supervised and that the pupils' safety is paramount.
- Is responsible for appointing a senior member of staff to oversee Educational and Co-Curricular Trips and Visits – in this instance the Assistant Head (Co-Curricular and Operations)

The **Assistant Head (Co-Curricular)** is responsible to the Headmistress for the safe running of all School trips and visits and will have significant experience of practical off-site activity and visit leadership. They will also have the status within the establishment that enables them to guide the working practices of their colleagues.

The Assistant Head (Co-Curricular) will be responsible for ensuring that:

- All trips and visits comply with the School policy and the Educational and Co-Curricular trips and visits guidance document.
- They will ensure that they are conversant with any changes in Government regulations as they occur.
- They will be the focal point of off-site visit planning within the School and will keep appropriate records of all visits and ensure that there is sample monitoring of provision.
- Application for the approval of all trips and visits forms are completed in adequate time.
- The group leader is competent to monitor the risks throughout the visit.

- Risk assessments are completed, and the necessary checks are in place.
- The ratio of pupils: staff is appropriate both for the activity / trip and the age of the pupils involved.
- Information about the trip / visit is communicated to parents / guardians via the parental bulletin.
- Medical information is sought from the School Medical Centre and that adequate first aid provision is made.
- The evaluation form is completed on return.
- Any accidents are reported and recorded including and requiring notification to the Health and Safety Executive or under RIDDOR.
- DBS disclosures are in place and any child protection issues are catered for.
- A copy of all documentation will be given to the Director of Co-Curricular **before** the trip / visit leaves.
- Documentation for Educational and Co-Curricular trips and visits is held for 7 years in line with GDPR.

The **Group Leader** will have overall responsibility for the supervision and conduct of the trip / visit and will have regard to the health and safety of the group. The Group Leader will have demonstrated the ability to operate to recognise standards of good practice and has sufficient relevant experience and knowledge about the group, the activity and the venue.

The group leader will:

- Check the availability of the proposed dates with the Director of Co-Curricular so that all entries can be placed into the school calendar.
- Complete the Educational and Co-Curricular trips and visits form clearly stating the aims and objectives of the trip / visit.
- Ensure the careful planning and preparation of the trip / visit and includes assessment of the risks and benefits of all activities (see Educational and Co-Curricular Trips and Visits Guidance Procedures Document for detailed information):  
Teams / Educational & Co-Curricular Trips and Visits Procedures and Guidelines
- Be responsible for the safety and wellbeing of all pupils in their care throughout the entire trip.
- Take all reasonable steps to safeguard the health and safety of pupils both on the School premises and in authorised activities elsewhere.
- Maintain good order and discipline at all times.
- Ensure all instructors of Category 3 activities, and where appropriate Category 2 activities, have the appropriate Governing Body or licence accreditation. This may necessitate a pre-inspection visit.
- Appoint a deputy leader.
- Book the appropriate transport via admin office or Day Girl Co-Ordinator & Boarding.
- Accurately cost the trip to include a contingency fund.
- Inform parents / guardians via the parental bulletin and seek parental consent where necessary.
- Arrange a formal briefing for all supervising / accompanying staff.
- Brief all pupils on all aspects of the trip, especially those with medical or special needs (see Procedures document)
- Collect a First Aid bag from the medical centre if required (all Minibuses are fitted with one a standard).
- Ensure an up to date transport list is handed in to reception before departure. This should include which pupils are on each coach / minibus with the names of relevant staff.
- Complete the trip / visit evaluation form on return with any recommendations.

### **Accompanying Staff**

Accompanying staff must be approved by the Assistant Head (Co-curricular) who will consider their suitability for the trip / visit and the impact that their absence will have on their teaching or duties for that day/s.

Accompanying staff will:

- Do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances.
- Follow the instructions of the Group Leader and help with control and discipline.
- Consider stopping the visit or activity, notifying the Group leader, if they think the risk to health or safety of the pupils in their charge is unacceptable.

## **Overview of Procedures**

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The overview within this policy provides a summary of the procedures for Educational and Co-Curricular trips and visits. It is imperative that **all staff** read the Educational and Co-Curricular Trips and Visits Guidelines and Procedures document which can be found on:

Teams / Educational & Co-Curricular Trips and Visits Procedures and Guidelines

A hard copy can be found in the administration office along with the *'Health and Safety of Pupils on Educational Visits'* – a good practice guide by the DfE.

### **Approval & Consent**

Before any detailed planning is undertaken approval must be sought from the Assistant Head (Co-Curricular) outlining the Educational or Co-Curricular values of the trip. The Assistant Head (Co-Curricular) will then inform the Headmistress of the trip / visit for confirmation before giving approval to the staff involved.

For half / full day or residential trips within the UK, approval should be sought in the term preceding the trip so that it can be included in the School Calendar.

For proposed overseas trips approval needs to be sought at least a year in advance.

Specific parental consent for most day trips is not necessary as parents / guardians complete a trips / visit consent form at the beginning of the academic year giving permission for their child to attend / participate in the wide range of Educational and Co-Curricular trips, visits and activities that the School offers.

Parental / guardian consent will always be sought for Category 3 activities.

### **Staffing and Ratios**

Group Leaders must be competent and confident to lead the specific activities or trips for which they are approved.

When approving accompanying staff, the Assistant Head (Co-Curricular) will take into consideration the qualifications and experience of the proposed staff and their ability to assess and manage the risks with regard to the group and planned activity.

There must be a qualified first aider on every trip / visit.

Although the Department for Education does not specify staff:pupil ratios, the general guidance is: 1:10 for all overseas trips; 1:15/20 for all other trips.

The ratio will depend on a number of factors including:

- age / ability of pupils
- number of pupils involved

- medical needs of pupils
- pupils' previous experiences
- type of visit / nature of the activity
- the level of risk
- location and travel arrangements

### **Planning a Trip**

For all trips / visits the relevant checklist and procedures and guidelines document should be followed carefully by staff.

The appropriate trips form should be completed and submitted to the Assistant Head (Co-Curricular) for approval

All trip information must be copied: one to be left with the Assistant Head (Co-Curricular); one to be kept by the Group Leader.

### **Risk Assessment**

There is no such thing as absolute safety or zero risk and this is important for all those involved in trips / visits to adhere. Group Leaders need to consider both the benefits and the risks. Risk is the product of probability and severity (risk = probability x severity of consequences).

The aim of risk / benefit assessments should be to minimise risk while maximising the benefits.

Formal risk assessments are a way of structuring and recording the hazards that have been identified and the judgements that have been made to adequately control those risks. Generic risk assessments can be found on [Teams / Educational & Co-Curricular Trips and Visits / Generic Risk Assessments](#). These must be read and signed by the Group Leader before the trip departs.

Throughout the trip on-going or dynamic risk assessment will continue to be undertaken by the Group Leader and accompanying staff. This involves professional judgements and will be in response to changing circumstances.

Please refer to the separate Risk Assessment Policy for further details and explanation.

### **Risk Management**

Exposure to well managed risk helps young people learn important life skills, including how to manage risk for themselves. The School takes a common-sense approach to risk assessment aware that risk assessment and management are tools to enable pupils to undertake activities safely and not prevent activities from taking place.

Risk management is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace. It's about what you do, not about what you write.

Staff have been trained in the principles of risk management, and records of all training undertaken are recorded and held by the School.

Generic risk assessments act as a starting point for developing a safety management plan based on experience of similar visits. They provide generic prompts to Group Leaders and set out the risks usually associated with that type of activity as well as how these can be addressed or controlled.

The risk management of off-site activities / trips needs to be informed by the benefits to be gained from participating, as well as the possible hazards to be encountered and risks managed. An appreciation of the benefits to be gained from participating provides objectivity to a decision that any residual risk (ie the risk remaining after control measures have been put in place) is 'acceptable'.

### **Assessing Venues / Providers**

Many of the trips and visits are to venues that have been visited regularly or on a previous occasion. The School has a good knowledge, therefore, of the hazards that may be encountered. Any significant changes to these venues should be noted in the evaluation trips form and is essential in order to assess how pupils can be supervised effectively.

Where a preliminary visit is not reasonably practicable an adequate assessment of the risk benefit management needs to be considered. Written confirmation is required that assessments of the risks for the school programme have been completed so that this can be verified.

The School has a duty of care to ensure that any provider meets acceptable standards. Where possible the School will take advantage of the nationally accredited provider assurance schemes. One way to do this is to take advantage of the nationally accredited provider assurance schemes. These schemes include the *Learning Outside the Classroom (LOtC) Quality Badge*.

It is the responsibility of external providers to assess the risks of their activities. It is not expected that the School copy and scrutinise all providers' risk assessments, just a verification that they exist for the agreed programme of activity or service provided.

If a provider does not hold a suitable accreditation which covers all aspects of their provision, then the School will gain assurances about relevant aspects of their operation including:

- Insurance
- Compliance with legal requirements
- Health, safety and emergency policies and procedures
- Use of vehicles
- Staff competence
- Safeguarding
- Accommodation
- Sub-contracting

Where necessary a preliminary visit to any unfamiliar facility or venue will be completed. Preliminary visits should enable the Group Leader to consider and assess the following:

- Will the venue or facility be suitable to meet the planned aims and objectives of the visit?
- Are there any particular hazards or threats which need to be considered in your risk-benefit assessment and emergency procedures?
- What will be your options if the conditions of daylight, water level, temperature and weather, or under-foot conditions, differ significantly from the pre-visit?
- Do you have sufficient knowledge and understanding of the venue, facilities and activities to feel confident when planning the visit?
- Will the venue be able to cater for the full range of group needs, including any special needs?
- Will the group need any specialist equipment?
- Are there any staff training needs?
- Will participants need to be prepared or trained?

### **Pupil Behaviour**

Pupils should be briefed about the aims, expectations and code of conduct for each trip / visit. For residential and overseas trips, parents and pupils will be made aware of the standards of behaviour expected and the sanctions which may be used in cases where the standards are breached. Pupils and parents will be required to sign a code of conduct form for all trips. The School reserves the right to send pupils home at the parents' expense if she jeopardises her safety, the safety of others or the good name of the School.



## **Emergencies**

The Assistant Head (Co-Curricular) or their named deputy will be responsible on-site and have access to all the relevant information for the trip / visit. For trips taking place during the holidays another member of the Senior Leadership Team will also be a named contact.

All members of staff on the trip will carry the School's emergency contact card. An emergency is defined as an incident which meets the School's critical incident definition and which goes beyond the coping mechanisms of the Visit Leadership team and the establishment. Visit Leadership teams should be prepared and able to cope with all but the most serious incidents that might reasonably be foreseen. Staff should have the necessary competence, supported with guidance and training.

The party leader has access to contact details for all parents and permission for emergency medical treatment if the parents cannot be contacted.

## **Insurance**

All relevant insurance details can be obtained from the Bursar and paperwork should be taken by the Group Leader as appropriate on every trip.

## **Inclusion**

Every effort should be made to ensure that trips and activities are available and accessible to all those who wish to participate. All pupils should be encouraged to participate in as wide a range of activities as possible. If a trip is to cater for pupils with special needs, a suitable venue should be selected.

## **Finance**

Overnight and overseas trips which pupils opt into will usually require an additional charge to be made to the School account. Charges may also be made for events such as theatre trips and House outings. The School always considers the cost of additional trips and activities carefully to ensure that they are worthwhile and value for money. Per the School contract T&Cs the School reserves the right not to seek permission for trips that cost less than £50 providing they are a day trip.

## **Evaluation and Monitoring**

It is a statutory requirement to monitor the implementation of guidance and that procedures are robust and include sample monitoring.

The School's policy is regularly reviewed and updated to remain current and in line with good practice:

- Staff have easy access to the School's policy and to this guidance.
- Establishments have access to advice and further information to clarify the guidance issued.
- Establishment practice, including notification and approval procedures, comply with establishment policy and follow this guidance.
- Director of Co-Curricular and Operations to keep proper records.

All Group Leaders should complete an evaluation form on their return. This can help to make judgements about trips and activities and how to prepare more effectively for similar events in the future.

The Assistant Head (Co-Curricular) will ensure that a self-evaluation form has been completed, scoring each requirement on a scale of 1 to 5, where 1 is poor and 5 is excellent, and add brief comments as appropriate.

## **Additional Procedures for Visits Overseas**

Prior to the visit the Group Leader should obtain and take with them:

- European Health Insurance Card (where appropriate) and significant medical histories;

- Details of insurance arrangements and the company's telephone number;
- Location of local hospital/medical services. In the case of an emergency the framework outlined above should operate.

In addition the group leader should notify the British Embassy/Consulate.

### **Further\_Guidance**

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- Department for Education, Health and Safety on Educational Trips (2019)  
[www.gov.uk/government/publications/health-and-safety-on-educational-visits](http://www.gov.uk/government/publications/health-and-safety-on-educational-visits)
- Department for Education and Employment, 'Health & safety of Pupils on Educational Visits – a practical guide' (2018)  
<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits>
- Health and Safety Executive (2011)  
[www.hse.gov.uk/services/education/school-trips.pdf](http://www.hse.gov.uk/services/education/school-trips.pdf)
- RoSPA, 'Planning and Leading Visits and Adventurous Activities'  
[www.rospa.com/schoolandcollegesafety](http://www.rospa.com/schoolandcollegesafety)
- Outdoor Education Advisors Panel  
<https://oeapng.info/evc/>

### **Related Policies**

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- First Aid and Medical Care Policy
- Health and Safety Policy
- Minibus and Vehicle Fleet policy
- Promoting Positive Behaviour Policy
- Risk Assessment Policy
- Educational & Co-Curricular Trips, Visits Guidelines & Procedures