

POLICY FOR TRIPS AND ACTIVITIES OUT OF SCHOOL
(including the Code of Practice for Staff on Excursions)

Sherborne International encourages its staff, teaching and boarding, to organise relevant and appropriate educational and non-educational visits.

A minimum “responsible adult” to student ratio of 1:10 will normally be applied all visits, although in some circumstances the Principal may allow some minor variation having considered:-

- length of journey
- nature of the visit: winter sport; field trips; etc
- age and understanding of the students
- gender of the party

PRIOR TO TRIP OR ACTIVITY COMMENCING

A. Permission –

The procedure for obtaining permissions for off-site trips and activities is similar, whether these are for educational or non-educational purposes.

An *outings proposal form* (available in the Teachers’ Sharing Area and in the Staff Common Room) must be completed by the member of staff leading the excursion, and this must be approved by the Educational Visits Coordinator (EVC James Hull) and cc’d to Vice Principal a week prior to the proposed date of the trip. The EVC or Vice Principal may choose to withhold permission or refer the issue to the Principal.

If any visit, educational, sporting or social, involves any element of dangerous activity, the Principal’s permission must be sought by submitting the *outings proposal form*, together with a completed risk assessment, for his approval. Advice and assistance can be sought from James Hull, (who has responsibility for D of E and Educational Visits and is based at Sherborne School). This includes any excursion where any part of the visit is near water, e.g. swimming pools, beaches, water parks, field trips near rivers and lakes etc. Item 12 in the Code of Practice for Staff on Excursions, found at the end of this policy, makes the requirements for supervision near water clear.

Any excursion which requires and overnight stay away from school must be signed off by the Principal before any arrangements can be made. These excursions are also subject to written parental permission.

No visit will take place unless it has been properly approved. Such approval will include a risk assessment completed by the trip leader prior to final approval being given. Parental permission will be sought as appropriate.

To summarise the above, prior permission for all off-site trips and activities must be obtained from either the

- Principal: (trips where there is any element of dangerous activity)
- Vice Principal: (trips in normal teaching time; academic; Curriculum Enrichment Week, trips out of School lesson time; pastoral; Year 11 activities)

B. Staffing Matters

1. All staff and volunteers accompanying trips will have an appropriate DBS check.
2. Staff and volunteers accompanying the trip are responsible for the behaviour of students, which will follow usual School rules and guidelines.
3. There will be a trip leader allocated to the excursion and a designated leader for each bus if more than one is used.
4. The trip leader will be responsible for deploying staff effectively, and ensuring that each member of staff knows unambiguously what is required of him or her. All staff and students are answerable to the trip leader throughout the excursion and must follow his/her instructions.
5. The trip leader must take all staff members accompanying the trip through the risk assessment and, where appropriate (e.g. larger trips/split groups), distribute copies to staff.
6. The trip leader must ensure that students with special and medical needs are identified well before the trip, and are prepared carefully, and that any necessary special arrangements at the destination are confirmed.
7. The trip leader will be responsible for ensuring that parents have been contacted, and appropriate written permissions gained prior to the trip taking place. Students without proper permission must not go on the trip. Permissions by fax or emails will be acceptable, but will be checked carefully.
8. The trip leader must be familiar with the School off-site emergency procedures, as detailed on the "Off-Site Emergency Procedure" card, copies of which are available in the Staff Common Room, and be thoroughly familiar with the risk assessment which must be drawn up before permission for the trip will be given by the appropriate senior officer of the School.
9. At least one member of staff or volunteer accompanying the trip should hold a First Aid Certificate or an Emergency First Aid Certificate, and be ready and willing to take the lead should there be any incident requiring first aid.
10. The trip leader is responsible for checking whether any special insurance arrangements need to be made, or whether the School insurance will cover the visit. If necessary the Sherborne School Finance Administrator may need to be consulted well before the proposed trip.
11. There are specific guidelines concerning staff consuming alcohol on trip. These are given in the "Code of Practice for Staff on Excursions" which is found at the end of this policy.
12. Any member of staff proposing to organise an overseas visit must plan this well in advance, and with the advice and guidance of the Principal who will involve other Bursary and School officials as necessary.

C. Prior to Trip or Activity Commencing

1. All students who suffer from travel sickness should be given tablets two hours prior to the journey. The member of staff in charge should also be aware of any other medical problems, make provision for them and have distributed this information to other members of staff on the trip.
2. A travel (spill) kit available from Matron should be taken in case of an accident relating to travel sickness.
3. A check should be made to ensure the vehicle has a simple First Aid Kit on board.
4. Students should be told of the nature of the trip, and where necessary, the dangers involved. They should always be aware of the standards of behaviour regarding politeness and common sense required of them.
5. Any maps or other relevant information should be given out.
6. A check should be made on the suitability of clothing for the trip. For example, if coats are required, a check should be made immediately before they board the coach.
7. A check should be made that all students have the school emergency contact card.
8. Ensure students have visited the toilet.
9. Before departure, take a register to ensure everyone is present. Also liaise with staff remaining at school to ensure that they know who is absent. At all stages during the trip, checks should be by name and not just by a "head count".
10. The trip leader must ensure all seat belts are fastened before the vehicle moves off and during the journey.
11. When travelling on Public Transport, make sure that all luggage has been placed on board the vehicle.
12. Where applicable, and particularly on minibus journeys, a School mobile phone must be taken.
13. Where students on the trip will include females it will normally be required that one of the "responsible adults" who accompany the trip will also be female.
14. The leader must always take a notebook (and pen) and an accident/incident report form together with the off-site emergency procedures card and a copy of the risk assessment.
15. Before the trip departs, the leader must make sure Reception and the duty staff hold an accurate copy of the approved Outings Proposal form, a list of all staff and students on the trip, and contact details of at least the leader of the trip and preferably the leader plus one or two other accompanying staff.
16. Check passport and air tickets before students board the coach if the journey is to the airport at the end of term.

D. Whilst Travelling

1. Behaviour should be orderly at all times. Students should not be allowed to wander out of their seats or to act in a manner that distracts other students or the driver.
2. Where available, seat belts must be worn
3. In case of emergency, it is important that aisles are not blocked with baggage or other obstructions.
4. On a long journey, a short stop is recommended if only to alleviate travel sickness or to visit the toilet. Take a roll-call after every occasion on which students have left the vehicle.
5. Point 4 is of obvious importance when a member of staff is driving the mini-bus and may suffer from fatigue. Please note that the MAXIMUM time for driving without a break is 2 hours and the minimum length of break is 30 minutes, with refreshments (See Minibus Guidelines).
6. At every stop, a responsible adult must be the first off the coach or out of the minibus to guide students off safely.

E. On Arrival

1. When travelling on Public Transport, make sure that everyone is present, and luggage has been collected.
2. Check again that all relevant information has been given to the students and that they still possess any written copy given to them prior to departure. This may include such information as street discipline, road crossing procedure or items of the Country Code.
3. Make sure that coats, pencil cases or other essential items have not been left on the vehicle.
4. Before taking the students off, ensure that, depending on the nature of the trip, the following criteria have been met:
 - (a) If students are allowed to depart either as individuals or in small groups then it is important that a central meeting point is established which is regularly staffed in case of emergency. It is also of importance that a final meeting place is arranged.
 - (b) If students are allowed to travel in groups then lists must be kept as to the personnel of those groups. Such groups should always take into account the age of the students, the level of their English and the nature of the trip. Very young students, usually defined as pre-Common Entrance, should be supervised at all times unless the teacher feels that their safety can be assured in a different way. It is also of importance that students are aware of both the school address and the telephone number. For younger students, a written copy of this information should be carried. Students on the trip must carry the school ID emergency contact card.
 - (c) Students know of any important times, not only departure times.

F. Before Returning to School

Check that everyone is present and they have all the possessions that they had on arrival.

G. In the event of a Pupil(s) going missing

If, for any reason, the whereabouts of a pupil cannot be accounted for whilst on a school trip the following procedures are to be followed with minimum disruption or distress to other pupils, staff and the general public:

1. all staff should remain calm at all times
2. the senior member of staff present will conduct a thorough register to ascertain who and how many people are missing
3. the senior member of staff present will send a member of staff to any pre-agreed meeting place
4. the senior member of staff present will inform a member of the Senior Leadership Team, via the School emergency contact number, to give early warning of the potential issue; the Senior Leadership Team will stay in contact with the senior member of staff present and will make the decision when to contact parents or Police
5. where possible, if the party has split into smaller groups, the groups should be brought together at the pre-agreed meeting point so that staff not immediately required to supervise can be mobilised
6. the senior member of staff present will arrange a search of likely places that the pupil may be (this task may be delegated to a second member of staff so that the leader can contact SLT at the same time); an appropriate number of staff must stay with the other pupils and the member of staff in charge may ask other professionals to help e.g. museum or activity staff hosting the visit
7. the immediate area will be searched first, and then the surrounding areas
8. if the pupil is not found within thirty minutes and the SLT feel it is suitable, the member of SLT will inform other agencies (e.g. Police) and parents/guardians and where appropriate follow the Critical Incident Plan
9. the SLT will be responsible for taking instructions from the Police, and for communicating with and reassuring parents/guardians, while the other members of staff continue to search
10. once the missing pupil has been found, the member of SLT in charge will contact all relevant parties involved.

As soon as possible, after the missing pupil has been found, a full report will be written by the senior member of staff on the trip and signed by all the other staff present. A second report will be written by the SLT member who organised the proceedings at school. Both

reports will then be submitted to the Headmaster or Principal, who will be responsible for reviewing any relevant policies, procedures and safety issues that can be revised to prevent similar incidents occurring in the future.

GENERAL NOTES

At least two members of staff should normally accompany trips or activities and always for destinations out of Sherborne. Although staffing ratios are at least partly dependent on the nature of the trip itself, supervision should always be sufficient to prevent unnecessary risk. High risk trips should not be undertaken. If in doubt, consultation must be sought with the Principal. Staff spouses, ancillary staff and other known responsible adults are usually welcome but must be given a role specific to their experience and be DBS checked.

Staff on excursions should familiarise themselves with the **Code of Practice for Staff on Excursions** – found on the next page.

Any sporting or other physical activity not common to the school must always have the Principal's consent and invariably the written permission of either the guardian or parent of the student concerned.

The School has car insurance cover so all staff within Sherborne School and Sherborne International are insured for Occasional Business Use which covers employees' spouses, governors, parents and voluntary helpers.

Please note: Ensure your vehicle is, to the best of your knowledge, properly licensed, insured and maintained and, when required, complete, sign and return to the Personnel Department the receipt for the Driving Policy. Only when the International Bursar is in receipt of this document will a staff vehicle be temporarily covered.

It is a legal requirement that no child under the age of 14 may be carried in the front seats. Children from their 3rd birthday up to 135cms in height (4'5") or their 12th birthday, whichever they reach first must use an appropriate child restraint (booster cushions are available).

Further advice can be obtained from the Sherborne School Educational Visits Co-ordinator, Mr James Hull.

Reviewed annually

Reviewed and revised by SJC, May 2014; checked by PAH, June 2014; approved by MA, Sept 2014

Reviewed and revised by MA and PAH, September 2015

Revised by SJB, checked by PAH, January 2016

Latest revision by PAH, SJB and CSB, June 2016

Reviewed by SB-B, October 2017

Review with minor revisions AEH, August 2018 and October 2018

CODE OF PRACTICE FOR STAFF ON EXCURSIONS

1. All staff and students are answerable to the excursion leader throughout the excursion.
2. All staff are responsible for making sure they are familiar with the location of the first aid kit, the first aid procedures, and risk assessment for the particular excursion. The excursion leader must go through these aspects with all staff prior to the start of the trip.
3. Sufficient staff should have a complete list of students on their bus. The designated leader of each bus should also have a complete list of all students on the excursion.
4. Staff must ensure that the students are well informed regarding the destination, bus location, meeting points and departure time.
5. Staff must check that each student has their ID card with emergency numbers before the student is allowed to board any excursion bus. These should also be checked before students are allowed off the bus at the destination and students made aware that if they get lost or have any problem they can call one of these numbers (or the number of the leader's School mobile).
6. Each student should also be given an emergency contact number for the excursion leader, who will have contact numbers for each of the staff accompanying the trip.
7. A roll call of students on the bus must be made before the bus departs. This must tally with the list of students held by staff. Each student must be checked onto the correct bus and a roll-call taken at every stop. Once all the occupants are on the bus, the doors must be closed and a final name check and head count done. This is the responsibility of the designated leader of each bus.
8. At every stop, a responsible adult must be the first off the bus or out of the mini-bus to guide students off safely.
9. Each student must travel to the destination and back on the same bus to which he/she has been allocated. They must not swap with other students at any stop.
10. Staff must be seated among the students in the bus (not sitting together at the front) and maintain proper discipline.
11. As part of their risk assessment staff must consider accompanying all students during potentially dangerous situations, e.g.: to and from a busy town centre.
12. On some trips there may be access to a swimming pool or beach. Wherever possible these will have professional lifeguards but this cannot always be guaranteed. Should swimming be permitted where lifeguards are **not** present there will always be at least two members of staff present to supervise the activity. Prior to any swimming the area will be assessed by staff for safety (cleanliness and structural integrity for pools, water condition, currents and any known dangers for beaches in line with the swimming risk assessment) and students will not be permitted to swim out of their depth, dive or participate in any activity which the supervising staff feel is unsafe nor will they be permitted to swim immediately after meals. Students identified by the School as non or weak swimmers will not be permitted to swim. **Before students on the trip are allowed to swim ensure that they are fully supervised and that the risk assessment for swimming has been complied with.**
13. Where students are allowed to depart as individuals or in small groups, it is important that a central meeting point is established which is staffed throughout in case of emergency. It is best if students are taken to this point and shown where it is before going off in their groups.
14. Where students are allowed to be in such groups, lists of who is in each group must be kept. Such groups should also take into account the age of the students, their level of English and the nature of the trip (the trip risk assessment must consider the potential problems of students going on their own or in groups in the particular location)
15. Staff must ensure that students pick up their litter particularly after picnics.
16. Buses must be left clean. Staff should check for property left on the bus.

17. Students must remain seated when the bus is moving, and not be allowed to put their feet on the seats.
18. Staff should keep a watchful eye on students in shops.
19. Staff escorting students on off-site activities have a duty of care and must be in a position to respond in a quick and effective manner in the event of an accident or incident. On all trips anyone driving must not drink alcohol and there must be at least two members of staff for driven trips who are not drinking. Escorting staff must be in a position to competently take charge of a situation should it arise.
20. Staff should encourage students to speak English at all times, and to make the most of an enjoyable trip out.

Introduced by MA and PAH, September 2015

Latest revision by PAH, June 2016

Reviewed by SB-B, October 2017

Reviewed by AEH, October 2018