



Mulberry Tree School Initiative

Policy for Off-site Activities and Trips

Mulberry Tree School considers off-site activities and trips to be a valuable and necessary part of the learning and way of fulfilling the curriculum. Teachers wish these trips to be a complete and balanced experience of learning that supports the wholeness of the curriculum. Trips will therefore include social/emotional, practical and academic experience and learning. The School will endeavour to make trips as well organised and safe as possible/reasonable and will encourage children as they get older to consciously work with risk assessing as part of their education.

The School uses the Dept of Education guidelines and current legislation as a basis for policy and procedures as in HSPV2 (DCSF guidelines on trips document), see also a Handbook for group leaders (DCSF).

For **all off-site activities** the 'Organising trips/outings' form must be used and submitted in conjunction with complying with the following points.

1. For every outing there will be a Lead Teacher who is the organiser (or other person designated as leader) who carries full responsibility at all times. This person is responsible for ensuring the School's policy and procedures are carried out and should plan carefully in order to make the outing as safe and problem free as possible.
2. All trips must be agreed in principle by the Management Group who will look at the pedagogical aspect, the rationale for the trip and the safety of a particular teacher as the leader. The basic trip information must be given to the Management Group at least one month before departure (unless it is a last minute opportunity for a type of trip frequently undertaken, e.g. theatre visit) and before parents are informed and full preparation/booking has commenced. This includes initial agreement for regular/ frequent off-site activities. The School cannot be held responsible for costs engendered before initial agreement has been given by the Management Group if the trip is deemed unsuitable or the costs unreasonable.
3. All trips should be planned to include all the pupils of the group/class, whatever their ability/disability, need or creed. Where necessary additional arrangements may be needed to be inclusive. This does not mean that if one pupil cannot go swimming, for example, no pupil may.
4. The School Coordinator should hold a signed parental consent form from each parent for frequent/regular and agreed outings such as local off-site walks. This should include general medical consent from parents.
5. For unique trips and outings, a new consent form must be signed by each parent specific to the outing which includes details of the date, place to be visited, contact details of the teacher whilst away, the activities, travel arrangements and any other relevant factors. This should be accompanied by, or follow, a letter to the parents concerning the trip and the educational rationale and costs. The consent form will include medical consent, medical information and emergency contact details. Pupils will not be allowed to go on an outing without this form being returned to the School before departure.
6. The Lead Teacher is responsible for the safety of both pupils and adults at all times and will make suitable arrangements to ensure this, these will include head counts/ taking the register at appropriate moments during the trip.
7. All off-site activities and trips will include at least 2 responsible adults, the lead person and a support/back up person.
8. As a minimum all trips will meet the DCSF requirements on ratio of children to adults which are:
 - a. Classes 1 & 2 - one adult to every 6 pupils
 - b. Classes 3 to 5 - one adult to 10 pupils – THE SCHOOL prefers at least one to 8 pupils
9. The Lead Teacher may use their discretion to include higher ratios of adults according to age and ability of children, and type and length of trip/activity.
10. Generally no more than one f/t or pro-rata teacher should go on a day trip so as not to leave the School too short on teachers. All overseas trips and most overnight trips should include 2 suitable staff. Specific trips may have more teachers if the Risk Assessment (RA) shows the need, or if specifically agreed by College.
11. As part of planning the teacher should visit the place(s) in advance to ascertain how the trip will work and potential risks (and if the accommodation is suitable) in certain cases it may be acceptable to get



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- detailed information from a colleague who has been there or from a licensed centre who can provide this information.
12. The Lead Teacher will risk assess each aspect of the trip and apply control measures where necessary, these will form part of the trip preparation and be included with the organising trips document and checked with the H&S Advisor or the Administrator; the number of adults will be agreed based on the Risk Assessments. (If using an accredited activity centre the Lead Teacher will only assess the part of the trip for which he/she is directly responsible.)
 13. The Lead Teacher will complete a TRIP FORM and return it to the School Coordinator for H&S consideration at least 8 days prior to leaving for a day trip and 16 days for an overnight trip and one month for an overseas trip.
 14. A suitable First Aid Kit and at least one mobile phone (or satellite phone) should be taken on every trip (to include a charger if on overnight trip).
 15. All Trips will have a suitably qualified First Aider unless a Risk Assessment shows that this is not necessary. Wilderness trips, overseas trips and other trips with an element of significant danger will have a First aider with a 3 or 4-day training/qualification.
 16. If relevant, all adults should be aware of the position of emergency exits, fire extinguishers and alarms at the venue.
 17. During the trip all accidents must be reported to the Lead Teacher who will take responsibility for any appropriate decision-making, and must record it and any actions take on the day of the accident and file a copy in the School office on return. (Any serious accident must be reported to the School on the day it occurs.)
 18. No smoking is allowed on outings. (For overnight trips with sufficient adults some smoking on 'time off' well away from pupils may be agreed.)
 19. If transport is by vehicle, seat belts must be worn and only the permitted number of passengers may travel in the vehicle, booster seats may be legally required for smaller/younger children. All vehicles must have suitable insurance cover and drivers have a current, valid licence with no points (unless 6 or less for minimal speeding offences). A second adult per vehicle is expected if more than 4 pupils are on board. All drivers will comply with the School's Driver Handbook and have signed the agreement to drive.
 20. The Lead Teacher is responsible for ensuring that any volunteers/accompanying adults are aware of all plans for the timing, itinerary and organisation of the outing, of the responsibilities of every member of the party and of safety, discipline and behaviour strategies, Lost Child policy and procedures and of the elements of the Risk Assessments. In most situations, the main authority is the Lead Teacher (see TRIP FORM).
 21. Trips should be planned as far in advance as possible. The Lead Teacher will check that all adults who will accompany the group have a CRB check or will get this going in plenty of time as this can take 6 to 15 weeks. The School Coordinator holds a list of people including parents checked by the School.
 22. For any overnight trips, separate rooms should be arranged for adults and children. Depending on the age of the children, it may be necessary to ensure that adults sleep within hearing distance of the children.
 23. Caution is necessary concerning Child Protection issues: as a guideline, all adults on the trip should follow these principles: read the code of conduct /behaviour (Safe Working Practice) for staff before leaving and be made aware of appropriate policies and what to do in case of violent or dangerous behaviour (Restraint policy). In general:
 - a. Avoid inappropriate physical or verbal contact with others;
 - b. Protect your own and children's privacy, particularly in the case of overnight outings;
 - c. Refrain from showing favouritism;
 - d. Never make suggestive remarks or gestures, or tease pupils;
 - e. Report any concerns about inappropriate behaviour to Lead Teacher or Child Protection Officer, as soon as possible.
 24. The Lead Teacher is responsible for making sure children's welfare, health and safety is cared for at all times; this includes sufficient warm clothing, wet weather gear, sun cream/block and sunhats and drinking water etc, depending on weather conditions.



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25. The Lead Teacher is also responsible for stopping the trip if the risk to the health or safety of the pupils is/or becomes unacceptable; and to have contingency plans in the event of unfavourable weather conditions, transport breakdown and in the event of a pupil needing to be sent home.
26. All trips require a completed and agreed TRIP FORM, please fill it out and hand it in as per deadlines in point no.11 above.
27. A named contact person at the School will hold copies of all the trip details and emergency contact numbers and act as contact both for parents/ School, and those on the trip, in case of concern or emergency.
28. The H&S Coordinator/Administrator will also ensure that, based on the information available:
 - a. The Risk Assessment has been completed and appropriate safety measures are in place
 - b. Any relevant qualifications claimed by the group leader or other relevant members of the group have been checked and verified
 - c. There is adequate and relevant insurance cover
 - d. He/she has the address and phone number of the visit's venue and a contact name
 - e. There is a contingency plan for any delays, including a late return home
29. **PLEASE NOTE THAT TEACHERS/ADULTS WHO KNOWINGLY OR CARELESSLY ACT OUTSIDE THE SCHOOL'S POLICIES AND PROCEDURES MAY NOT BE COVERED BY THE SCHOOL'S INSURANCE OR LEGAL PROTECTION.**
30. For further details on DCSF requirements see the HSPV2 (DCSF guidelines on trips document) and related documents on leading groups, water safety etc. held in the School Office H&S information file.

Last reviewed 09.08.11 H&S Advisor Next review April 2012

Related policies procedures and forms: H&S policy, Safeguarding children, Pastoral Care, Organising trips forms, Lost child. ...

REMINDER: Responsibilities

1. Employers

- 1.1 Under the **Health and Safety at Work Act 1974**, employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, so far as is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities. This includes everyone involved in off-site visits.

The Governors are the employers of staff at Hereford Steiner Academy.

- 1.2 The **Management of Health and Safety at Work Regulations 1992**, made under the 1974 Act, requires employers to:

- Assess the risks of activities (see **Risk Assessment** below)
- Introduce measures to control those risks
- Inform their employees about these measures

2. Employees

- 2.1 Also under the Health and Safety legislation employees must:

- Take reasonable care of their own and others' health and safety
- Co-operate with their employers over safety matters
- Carry out activities in accordance with training and instructions
- Inform the employer of any serious risks

These duties apply to all off site activities and trips. Staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

- 2.2 Although the employer is responsible for health and safety, decisions about visits are usually delegated to the **Administrator/H&S coordinator**. The **Administrator's** agreement must be obtained before a visit takes place,

Hazardous Activities

- These include winter sports, rock climbing, hill walking, mountaineering, skydiving, scuba diving, white-water rafting canoeing and any activity of that nature.
- The **Lead Teacher** and/or at least one other supervisor will have achieved adequate proficiency in that activity and qualifications will be verified. Specific advice will be obtained from the relevant federations or associations.
- As per the Academy's Swimming Policy pupils are not allowed to use swimming pools or swim in rivers or the sea without a qualified lifeguard on duty.
- Activities of this nature need to be notified to the Academy's insurers to confirm cover before being confirmed as happening.



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CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are happy for your child, *<name of the child>*:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - all visits (including residential trips) which take place during the holidays or a weekend
 - adventure activities at any time
 - off-site sporting fixtures outside the school day,
 - all off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

Details of any medical condition that my child *<name of child>* suffers from and any medication my child should take during off-site visits:

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Signed.....

Date.....