



Elstree School

Including all of the Pre-Prep Department and Early Years
Foundation Stage

Educational Trips and Visits Policy

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Person responsible for Policy: Bursar

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Elstree School is a Company Limited by Guarantee No 690450 (England)

Registered Charity No 309101

1. Insurance and Liability

The school holds significant Public Liability Insurance which covers the staff whilst conducting their duties. In addition, we hold insurance for the Occasional Business Use of Private (Staff) Vehicles (for duty travel). Thus, so long as the correct procedures are followed as laid down in the Trips area of the intranet: <http://intranet.elstreeschool.org.uk/trips-1> , there will be no need to worry. It is important to note that a third party suing the school will have to prove negligence and this will be virtually impossible so long as the rules and procedures are followed and the correct paperwork completed. See also section on transport below regarding insurance of self-drive mini buses.

“There is no question of automatic liability on the teacher. A teacher who is able to show that all necessary preparations have been made, including where necessary the instruction and training of the children, and that the activities themselves have been carried out carefully and in accordance with approved practice, would be secure against any claim arising from an accident”

(D. Brierly, Solicitor with Professional Association of Teachers)

2. School Trips

The trips that the pupils make away from school are many and varied. They range from the single child being taken by one of the staff to visit the dentist through to a residential trip. It is the policy of the school that **ALL** trips away from the school be treated with the same respect and that **the safety and security of our pupils take precedence at all times.** **Please be aware that the maximum ratio of staff to children is as follows in the table in Section 5.**

3. Trip Procedure Documentation

Comprehensive Trip Preparation documentation has been prepared and is available on the intranet for all members of the staff. It is **ESSENTIAL** that the correct documentation is completed for **ALL** trips and the Headmaster's approval be given prior to the visit being undertaken (please see <http://intranet.elstreeschool.org.uk/trips-1> for guidance). Please note that trip forms are not required for all trips as away matches and medical appointments do not require them. Trips from the Pre-Prep Department are authorised by the Head of Home Farm. It is noted however that the Headmaster's approval is not specifically required for teams proceeding on away matches so long as that fixture has been published in advance in the Call List. In addition, there may be circumstances in which waiting for the Headmaster's approval may not be appropriate. For instance, if Sister, or another member of staff acting on her behalf in her absence, is required to transport a boy to surgery or hospital or such organisation in an emergency situation, then he/she is authorised to do so and she should NOT wait for the Headmaster's approval. As always, so long as the member of staff exercises 'due diligence' in the execution of their duties and takes their 'duty of care' seriously, there should be no problem with such trips. The Headmaster expects his staff to use their common sense in such situations. For all trips incurring a cost to be billed on to parents, please consult the Bursar early in the planning process. No estimated costs are to be given to parents without the Bursar's consent.

4. Risk Assessments

It is particularly important that correct, **full and comprehensive Risk Assessment** be conducted prior to a trip away from the school. This is valid for **ALL** trips and will cover such details as:

<p>Parental Consent</p>	<p>All pupils MUST have parental consent (Parents complete the day trip forms annually – these include trips in the calendar. If the trip is not in the calendar you will need to gain permission. Residential trips a separate consent form (see http://intranet.elstreeschool.org.uk/trips-1)</p>
<p>Transport</p>	<p>Is the hired transport licensed for the carriage of passengers? (The school only uses registered coach companies. The Secretary has details) Do all the seats have seat belts? The children must wear seat belts whilst in the bus/coach. Good behaviour on the bus/coach must be maintained. If hiring self-drive mini buses the Bursar must be informed well in advance of the trip to arrange insurance.</p>
<p>Residential</p>	<p>Is the residence licensed and approved? Is all appropriate documentation held? Has a previous visit been made to check all details? Are the pupils secure from intruders at night? What are the staff arrangements at the residence? Have all the staff at the residence undergone a police check? (appropriate copies of documentation must be held)</p>
<p>Activities</p>	<p>Is the organisation licensed to undertake hazardous activities? (copies of the appropriate documentation must be held) Does the organisation have trained staff? (copies of the appropriate documentation must be held) Has the organisation completed a full risk assessment on each activity? (the documentation held by the organisation must be reviewed and copies held) If NOT, a full Risk Assessment must be carried out and documentation retained.</p>
<p>Other matters</p>	<p>The weather must be taken into account. The fitness of the pupils must be considered Methods of calling for assistance must be considered The number of pupils in groups etc. must be determined. The level of staff cover that is required must be established. (once established the correct staff / student ratio MUST be maintained) ANY OTHER RISK TO THE PUPILS MUST BE CONSIDERED</p>

Copies of the Risk assessment and all appropriate documentation regarding licences, insurance and police checks etc. **MUST** be included with the submission for the Headmaster's approval prior to the trip taking place.

5. Ratios

Trip Type	Adult: Pupil Ratio	Notes
Local Activities	1:16	GAP students do count as adults, providing they are 18 or over
Day trips	1:12	GAP students do count as adults, providing they are 18 or over.
Residential Trips(Travelling)	1:12	GAP students do count as adults, providing they are 18 or over.
Residential Trips(On site)	1:10	This includes any instructors.
Trips Abroad	1:10	GAP students do count as adults, providing they are 18 or over.
* Home Farm Nursery and Reception	1:4	GAP students do count as adults, providing they are 18 or over.
Home Farm Years 1&2	1:6	GAP students do count as adults, providing they are 18 or over.

*Please note, for EYFS, you will risk assess the supervision ratios according to the children and the place where they are going.

6. Reducing risks and being prepared

If the pupils are well briefed with your expectations and what they should do if there is a problem. The staff are well informed of the pupils needs, health and abilities the element of risk is reduced, Therefore separate risk assessments maybe required for pupils if they have SEND, behavioural or medical needs. All day trips are covered by the schools trip permission forms that are send out at the start of each academic year, however, residential trips will require the residential trip permission form which allows you to act in loco parentis. These forms state that you have parental consent for any emergency medical treatment required in the event that the parents cannot be contacted.

7. Summary

The safety and security of the pupils on a visit away from the school, be it for a few hours or for a number of days, is the responsibility of the school and the staff conducting the visit.

Their safety and security MUST be the overriding priority of all the staff involved. Staff must use their judgement and, if in doubt, they are required to consider

postponing or cancelling the visit / activity. All operators that are contracted by the school must be appropriately licensed and carry relevant insurance and it is the responsibility of the member of staff in charge of the visit / activity to satisfy themselves that this is the case. Finally, the appropriate paperwork and planning must be completed prior to the visit and this MUST include parental and Headmaster's approval if appropriate.

In case of emergency see flow chart <http://intranet.elstreeschool.org.uk/trips-1/emergency-action-flow-chart>