



Shrewsbury School

HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISITS (HASPEV)

Introduction

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 is displayed on the Common Room Notice Board and can be obtained from the Senior Master.

Any member of staff undertaking an educational visit will be conversant with the expectations laid down in the Staff Handbook (section D:48-61: 'Trips, Visits and Expeditions'.) This extract contains operational guidance to staff and is reproduced in the Appendix to this policy.

N.B. Because of 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

I. a) Responsibilities

The Senior Master is responsible for overseeing all offsite trips. He also issues guidelines for the monitoring of good behaviour on such trips and, together with Second Master, will deal with any behavioural issues that may arise.

Training for trips offsite takes place at the staff induction course; the Senior Master will also brief staff throughout the course of their planning for more adventurous trips (e.g. those involving a greater element of risk).

I. b) Planning and Risk Assessments

All Trips off site require a **risk assessment** which is logged with the Senior Master. The Risk Assessment will include:

- a description of the activity
- timetable
- list of participants
- contact details
- assessment of risks and action taken to minimize them

First Aid: Any activity that may result in injury requires a First Aid kit and a member of staff who has been trained in basic First Aid.

I. c) Supervision

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.

Additional staffing. Staff will be aware of the need for CRB checking any additional volunteers on such trips; and that where agencies are engaged – e.g. on Outward Bound trips – that the agency confirms their responsibility for such checks.

I. d) 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. (Staff are provided with a confidential medical list at the start of term and will therefore be aware of any special needs.)

Pupils will meet and be properly briefed about the nature, purpose and timing of any activity and of their involvement in it.

I. e) Communication with parents

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

I. f) Transport

Detailed operational advice about transport, the use of school vehicles, private cars and coach hire can be found in the appendix below. 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. Before driving pupils in a school vehicle, a member of staff must have passed the school driving test, 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.

I. g) 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. (But see below for overnight trips)

Section Two - Activities Outside School involving overnight stays

2. a) Responsibilities for visits and pupils' behaviour on overnight trips

Many staff undertake holiday trips. Overall responsibility for such trips lies with the Senior Master and planning is undertaken by a member of staff in discussion with the Senior Master, the Headmaster and the Bursar.

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 Master, who may in turn refer the matter to the Headmaster or Senior management team (copy attached below).

All such trips require parental permission of those pupils involved, in order for them to take part.

By their very nature the atmosphere in which school trips take place is more relaxed than it is in term time. Nevertheless, students will be reminded about the main business of the tour and that they could easily jeopardize its success by foolish and thoughtless behaviour.

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 – hours at which students should be expected to be in their residence.

Regulations about drinking. Foreign capitals may have different regulations to the UK – and regulations will vary according to the age range on the trip. However,

- i. The law of the land should be adhered to
- ii. 'Reason and restraint' should be the key

Members of staff will neither encourage nor condone misuse of alcohol, whatever the age of the participants (see appendix below)

Cigarettes, drugs etc. Standard School rules apply.

2. b) Planning for overnight trips

Overnight trips require a much more detailed assessment of risk, a greater awareness of the need for First Aid training (see section b) above) 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 Master prior to departure.

Responsibility for Accommodation. 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 lodged with the Senior Master and the final documentation will include all personnel, details about communication and a detailed timetable for the operation of the trip.

2. c) 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 will require a proportionate number of staff of either sex.

2. d) 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 possess a clear plan of the environment in which they will find themselves, 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*.

Medical Information. Prior to any trip, parents/guardians are required to complete a medical information form. This is lodged with 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.)

2. e) 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.

2. f) Transport on overnight trips

The same policy applies to overnight trips as to normal activities out of school (see f) above)

2. g) 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)

2. h) 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 Master, the Second Master 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. (*Further detailed advice on emergency - see Appendix below*)

In case 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.

January 2012 (PAF) To be revised January 2013

Appendix

Extract from the Staff Handbook (Section D – pp48-61)

G) TRIPS, VISITS AND EXPEDITIONS

Staff are warmly encouraged to arrange outings and visits and their commitment in this regard is greatly appreciated. It is important, however, that if at all possible, such undertakings do not invade the teaching time-table or cause pupils to miss Sunday Chapel.

1. Permission

The Headmaster's permission (obtained by contacting the Senior Master in the first instance) is required if pupils are to miss a teaching period or Sunday chapel. If an outing is planned during time-tabled time, it is essential that permission is sought in good time. In any case, the Senior Master must be consulted about any trip, visit or expedition which is not established as routine.

Anyone arranging a visit should take all possible steps to ensure that the intended arrangements do not clash with school commitments or arrangements already made by colleagues. Staff intending to take a group of pupils out overnight must inform the Housemasters/Housemistress of those concerned.

2. Notification

Staff must observe the following four points:

- Whenever possible, outings/trips/expeditions should be planned a term ahead and entered in the fasti. There is a published schedule for making fasti entries.
- For additional outings which have not been planned ahead and, therefore, are not entered in the fasti, the approval of the Headmaster, via the Senior Master, must be sought before it may be assumed that they can happen.
- For outings thus approved or in the fasti, the list of those involved must be sent to the Senior Master at least two full working days before the day on which the absence from lessons is due to occur. At the same time a risk assessment sheet should also be completed and sent to the Senior Master.
- It should not be assumed that a portion of a lesson (period 6, for example) may be missed by pupils without such absence having been requested.

Two notes:

1. When a list of proposed absentees is received by the Senior Master, he will carry out a check to ensure that no pupil, who is seriously behind with his work or involved in some other significant difficulty, will miss lessons unless there are very good reasons for him or her to do so.
2. It is understood that some lists (of teams, for example) cannot be confirmed two full days before the event. Nevertheless, it is much more helpful for the Senior Master to have the likely list in good time and for a detail or two to be amended than for an accurate list to emerge at the last minute.

3. Supervision

The organising member of staff must accompany the party, or - in the case of last-minute illness - must find a colleague to go instead. 'Gappers' should not normally be left in sole charge of a school outing or trip.

4. Finance

The financial arrangements of any school trip must be cleared with the Director of Finance before any formal communication with parents about the trip.

Costs should be covered and charged appropriately either to a school budget or to boys' bills.

Charges should include the cost of entry fees etc. as well as a proportionate charge for transport.

Reasonable staff costs may normally be covered by an additional amount divided equally amongst the party. Staff families should be paid for in full by the member of staff concerned and cannot be charged to bills.

Cash Advances or cheques can be obtained from the Bursary for the purposes of buying tickets etc.

If any pupil is going to need money, other than his or her own pocket money, while on an outing organised by a member of staff (e.g. to the theatre, an art gallery or on a Field Day outing) and it is to be charged to his or her parents' account, the following points should be observed:

- The member of staff concerned should get a cash advance from the Bursary to cover the total cost. No pupil should need to ask his or her Housemaster/Housemistress for money for this type of outing.
- The money should then be distributed as necessary and a careful note made of the amount distributed to each pupil.
- After the event, the member of staff should charge each pupil, using the appropriate fee Invoice from the Bursary, to cover the advance. The Bursary will explain the procedure if necessary.

5. Use of School Vehicles

A number of School vehicles are available for use. Members of staff wishing to use school vehicles for official purposes should book them via the school intranet or by email to John Harvey, Works Bursar (jah@...). If all school vehicles are booked it is usually possible (given sufficient notice) to hire additional vehicles.

Before driving pupils in a school vehicle, a member of staff must have passed the school driving test, have reached the age of 25 and have held a full driving licence for 3 years. All drivers who have passed their driving test after 1st July, 1996 will not be granted the right to drive a Land Rover or minibus (neither will they be able to tow a trailer over a certain weight) without additional qualification. This means that recently-qualified drivers will have to take three separate driving tests in order to drive a Land Rover or minibus and a trailer.

School vehicles are not available for private use.

6. Use of private cars

Members of the Common Room are reminded that they should advise their motor insurance company that they have an occasional need to carry pupils in their cars and they should be sure that their insurance cover provides for this. Most policies have a category of 'occasional business use'.

7. Coach Hire

Most coach hire is with Longmynd Travel who have a range of vehicles of different sizes from 21-seaters to 57-seaters. (contact: info@longmyndtravel.co.uk)

Block bookings can also be made (for example a series of bookings for a term). It is advisable to confirm individual trips nearer the time of the journey. Cancelled bookings must be notified to the coach company as soon as possible.

The member of staff in charge of any trip is responsible for the booking of coaches and will need to provide the following details:

- a. Numbers
- b. Destination

- c. Member of staff in charge
- d. Date, time and location of departure
- e. Estimated time of return
- f. Category of bus required

Any unusual details (timings, routes etc.) should be discussed with Longmynd in advance.

The address of Longmynd Travel is:

Longmynd Travel,
The Coach Depot,
Lea Cross,
Shropshire SY5 8HX

telephone - 01743 861999

fax - 01743 861901

Confirmations and invoices should be sent to the Bursar's Office, Shrewsbury School, Shrewsbury SY3 7BB. The invoice should contain the name of the member of staff who ordered the transport.

The booking of coaches for journeys overseas must be discussed with the Senior Master.

8. Catering

When outings or matches involve the kitchens in making packed lunches, early and/or late meals, written requests for such meals must be submitted at least 48 hours beforehand to Amanda Francis in Kingsland House (afrancis@....)

Plans which are in any way complicated, should be discussed in person with the General Services Manager and/or Catering Manager. Unavoidable delays on return, for example, should be notified to the Catering Manager.

9. Monday Evenings

In order to allow Housemasters/Housemistress one night a week when they can speak to the whole House at Dix, it is accepted practice that pupils should not be involved in any activities outside their Houses on Monday evenings after the following times:

Port Hill and Radbrook:	8.30 p.m.
Other Houses :	9.00 p.m.

10. Late Returns

If a trip is due to arrive back at school after 11.30pm, special arrangements apply. By arrangement with each Housemaster/Housemistress, pupils should be escorted back to a pre-arranged entrance to each House and the member of staff concerned should ensure that each pupil enters the House safely.

If a trip is unavoidably delayed, every effort should be made to contact the House staff on duty with information about probable return times. Messages should not be left on answer phones late at night – direct contact with someone at school is important wherever practical.

11. Talargerwyn

This is the school's farmhouse in Snowdonia. It is situated in the forest above Betws-y-Coed (65 miles/1½hrs from Shrewsbury). It houses 14 pupils and two staff and more can be fitted in. Weekend visits can be booked through a notice posted on the Common Room board.

Parties to 'Tally' tend to be tutorial groups, House, team or club/society groups and the purposes of the visits are widely varied. A charge is made on pupils' bills.

The house is bookable by members of staff and their families in the holidays and at half terms.

12. Overseas Trips

Staff who organise tours in the holidays are perhaps more vulnerable to hazard than at any time in school. The school is enormously grateful to all those who shoulder this extra responsibility.

Part of the charm of these events is that the atmosphere in which they take place is more relaxed than it is during term time. Nevertheless, in order for them to operate effectively, it is expected that staff will demonstrate the highest standards in their personal behaviour and that they will expect similar standards from the students themselves.

Careful consideration needs to be given as to what information is provided to boys, girls and staff and, secondly, what guidelines are issued as to how they will be expected to conduct themselves.

It is understood that it may be neither possible *nor desirable* to monitor student behaviour closely throughout every minute of the tour. Part of the learning process of moving outside the bounds of the school requires pupils to become more self sufficient and to be able to move around cities independently, whether they be abroad or in the UK.

Consequently, the success or failure of any trip depends largely upon the response of pupils to what staff may reasonably ask them to do and on the creation of a sense of trust between staff, pupils and their parents.

N.B. 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 Master, who may in turn refer the matter to the Headmaster or Senior management team (copy attached below).

Guidelines:

In addition to the Risk Assessment, guidelines **to pupils and their parents** should be issued beforehand. It is also helpful to offer a meeting with parents prior to the departure of the tour, in order to clarify any points of procedure and discipline. These guidelines should include expectations about the following:

- **Ratio of Staff to pupils** and, where applicable, the ratio of male to female members of staff.
- Advice **about travelling in unfamiliar places**. e.g. pupils should possess a clear plan of the environment, have a clear understanding of how to find their accommodation and important places for meetings, and that, *unless they have specific permission* (e.g. students who are billeted with individual families abroad), *they should never travel solo and unaccompanied*.

n.b. Guidelines about unsupervised travel will vary according to what is 'reasonable' given the age of a pupil group. For further detailed advice on this, staff should consult the Senior Master.

Staff should also be aware of the need to place sensible limits upon the number and length of unsupervised hours.

- **Methods of Communication:** Details of mobile 'phone contacts, meeting points, routine attendance at events and details of the daily timetable for the tour should feature in the Guidelines.
- **Curfews:** Hours at which pupils should be expected to be in their residence. Timings of curfews will vary according to the nature of the tour. What is important is that curfews should be 'reasonable', given the nature of the environment and requirements for good order and safety and that they should be *enforceable and enforced*. (See 'Regulations – below').
- **Behaviour:** Pupils should be reminded about the main business of the tour and that they could easily jeopardize its success – and their presence on the tour – by foolish and thoughtless behaviour.
- **For mixed tours:** Details of expected behaviour between the sexes. Again it would be expected that standard school rules would be in force.
- **Regulations about drinking:** Foreign capitals may have different regulations to the UK – and regulations will vary according to the age range on the trip. Suffice it to say that:

- i. The law of the land should be adhered to.
- ii. 'Reason and restraint' should be the key.

In all cases it is wiser to stray on the side of caution. *Members of staff should neither encourage nor condone misuse of alcohol, whatever the age of the participants. (See 'Regulations' below)*

- **Cigarettes, drugs etc:** Standard school rules should apply to all members of the school throughout the tour.
- Finally, it is worth making the point that it is impossible to foresee all risks that may be present whilst operating in a 'foreign' climate and that guidelines may be subject to alteration according to the day to day circumstances. *Suffice it to say that staff will do their utmost to supervise their charges carefully and professionally at all times and within the parameters of the goals which the tour undertakes.*
- **Regulations** *Together with the standard Risk Assessment, members of staff in charge of trips are requested to complete a pro forma to be lodged with and agreed by the Senior Master detailing their intentions regarding regulations for curfews, drink, discipline.*

Staffing for co-educational trips offsite: see appendix (white), which includes regulations for overnight trips, day trips and Outward Bound trips involving unsupervised camping in groups.

- **Responsibility for Accommodation**
Where possible, staff should check the suitability of accommodation before the tour 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. A second option is the employment of a reputable agency who will take responsibility for checking the suitability of host families, hostels etc.

- **First Aid**
It is the responsibility of the member of staff in charge to make sure that a first aid kit is carried with the tour party and that a member of the tour party is trained in basic first aid and aware of access to local assistance, e.g. 'accident and emergency' and hospitals. This applies most obviously to sports tours, but where groups are resident abroad knowledge of access to first aid and emergency services is also essential.

The organisation of extended trips is inevitably complex. It is anticipated that any member of staff planning such a trip will consult with the Senior Master, from whom exemplar material is available if required.

13. Celebration meals

End-of-season meals and parties for teams and other groups may be arranged, but only on Saturdays and Sundays and normally only for senior 1st and 2nd teams.

Meals or lesser entertainment for junior teams can sometimes be arranged in Kingsland Hall.

The following procedures must be followed when planning such an outing:

- Clear the arrangements with the Senior Master (e.g. date, time, venue, finance) in good time.
- Post a notice, preferably a week ahead, on the pupils' absence section of the Common Room notice board, giving names and details.
- Give the pupils exact and clear instructions about timings, dress, etc.
- Observe the normal rules about drink and behaviour.

14. Work Experience

Although this is not something which is organised formally, where pupils are to undertake work experience the details should be checked with the Careers Master, who will advise on all matters of procedure and safety.

Appendix 2

REQUEST TO ARRANGE A SCHOOL TRIP OUTSIDE TERM TIME (below)

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 Master (PAF), 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.

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