



# ST JOSEPH'S CATHOLIC HIGH SCHOOL

## Off-Site Activity (Trips) Policy

2020 - 2021

Date of Review : November 2020  
For Review : November 2021

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### Off-Site and Residential Activities Policy

#### Introduction

These procedures cover instances where students and staff leave the school premises for educational/enrichment purposes. Throughout this policy, the term ‘parent’ means all those having a parental responsibility for a child. The school recognises that trips and residential experiences are a valuable part of a young person’s education. All students should be given the opportunity to participate in a trip or residential experience on at least an annual basis, although it is recognised that not all students will take such an opportunity.

Throughout this policy, a ‘school trip or visit’ is defined as any occasion when a student or group of students are away from the school site, undertaking a school activity and under the supervision of a member of staff. In order to avoid unnecessary repetition, the word ‘trip’ will largely be used throughout this policy but where this occurs, please understand ‘trip and/or visit’, as appropriate.

This policy pays attention to the following guidance:

- children should be able to experience a wide range of activities. Health and Safety measures should help them to do this safely, not stop them;
- it is important that children learn to understand and manage the risks that are a normal part of life;
- common sense should be used in assessing and managing the risks of any activity.
- Health and safety procedures should always be proportionate to the risks of an activity;
- staff should be given the training they need so they can keep themselves and the children safe and manage risks effectively.

### **Purpose of Off-Site Activities:**

- To extend students' learning experiences to educational resources beyond the school
- To experience different forms of teaching and learning
- To foster personal and social development
- To enhance peer and teacher/peer relationships
- To develop enthusiasm for exploration and discovery
- To broaden personal horizons and awareness of educational opportunities
- To enjoy the learning experience

### **Policy Structure:**

St Joseph's will appoint an Assistant Head as the role of Educational Visits Manager who has responsibility for educational visits and ensure this policy is implemented within the school. The EVM will provide advice about all aspects of school trips to staff and will liaise with the EVC (Educational Trips Co-ordinator) who will ensure paperwork is collated before each visit.

The Head Teacher will give approval for 'routine' day trips which have a minimal impact on the school day. Any residential visits, or visits likely to have a significant impact on the day to day running of the school, will be initially approved by the Head Teacher who will then inform the Governing Body. The Governing Body will act as a group to scrutinise the proposal and seek to ensure all Health & Safety and Safe Guarding issues are addressed and covered in the risk assessment; if they feel the trip lead is not appropriately qualified or the risk is too great then they may decline the visit. The Governing Body decision is final and overrides the Head Teacher's initial approval.

Staff must not spend any money or inform students or parents that a trip or visit is going ahead until it has been approved by the Head Teacher/Governing Body

Staff are asked to consult as fully as possible with the EVM before, during, and after a school trip or visit. Feedback from trips and visits is an important mechanism for ensuring against future incidents.

### **Initial proposal for organising a visit**

The EVM, in the first instance, must be notified of all planned occasions where a student or group of students leave the school premises, either accompanied by members of staff or to meet members of staff at a pre-arranged location.

The EVM will then liaise with the trip leader and EVC regarding the required paperwork prior to any visit. This forms a key part of the duty of care we owe to students.

If staff are in doubt about the nature of a trip or visit then they should seek the advice of the EVM, EVC or Head Teacher

Staff wishing to organise a trip must log on to Evolve and complete the School Trip Proposal Form, attaching copies of the school's risk assessments and Finance Form (available on-line through Evolve – Establishment tab). These must be submitted as far in advance as possible and at least 7 working days prior to the trip. After the calendar has been checked for clashes, and the EVM has assessed the on-line paperwork, the trip will be passed (electronically) to the Head Teacher for approval. The EVC will then notify the lead teacher of the decision and explanation of that decision.

## DfES Guidance

The latest DfES guidance about health and safety on educational visits takes the form of a main guide entitled "Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies." (Feb 2014) This is to be found at

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335111/DfE\\_Health\\_and\\_Safety\\_Advice\\_06\\_02\\_14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf)

There is also Guidance for Off-Site Visits and Related Activities with National Guidance and Evolve available through the Evolve site (Guidance tab)

## Guidelines for Staff

- Approval for **any visit** must follow the prescribed "Planning an educational visit guidance" for educational visits (**Appendix A**).
- Staff must ensure in advance of the visit that the venue and activity are fit for the learning purpose and that any external personnel are suitably competent.
- A preliminary visit should, wherever practicable, be undertaken.
- All visits and journeys must be under the supervision of at least one qualified / experienced member of school staff. Overall responsibility at all times lies with the trip leader.
- Staffing levels for educational visits must be approved by the Head Teacher

### Staffing Ratios:

- 1:10 for trips overseas with a minimum of two adults of different sex if the group is mixed
- 1:15 for other residential visits, with a minimum of two adults of different sex if the group is mixed
- 1:20 for day visits, ideally with adults of different sex if the group is mixed
- 1:25 for local visits within the Borough of Slough and Windsor and Maidenhead, ideally with adults of different sex if the group is mixed

These are guidance only as a risk assessment by a trip leader may require higher ratios for adventurous activities i.e. near water and the ratio should be adjusted accordingly and agreed by the Head teacher

- Staff are responsible for ensuring that suitable curriculum support materials, where appropriate, are available to maximise the learning opportunities.
- Full details of the visit(s), giving times, venue(s), mode of transport, costs, supervision arrangements, function of visit and domestic arrangements must be sent in writing to parents.
- Parental consent must be given in writing for any intended visit, together with emergency contact information.
- Lead teachers must ensure that copies of parental consent and off-site forms are taken on the visit in order that they are available in the event of an emergency. Where the party is divided into different groups, i.e. for travelling, group leaders should hold the off-site forms for their group.

- Lead Teachers are responsible for ensuring that the Office has up to date, accurate and full details of the arrangements.
- Staff leading educational visits are responsible for ensuring that details of financial transactions are correctly recorded. **Pupils pay any monies into the school office** and recorded on the School Payments System (Tucasi).
- No transactions will be made without an appropriate invoice. Trips will inevitably incur a cost to the school and this will need to be managed to ensure good financial management. Pupils will be asked to cover the cost of the trip and the trip leader must ensure all costs are covered. **(See Appendix C for charging arrangements)**. Form A – Trip Finance Form must be completed and attached electronically to the Trip Proposal through Evolve. Any spending on the trip must be accounted for with receipts and budgeted within the collected funds. Payments can only be made via the School Finance Office systems.
- The lead teacher should endeavour to ensure that he/she takes a fully charged mobile telephone to use in the event of any emergency. The school should hold a record of this mobile telephone number. There is a school trip mobile phone available from the finance office if required.
- Immediately prior to departure from the school, a final accurate list of staff and students participating in the visit shall be handed to the main reception.
- Lead Teachers should be aware that any additional adults (volunteers) accompanying the visit must hold a current, valid DBS Clearance.

### **Sporting Fixtures**

In the case of regular after-school sporting fixtures a copy of a signed off-site activity form **(Appendix B-Form F)** will cover in place of written parental consent for each fixture. Staff should ensure this is signed off by parents at the beginning of each school year to cover the whole year. It is up to the parents to ensure the school is notified of any changes in contact details during this period. However, it is strongly advised that full details of fixtures, i.e. venues, times and participating students, be lodged with the office upon departure

### **Emergency Procedures**

Teachers in charge of students have a duty of care to make sure that the students are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

Emergency procedures are an essential part of planning a school visit. If an emergency happens the priorities are to:

- Assess the situation
- Safeguard the uninjured members of the group
- Attend the casualty
- Inform the emergency services and everyone who needs to know of the incident

The trip leader must inform the EVM or the out of school contact that the party has returned safely and ensure that all the students are safely collected from school by a responsible adult, such as a parent or guardian.

If any difficulties or incidents occur on a school trip, the EVM or the out of school contact must be informed as soon as possible giving full details. Once the trip returns to school the Lead Teacher will liaise the EVM so that appropriate follow up action can be taken quickly.

### **Guidance on Emergency Procedures**

A copy of the following guidelines must be taken by all party leaders and their deputies.

1. Establish nature and extent of the emergency.
2. Make sure that all other members of the party are accounted for and safe.
3. If there are injuries, establish their extent and administer first aid (if you have been trained or feel capable – but be aware of consequences that might follow were you to give incorrect treatment).
4. Establish names of the injured and call relevant emergency services.
5. Advise other party staff of the incident and that emergency procedures are in operation.
6. Ensure that an adult from the party accompanies casualties to hospital.
7. Arrange for one adult to remain at the incident site if feasible with ratio to liaise with emergency services until the incident is over and all children are accounted for.
8. Control access to telephones until contact is made with the Head Teacher or out of hours contact and until they have had time to contact those directly involved. Pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far).
9. The school will arrange to contact the parents of those involved. In serious incidents the parents of all party members should be informed.
10. Media: A designated person should act as the point of contact with the media to whom all involved should direct questions. Under no circumstances should the name of any casualty be divulged to the media. The Party Leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition.
11. Legal liability should not be discussed or admitted.
12. All accident forms should be completed and insurers and HSE or Local Authority inspectors should be contacted.

### **Risk Assessments**

Generic Risk Assessments identifying control measures to reduce the risk of harm from generic hazards. These assessments do not have to be written out in full but should be referred to on the risk assessment for the visit and completed on the school documentation – Form C (**Appendix E**).

Important Note: It is important that generic risk assessments, associated checklists and protocols are used carefully. There must be evidence that those undertaking the visit have read them and applied them appropriately to the visit. Whenever they are used, the Educational Visit Manager should check and sign to this effect.

Event or Site Specific Risk Assessment should be completed by the Lead Teacher along with the staff team. The assessments relate to the hazards associated with the event or site and the nature of the children and young people in the party. This may require a site visit in order to fully appreciate how to write the risk assessment.

On-Going Risk Assessment is the dynamic process of identifying new levels of risk in response to changes in level of hazard, local circumstances e.g. weather conditions, and the behaviour of the party. It is not

practicable to record these assessments in writing as they happen; however it is possible to identify the significant potential risks on a risk assessment.

### **School Minibus**

The school has one minibus. This can be booked through the School Office on a 'first come, first served' basis. There will also be occasions when staff need to hire a minibus. Staff must be able to cover the cost of this within the trip budget. The guidelines which follow apply to all minibuses, regardless of their origin, including buses hired from outside companies.

The late return of a minibus can cause considerable inconvenience to subsequent users. The school reserves the right if a minibus is returned late (for whatever reasons) that any expense incurred by the subsequent user in making alternative arrangements will be to the cost of the first user or his/her department.

Minibus drivers must be approved drivers of St Joseph's School. A list of approved, insured drivers is held by the Academy Finance Director, together with copies of their driving licences.

The minibus driver is responsible for ensuring that the bus is not overloaded, that the students have their seat belts on and that all doors are properly secured.

The safety of students, drivers and other passengers is of paramount importance and minibuses must be driven accordingly. Staff must exercise all possible caution when driving a minibus and must not drive minibuses when it is potentially unsafe to do so, for example in severe weather conditions. Speed limits and sensible road speeds must be strictly observed. It should be noted that the performance of a fully loaded minibus is severely constrained, e.g. slower acceleration, longer stopping distances, reduced stability in high winds or on exposed roads, and impaired cornering. The seating capacity and the load capacity must never be exceeded.

As with staffing ratios, there are no exact figures for the number of staff who should be involved in a minibus journey. The level of supervision depends on the type of journey involved. As always, the trip leader must ensure that the staffing for a journey is 'reasonable'. This will depend on the age, gender mix, ability and behaviour of the students involved. It will depend on the nature of the journey and its distance. The competence of the adults supervising a journey must also be considered, together with the need for first aid cover.

It is strongly recommended that staff do not drive minibuses if they feel excessively tired. The consumption of alcohol when in charge of a minibus either as a driver or a passenger is forbidden and due notice must be paid to 'night before' consumption of alcohol.

On longer journeys, regular stops should occur and staff must not drive for more than two hours at a time without a break. As far as possible, two staff should be available for longer journeys. Judgements about potential problems with a journey must form part of the risk assessment process which takes place before departure.

If there are any concerns about the vehicle's roadworthiness it must not be used and these concerns should be reported to the Academy Finance Director immediately. It is the responsibility of the driver to ensure that the bus is clean both before and after a journey. Please leave the vehicle in a state that you would like to collect it on a future occasion. Receipts for purchases of fuel or oil must be kept and handed in to the school finance office for reimbursement. Please report any mechanical, tyre, or other problems to the Academy Finance Director immediately.

## **Driving a Minibus in the UK**

A minibus is defined as a motor vehicle with between 9 and 16 passenger seats. It is described as a category D1 vehicle by the Driving Vehicle Licencing Authority.

### **Car licences held before 1 January 1997**

If you passed your category B (car) driving test before 1<sup>st</sup> January 1997, you can drive a minibus that is not being used for hire or reward as these licence automatically include category D1 (101) (not for hire or reward) entitlement. This means school staff with such a licence can drive a minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle.

Drivers who have renewed their licence (e.g. when a photo licence is issued) should check that this entitlement has been retained.

### **New rules from 1 January 1998**

Your minibus entitlement will remain valid in the UK and on temporary visits abroad until your licence is next renewed. When this happens, your minibus entitlement (D1 and D1 + E – not for hire or reward) can only be issued if you make a special application which will involve meeting higher medical standards. Similarly if you apply to replace a lost licence, you will find that your entitlement has been lost unless you make an application to maintain it. If your minibus entitlement is not renewed, categories D1 and D1 + E will no longer appear on your licence.

Drivers whose licences are due for renewal will receive advice about these new procedures with their renewal reminder letter. DVLA's fact sheet 'Renewing your car driving licence' provides information about the medical standards.

### **Car licences held since 1 January 1997**

You may drive a minibus with up to 16 passenger seats (not including the driver's seat), provided:

- you are aged 21 or over;
- you have held a car (category B) licence for at least 2 years;
- you are authorised to drive on behalf of the school but not for hire or reward;
- you meet the ['Group 2' medical standards](#) if you're over 70 - check with your GP if you're not sure you meet the standards
- you're driving on a voluntary basis and the minibus is used for social purposes by a non-commercial body
- the service must be provided for school students or for groups of people whom the school serves. The service must not be provided to members of the general public and any charges made must be on a non-profit basis;
- the minibus maximum weight is not more than 3.5 tonnes excluding any specialist equipment for the carriage of disabled passengers. Minibuses up to 4.25 tonnes will be permitted in certain circumstances (for further information please see the DVLA website);
- You do not tow a trailer

When driving a minibus under these conditions you may only drive in the UK, you may not receive any payment or consideration for doing so other than out of pocket expenses.



If unsure on driving a minibus then do speak to the Finance Office who have both details of our Minibus and also the insurance requirements.

### **Transport of pupils in a car by a member of staff**

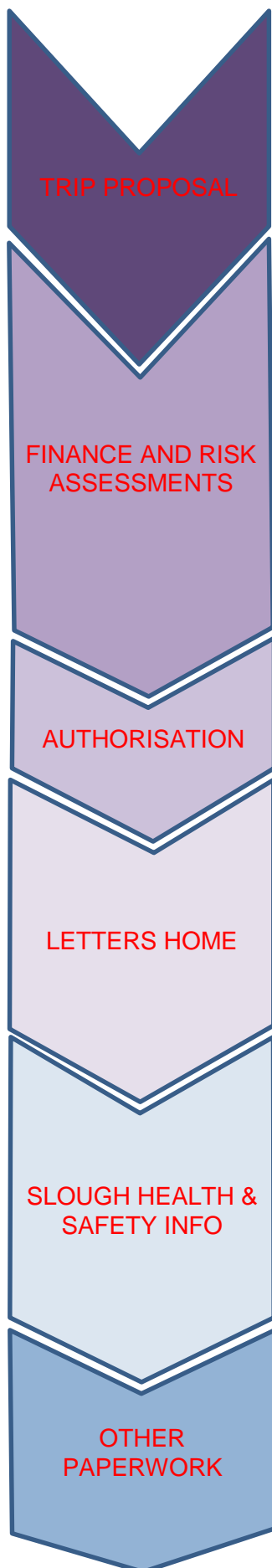
It is an acknowledged practice that teachers, from time to time, transport students in their cars to various external events. However, before doing so staff must seek permission from the Head Teacher together with written permission from the child's parents. Staff should refer closely to the school's Safeguarding and Child Protection Policy to ensure that they are not putting themselves or the student at risk of harm or of allegations of risk of harm to a student.

Before a member of staff uses his/her car for transport of children in connection with a school activity for the first time then such action should be discussed with the teacher's insurers. Clarification must be sought that the cover is wide enough to embrace the use of the vehicle in connection with the teacher's/employer's business. Should the answer be in the negative then in no circumstances must the vehicle be used to transport children on behalf of the school. It is the driver's responsibility to ensure the vehicle's roadworthiness; if there are any concerns about the vehicle's roadworthiness then it must not be used.

### **Monitoring, Evaluation and Review**

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.

## Appendix A - Planning a Trip



To be used for all trips to seek approval from the Head teacher before any further planning takes place

### Within Evolve – Add Trip

This process will need to include the following information:

- Destination
- Preferred date(s)
- Year group(s)
- Staff involved
- Expected costs per pupil
- Relevance to Curriculum or social ethos of school

Complete Forms A (financial details – Appendix D), B and C (Risk Assessments – Appendix E) (available within Evolve, under Resources tab, Establishment Docs) and electronically attach to trip.

Form B is in grid format and this will provide a “Risk Total”. This total will equate to a LOW, MEDIUM, HIGH or VERY HIGH risk. Any risk activity can take place providing a thorough Risk Assessment with specific control measures are in place, however, more detail will be needed in the risk assessment as the risk increases.

Form C should follow the simple steps: What is the Hazard? Who is at risk? How to minimise? Control measures to ensure it is minimised? What is the staff to student ratio?

AMF (the EVM) will need to know your preferred dates and see if there is any sort of clash with other key dates. Your trip date may change to fit into the school calendar.

Following completion of the trip proposal within Evolve, submit for authorisation to EVM and Head Teacher.

You will be notified electronically when (or if) your trip has been approved. Please check under the ‘Track’ tab for information.

After receiving authorisation for the trip, a letter needs to be sent home detailing the location, date and expected costs.

### **ALL LETTERS MUST BE VETTED BY THE EVM**

The EVM will ensure that all letters are in the correct format and they adhere to both the school’s safeguarding policy and the legal obligations for offsite visits. (For possible letter templates speak to EVC)

N.B For any residential, overseas or hazardous trips the offsite activity form (**Appendix B**) will need to be completed in addition to the letter reply slip

To comply with the Slough Borough Council’s Health & Safety Policy all trips need to ensure **FORM D** is completed so the correct information is available if needed during/after a visit. Both the trip leader and the school office (or nominated out of hours school contact) has a copy of following information:

- Names of students
- Emergency Contact Telephone numbers for students
- Student medical information
- School Contact (out of hours)
- Trip staff contact telephone numbers

If the trip incurred cash expenditure then you need to complete the **Expenditure Return form** and attach all receipts from your visit. Hand this back with any remaining monies to the Finance Office

In the unlikely event of an incident arising, the Trip leader should complete form F as soon after the incident as possible.

**School/ Establishment: St. Joseph's Catholic High School**

IMPORTANT This form must be completed by the parent/carer if the participant is under 18 years of age or with learning difficulties and by the participant if he/she is over 18 years of age.

**Name of participant:** \_\_\_\_\_ Male / Female

Address of participant:	Tel (incl. STD): Mobile number:
Postcode:	Date of birth:

Emergency contact: Name:	Tel (incl. STD): Alternative telephone
Address:	Relationship to participant:
Postcode:	

<b>DOCTOR</b> Name: Address: Postcode:	Tel:	Have you had a tetanus injection in the last 10years?  YES / NO
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Please give details of any medical conditions / disabilities e.g. diabetes, epilepsy or allergies e.g. to medication. Plasters...etc.

Please give current treatment including medication:

Details of any special dietary requirements:

**STATEMENT**

I CONSENT TO THE ABOVE PUPIL PARTICIPATING IN OFF SITE EVENTS.

I have ensured that the participant understands for their safety and for the safety of the group that any rules and instructions given by staff are obeyed.

I undertake to inform the SCHOOL of any changes in the information provided.

I accept full financial responsibility if they have to return home before the end of the trip because of inappropriate behaviour.

I agree to those in charge giving permission for the participant to receive medical treatment in an emergency.

NB During events, photographs and video filming may be taken of your son/daughter. These materials may be used in the future to promote St. Joseph's activities and may feature on our website. Please inform the school in writing if you do not wish to give permission for such materials to be produced and used.

Signed: \_\_\_\_\_ Parent/Carer Date: \_\_\_\_\_

Please print name \_\_\_\_\_

**PLEASE TICK HERE IF YOU WISH A COPY OF THIS FORM TO BE RETURNED TO YOU**

## Appendix C

### EXCERPT FROM CHARGING AND REMISSIONS POLICY

#### **Voluntary Contributions to School Activities:**

Parents may be asked to make voluntary contributions for any visit or journey organised by the school and approved by the Academy Committee. Although the matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions, the school reserves the absolute right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place.

#### **Remissions**

The Academy Committee will apply the statutory minimum remissions to any charges, which they make: that is in respect of pupils whose parents are in receipt of income support or family credit.

Any further remission of charges will be at the absolute discretion of the Academy Committee, unless the trip/activity is considered to be an essential part of the pupils' education and curriculum, there should be no mention of the provision of supplying subsidy for families on any form of income support when writing letters to parents outlining details of the trip/activity. However, a request that parents contact the school should they have difficulties in paying for the activity should be included.

Each case will then be judged on its merits. The school will take into account special circumstances and exercise its discretion.

**Appendix D**

# FORM A – FINANCE FORM for EDUCATIONAL VISITS

Teacher in Charge: \_\_\_\_\_

Trip Name / Subject: \_\_\_\_\_

<b>Destination:</b>		<b>Year Group(s):</b>	
<b>Overall Trip Balance:</b>	<b>Cost of Trip breakdown:</b>	<b>How is the trip being financed?</b>	
Expenditure vs income	Total Travel costs: £	Pupils	Y    N
Total Expenditure =£		Department Budget	Y    N
Total Income = £	Total Ticket costs: £	Other(Please state)	
	Other: £		
Final balance +/- £	Total Cost: £	If pupil finance please complete below:  Expected cost per pupil: £  Income: £                    x (Pupil price)                    (No. of students) Total income from pupils = £	

## FORM B – Slough Risk Assessment

Activity in relation to experience

The following matrix is aimed at assisting party leaders in risk assessing the factors that will have to be considered for a trip or activity. Highlight the relevance box from each category A-F and then calculate the overall total 'degree of risk'

Degree of risk	The Activity (A)	The Participants (B)	Party Leader (C)	Environment (D)	Access to First Aid - (E)	External Factors (F)
1	Within the everyday experience of the individual/group	Very experienced at an appropriate level	Experienced and qualified at the appropriate level	Urban or rural with only everyday hazards i.e. crossing road	First aid and emergency support readily available. Staff qualified at appropriate level	Weather appropriate to the activity, any changes will have no effect.
2	Outside the everyday experience of the individual but some tasks have familiar aspects	Regular exposure to the activity. An adequate level of competency	Low qualifications but regular participant	Urban or rural with hazards that change quickly.	First aid and emergency support readily available. Staff have low qualifications	Weather appropriate to the activity. Any change will have minimal effect but will not affect safety.
3	Tasks unfamiliar but a level of competency has been achieved by training	Experience at a recreational level. Some competency	Low qualifications. Some participation	Industrial. Involves overnight stays.	First aid and emergency support readily available. Staff unqualified	Weather changes could lead to problems if group is not adequately prepared and equipped.
4	Tasks unfamiliar but training will be given.	Some experience at an introductory level. Some competence.	Some experience as a leader. Limited or recreational participant only.	Close proximity to water, cliffs or other hazardous features. Travel abroad in urban areas	No first aid or emergency support readily available. Staff holds a relevant First Aid certificate.	Weather change could lead to serious problems if the group not competent in the activity or poorly equipped.
5	Tasks unfamiliar. No training	Novice. No experience.	No experience as a leader. Some experience as a participant.	Travel abroad in demanding terrain.	No support readily available. Staff has no qualifications in First Aid.	Weather changes could have serious consequences for the group.

Total Degree of Risk (A+B+C+D+E+F) \_\_\_\_\_

Score 6-10 LOW RISK	Score 11-19 MEDIUM RISK	Score 20-25 HIGH RISK	Score 25-30 UNACCEPTABLE RISK
The possibility and nature of an accident occurring is not substantially different to those faced in everyday life	The risks encountered are outside the groups experience but by adopting principles of good practice this should bring them down to an acceptable level	The risks are beyond the experience of the group. Specific control measures need to be introduced. to reduce them to an acceptable level.	The risks encountered are far beyond the experience of the group and the party leader so the visit should not go ahead.

Trip Name for Risk Assessment: \_\_\_\_\_ Date of Risk Assessment completion: \_\_\_\_\_

Party leader/Risk assessor \_\_\_\_\_ Date of visit/activity \_\_\_\_\_

Conclusions & Extra Measures \_\_\_\_\_

Signed by Party Leader: \_\_\_\_\_ Print Name \_\_\_\_\_

Signed by Educational Visits Manager \_\_\_\_\_ A. M Fenn Date: \_\_\_\_\_

Signed and agreed \_\_\_\_\_ Head Teacher Date: \_\_\_\_\_

OFF-SITE ACTIVITY POLICY 2018 - 2020

# FORM C – St Joseph’s School Risk Assessment

1. Briefly outline the intended activity:		2. Date and time of intended activity:		3. Location of the intended activity:	
4. List all the hazards in order of significance.		5. List the groups of people who might be harmed.		6. List the intended control measures with reference to the corresponding hazard.	
4. List all the hazards in order of significance. <b>Train/Underground for outward and return journey</b> <b>Breakdown or accident; Student taken ill;</b> <b>Behaviour incident</b>		5. List the groups of people who might be harmed. ____ Staff ____ Students		6. List the intended control measures with reference to the corresponding hazard. <ul style="list-style-type: none"> <li><b>Emergency exits to be identified</b> on trains and studentstold not to touch unless in an emergency.</li> <li>Staff in charge to have contact details for students and any relevant medical info in case of emergency</li> <li>On disembarkation staff members to maintain one organised groups and issue directions</li> </ul>	
General		All		7. List any intended first aid provisions, fire precautions or other backup arrangements. <ul style="list-style-type: none"> <li>Students briefed on journey before departure</li> <li>Parents have been informed of all travel arrangements</li> <li>Listen to instructions from train driver</li> <li>Students briefed on expected behaviour whilst at attractions</li> <li>Group leader will provide safety talk, including meeting points and fire bell awareness.</li> <li>Continuous head counts throughout day.</li> </ul>	
<ul style="list-style-type: none"> <li>The general public</li> </ul>		All		<ul style="list-style-type: none"> <li>Students given a specific place to meet should they losethe group</li> <li>Students given school mobile number to ring in emergency which nominated staff member will be carrying (No: 07788 281720)</li> <li>Students advised to speak to attraction staff who will be in uniform if immediate assistance needed.</li> <li>Staff to be with group</li> </ul>	
Medical		All		<ul style="list-style-type: none"> <li>Students not to leave centre.</li> <li>Ensure that group members do not appear threatening</li> <li>Avoid anyone who appears threatening</li> <li>Supervisor to monitor other members of the public with a view to spotting potential problems</li> </ul>	
				<ul style="list-style-type: none"> <li>Students reminded to carry all necessary medical supplieswith them. i.e. inhalers and insulin</li> <li>Staff have consent forms detailing any known medical conditions and allergies etc and emergency contactdetails.</li> </ul>	
				<ul style="list-style-type: none"> <li>Lead staff carry 1<sup>st</sup> Aid kits</li> <li>Centre have trained medical staff</li> </ul>	
Name [block capitals].		Position.		Signature.	
Organiser.					
Checked by		Educational Visits Manager			
Authorised by Head Teacher					

# FORM D – HEALTH & SAFETY INFORMATION

Please complete all sections and attach to Trip Evaluation on Evolve.

Teacher in Charge: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

Ensure each part of the checklist is completed and **ticked** off. Please sign the form to confirm all points 1-7 has been actioned. Hand this form to the office prior to your departure.

<p>1. Both Form B and Form C (Risk Assessments) have been completed and attached electronically to the trip proposal.</p> <p><input type="checkbox"/></p>	<p>2. Accurate list of students on the trip. At least one should be taken with you to act as a register and one given to the school office (or out of hours school contact)</p> <p><b>N.B.</b> if students will be out during the school day, a full list of students should be sent to all staff.</p> <p><input type="checkbox"/></p>	<p>3. Student reply slips (containing emergency contact information for students) have been photocopied.</p> <p><b>Originals</b> have been left with the office and copy to be taken with you on the visit.</p> <p><input type="checkbox"/></p>
<p>4. Highlighted or separate list of students with medical conditions</p> <p><b>Either</b> a separate list of those students with medical needs and any medication or on your original list of students you have highlighted and added any medication needs</p> <p><input type="checkbox"/></p>	<p>5. If out of hours (trip is after 5pm or at weekends) you have spoken to Educational Visits Manager (EVM) to arrange designated member of senior team to act as contact if any issues arise.</p> <p>A designated <b>Trip Phone</b> is available from the finance office to take on educational visits.</p> <p><input type="checkbox"/></p>	<p>6. You have given the office the contact details for any members of staff on the trip</p> <p><b>IF AN OVERNIGHT</b> visit then the contact details for the accommodation has also been given to the office and designated member of SLT.</p> <p><input type="checkbox"/></p>

Signed to confirm you have actioned Health & Safety points 1 - 6.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_