

HALL SCHOOL WIMBLEDON

OUTINGS AND FIELD TRIPS POLICY

Guidelines for adults accompanying children

The organisation of all educational visits follows current best practice guidance as described in the current Department of Education advice on health and safety for schools, governing activities that take place on or off school premises, including school trips.

Hall School Wimbledon accepts its responsibility to take into account current guidance. This policy, which also covers the EYFS, incorporates advice from a number of documents on health, safety and security in schools, including *Health and Safety: Responsibilities and Powers* and *Health and Safety of Pupils on Educational Visits*, and the current Health and Safety Executive (HSE) guidance *School trips and outdoor learning activities: Tackling the health and safety myths*. HSE fully supports schools arranging a wide range of out-of-school activities, which can include visits to museums, trips to the countryside or taking part in challenging and adventurous activities.

Hall School Wimbledon fully recognises that learning outside the classroom helps to bring the curriculum to life – it provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives. Striking the right balance between protecting pupils from risk and allowing them to learn from school trips can be a challenge, but getting this balance right is essential for realising all these benefits in practice.

Hall School Wimbledon's arrangements for trips ensure that:

- risk assessment focuses attention on real risks
- proportionate systems are in place – so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed;
- those planning the trips are properly supported – so that staff can readily check if they have taken sufficient precautions or whether they should do more.

It is important that those running school trips act responsibly by ensuring that:

- sensible precautions are put in place, and making sure these work in practice;
- it is known when and how to apply contingency plans where they are necessary;
- heeding advice and warnings from others is heeded, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities).

As a consequence of the increased risk of terrorist activity in the UK, children will continue to have outings closer to the school. These emergency provision arrangements are detailed in Appendix 1

The terms risk assessment and risk management are used to describe the process of thinking about the health and safety risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity and a commonsense and proportionate approach, as recommended, is taken, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Routine activities will already have been risk assessed, for example, the use of Wimbledon Common. A regular check is made to make sure the precautions remain suitable.

If it is a new activity, a specific assessment of significant risks must be carried out. Where a risk assessment is carried out the significant findings of the assessment are recorded

Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed.

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, the school uses providers who hold a licence as required by the Adventure Activities Licensing Regulations 2004.

With the exception of EYFS children, written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, a medical information and consent form must be completed by all parents, supplying necessary details and consent giving power to act in a medical emergency when required.

On EYFS trips at least one member of staff will be trained in Paediatric First Aid.

Reporting Incidents and Accidents (RIDDOR) procedures – all relevant incidents, accidents and near misses will be reported as appropriate to HSE and insurers.

The procedure outlined below is to be followed by any adult (usually a teacher) who is responsible for the care and management of a group of Hall School children. Adults may include volunteer helpers, for example, parents and carers, with approval. If any of these guidelines are unclear please ask the Head for clarification.

1. Comprehensive Risk Assessments are to be conducted where necessary:
The Off-Site Checklist and the Off-Site Activity Risk Assessment form (including First Aid provision) with attached Individual Health Care Plans, if required. See Appendices 2 and 3 for examples.
2. Written parental consent is to be obtained for EYFS children taking part in the activity.
3. A senior teacher will be identified as the person taking overall responsibility for children and staff during the outing or field trip. A mobile telephone must always be carried by the senior teacher on an outing particularly, where public telephones are not available for use. For example, Wimbledon Common.
4. The senior teacher will introduce all staff to the children and ensure that it is clear which children are the responsibility of each adult, if the larger group is divided up.
5. All teachers and accompanying adults should immediately make themselves familiar with the names and faces of the children under their care. They should tell the children what they should be called.

6. The children must be in full view at all times. A child must never be allowed to go off alone for any reason.
7. Each group should be counted regularly and whenever the senior teacher requests it.
8. If any child does not follow instructions, support should be sought from another teacher and the senior teacher informed.
9. Listen carefully to the senior teacher's instructions and ensure that your group keeps to them.
10. Make sure you know where the First Aid Kit is.
11. Never assume that any area is safe. Look out for safety hazards and remove children from such situations where necessary.
12. We want the children to learn from these outings and field trips. You will play a major part. Please talk to the children – point out things of interest – answer their questions – but also listen to them and with them when a teacher or a guide is talking.
13. Lavatories – when visiting lavatories join up with another group so that one adult can be waiting outside supervising both groups while the other takes the children in a few at a time. Please remind the children to wash their hands.
14. Road Safety – school outings provide us with a practical opportunity to teach children Road Safety.
 - We expect the children to WALK in two's on the side of the pavement away from the road.
 - The group leader will decide where and when to cross the road.
 - Please ensure that your group is listening when instructions are given.
 - The senior teacher should lead the children and an adult should always be at the back of the group.
 - All adults should take part in crossing the road. One adult should stop traffic and stay in the road until all children have crossed.
 - Ensure that all children know what to do once they have crossed the road – an orderly static line in pairs is preferred.
 - Do not move children until all have crossed unless it is safer to do so.
15. Litter – we want to encourage the children to be responsible for their environment. Please do not let them drop litter or leave rubbish lying around – especially on coaches and after picnics.
16. Accident or illness – DO NOT PANIC IN FRONT OF THE CHILDREN. Follow the First Aid policy. Stay calm yourself – talk quietly to the child concerned, reassure him/her. Enlist the help of another adult as soon as possible to call for assistance. Keep the other children calm. The senior teacher must inform the school immediately after emergency action has been taken.

After an accident – as soon as possible make a formal record and hand it to the senior teacher detailing:

- name of child
- time of injury
- nature and cause of injury
- action taken

17. Travelling

- Wherever possible, transport should not be undertaken in private vehicles. Children may be transported in a teacher's car with that child's parent's permission. The child must travel in the rear seat. Where possible, a minimum of two children should be transported together. If any parent helper is used, the Transport Volunteer arrangements in Appendix 4 will be followed. The school's insurance policies cover these arrangements.
- The senior teacher should ensure provision is made for travel sickness
- Children must be secure in the seats for the duration of the journey
- Consider carefully which child is sitting by a door that could be opened while the vehicle is in transit.
- When the vehicle has stopped, children must not move from their seats until they are asked to do so by their teacher
- Keep an eye on your group – notify the class teacher if you are concerned about a child.
- Children must not eat or drink on coaches.
- When the children leave the coach, gather your group in pairs and count them.
- When travelling on trains – take special care on the platform. Keep your group together, well away from the edge of the platform.
- Do not move towards the train until it has stopped.
- Never have less than two groups in each carriage.
- Supervise carefully as the children step between the platform and the train.

18. Medication on Day Trips and Residential Trips

- A named person will be a member of staff who is willing to accept responsibility for the administration of emergency medication or the supervision/ administration of regular medication. An agreement will be made following consultation with the staff member, parents/guardians and the Head. This ideally should be a First Aid qualified member of staff.
- The Head will arrange training, relevant to the requirements of the situation, to the named person.
- Documentation will be completed by parents/guardians requesting the administration of medication for each individual trip.
- Medication should be provided by the parents in the dosage required, appropriately labelled, with the appropriate form and handed to the Senior Tutor or Head, in person at least 2 days before the school trip. An exception to this may be in the case of medications such as an inhaler, in which case the child may need it with them at all times.
- All medication should be kept with the relevant member of staff throughout the school trip.

19. Foreign Trips

The reciprocal exchange arrangement for hosting families on language trips has been brought to an end. The valuable learning opportunity for pupils on foreign trips now takes place when the school hosts its own pupils in, for example, a youth hostel, hotel or chateau. This field trip model has proven to be very successful.

20. General Behaviour

- Children must wear the full school uniform.
- We expect a high standard of behaviour from the children at all times.
- Insist that the children walk in an orderly manner so that they do not inconvenience other people.
- Do not allow children to climb or balance on walls, fences or kerbs.
- Teachers must be appropriately dressed and should conduct themselves professionally at all times.
- The eating of chewing gum is not permitted by either staff or children.
- The senior teacher must inform the school of any travel delays.

APPENDIX 1

External Visits – Emergency Provision

As a consequence of the increased risk of terrorist activity in the UK, BH children will continue to have outings closer to the school and none located in the centre of London. The Senior School has taken selected groups of pupils to the centre of London but will now no longer be permitted to do so. Sporting fixtures in the southern suburbs of London remain acceptable, until further notice. Teachers should plan outings for GCSEs and general education purposes that are outside London. In-school activities (that may include the Common) should take preference for the foreseeable future. As always, external visits and field trips require a formal risk assessment to be undertaken and the relevant forms completed.

The reason for this decision is obvious and falls within the school's duty of care to its pupils and staff. It is likely that in the event of a terrorist attack, mobile communication will be compromised and all routes in and out of London affected. Consequently, teachers should make provision to care for pupils should school transport be held in traffic jams for some period or diverted; communication with school lost; evacuation from venues made at short notice; and the possibility that transport is unavailable for return journeys.

Staff should ensure that: 1) there are sufficient supplies of emergency food and water; 2) essential first aid provision is carried; 3) sufficient staff numbers are allocated to manage children in delegated responsibility groups using appropriate staff:pupil ratios; and 4) meeting points are agreed in the event of evacuation from venues.

All children will wear wristbands showing the school's name and emergency telephone number.

The school will revisit its Critical Incident Procedures in due course and will relay them to all staff. We will consider if and when an emergency exercise would become necessary.

If you have any concerns regarding this matter, please contact the Head by email.

Contents of Emergency Supplies bag to be carried by groups travelling on day trips and field trips (*This is for extended trips only, e.g. full days using coach or minibus*):

- 1) Cash
- 2) Water. All children will bring their HSW bottles.
- 3) 1 protein nutrient bar and 1 bar of milk chocolate per person
- 4) Plastic bags, cleaning cloths and towel. Plastic gloves
- 5) Pen and paper. Marker pen.
- 6) Toilet tissue/ paper towels.

Senior kitchen staff will maintain food contents, which must be used for emergencies only.

First Aid kit to meet needs of a large group:

- a first aid manual
- two pairs of single use nitrile gloves
- sterile saline sachets or ampoules for irrigating eyes and minor wounds
- gauze and band aids
- a resuscitation face mask
- Piriton, Paracetamol, Kwells (*Only for trips where consent forms have been obtained*)
- Thermal accident blankets

Provision should be made for those children with allergies - alternative food, anti-histamine tablets, blue/brown nebulisers ('puffers'), EpiPen®.

Two charged school mobile telephones will be available.

Staff: Pupil Ratio Guide

1:6 for Reception and Year 1 children; 1:8 for Years 2, 3 and 4; and 1:10 from Year 5 upwards.

The senior teacher responsible for the external visit will take responsibility for the Emergency Supplies Box, both its loading and use.

APPENDIX 2

Off-Site Activities – Checklist

Please attach to the front of your Risk Assessments, and submit for approval by the Head prior to the activity/trip.

A copy will be returned to be taken with you.

Please resubmit following the trip if necessary, if any incidents occur.

Activity Date: Class/Year Group: No. of children: No. of staff: Staff:child ratio:	Description and Location of Activity: Name of Senior Member of Staff:
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Safeguarding

Confirm Outings and Trips Policy induction for all staff and volunteers	YES / NO
Confirm two charged mobiles with staff	YES / NO
Confirm awareness that all parent emergency telephone numbers can be obtained from senior or administrative members of staff at either school (BH staff can access data on TD pupils if necessary, and vice versa)	YES / NO

Medical

Confirm any child medication has been received and is stored safely with Senior Member of Staff	YES / NO / N/A
Names of children with identified health risks (If yes, please list below and attach IHCP Checklist for each, as necessary)	Health Risk
Confirm a fully stocked off-site emergencies box, to include 1 st Aid kit, money, water, nutritional and chocolate bar for each child, body fluid spillage kit <i>This is for extended trips only, e.g. full days using coach or minibus</i>	YES / NO / N/A

Transport

Enter names of staff and / or parent drivers below. Confirm signed Declaration Form for all parent drivers.	YES / NO
Describe transport to be used e.g. coach, minibus, cars. Include company name(s)	Staff:Child per vehicle (e.g. 2:16)

Risk Assessments

(Copies to be attached)

Confirm transport company has completed or provided a Transport Risk Assessment (If national carriers e.g. London Underground, or our school transport provider JH Travel, James Hillen, copies are held centrally - please request as required).	YES / NO
Confirm risks associated with the physical movement of pupils to, and whilst travelling on, the mode of transport have been evaluated and are included in the risk assessment (e.g. crossing roads technique from Road Safety section of policy will be followed)	YES / NO
Confirm completion of your Health and Safety Risk Assessment for the venue or activity centre, which includes obtaining the venue's own Risk Assessment	YES / NO

Record of Incident

Times	Provide notes of any incident occurring during the transport of pupils or during off-site activity (include names and as much detail as possible).
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Name of Senior Member of Staff:

Signature:

APPENDIX 3

**Health and Safety Risk Assessment
OFF-SITE ACTIVITIES**

Date of Activity	Activity Description, Location and Year group						
Name of Assessor	Signature	Date					
FIRST AID PROVISION							
Are there any children with identified health risks? If yes, please name them and attach completed First Aid - Individual Health Care Plan Checklists as necessary							
Off-site provision box packed? (Emergency provisions including First Aid supplies) <i>This is for extended trips only, e.g. full days using coach or minibus</i>			Complete and packed <input type="checkbox"/>				
<p>N.B. The consequence of risk mitigation failing may require quick action and is likely to relate to urgent medical care. In these cases an escalating care provision should be provided – First Aid – Specialist First Aid – Emergency First Aid – ‘999 – ambulance, fire, police’. To prepare for non-medical risk mitigation failure, staff should add detail under the last column, ‘What to do in the event that the hazard occurs’, against the relevant risk. The relevant cells can otherwise be left empty.</p>							
<p>Nearest Accident and Emergency Hospital: Details of nearest medical services (e.g. Accident and Emergency Department) Tick as appropriate:</p> <table style="width:100%; border:none;"> <tr> <td style="width:25%; vertical-align: top;"> <input checked="" type="checkbox"/> Kingston Hospital Emergency Dept. Galsworthy Road Kingston-upon-Thames KT2 7QB Tel. 020 8546 7711 </td> <td style="width:25%; vertical-align: top;"> <input type="checkbox"/> St. George’s Hospital Emergency Dept. Blackshaw Road Tooting, London SW17 0QT Tel. 020 8725 2666 </td> <td style="width:25%; vertical-align: top;"> <input type="checkbox"/> Queen Mary’s Hospital Minor Injuries Unit Roehampton Lane Roehampton, London SW15 5PN Tel. 020 8487 6499 </td> <td style="width:25%; vertical-align: top;"> <input type="checkbox"/> Other - if ticked, enter details: </td> </tr> </table>				<input checked="" type="checkbox"/> Kingston Hospital Emergency Dept. Galsworthy Road Kingston-upon-Thames KT2 7QB Tel. 020 8546 7711	<input type="checkbox"/> St. George’s Hospital Emergency Dept. Blackshaw Road Tooting, London SW17 0QT Tel. 020 8725 2666	<input type="checkbox"/> Queen Mary’s Hospital Minor Injuries Unit Roehampton Lane Roehampton, London SW15 5PN Tel. 020 8487 6499	<input type="checkbox"/> Other - if ticked, enter details:
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DESCRIPTION OF POTENTIAL SIGNIFICANT HAZARD	WHO IS AT RISK?	CATEGORY OF RISK - High 3, Medium 2, Low 1	LIKELIHOOD - High 3, Medium 2, Low 1	S c o r e	COMMENTS, ACTION TAKEN/PLANNED	WHAT TO DO IN THE EVENT THAT THE HAZARD OCCURS
Transporting children to and from transport	All pupils, members of public	2	1	3	Register taken of group before departing. Pupils travel in pairs. Staff at each end of closed column. Register taken of group at embarkation and disembarkation.	Transport driver to be instructed to manage safe embarkation and disembarkation if staff unable to do so.
Pupils tripping or falling onto/off bus.	All pupils, members of public	2	1	3	Staff to ensure sliding doors are not capable of sliding during pupil movement. Pupils helped into and out off transport to avoid falls and trips	Transport driver to manage traffic as required to ensure safe movement of pupils around vehicle when necessary
Danger of pupils walking or being forced to walk in road because of obstructions e.g. road works.	All pupils, members of public	2	1	3	Ensure transport entry and exit is onto pavement not road.	Transport driver to manage traffic as required to ensure safe movement of pupils around vehicle when necessary.
Children being left behind at school or on transport.	All pupils, members of public	2	1	3	Register taken of group at embarkation and disembarkation	Follow Missing Child policy.
Poor consideration of public as pupils moved along pavements.	All pupils, members of public	2	1	3	Staff and pupils to be aware of members of public at all times when walking to and from transport and during disembarkation.	Complaints from members of public to be managed at the scene and recorded but only once pupils are safe and being managed by other staff.
Coincidental involvement in a road traffic accident.	All pupils, members of public	2	1	3	On-transport care of pupil and then management at disembarkation with dedicated member of staff.	Senior member of staff to contact emergency services and then school in the event of an accident.
Travel sickness.	All pupils, members of public	2	1	3	Care of pupils with travel sickness and management of spilled fluids	Medical referral if necessary. Clean spilled fluids to avoid slipping, adhering to Bodily Fluids Risk Assessment in First Aid policy

Continuation sheets to be used

APPENDIX 4

Transport Volunteers

On occasions, parents are kind enough to volunteer to help transport children to off-site activities arranged by the school.

The school would wish to maintain a wide range of opportunities for pupils to participate in off-site activities, including sports fixtures and educational visits. Occasionally, however, the capacity of a minibus or coach is such that additional transport is required so that all pupils can participate.

In managing these arrangements the school would like to put in place sensible measures to ensure the safety and welfare of children carried in parents' cars. This is based on similar procedures for school staff using their cars on school business.

School staff, who have all been checked through the government's Disclosure and Barring Service, are not permitted to drive a single child in their vehicle unless with the express permission of that child's parent. We would similarly not wish volunteers to be put in a position where they are alone with a child, particularly without the prior knowledge and permission of that child's parent.

Before parents' cars are used on school activities the school is required to notify volunteers of their responsibilities for the safety of pupils and to ensure their vehicle is roadworthy. The school is required to satisfy itself as to the suitability of parents or volunteers to carry children in their car and whether vetting is necessary. Volunteers are covered under the school's Occasional Business Use policy when driving the school's pupils in their cars.

Those parents who have offered to use their car to help with transporting pupils, following a request from the school, will be asked to complete and return the attached form to the school before they do so.

This form will only need to be completed once for each driver. However, the school should be informed if a volunteer's circumstances change and they can no longer comply with these requirements.

Before a child is transported by a volunteer parent, the school will always seek the permission of the child's parent to confirm their agreement with this arrangement.

Children who are to be transported by a volunteer will be made aware of their rights to be safe and will be asked whether they accept the proposed travel arrangement by their teacher or senior member of staff, in confidence, before being transported.

Hall School Wimbledon – Transport Volunteers

DECLARATION FORM

Safeguarding statement

At this school, we strongly recognise the need for vigilant awareness of safeguarding issues. It is important that all staff have appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out. Staff, pupils and parents should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining a culture of safeguarding and promoting the welfare of children and protecting staff. This is supported by clear behaviour, anti-bullying and child protection policies, appropriate induction and training, briefing and discussion of relevant issues and relevant learning in line with current legislation and guidelines.

The school will require any parent or volunteer who has regular unsupervised access to children to be vetted by the government's Disclosure and Barring Service.

The school will seek the parent's permission if transporting a single child with a volunteer driver.

All drivers must:

- Hold a valid driving licence for the type of vehicle being driven
- Be fit to drive
- Have no medical condition which affects their ability to drive
- Have a valid MOT for any vehicle older than 3 years old
- Ensure that any vehicle is roadworthy, including brakes, lights, tyres, bodywork, wipers, mirrors etc
- Ensure that any vehicle used has current road tax
- Ensure that they adhere to the appropriate speed limit
- Ensure that all seat belts are working and worn by everybody in the vehicle

Insurance:

- Maintain valid insurance, as a minimum, for third part liability
- Check with their insurance company and inform them that the driver occasionally conveys children on school activities. (This should not affect insurance premium costs.)

Safety:

- Be familiar with, and drive in accordance with, the Highway Code at all times
- Drive safely and observe the speed limit
- Not consume alcohol or drugs before driving, which may impair ability
- Ensure that all passengers wear seat belts as appropriate
- Use child proof locks on rear doors where necessary
- Abide by regulatory standards regarding child seats

I have read and understood the above requirements and agree to comply with them.

I agree to inform the school if circumstances change and I can no longer comply with these arrangements.

Number of seats in vehicle:

Signature:

Date:

Name (Please print)

Review Date: September 2019

Next Review: September 2020