

Our school is a Rights Respecting School whereby all respect the United Nations Convention on the rights of the child and the responsibilities that come with those rights.

## St Michael in the Hamlet Community Primary School

### Residential Trips' Policy (2018 – 2019)

This policy reflects the guidance given by Liverpool City Council in their document entitled 'Educational Visits Policy'. It is a summary with numbered references to the original document, if further clarification is needed.

This policy is intended to be used alongside the Day Trip's policy.

#### 2.0 Educational Visits Health and Safety

Each member of staff going on an educational visit must sign and return an acceptance of the invitation to go on the trip. This includes signing a declaration that they have read and understood the Local Authorities', (LA) Educational Visit Policy Document.

All those organising and taking part in educational visits must realise their legal obligations as regards health and safety and being in 'loco parentis' and in the importance of regular headcounts.

The LA policy is a living document that is regularly reviewed. This school policy will be reviewed regularly in light of any LA changes to guidance.

#### 3.0 Planning an Educational Visit

##### 3.1 Types of Visit

Residential trips fall into Category B and Category C trips as they involve staying in an outdoor activity centre and / or taking part in hazardous activities such as canoeing.

Local authority approval is required for both these categories of activity, therefore local authority approval is needed for residential trips, and must be applied for at least 28 days in advance. Safe supervision requires that the Group leader should as a minimum, have undergone familiarisation specific to the activity and / or the location. The Group Leader will have to be approved as suitably competent by the Local Authority / the school.

### 3.2 Notifying the Local Authority

Outline approval from the Local Authority should be obtained at the earliest opportunity, before offering the visit to the children. Use Evolve to notify the LA, at least 28 days in advance. ( Even if there are no hazardous activities, LA approval must still be obtained for all residential trips. )

### 3.3 Exploratory Visits

Our venue for residential trips is with PGL in Boreatton Park, in Shropshire. If, in the future , we choose a new venue, an exploratory visit must be made prior to the residential visit.

Particular attention should be given to potential adverse weather conditions and the dangers presented by them, when planning a visit.

The Group Leader must be a member of staff who is familiar with the location of the visit, from previous visits as either a Group leader or member of staff.

### 3.4 Stages for Planning a Visit

The Group leader is to use the comprehensive Educational Visit Checklist within the appendix at the back of the document 'Educational Visits Policy', which is available in the junior office or from the Educational Visit's Co-ordinator.

Residential visits are classed as high risk, therefore, information must be provided to parents to allow them to make an informed decision. There must be a Parent's briefing meeting where they can meet the supervisors and Group Leader. Approval from the Head Teacher and Governing Body must be sought. Parents must give consent for the visit and any activities that require additional consent e.g. swimming during the visit. The final approval must come from the LA. All information for the visit must go in the Visit Emergency Pack and all information must be gathered to complete the Home –base / School Emergency Pack. Pupils must be briefed before the visit and during the visit risks must be monitored at all times. After the visit an evaluation must be made.

## 4.0 Roles and Responsibilities

### 4.1 Responsibilities of the LA

Schools should contact the Outdoor Education Officer if advice is required - Mr Stephen Tiffany at Toxteth Annexe. The phone number is available in the school office. If further advice is needed contact the City Council's health and safety Unit. The LA carry out spot checks during visits. The LA provide an emergency contact number for schools for use in the event of an incident.

### 4.2 Responsibilities of the Governing Body

The governors' responsibilities are the same as those of the LA- see pages 16-18. Please refer to Day Trips' policy for general guidance.

Regarding Residential Trips- the Governing Body must ensure that the Head Teacher / Group Leader informs the Governing Body regarding less routine visits well in advance, e.g residential trips.

### 4.3 Responsibilities of the Head Teacher

Head Teachers, (HT) should ensure that Educational Visits comply with relevant regulations by the LA. The HT should ensure that the Group Leader is competent to monitor risks. The HT has overall responsibility for residential trips. For details see pages 18-21.

### 4.4 Responsibilities of the Educational Visits' Co-ordinator- EVC

The EVC 's position is to assist the Head teacher in the effective implementation of the school's trips policies.

### 4.5 Responsibilities of the Group Leader

The Group Leader has overall responsibility for the supervision and conduct of those on the visit, and must have regard to the health and safety of the group. The Group Leader for residential trips must have been approved by the HT. The Group Leader, ( GL) should

appoint a deputy. The GL should brief the Emergency School / Home – base contacts. The GL should be familiar with the location of the residential trip. The GL should be aware of

any safeguarding issues and inclusion issues. The GL should complete the planning and preparation for the residential visit. The GL should write the risk assessment. The GL should have sufficient information about the pupils to make an informed decision about whether an individual child / young person should participate. The GL should ensure that the ratio of supervisors to pupils is appropriate to meet the needs of the group. The GL should ensure that other supervisors have the relevant SEN or medical details of pupils that they will need to fulfil their role. The GL should obtain the HT's approval prior to a visit taking place. The GL should brief parents, pupils and staff prior to the visit. The GL should make sure that supervisors have the necessary competence to lead activities. The GL should ensure that adequate First Aid provision is available. The GL should consider terminating a visit if the risks to the group become unacceptable. The GL should ensure that the School and Home Base contacts have a copy of the emergency procedures. The GL should have a contact checklist of all pupils and staff going on an educational visit and details of, and the ability to contact two nominated Emergency School / Home –base contacts who are members of the Senior Leadership Team. The GL should report any significant accidents or incidents to a nominated School / Home- base contact. The GL should evaluate the trip using Form No. 5.

#### 4.6 Responsibilities of Teachers and Adults

Teachers and LSAs must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They should follow the instructions of the group leader and help with group control and discipline. They should report any accidents or incidents to the GL.

#### 4.7 Responsibilities of, and Communication with, Parents

Parents and guardians should be able to make an informed decision on whether their child should go on an educational visit. The HT and GL should ensure parents are given sufficient information in writing and are invited to any relevant meetings. Written consent must be sought for residential and hazardous activities.

The following information should be provided to parents :

1. Date and duration of visit
2. Activity objectives
3. Cost of the visit
4. Details of any existing or additional insurance cover
5. Departure and return times- parents MUST agree to meet their child on return
6. Travel arrangements- mode of transport and names of travel company used
7. Size and gender mix of the group
8. Details of local / remote supervision and names of staff and their roles on the trip
9. Accommodation details- name, address and phone number
10. Details of provision of SEN, dietary and medical needs.
11. Details of any hazardous activities and how they will be supervised
12. Procedures for dealing with participants who may become ill or injured and any other relevant emergency contact details- e.g. school texting service
13. An emergency contact number – use school mobile
14. Expected codes of conduct
15. Equipment, clothing and pocket money required
16. Details of what should not be taken on the visit
17. Details of any medication / inoculations that may be necessary

Parents MUST be informed in writing and at a briefing meeting for residential trips.

A record should be kept of parental questions and concerns that are raised at the meeting, and the action that has been taken to address them. All information given at the meeting that arises out of concerns should be given to all parents, including those not attending the meeting.

Clear language should be used to communicate with parents to avoid any misunderstandings. It may be necessary to arrange for an interpreter where English is not the first language.

Parents must fill in and sign the Parental Consent Form. School must not use details from data forms as they may not be up to date. Parents must provide a contact address and two emergency contact telephone numbers. Parents must provide information of their child's allergies, phobias, injuries and medical or dietary requirements. Parents must

provide sufficient quantities of medication. Parents must provide the name, address and telephone number of the child's GP. Parents must provide details of travel sickness, toileting difficulties and night-time tendencies such as sleepwalking. Parents must provide any other relevant information that school should know. Parents must provide appropriate clothing and equipment. Parents should attend the meeting prior to the trip to resolve any queries.

#### 4.8 Responsibilities of the Emergency Home / School Contact

The Emergency School / Home –base contact must be a member of the Senior Leadership Team, who can be available to respond to an incident throughout the duration of the visit. The Emergency School / Home –base contact MUST NEVER be the parent of one of the pupils on the visit, as they need to be emotionally detached from any situation that may arise. The Emergency School / Home –base contact must be familiar with the LA policy. The Emergency School / Home –base contacts must make sure between themselves that at least one of them is available at all times. The GL must have all Emergency School / Home –base contact telephone numbers.

The Emergency School / Home –base contact must ensure that they have all the relevant information about the visit from the GL, in the Home –base Emergency Pack. They must keep this by their telephone along with a pen and paper for making notes. They must be prepared to receive a phone call from the GL on arrival at the destination and on return from the venue. They must record any phone calls regarding the visit on the pre-planned phone call sheet.

#### 5.0 Supervision and Staffing Ratios

There must be a designated Group Leader who oversees the whole visit and has the overall responsibility for supervision during the visit. **When groups are split each sub-group should have a competent supervisor who should normally be a teacher**, or a competent member of staff. Supervisors must have a knowledge of the needs of the pupils in their group e.g. medical, disabilities or SEN etc. They must lay down clear guidelines for behaviour.

**The GL must define roles – who are the supervisors of groups and who are the supporting adults, before the trip takes place.**

As long as there is adequate supervision not all supervisors need to be on duty all the time, however duty supervisors need to be able to respond to emergencies and must not consume alcohol or be under the influence of any other substance. Supervisors who are off duty are expected to behave in a professional manner. **The Group Leader must not consume any alcohol as they are in overall charge at all times. The adult named to drive their car in an emergency must not consume any alcohol. The Group Leader cannot be the named driver.** For information on close / direct supervision, distant and remote supervision please read pages 30 -32.

Work alongside the PGL policy on supervision, with the LA policy taking precedence.

## 5.2 Headcounts

Headcounts must be taken by a responsible member of staff using a checklist of names. Headcounts must be taken at suitable times during a visit and at every change of location. All supervisors should carry a list of all children at all times. Headcounting is one of the most important safeguarding procedures on a trip. The GL must inform all staff of the importance of headcounts at the start of the trip.

## 5.3 Supervisory Agreements with Activity Providers

When attending PGL, or any residential trip, it is important to remember that overall pastoral care for the group remains with the Group Leader and competent Supervisors with the support of designated responsible adults. **It is vital to agree a handover of responsibility for children at the start and end of an activity session.**

#### 5.4 Adult to Child Ratios

There MUST be an absolute minimum of three adults on a residential trip. For pupils in Y4- Y6 there must be a minimum ration of 1:10 adult to child. This does not include residential centre staff. As well as the above requirements , for every one / two unqualified supporting adults there should be one qualified and competent Supervisor. There should be a minimum of three competent supervisors. Supervisors should reflect the gender of the group. The GL must liaise with the EVC and HT regarding staffing on residential trips. Ratios and supervision should take into account the experience and competence of members of staff.

Teachers and staff should ensure that whenever possible they should not be alone with a child.

If it is known that an individual child's needs require particular management, this could mean a ratio of 1:1 in some circumstances with additional staff not being included in other agreed supervision ratios.

Teachers and staff who are inexperienced in residential trips are not to take on the role of GL or Supervisor of a group.

#### 5.5 Crossing Roads

This is one of the more dangerous activities GLs and supervisors will manage. Follow the LA guidelines – see p35-36.

#### 6.0 Risk Assessment

Risk assessment and risk management are legal requirements. Residential visits should be assessed formally and assessments recorded . Please refer to p38 to see the five simple stages of a risk assessment or vist Ednets guidance notes.

Risk assessments for residential trips should be completed on LA Form 2. This is available from Ednet or The Teacher's handbook on the server. Risk assessments are to be annotated as necessary. A risk assessment must be received from PGL, with details of all the activities and their possible risks identified, before the trip takes place.

The risk assessment must be shared with all members of staff on the trip. All staff must be given their own personal copy. All staff must sign to say that they have received and read the risk assessments. This is the responsibility of the GL.

## 7.2 Insurance Arrangements for Educational Visits

No educational visit should go ahead unless there is adequate insurance in place. It is the responsibility of the HT to ensure that this is in place and is up to date.

## 8.0 Transport

A coach must be used to transport pupils to PGL due to the distance and speed of the roads on the route. If in exceptional circumstances, the school minibus has to be used as an additional vehicle the risk assessment for the minibus must be followed and be in place alongside the coach risk assessment.

The coach must be booked from a reputable firm and it must have working seat belts. Staff supervising on coaches should individually check that all group members are wearing seatbelts. The group should remain seated at all times and not remove seatbelts until the coach has fully stopped. Children are not to use the toilet onboard the coach, when it is moving, except in an emergency.

If staff are taking their car as an 'emergency' vehicle, staff members are not to travel with them if it compromises the ratios needed on the coach / minibus. Staff are to sit by the emergency exits on the coach and are to report any concerns regarding the driver's conduct to the GL who is to deal with it accordingly.

## 9.0 Swimming on Educational Visits

See LA Educational Visit's Policy if needed.

## 10.0 Farm Visits

See LA Educational Visit's Policy if needed.

## 11.0 Use of Contractors (Providers) and tour Operators

See LA Educational Visit's Policy if needed.

## 12.0 Visits Abroad

See LA Educational Visit's Policy if needed.

## 13.0 Financing

Information to be provided by RT

## 14.0 Emergency Procedures

A Home- base and Visit Emergency Pack should be used to ensure that each visit / activity has been fully prepared and checked and approved by the LA Outdoor Education Officer.

The Home- base Emergency Pack should remain with the Emergency Home / School contacts and be kept by their telephone with a paper and pen. The pack should include- the responsibilities of the Emergency Home / School contact and the procedures to be followed- photocopy of section 4.8. It should also include information regarding the individual visit's insurance arrangements – section 7 and details of any alternative (bad weather) programme. It should include details of the travel route and any stop off points and a pre-planned Phone Call and General Contact Record sheet. Copies of the following should also be included-

1. Copy of the application for approval of the visit by the HT, Governing Body and LA - Form 1 Appendix 2.
2. Liverpool City Council's risk assessment and control measure records for the visit and activities – Form 2 appendix 4.
3. Parental contact forms containing emergency contact information for each child. Form 3 appendix 5.
4. Emergency contact numbers for adults on the trip. Form 3 appendix 5.
5. Summary Contact Checklist of pupils and staff on the visit. Form 4 Appendix 7.
6. A supply of Liverpool City Council's Accident / Incident report record forms.

The Visit Emergency Pack should be taken with the Group Leader and Deputy Group Leader. It should be readily accessible with a pen and paper. The pack should contain:

1. The responsibilities of the GL-Section 4.5

2. The procedures to be followed by the GL- sections 4.5, 14 and 15.
3. Emergency procedures-follow LA guidance as described in the School Emergency Plan.
4. Group leaders should complete SEMP documents entitled Incident Management Flowchart for Group Leaders and carry at all times when on a visit.
5. Information regarding the visit and insurance arrangements.
6. Details of visit programme.
7. Details of alternative bad weather programme.
8. Equipment checklist.
9. Details of planned route, with stop off points.
10. Details of pre-planned phone calls and general contact record sheet.

Copies of the following should be included in the pack:

1. Application for approval of visit from HT.
2. LA's risk assessment and control sheet.
3. Parental consent forms, containing emergency contacts for children and staff
4. Summary Contact checklist of pupils – Form 4.
5. Supply of Las accident / incident report record forms.
6. Checklist of pupils / adults on the visit for headcounting.

#### 14.2 First Aid Arrangements

First aid should form part of the risk assessment. The HT and GL should assess level of first aid requirements and appoint a First Aider. All staff should know who the First Aider is on the trip. The GL is in charge of all decision making except that relating to First Aid, when the First Aider takes responsibility. For detailed information of First Aid see p63-64.

#### 14.3 In the Event of an Accident or Event

All accidents must be reported to the school. More serious accidents must also be reported to Council's Occupational Safety and Health Unit via the councils electronic accident form available on Ednet. This should be completed after reporting the accident to the HT or Deputy Head Teacher.

The GL will remain in overall charge. However the first aider will be in charge of First Aid, if the first aider thinks the emergency services should be called, then the GL makes this phone call or ensures that the emergency services have been summoned. The first aider is to provide details to the ambulance staff and where possible accompany the person to hospital, their home or their doctor.

A record should be made of every occasion when an employee or pupil receives first aid treatment whilst on a school trip.

For full details refer to pages 65- 67.

### 15.0 Accident Reporting Procedure

Schools are required to report accidents , near miss events and violent incidents to the Health and Safety Unit within 24 hours. Minor incidents should be recorded in the school accident book.

#### Staffing

The staff who will accompany pupils on Residential trips will be selected as follows:

- 1<sup>st</sup>-The teachers in the year group
- 2<sup>nd</sup>-The support staff in the year group
- 3<sup>rd</sup>- Staff who support specific pupils e.g. Rainbow base staff (a different staff member for Y5 and Y6)
- 4<sup>th</sup>-Other staff who wish to go will have their names put into a hat. They will be pulled out the hat by the HT or DHT, with another member of staff present. If a member of staff has been to PGL in the previous year they cannot go again the next year, or if they have been on the Y5 trip that year they cannot go on the Y6 trip that same year.
- 5<sup>th</sup>-**If there are not enough staff to go from the 4<sup>th</sup> group** then people who have been during the previous year can have their name entered into a hat to fill the final places.
- EVC to check that there are staff, who meet the criteria, to lead each group as a supervisor.

## Staff meeting

In February or March there will be a meeting led by the EVC with the HT present, where all staff going to Y5 and Y6 PGL will be talked through the policy and their specific roles prior to and on the trips.

## **Latest Advice from Local Authority for when terrorist threat level is at CRITICAL**

All trips to major cities and places where risk may be greater, such as sports stadiums, arenas and major public transport hubs, MUST be registered on EVOLVE.

In your risk assessment you need to have shown that you have considered:

- You are aware of the latest news relating to your destination
- You know the threat level, available at [www.mi5.gov.uk/threat-levels](http://www.mi5.gov.uk/threat-levels)
- You have considered the threat of terrorism as part of visit risk management and include it within visit emergency plans.
- When visiting a major city, venue or event, where the risk of attack may be greater, consider within your planning:
  1. Possible safe areas or venues, near where you intend to be, that you could use as emergency shelter.
  2. How to minimise waiting time at busy transport venues- give the bus company the Group Leader's mobile number
  3. How you would get away in an emergency, bearing in mind that the direct route and planned transport might not be an option. Are you aware of alternatives and can you access emergency funds to pay for them?
  4. The possibility of an overnight stay and what this might entail - for example- do you need a reserve of any critical medication?
  5. How the Group Leader might manage an enforced group split.

During the visit:

- Be vigilant and aware of your surroundings – know where the exits are and where you would run to.
- When staying at any place for more than 30 minutes identify emergency meeting points in case the group is forced to move or split.
- Children and staff to have identity cards with their name, school name and contact information – use identity bands.
- Avoid congregating too long around entrances to major public sites.
- At ports and airports don't linger unnecessarily on the public side of security screening.
- Be aware of the 'Stay safe' principles: 'Run, Hide, Tell' and know what to expect if you encounter armed response officers.

[www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat#stay-safe-terrorist-firearms-and-weapons-attacks](http://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat#stay-safe-terrorist-firearms-and-weapons-attacks)

Other factors to consider:

- Consider increasing supervision ratios
- Assess the needs of students with special educational needs or disabilities and their ability to react and respond to dynamic situations

School Improvement Liverpool will give up to date advice on whether trips should be cancelled. We will take national advice in this event.

**Policy reviewed: October 2018** by P. Backstrom Extended Schools Manager

**Next review date: October 2019**