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THE LATYMER SCHOOL

Founded 1624

Policy and Procedures: Journeys and Visits

Approved by Governors March 2012

Based upon policy March 2011

Journeys and Visits Policy

1 Introduction

1.1 The School recognises and accepts that learning that takes place out of the classroom is a valuable tool in every one of its students' education if conducted within a safe and healthy environment.

1.2 It is the intention of The Governing Body/ Latymer Foundation at Edmonton that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment on school visits. The "References" section at the end of this policy sets out these sources.

1.3 The overall high quality of planning and leadership on school visits will be evident from the contribution these journeys will make to the all-round ethos of the school and the interaction between students and staff.

1.4 All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The Latymer School Journeys and Visits Policy can only be successfully implemented with the full co-operation of everyone concerned.

2 Responsibilities

Department for Education (DfE) guidance on good practice and statutory responsibilities of schools is given in Annex 1 of this policy.

2.1 Responsibilities of The Governing Body

i. In discharging its responsibilities, The Governing Body will:
make itself familiar with the requirements of the appropriate legislation and codes of practice;
create and monitor a management structure for Educational Visits;
ensure that there is an effective and enforceable policy for the provision of health and safety on Educational Visits throughout the School, and, that it is implemented;
periodically assess the effectiveness of the policy and ensure that any necessary changes are made;
and
identify and evaluate risks relating to possible accidents and incidents connected with School-sponsored activities, including work experience and other off site activities

ii. In particular, The Governing Body undertakes to provide as far as is reasonably practicable:
effective guidelines and risk management to enable Educational Visits to occur ensuring the safety of both students and staff.
A management structure to give support and guidance so that staff feel able and are willing to undertake school visits.
safe and healthy working practices that take account of appropriate statutory requirements, code of practice and guidance;
supervision, training and instruction so that all staff and students can undertake school-related activities and visits in a healthy and safe manner; and
ensure adequate provision of safety and protective activity equipment and clothing, with associated guidance, instruction and supervision.
ensure parents are fully informed on the arrangements for all journeys and visits, which include at least one overnight stay, by holding a parents and students meeting prior to the journey taking place. At this meeting at least one parent/carer and the student should be expected to attend as a prerequisite to the student being allowed on the journey.

Journeys and Visits Procedures

2.2 Rationale

These procedures apply, in the appropriate context, to single day visits, to longer journeys at home or abroad involving overnight stays, and to any visit in or outside normal school hours (including weekends and holidays) which is organised by the staff of The Latymer School or for which pupils are recruited in School

2.3 Responsibilities of the Headteacher

The Headteacher has responsibility for the day-to-day development and implementation of Educational Visit practices and conditions for all staff and students. The Headteacher will take all reasonable steps to ensure that the Health and Safety policy is implemented in relation to school visits. The single most important factor in helping to ensure safety on any visit is the competence of the visit leader. This is the responsibility of the Headteacher on the advice of the EVC and SLT.

2.4 Responsibilities of the Educational Visits Co-ordinator

The Headteacher will designate a senior manager to be the School's Educational Visits Co-ordinator. The EVC will be responsible for the day-to-day implementation of the Educational Visits Policy and will be the designated contact for all staff planning on organising a school visit. He will also advise the Headteacher on the suitability of visit leaders.

2.5 Supervision Guidelines for school residential visits & journeys

Trip leaders should discuss the above guidelines with all members of staff who enlist on trips.

A trip leader anticipating any possible exceptions or additions to the below should discuss with the EVC before the trip.

Contents

- Trip leaders should discuss the above guidelines with all members of staff who enlist on trips.
- A trip leader anticipating any possible exceptions or additions to the below should discuss with the EVC before the trip.
- During Travel
- Whilst engaged in activities
- During meals
- When in the hotel/hostel/accommodation
- After and just before lights out.
- Ensuring 'sharkwatch' security
- Staff alcohol guidelines
- On duty/off duty – rota?
- Dealing with an incident

During Travel

- Before leaving school students should be split into conveniently sized travel groups of normally no more than 12.

- Each adult in charge of each group should have a register of those in their group and this should be checked every time the group either leaves or joins transport – especially if individuals are allowed to go to shops or toilets in airports or on ferries.
- When releasing students for shopping or toilets, an optimum safety rule is: ‘less than three there never will be’.
- When seated on a coach or aircraft, each group leader should know where his/her charges are situated. It would be preferable if they could be sat together.
- Students MUST wear seatbelts when required in aircraft and at all times on a coach.
- If the transport looks unexpectedly risky, for example, a tour company changes it at the last minute, the trip leader should discuss with the other members of staff and carry out an informal risk assessment.
- On arriving at a hotel if it looks to be unexpectedly risky to ensure students’ safety, for example ground floor rooms were booked but the company changed them to 8th floor, with balconies, the trip leader should discuss with the other members of staff and carry out an informal risk assessment.

Whilst engaged in activities

- Members of staff allocated to supervise groups should be contactable at all times, even if supervision is deemed to be ‘remote’ as in the case of lessons by outside providers or expeditions on final practices or assessment.
- If the activity can be classed as hazardous, such as swimming, qualified staff either from the provider or from Latymer must be in attendance at all times. Students who go swimming or take part in a similar activity without supervision will be deemed to have broken the trip’s safety rules and be liable to the full range of sanctions available.

During meals

- Students should be supervised by staff during meals either in hotels of residence or when the whole party are eating as a group in a restaurant.
- If student are eating as groups, unsupervised by staff, the staff should be contactable and know where the students are. Once again, ‘less than three there never should be’.

When in the hotel during day or evening

- If students are allowed in the hotel or their rooms during the evening, an appropriate number of staff members needs to be on supervision duty. Where possible one of these member(s) of staff should be a first aider.
- Students should not be allowed in the rooms of the opposite gender, unless specific permission is given by a supervising staff member.
- The only form of moving around the hotel should be by corridors, stairs, lifts and doors. Climbing over balconies, out of windows and other non-standard methods must be expressly forbidden.
- Students’ interaction with other resident groups in the hotel should be supervised and monitored to ensure duty of care. This should also be in designated communal areas, not in either the students or other groups’ rooms.

After and just before lights out.

- When students are sent up to bed, they should understand the rules laid down concerning staying in their rooms. Normally, once they have been sent to their rooms, they should not come out to visit other rooms unless specific approval has been given or unless the ablutions are communal and situated on the corridor.

- If the area is secure, rooms can be left unlocked at night to ensure ease of staff supervision access. If this is not the case, where possible, the rooms can be locked at night and staff should attempt to obtain a master key.
- After a reasonable period of time room checks should be done with a register. To do this the door of the room must be opened and a head count made as well as checking the correct students are in the room. On the first night it would be good practice to have follow up room checks and checks from outside the doors to the rooms until there is quiet from the rooms and then again before the staff retire. On subsequent nights at least one follow up outside door room check should be made before the staff retire.
- Should quiet not be achievable, or there are suspicions that students are not going to straight to sleep, random room checks should be carried out, including going into the rooms.
- Students should know who the duty staff members are (two would be an ideal minimum, suggested number), where they are roomed and how to contact them.
- There should be a briefing before the last night, always the highest risk for student misbehaviour. Students should be reminded about the code of conduct they have signed and that any issues arising can and will be addressed on return to school, sanctions can extend beyond the period of the trip.

Ensuring 'sharkwatch' security

- Sharkwatch is security from strangers. This could include other groups, random strangers and individuals supplied by tour companies.
- Staff should ensure that our students are not bothered or get unwelcome attention from other groups/individuals. This also applies to attention that they encourage if it is either inappropriate or staff feel it is intrusive to the Latymer party.
- Tour reps/coach drivers, or another adult provided by a tour company, may not have a CRB. They should not have direct contact with students without a member of staff present. If they are staying in the same hotel as the party, particular care should be taken.
- The hotel should have either a night porter or a locked front door at night when students are in residence. This should be checked before leaving home. If this is not the case, reasonable steps need to be taken (secure area or floor, staff sleeping in rooms by the entry points to the accommodation area).

Staff alcohol guidelines

- In the present climate of litigation and accusation that accompanies incidents on school trips, it is now more important than ever to be pro-active in all areas in which our professionalism could be liable to challenge. One of the areas that produce most cause for concern is staff consumption of alcohol.
- No matter how little is drunk, if a member of staff is seen drinking, some students will assume that s/he is drunk. These students may then pass on the same impression to their parents. The purpose of this section is to give a framework for use on trips that ensures a level of supervision while allowing staff to have the freedom to enjoy a drink when it is appropriate to do so.
- All trips should have an openness that allows for both students and staff to feel secure that what has occurred on the trip has been both professional and acceptable to both parents and the school. This will also allow for follow up sanctions applied to students, should it be required, and support for staff, in the case of any unacceptable behaviour by students. The SLT and Governors need to feel secure in the knowledge that they can back up trip staff with confidence in any case of parental complaint.
- 'On duty' staff should always be available to deal with an emergency. These members of staff should not drink alcohol for the period of their duty. This is to ensure that they are capable of taking important decisions with an unclouded mind. A suggested level of 'on duty' staffing is a minimum of two staff. Please seek the advice of the EVC beforehand about safe levels of staff cover.
- Throughout the period of the trip all other staff should ensure that their alcohol consumption is such that they are available to assist in dealing with students.

- In the case of trips where cars or minibuses are used, the school has a policy of zero alcohol for drivers up to 8 hours before driving.

On duty/off duty – rota?

- Each trip, where appropriate, should have an on/off duty rota or clear understanding of who is doing what, when.
- ‘On duty’ staff should always be available to deal with any emergency. These members of staff should not drink alcohol for the period of their duty. This is to ensure that they are capable of taking important decisions with an unclouded mind. A suggested level of ‘on duty’ staffing is a minimum of two staff, more for a larger group. Please seek the advice of the EVC beforehand about safe levels of staff cover.
- ‘On duty’ staff should have access to student medicines and health information as well as contact details for Police, Fire and Ambulance.
- ‘Off duty’ staff should be professional and moderate in their behaviour when around students, including when coming back from a ‘night out’. If they drink alcohol it should be moderately so that, if called upon, they can assist in any situation as required (see above)

Dealing with an incident

- Latymer students are usually compliant if given clear guidelines in advance and are aware of the possible consequences of misbehaviour. But if an incident does arise it should be handled in a way as closely as possible as if it happened at school. Even if an incident occurs on the last night, students should be given an opportunity to write a statement before leaving to come home.
- Punishments which last beyond the trip should not be given at the time but should be recommended to SLT on return with the report of the trip.

3 Approval & Notification

- Members of staff wishing to organise visits must obtain the Headteacher’s approval before publishing arrangements or entering into any commitment.
- Requests for approval should indicate the nature of the journey and highlight any activities that may be regarded as hazardous.
- Risk Assessments for all proposed activities should also be submitted with the approval application.
- Application should be made on the approval form attached as appendix 1 following Educational Visits Organiser’s Procedure check lists are attached as appendix 2.and appendix 2a.

3.1 Regular Extra Curricular Activities

Extra curricular activities that recur regularly (e.g. football training, weekly activity clubs etc) require approval before commencement, but approval then applies for the entire school year, subject to prior written notification to the Headteacher of any changes to regular arrangements.

3.2 Parental Consent

- Specific consent must be obtained from the parent(s) of every child before commencement of any journey. The versions of forms of consent should be as in appendix 3 and appendix 3a attached. These are usually filled in at the beginning of each key stage and cover all visits and journeys during that key stage.
- At the same time a Parental/Medical Consent form (appendix 3 and appendix 3a), a Health and Nutritional Information form (appendix 7), must be obtained if overnight stays are involved unless already be held by school office.

- The appropriate 'Code of Conduct' for students on school visits form should be signed by children and witnessed by parents unless already held by school office. These are attached in appendices 4 – 6. The context of some of the visits for older children may make the moderate consumption of alcohol appropriate. If this is likely to occur then the Form of Consent as in appendix 6 must be obtained in all cases.
- The School Alcohol, Tobacco and Drugs Policy for Visits is attached as Appendix 8.

3.3 Insurance

- The School has effected insurance cover for pupils on journeys. The cover includes Personal Accident, Medical Expenses, Cancellation or Curtailment, Baggage and Money, and Delay Cover (if abroad), and applies to travel world-wide. The policy has limits on payments and in some categories excesses apply. A copy of the current policy may be obtained from the School Bursar.
- The premium that applies will be advised to staff at the start of each school year. The cost will be charged by the School Finance Office to the journey account, and should be included in journey costings for the purposes of charging to parents.
- If an incident occurs which may give rise to a claim, liability should not be admitted at the time, but the matter should be referred to the School Finance Office as soon as is practically possible. Losses or theft that might result in an insurance claim should be advised to the local police in accordance with the requirements of the policy.
- On journeys within the EU, some medical cover is provided by the student's own EHIC card which is available, on application to the DfE for all EU nationals. This card is available online or by post and pupils are required to obtain one and evidence its possession to the journey leader prior to the journey commencing.

3.4 Escorts

- Groups should be accompanied by members of staff or other approved escorts in the ratio not less than one adult per 20 pupils for day visits, and 1 per 10 pupils for overnight stays. Specific journeys, such as those to Ysgol Latymer, may have a lower ratio due to the nature of the activities undertaken. This is at present 1 adult per 8 students (usually set by the National Governing Bodies of the activities involved).
- Consideration should be given where appropriate to the need for escorts of each sex, and for sufficient members of the teaching staff to participate in the visit to ensure an appropriate level of supervision and discipline.
- Exception to the staffing ratio can be agreed for small groups of more senior pupils; prior reference should be made to the Headteacher.

4 Costing of Journeys

- The member of staff in charge of a journey or visit is responsible for ensuring that the full costs involved are covered either by parental contribution or by pre-arranged subvention from School funds or Governing Body/Foundation funds. A review of finances should take place with the Bursar before committing to a specific journey.
- The following main costs need to be considered but others will apply depending on the nature of the journey:

Accommodation
Food
Travel/transfers
Excursions

Administration costs in organising the journey
Insurance
Contingencies

4.1 Accounts

A record of receipts and payments should be kept and supported wherever possible by documentary evidence.

- The records should be available at any time for examination by the Headteacher or the Bursar and will be subject to review by the School's Auditors. They should be retained at the school for a minimum period of six years.
- For all practical purposes the School Finance Office will act as the bank for all school journeys and journeys. All income relating to the journey should be passed to the School Finance Office and all payments should be requested from them except in circumstances where imprest accounts have been authorised for the journey by the Bursar.
- Personal accounts of members of staff shall not be used for any School activity without specific authority in exceptional circumstances.
- Where a pupil withdraws from a journey, or is banned from a journey because of bad behaviour, after arrangements have been made, sufficient funds should be withheld from the contributions already made by that pupil's parents in order to cover any irrecoverable costs incurred on the pupil's behalf. If insufficient funds have been collected from the parents for this purpose, then they will be liable for these costs.
- On return from a journey, surplus funds should be repaid to parents where the sums are significant (minimum £10 per child depending on the original cost). Any remaining surplus should be held over as contingency for succeeding journeys.

4.2 Parental Contributions

- For journeys and visits that are part of curricular activity and which take part wholly or mainly in school time, parents should be asked to make a voluntary contribution to travel and accommodation costs except in the case of field courses where only accommodation will be charged.
- If any parents cannot or will not pay, their children cannot be excluded from the activity, the cost being met by departmental or central funds. In special cases i.e. children on free school meals, or other forms of benefit or hardship, funding will be wholly or partially provided according to personal circumstances. Clearly, if a significant proportion of parents do not pay, then the school may well decide not to make good the shortfall in income and the activity will not go ahead.
- For journeys and visits that are not part of the curriculum (i.e. that take place wholly or mainly out of school hours), full cost recovery from parental contribution is the norm. In cases of financial hardship that would otherwise prevent the child from participating, parents should be invited to apply to the Bursar for consideration.

4.3 Parental Communications

- The need for close communication with parents is obvious, so that they are assured of the whereabouts and the safety of their children at all times, and to forestall potential problems.
- The School Office must be advised of all journey itineraries and contact phone numbers so that contact with the party can be maintained at all times including sending a notice of safe arrival.
- If the visit finishes outside school hours or away from the school premises, parents must be notified of the arrangements for dismissal. Careful consideration must be given, in particular, to dismissal arrangements late in the evening.
- Staff responsible for journeys must ensure that the School Office is kept informed of any changes to itineraries – particularly changes to return/pick up times.

5 Accidents and First Aid

- Any injury incurred by a pupil or member of staff on a journey should be reported by completion of an Accident Report Form as for all accidents within the School. (If required a RIDDOR form must also be completed).
- It is desirable to have a member of staff on each journey who is a qualified First Aider. See the section on 'First Aid' in the Health and Safety Procedures.

6 Transport

6.1 Minibus

- See separate Minibus Regulations covering the use of the School's own buses in the Health and Safety Procedures.
- Where minibuses or coaches are hired in, journey leaders should ensure that only reputable contractors are used, the buses have seat belts on all passenger seats,

6.2 Private Vehicles

- The School's insurance policy covers staff using their own cars for official use, which would include any journey authorised by the School. Cover is fully comprehensive but staff are responsible for ensuring their vehicles are roadworthy, licensed and have a current MOT certificate.

If the arrangement is that a student makes their way to a venue and/or is dismissed from the venue, then staff members do not have duty of care regarding transport arrangements.

- If pupils travel in parents' cars or in the cars of other pupils on an official school journey the member of staff in charge is responsible for ensuring that:
 - the parent or pupil driver concerned is in possession of a full driving licence
 - the vehicle is licensed and a current MOT certificate applies
 - the driver is adequately covered by insurance that includes liability to passengers
 - the vehicle is not overloaded
 - the parents of pupil passengers have consented to the arrangements.

7 Matches after School and on Saturdays

7.1

Consent for after school and weekend matches should be obtained on a blanket basis either termly, yearly or by key stage. However, it is important that parents should be made aware of arrangements for reporting and dismissal for home matches, additionally the methods of transport for away matches, and arrangements for emergencies and cancellations.

7.2

I pupils may travel unescorted by public transport to away matches.

In these instances staff will have no duty of care towards the students during independent travel.

II pupils may travel in cars driven by teachers, parents or pupils subject to the conditions of Section 6.2 above and

III except where the school makes the travelling arrangements, Weekend sports fixtures played away from school are outside the scope of these regulations.

8 Guidelines for pre-trip meetings

Contents

- Rationale
- Guidelines
- Book a large enough area
- Welcome parents as they arrive
- Content
- introduce other teachers
- Deal with the itinerary
- deal with medical information
- deal with the questions of supervision
- deal with alcohol, smoking and drugs policy
- deal with discipline, responsibility and trust
- for exchanges
- Allow time for questions

Rationale

- The School's policy is that all overnight school trips must be preceded by a meeting for at least one parent/carer and the student and that attendance at this meeting is a condition of the student's participation on the trip. The reason for this is to explain in detail what arrangements will be in place for the supervision of students at all times during the trip and what expectations there will be of students with regard to general co-operation and with regard to specific matters such as smoking and drinking. It is important that parents are in no doubt at all about what will happen and what rules will apply, that they have the opportunity to question staff and that they have an opportunity to object (and therefore not participate) in advance of the trip.
- Pre-trip meetings also have the advantage that they enable all the paper-work and much of the administration to be completed in one go.

Guidelines

- Circulate letter with date of the meeting and time, as soon as you know the names of participants. At least six weeks' notice of the meeting should be given. It is preferable to give this date when the trip is arranged and get it added to the school calendar. The more advance notice is given the less will be the difficulty with parents who wish not to attend. Include a 'return' slip with the letter so that you can make alternative arrangements to see parents who are unable to attend. Parents may well find it difficult to attend an early meeting. Meetings, therefore, should not be scheduled before 7.00 p.m. Your letter should include the following wording:
- 'There is a compulsory evening meeting for trip members accompanied by at least one parent. The attendance at the meeting of both the student and a parent is compulsory if the student is to be accepted as a participant on the trip. The meeting will be on(day and date) at (time) in the..... (venue). Please bring any outstanding forms and requested information to this meeting. We expect the meeting to last approximately an hour. Any questions you have regarding the trip can be answered at this meeting. Please confirm, by returning the attached slip, that you intend to attend the meeting'. If a parent or student is unable to attend the meeting, a mutually convenient time must be found for the trip leader or appointed staff member to discuss the trip arrangements with the absentees and give them the opportunity to ask any questions.

- Book a large enough area well in advance.
- Inform The Premises Manager about the meeting.
- Check with the Premises Manager the day before the meeting.
- Arrive early and lay out all the paperwork/booklet.

This should include:

- hotel and travel details
- appropriate Latymer code of conduct from the Trips
- packing list
- information regarding pocket money, gifts
- emergency contact details.

Welcome parents as they arrive.

- Give them a pack of papers or a booklet to be reading while others arrive. (If you give the papers out to students in advance of the meeting, parents will be more likely to try to avoid attendance).
- Collect passports, photocopy of EHIC (European Health Insurance Card), photocopy of passport as required if not already done (for trips abroad)
- Check all have arrived by taking a register of students and parents.

Content

- **Introduce other teachers.**
- **Deal with the itinerary:** You may wish to give information about itinerary and activities if this has not been done in advance.
- **Deal with medical information:** Parents should let the staff responsible for the trip know of all medication being taken and of potential problems - even if this information has been previously given to the school. In the case of exchanges, this information will need to be passed to host families. Ask for questions.
- **Deal with the questions of supervision.** Tell the parents how the students will be supervised at all times, including free time and meal times. Include information on room checks and how these will be conducted (see guidelines). Ask for any questions.
- **Deal with alcohol, smoking and drugs policy.** If senior students (over 18s only) are to be allowed to drink, specify what you consider to be acceptable; what arrangements you have in place for those whose parents do not want their children to drink - remembering that there may be religious considerations involved and that parents may regard this with extreme seriousness. Ask for any questions.
- **Deal with discipline, responsibility and trust.** Co-operation is expected and failure to co-operate will be regarded as a serious breach of trust with serious consequences either or both during the trip or on return (being sent back home, banning from further trips). Go through the School Code of Conduct and specifically say what possible sanctions are for breaking it, including the rationale for these sanctions: if we are so concerned about the compromise to safety of an individual student (if they have ignored advice on, say, not swimming unsupervised) or others (if they have bought alcohol and shared it with others) they may be sent home, at parents' expense. Have a copy of the School Code of Conduct for parents to take away, sign and return.
- Staff will be offended by comments from students that they are on a free holiday. You may wish to address this point in advance by thanking the staff for giving up their time to accompany a trip.
- **For exchanges,** deal with the question of parties - parents will value guidance on this as they often feel quite at sea and under pressure from their children. Talk about how to be a pleasant house guest in someone else's house and how to participate in a civilised way in someone else's family. Remind pupils about the reasons they are doing the exchange (e.g. language skills, international friendship, rather than an extended social life). Ask for any questions.

- Remind students that they must let all teachers know personally that they won't be in classes if a trip is in school time.
- **Allow time for questions.**

9 Incident Escalation

9.1 Priorities - In the event of any incident on a school journey, visit or during a fixture, the escalation should be in keeping with the severity of the incident.

- For minor incidents, where student or staff safety is not compromised, journey members should contact a member of the journey staff who should consult with the journey leader and, if deemed necessary, advice should be obtained from the EVC.
- For moderate incidents, where student or staff safety could be a consideration, the journey leader should contact the EVC, who will consult with a designated member of SLT and, if deemed necessary, advice should be obtained from the Headteacher..
- For serious incidents, where student or staff safety is compromised the journey leader should contact the EVC who will seek advice from the Headteacher who will consult with the Chairperson of The Governing Body.
- For all incidents (serious or minor) that may attract media attention, the Headteacher or Chair of Governing Body should be contacted as soon as possible and before releasing any statement.

9.2

In all cases the control of information is paramount and no student should be allowed to contact parents or friends until after suitable advice has been obtained as above. Mobile phone use by students and staff must be totally restricted.

9.3

Prior to leaving on the journey, ensure that the insurance emergency helpline number and policy reference are obtained from the Bursar.

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The Governing Body will review this policy at least every two years and assess its implementation and effectiveness.

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Appendix 1

APPLICATION FOR ALL SCHOOL JOURNEYS

This form must be sent in to the Headteacher, and copied to the EVC, prior to any commitment being made to pupils or parents.

Destination:	
Dates From:	To:
Estimated leaving time:	Estimated return time:
Form of Travel:	
Accommodation Address (if overnight stay is involved):	
Other addresses where the party will spend one or more nights:	
Educational Objectives of journey and any physical activities planned:	
Do the proposed activities contain any that might be considered hazardous? Yes/No <i>If Yes, give details on a separate sheet.</i>	
School insurance required?	Yes/No <i>If No, give details on a separate sheet.</i>
Travel Agent (If applicable) Address:	Estimated cost to each pupil £
Number of pupils: Boys:	Girls: Total: Ages:
Staff-in-charge:	Has he/she led similar school journeys previously Yes/No
Other Staff escorts:	Other approved escorts:
I request authority for the above journey, and have read the 'Regulations for School Visits and Journeys' and I have confirmed with the Clerk to the Governors that all staff on a residential trip hold an enhanced disclosure from the Disclosure and Barring Service (DBS).	
Signed:	(Staff-in-charge) Date:
I confirm approval of this journey	
Signed:	(Headteacher)
Date:	

OFFICE USE ONLY: Date received:

Appendix 2

School Journey Organisers' Check List

Scope

This checklist is intended to cover all journeys organised through the School including those involving travel within the UK or overseas, residential or day visits, and those in term time or school holidays.

Rationale

- 1 Over recent years we have seen the public's attitude, regarding how risks associated with out of school journeys and events are managed, shifting and hardening. The current climate is far more litigious and there is an expectation that effective risk management processes are in place and are seen to have been followed.*
- 2 This check list is an aid to help staff ensure that journeys are run according to current best practice guidelines. When completed, it provides visible evidence that the school has considered the various types of risk and where necessary can help prove that staff have effectively discharged their 'Duty of care'.*
- 3 We aim to ensure that we continuously refresh our processes based on practical experience fed back from journey organisers and leaders and any other sources of current best risk management practice.*

With Whom Does The Responsibility For a Journey Lay?

There is a pyramid of responsibility with ultimate responsibility resting with the Governing Body. In practice this is delegated as explained below:

The journey leader (and accompanying staff) has first line responsibility for the successful and safe running of the journey on a day to day basis including completion of any necessary documentation as set out in the school policies.

An Educational Visits Co-ordinator (EVC) has been appointed to establish and update the guidelines and to help staff understand the school's journey policies.

The EVC together with the Bursar has been asked to review the arrangements for each journey before it leaves the school focusing on safety, risk management and financial perspectives.

The Headteacher is responsible on behalf of the Governing Body for ensuring that procedures are comprehensive and that guidelines are put into practice.

Who Has To Fill In This Check List And Who Does It Go To?

1. *The check list is the responsibility of the journey leader. **ALL** journey leaders for **ALL** journeys are requested to use the checklist - even if they have run the journey previously and have a wealth of experience.*
2. *When the process is complete up to section F1 the check list should be taken, along with all supporting materials and documentation, to the meeting with the EVC.*
3. *When the journey is completed and has returned a short journey report should be given to the EVC to go in the file.*

Who Has Access To The Check Lists And Other Journey Documentation?

1. *It will be available for all future journey leaders so we can pool our knowledge, learn from each others experiences and further protect both staff and students on school visits.*
2. *It could be used to assist in our defence in any litigation brought against teachers, the Headteacher and The Governing Body.*
3. *Risk assessments and journey details have to be made available to parents if they are requested.*

Thank you for your time in organising a journey and offering valuable opportunities to our students.

The Latymer School Journey Organisers' Check List

Organising a school journey, day visit or even an evening outing can be a daunting task. This checklist is to help journey leaders to save time and avoid some of the organisational pitfalls and omissions.

A) Before Deciding To Do A Journey

1. Read School Procedures on journeys and visits .
2. Check proposed dates against School calendar.
3. If minibus required, check availability and make provisional booking.

B) On Deciding To Do A Journey

1. See Headteacher (with proposed itinerary and having already had a financial review meeting) to obtain initial approval to proceed.
2. See Education Visits Coordinator to check regulations and requirements.
3. Submit appropriate form (appendix 1 in Journeys and Visits Procedures) and put details in the weekly staff newsletter.
4. Indicate if insurance is required or submit details of independent insurance for approval to EVC.

C) On Receiving Approval

1. See Finance Dept and open journey cost centre account and set up control spreadsheet.
2. Circulate initial letter to target year/subject group(s) and collect deposits. (Ensure all relevant information is included. i.e. dates, cost, payment schedule (ensure the dates are timed to be able to meet all external payments), insurance details, any penalty clauses for withdrawal, selection criteria, mechanism for dealing with over-subscription, any provision for families on benefits, details of parents evening, if passport required, etc.)
3. Set deadline for applications to be returned.

D) After Applications Have Been Received

1. a) Submit list of pupils to EVC who will circulate the list to the relevant Heads of Learning. If the organizer, EVC or Head of Learning has doubts about a student, designated member of SLT to be consulted.
b) Provide approved list of pupils to finance office for control spreadsheet
2. If oversubscribed, consult designated member of SLT before forming reserve list.
3. Inform pupils and parents of their status. i.e. included on journey, reserve for journey, not included on journey.
4. Circulate date of Parents and Students Pre-journey Meeting (If not included in initial letter).

E) At Least 3 Months Before The Journey

1. Do risk assessments (generic ones are available) and submit to EVC.
2. Submit staff permission of absence forms to designated SLT member for approval.
3. Submit provisional list of staff to SLT.

F) At Least 1 Month Before The Journey

1. Hold journey staff meeting to decide on journey rules (N.B. must comply with school policies) and arrange roles. i.e. First Aider (preferably currently qualified), duty rota (if required), etc.
2. Arrange a risk review meeting with EVC.
3. Hold parents and pupils meeting. (Include details of accommodation, transport, emergency contact details, staffing, standards of expected behaviour, school policy on alcohol and drugs etc. Also include the provisional itinerary.)
4. Obtain a list of medical and dietary issues from the finance office for all participants.
5. Get list of pupils' addresses, home phone numbers and parental contact numbers **during the journey**. (Ensure parents who are teachers do not give the school number for daytime contact during the holiday period.)

G) At Least 2 Weeks Before The Journey

1. Give final list to finance office for insurance (if required).
2. Give final names, addresses and contact numbers for pupils, and staff, to school office along with journey accommodation, transport and itinerary details. They will copy complete folder to a designated member of SLT.
3. Arrange 'cascade' contact system if required – usually essential on overseas journeys.
4. Arrange to withdraw a school travel first aid kit and school mobile phone. Arrange for any cash/currency/travellers cheques with finance office
5. Check transport and accommodation details (with tour operator if necessary).
6. Issue memo to parents confirming arrangements.

H) The Week Before The Journey Leaves

1. Collect first aid kit.
2. Collect emergency contact cards from Finance Dept.
3. Give any revisions of party composition to office.
4. Collect petty cash (if required).
5. Collect school mobile phone.
6. Check with office to find out which members of SLT are available for emergency contact during the journey.

I) After The Journey

1. Write short report on journey. Include details of problems, difficult students, efficiency of tour company, etc. for help to future journey leaders. Give to EVC.
2. Finalise accounts (with receipts and invoices where possible). Give to Finance Dept.
3. Discuss the disposal of any surplus monies with the Finance Dept.
4. Keep permission and health forms for up to one year in case of problems or claims.
5. Write any thank you letters required.

J) After The Dust Has Settled

1. If considering another journey, consider how well you think your team performed. If satisfied, return to top of page 1 and start organising your next journey!!

School Trip Organisers' Check List

section	item	date completed	notes
A	1		
	2		
	3		
B	1		
	2		
	3		
	4		
C	1		
	2		
	3		
D	1		
	2		
	3		
	4		
E	1		
	2		
	3		
F	1		
	2		
	3		
	4		
G	1		
	2		
	3		
	4		
	5		
	6		
H	1		
	2		
	3		
	4		
	5		
	6		
I	1		
	2		
	3		
	4		
	5		
J	1		

Appendix 2a

School Journey Organisers' Check List – Evening/Day Visits

Scope

This checklist is intended to cover all journeys organised through the School including those involving travel within the UK or overseas or day visits, and those in term time or school holidays.

Rationale

- 1. Over recent years we have seen the public's attitude, regarding how risks associated with out of school journeys and events are managed, shifting and hardening. The current climate is far more litigious and there is an expectation that effective risk management processes are in place and are seen to have been followed.*
- 2. This check list is an aid to help staff ensure that journeys are run according to current best practice guidelines. When completed, it provides visible evidence that the school has considered the various types of risk and where necessary can help prove that staff have effectively discharged their 'Duty of care'.*
- 3. We aim to ensure that we continuously refresh our processes based on practical experience fed back from journey organisers and leaders and any other sources of current best risk management practice.*

With Whom Does The Responsibility For A Journey Lay?

There is a pyramid of responsibility with ultimate responsibility resting with the Governing Body. In practice this is delegated as explained below:

The journey leader (and accompanying staff) has first line responsibility for the successful and safe running of the journey on a day to day basis including completion of any necessary documentation as set out in the school policies.

An Educational Visits Co-ordinator (EVC) has been appointed to establish and update the guidelines and to help staff understand the school's journey policies.

The EVC together with the Bursar have been asked to review the arrangements for each journey before it leaves the school focusing on safety, risk management and financial perspectives.

The Headteacher is responsible on behalf of the Governing Body for ensuring that procedures are comprehensive and that guidelines are put into practice.

Who Has To Fill In This Check List And Who Does It Go To?

1. *The check list is the responsibility of the journey leader. **ALL** journey leaders for **ALL** journeys are requested to use the checklist - even if they have run the journey previously and have a wealth of experience.*
2. *When the process is complete up to section F1 the check list should be taken, along with all supporting materials and documentation, to the meeting with the EVC.*
3. *When the journey is completed and has returned a short journey report should be given to the EVC to go in the file.*

Who Has Access To The Check Lists And Other Journey Documentation?

1. *It will be available for all future journey leaders so we can pool our knowledge, learn from each others experiences and further protect both staff and students on school visits.*
2. *It could be used to assist in our defence in any litigation brought against teachers, the Headteacher and The Governing Body.*
3. *Risk assessments and journey details have to be made available to parents if they are requested.*

Thank you for your time in organising a journey and offering valuable opportunities to our students.

The Latymer School Journey Organisers' Check List – Evening/Day Visits

Organising a school journey, day visit or even an evening outing can be a daunting task. This checklist is to help journey leaders to save time and avoid some of the organisational pitfalls and omissions.

A) Before Deciding To Do A Journey

1. Read School Procedures on journeys and visits .
2. Check proposed dates against School calendar.
3. If minibus required, check availability and make provisional booking.

B) On Deciding To Do Journey

1. See Head-teacher ((with proposed itinerary and having already had a financial review meeting) to obtain initial approval to proceed.
2. See Education Visits Coordinator to check regulations and requirements with regard to travel and risk assessments.
3. Submit appropriate form (appendix 1 in Journeys and Visits Procedures) and put details in the weekly staff newsletter.
4. Indicate if insurance is required or submit details of independent insurance for approval if required to EVC.

C) On Receiving Approval

1. Circulate initial letter to target year/subject group(s) and collect deposits. (Ensure all relevant information is included. i.e. dates, cost, payment schedule (ensure the dates are timed to be able to meet all external payments), insurance details, any penalty clauses for withdrawal, selection criteria, mechanism for dealing with over-subscription, any provision for families on benefits, details of parents evening, if passport required, etc.)
2. Set deadline for applications to be returned.
3. See Finance Dept and open journey cost centre account and set up control spreadsheet.

D) After Applications Have Been Received

1. a) Submit list of pupils to EVC who will circulate the list to the relevant Heads of Learning. If the organizer, EVC or Head of Learning has doubts about a student, designated member of SLT to be consulted.
b) Provide approved list of pupils to finance office for control spreadsheet
2. If oversubscribed, consult designated member of SLT before forming reserve list.
3. Inform pupils and parents of their status. i.e. included on journey, reserve for journey, not included on journey.

E) The Week Before The Journey Leaves

1. Give final list to Finance Dept for insurance (if required).
2. Give final names, addresses and contact numbers for pupils, and staff, to school office along with journey accommodation, transport and itinerary details. Copy complete folder to designated member of SLT.
3. Collect emergency contact cards from Finance Dept

F) After The Journey

1. Write short report on journey. Include details of problems, difficult students, efficiency of tour company, etc. for help to future journey leaders. Give to EVC.
2. Finalise accounts (with receipts and invoices where possible). Give to Finance Dept.
3. Discuss the disposal of any surplus monies with the Finance Dept.
4. Keep permission and health forms for up to one year in case of problems or claims.
5. Write any thank you letters required.

G) After The Dust Has Settle

1. If considering another journey, consider how well you think your team performed. If satisfied, return to top of page 1 and start organising your next journey!!

School Trip Organisers' Check List Evening Visit			
section	item	date completed	notes
A			
	1		
	2		
	3		
B			
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	2		
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	4		
C			
	1		
	2		
	3		
D			
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E			
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F			
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	5		
G			
	1		



THE LATYMER SCHOOL

Founded 1624

Form G

Parental and Medical Consent Form For School Trips and Visits

To Parents:

Please complete the Medical Consent Form (section A below), the general permission form (section B below) and the Nutrition and Health section overleaf. Should any of the information given change please ensure that you inform the School Office **immediately**.

Name of Pupil: Form:

Section A – Medical Consent

1. It is most important that we should know of any pre-existing medical condition (for example: asthma, diabetes, epilepsy, heart trouble), which may affect your child's ability to take part in the activities planned or which may require treatment. However, the school's **medical insurance for journeys abroad does not include cover in the event of illness arising from any pre-existing medical condition**. Parents whose children DO have a pre-existing medical condition must arrange insurance themselves.
2. All parents must obtain a **European Health Insurance Card (EHIC)** for your child for all visits within the EU. (Applications available from Post Offices or apply using the internet).
3. If within two days before departure on any journey, your child develops is unwell, you should have him/her seen by your own doctor.
4. You must inform **the organiser of a trip** if your child or any member of the family suffers from an infectious disease within 21 days prior to the journey. By signing below you undertaking to do this.
5. * My child does **not** suffer from any pre-existing medical condition or allergies requiring treatment.
*My child suffers from the pre-existing medical condition or allergies listed on the attached sheet.
(Delete as appropriate)
6. I consent to any emergency medical treatment, including the use of anaesthetics, necessary during the course of all journeys/visits during years 7-11.

Signed: Date:

Signed: Date:
(Parent/Adult with Parental Responsibility)

Section B – Parental Consent

1. I give permission for my son/daughter to take part in any course/visit. I have read, and completed, the medical consent section above and my child's individual medical/dietary information form.
2. I understand that, while those in charge of any party will take all reasonable care of the children, they cannot save for negligence be held responsible for any loss or, damage suffered by my son/daughter arising during or out of any school visit.

Signed: Date:
(Parent/Adult with Parental Responsibility)

HEADTEACHER:
Mark E. Garbett MA M.Ed NPQH

Tel: 020 8807 4037
Fax: 020 8887 8111



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THE LATYMER SCHOOL

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Form H

Key Stage 3 Health and Nutritional Information

1. Address details:

Student's name: _____ Date of Birth: _____

Parent's/Carer's name(s) _____

Student's home address: _____

Postcode: _____

Home Telephone number: _____

Mother's daytime number: _____ Mother's mobile number: _____

Father's daytime number: _____ Father's mobile number: _____

Student's National Health number: _____

Student's Passport No. (for trips abroad): _____

Nationality on Passport: _____

Passport expiry date: _____

2. Dietary requirements:

For health, religious or other reasons please circle the food **not** eaten by the child:

beef		pork		lamb
chicken	fish		eggs	
cheese		nuts		dairy produce

Give details of any others: _____

Food allergies suffered and treatment (if required): _____

Does your child swim? Yes No Does your child bed wet or sleepwalk? Yes No

The medical information contained overleaf is of great help to us if your child has an accident or is taken ill. Remember that if there are any circumstances at home which may affect your child at school, e.g. the death of a close relative, it is helpful to let us know, so that we may give any assistance we can. You may email the school at: office@latymer.co.uk with any further information. Alternatively, you can write in confidence to the Head of Year.

PTO..

3. Medical information:

Address (including full postcode) and telephone number of Doctor's Surgery:

_____ **Postcode** _____

Surgery telephone number: _____

Does your child have any of the following:

Convulsions Migraine Allergies* Hearing Problem Wears glasses

*Give a brief explanation of allergies here:

Does your child regularly take or use any medication? If so please give details here:

If your child has a medical condition such as Asthma/Diabetes, please give details here:

Does your child carry an EpiPen Yes

Staff at the school CANNOT administer medication to students in any year group. However, in the case of school trips, if your child becomes unwell do you agree to a member of staff administering any of the following medication?

Aspirin Yes No

Ibuprofen Yes No

Paracetamol Yes No

Date of last Tetanus injection: _____

4. Welfare:

Is your child registered as disabled? Yes

If yes, please give clear and concise details below.

5. Special Educational Needs

Was your child on the special educational needs register at primary school Yes No

Did your child receive learning support at primary school Yes No

If you answer **YES** to either of the above questions, please give further details and attach any official documentation from your primary school or other source.

I _____ (name) certify that the above information is correct, and I hereby authorise the teacher in charge of the trip to give permission for medical treatment if required.

Signed: _____ (Parent/Adult with Parental Responsibility who completed this form)

Date: _____



THE LATYMER SCHOOL

Founded 1624

Form IJ

CODE OF CONDUCT FOR JUNIOR STUDENTS ON SCHOOL VISITS

The objective of School sponsored/organised journeys/educational visits is for students and accompanying staff to experience sights and activities, over and above those available in the classroom, in a safe, enjoyable and disciplined manner. Essentially, students are expected to think of the well being of others whilst on journeys and behave in a sensible manner so that the safety and enjoyment of the many is not compromised by the thoughtless actions of the few.

The completion of the declaration below is required before acceptance on a journey. Please read the statements carefully and, if in agreement with the content, sign and return to the journey leader.

Declaration by Student and Parent/Guardian/Carer

I undertake:

- to observe all applicable School rules.
- to cooperate fully and promptly with all group leaders and staff at all times.
- to behave in a manner which is sensible and considerate towards others.
- to ensure my conduct has the safety of myself and others in mind and reflects credit on myself, the party and the School.
- to adhere to the smoking, drinking and drugs policy relevant to the journey as laid down by the journey staff and the School. For students under 16 smoking, the drinking of alcohol and the possession/use of any drug not prescribed to them is NOT permitted under ANY circumstances.
- to give permission for my possessions to be searched by staff if they have cause for concern.
- to ask staff for clarification if I am unclear on any instructions or detail.

I further accept that a full written report of any misconduct will be given to the senior leadership team of the School and my parents. I understand I will be expected to serve any punishment imposed on me for misconduct, both on the journey and on return. **This may include banning from future trips.** I also understand and agree that I may be sent home or collected from the journey, at my parents' expense, if required by the journey leader. I further understand that, should I break the law of the country I am visiting, the local police may become involved.

Name of Student (please print) Form.....

Signed (Student)

Witnessed (Parent/Guardian/Carer) Date.....



THE LATYMER SCHOOL

Founded 1624

Form IG

CODE OF CONDUCT FOR STUDENTS ON SCHOOL VISITS

The objective of School sponsored/organised journeys/educational visits is for students and accompanying staff to experience sights and activities, over and above those available in the classroom, in a safe, enjoyable and disciplined manner. Essentially, students are expected to think of the well being of others whilst on journeys and behave in a sensible manner so that the safety and enjoyment of the many is not compromised by the thoughtless actions of the few.

The completion of the declaration below is required before acceptance on a journey. Please read the statements carefully and, if in agreement with the content, sign and return to the journey leader.

Declaration by Student and Parent/Guardian/Carer

I undertake:

- to observe all applicable School rules and the laws of the country being visited.
- to cooperate fully and promptly with all group leaders and staff at all times.
- to behave in a manner which is sensible and considerate towards others.
- to ensure my conduct has the safety of myself and others in mind and reflects credit on myself, the party and the school.
- to adhere to the smoking and drinking policy relevant to the journey as laid down by the journey staff and the School.
- to give permission for my possessions to be searched by staff if they have cause for concern.
- to ask staff for clarification if I am unclear on any instructions or detail.

I further accept that a full written report of any misconduct will be given to the senior leadership team of the School and my parents. I understand I will be expected to serve any punishment imposed on me for misconduct, both on the journey and on return. **This may include banning from future trips.** I also understand and agree that I may be sent home or collected from the journey, at my parents' expense, if required by the journey leader. I further understand that, should I break the law of the country I am visiting, the local police may become involved.

Name of Student (please print)

Form.....

Signed (Student)

Witnessed (Parent/Guardian/Carer) Date.....

HEADTEACHER:
Mark E. Garbett MA M.Ed NPQH

Tel: 020 8807 4037
Fax: 020 8887 8111



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THE LATYMER SCHOOL

Founded 1624

FORM IS

April 2013

School Sports Fixtures, Matches and Practices

Dear Parents,

Many students are either chosen, or choose to play for school sports teams or attend practices during their time at Latymer.

In keeping with our policy of doing everything we can to ensure the safety of our students, we take our duty of care responsibilities in this area very seriously.

In non sporting activities we obtain parental approval before a student is allowed to take part in any specific activity or event. For sporting events there are sometimes upwards of 500 students involved in practices and matches every week. Due to the huge numbers involved collecting parental approval for each student, for each sport, for each and every occasion, would present a formidable challenge.

We therefore ask parents, at this stage, to give their approval for students to take part in sporting fixtures, practices and matches, both at home and away from the school premises, for the whole length of time they are at Latymer. Please complete the slip below and return with the other forms within this pack.

Please note that it will be the responsibility of your child to notify you of any fixtures that they may be involved in.

Yours sincerely,

Mr M Garbett
Headteacher

Sporting Fixtures and Practice Permission Form

Student Name _____

I agree / do not agree (delete at applicable) to my son/daughter taking part in school teams, fixtures and practices for the duration of their time at The Latymer School.

Signed _____ Date _____



THE LATYMER SCHOOL

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Appendix 8

POLICY

Alcohol, Tobacco and Other Drugs on School Journeys

Alcohol

The School's Policy is that pupils in Years 12 and 13 should not consume any alcohol on school journeys except where parents' permission to allow moderate and supervised drinking of beer or wine has been given. The consent must be in writing and the parent and student must give their written acceptance of the guidelines applying to the journey. The guidelines are as follows:

1. Students must not purchase, have in their possession, or consume, any form of spirits.
2. The consumption of beer and wines with or after meals, in moderation, and only under the direct supervision of staff is permitted, subject to parental consent and the law of the country being visited.
3. All students must, without question, accept and obey any instruction given to them by a member of staff, not to drink or to cease drinking alcohol, regardless of any consent given by parents.
4. On exchanges, or on other journeys where students are staying in a family and are not always under the supervision of School staff, students must follow guidance given by their parents and, if this is more restrictive, by their host 'parents'.

Tobacco

Acknowledging the absence of legal constraints on smoking by 16 year olds and over, the School nonetheless will not condone smoking by any pupil on a school journey. Smoking is banned for those under 16 and very strongly discouraged for older pupils. Should smoking be allowed, students must only do so at times and in areas agreed in advance with journey staff.

Other Drugs

The possession or use of any drug, other than over the counter medicines or medically prescribed drugs (pre-advice of which should be given to the staff in charge of the journey), is totally banned and the most severe attitude will be taken to any departure from this rule.

Sanctions

Any breach of the above guidelines relating to alcohol, tobacco and other drugs will be treated with the utmost seriousness and may result in any or all of the following sanctions:

- The pupil being sent home immediately at their parent's expense
- **The pupil being banned from all future School journeys. This may include trips already booked for the same school year and will usually include future trips for the current and following school year.**
- Exclusion from the School.

References

HSE Five Steps to Risk Assessment - <http://www.hse.gov.uk/pubns/indg163.pdf>

HSE A Guide to Risk Assessment Requirements - <http://www.hse.gov.uk/pubns/indg218.pdf>

HSE Everyone's guide to RIDDOR '95 <http://www.hse.gov.uk/pubns/HSE31.htm>

HSE Reporting school accidents <http://www.hse.gov.uk/pubns/edis1.htm>

The above HSE guides are available from <http://www.hse.gov.uk>

They are also free from the HSE Information Centre Tel 0541 545500

DfE Health and Safety of Students on Educational Visits: A Good Practice Guide (HASPEV)

Part 1 Supplement to above: Standards for LEAs on Overseeing Educational Visits July 2002

Part 2 Supplement to above: Standards for Adventure July 2002

Part 3 Supplement to above: A Handbook for Group Leaders July 2002

The above Supplements are available from <http://www.teachernet.gov.uk/visits>

DfE guides are also free from DFE publications Tel 0845 6022260

DfE Safety in Outdoor Activity Centres: Guidance, Circular 22/44

Safe Practice in Physical Education – BAALPE

Requirements for Educational Visits – London Borough of Enfield

Safety on School Journeys – NUT/RoSPA

Guide to Health and Safety at School No 3: Out and About – School Minibus pt 1 – RoSPA

Guide to Health and Safety at School No 4: Out and About – School Minibus Pt 2
- RoSPA

Guide to Health and Safety at School No 5: Out and About – School Journeys Pt 1 - RoSPA

Guide to Health and Safety at School No 6: Out and About – School Journeys Pt 2 – Adventures at Home
and Away – RoSPA

Guide to Health and Safety at School No 7: Out and About – School Journeys Pt 3 -
Transport and Travel – RoSPA

Making the Most of Your Partner School Abroad – Central Bureau for Educational Visits and Exchanges

Home from Home - Central Bureau for Educational Visits and Exchanges

Everyone's guide to RIDDOR '95 (1996) HSE31

Health and Safety legislation:

The Health and Safety at Work etc. Act 1974.

The Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Education legislation:

Education Act 1996

DfE Guidance

Responsibility for Health and Safety in Schools

Health and Safety at Work Law

Health and safety responsibilities derive from the Health and Safety at Work etc. Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

Employer

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Who this is varies with the type of school.

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and student referral units the employer is the Local Education Authority (LEA).
- For foundation schools, foundation special schools and voluntary-aided schools, the employer is usually the governing body.
- For independent schools, the employer is usually the governing body or proprietor.

The Local Authority/LEA is the employer for statutory youth groups.

Education employers have duties to ensure, so far as is reasonably practicable:

- the health, safety and welfare of teachers and other education staff
- the health and safety of students in-school and on off-site visits
- the health and safety of visitors to schools, and volunteers involved in any school activity.

Employees

Employees have responsibilities too. The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well.

Employees must:

- take reasonable care of their own and others health and safety.
- co-operate with their employers.
- carry out activities in accordance with training and instructions.
- inform the employer of any serious risks.

Enforcement

The HSE enforces health and safety law relating to the activities of LEAs and schools.

Because the employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the employer. However, in some circumstances, for example

where an employee failed to take notice of the employers policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

Responsibility of All Schools

The employer must have a health and safety policy and arrangements to implement it. The Health and Safety at Work etc. Act 1974 applies. Key elements of a health and safety policy are listed below; this is not a comprehensive list.

Employers must assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures. The Management of Health and Safety at Work Regulations 1999 apply.

In practice, employers may delegate specific health and safety tasks to individuals (LEAs may delegate specific tasks to schools). But the employer retains the ultimate responsibility no matter who carries out the tasks. The employer should therefore maintain an audit track, making clear who is doing what and confirming that these tasks are being carried out.

Key Elements of a Health and Safety Policy

- A general statement of policy
- Delegation of duties as allocated tasks
- Arrangements made to put in place, monitor and review measures
- necessary to reach satisfactory health and safety standards
- Training of staff in health and safety including competence in risk assessment
- Off-site visits including school-led adventure activities
- Selecting and controlling contractors
- First-Aid and supporting students' medical needs
- School Security
- Occupational health services and work-related stress
- Consultation arrangements with employees
- Workplace safety for teachers, students and visitors
- Violence to staff
- Manual handling
- Slips and journeys
- On site vehicle movements
- Management of asbestos
- Control of hazardous substances
- Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.
- Recording and reporting accidents to staff, students and visitors - including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Fire safety, including testing of alarms and evacuation procedures
- Dealing with health and safety emergencies - procedures and contacts