



St Peter's School YORK

Educational Tours, Trips and Visits Policy

St Peter's School, York

December 2024

(Next review Christmas Term 2026)

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1. Introduction

- 1.1. St Peter's York comprises of St Peter's 2-8, St Peter's 8-13 and St Peter's 13-18, collectively referred to in this policy as the School unless otherwise stated.
- 1.2. This policy covers how the School manages educational trips and visits, which includes sports fixtures off-site.
- 1.3. This policy is aimed at full compliance with the Management of Health and Safety at Work Regulations, and uses advice from the Health and Safety Executive's (HSE), the Adventure Activities Licensing Service (AALS) and the Outdoor Education Advisers' Panel (OEAP).
- 1.4. This policy should be read in conjunction with the St Peter's Trips and Visits Handbook (which outlines the trip approval and risk assessment procedure and gives guidance to trip leaders) and the Critical Incident Action Plan section on off-site incidents.

2. Educational Tours, Trips and Visits Policy

- 2.1. The School recognises that learning outside the classroom helps to bring the curriculum to life; it provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives.
- 2.2. St Peter's will do all that is reasonably practicable to protect pupils from foreseeable risks whilst striking the right balance between protecting pupils from risk and allowing them to learn from school trips; getting this balance right is essential for realising all these benefits in practice. In order to do this:
 - 2.2.1. Educational Visits Co-ordinators (EVC) have been appointed at St Peter's 2-8, 8-13 and 13-18
 - 2.2.2. All trips are required to be authorised in advance by a member of the St Peter's Leadership Team (SPLT)
 - 2.2.3. A suitable and sufficient risk assessment must be in place for all trips and approved by the Health and Safety Co-ordinator and EVC
 - 2.2.4. Adequate and appropriate supervision must be provided
 - 2.2.5. An itinerary, leaders contact details and names of all pupils, staff and helpers will be left with the relevant School Office and will be accessible on SharePoint.
 - 2.2.6. Relevant child protection measures will be in place, including DBS checks and / or child protection arrangements included within the trip risk assessments and approved by the Designated Safeguarding Lead (DSL) / Deputy DSL.
 - 2.2.7. Emergency procedure will be in place and the Trip Leader will have the contact details of a member of the Senior Leadership Team (SLT).
- 2.3. In consultation with the Director of Finance, financial arrangements / a trip budget will be in place and approved by the Head / Head Master or other member of the Senior Leadership Team before details of the venture are given to pupils and parents.
 - 2.3.1. A fundraising event prior to a trip involving a large amount of expenditure can only take place with the permission of the Head Master / Head.
 - 2.3.2. There is adequate and suitable insurance in place.

- 2.4. The arrangements for compliance with this Policy are contained in the Handbook for Tours, Trips and Visits etc.

3. **Educational Visits Coordinator**

- 3.1. Whilst not a legal requirement in Independent Schools, it is best practice for each school to have an educational visits' coordinator (EVC) as the formal recognition of the EVC function at senior level will help the school fulfil its health and safety obligations for visits. The EVC will be involved in the planning and management of educational visits including adventure activities led by school staff.

- 3.2. The EVC will be a designated member of the Senior Leadership Team at each School. The current EVC's are:

- St Peter 13-18: Steve Gwilliam (Co-curricular Deputy)
- St Peter's 8-13: Phil Hardy (Head 8-13)
- St Peter's 2-8: Phil Hardy (Head 8-13)

- 3.3. The functions of the EVC are to:

- ensure that trip leaders understand their responsibilities and the trip approval process
- help ensure that educational visits meet all necessary requirements including those of risk assessment;

- 3.3.1. ensure that all trips are properly planned, with due regard to:

- 3.3.1.1. Staff
- 3.3.1.2. Activities
- 3.3.1.3. Group
- 3.3.1.4. Environment(s)

- support the Head Master and Governors with approval and other decisions;
- assign competent people to lead or otherwise supervise a visit;
- assess the competence of leaders and other adults proposed for a visit.
- make sure that DBS disclosures are in place as necessary
- work with the group leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis;
- oversee the emergency arrangements and ensure there is an emergency contact for each visit;
- ensure that records of individual visits are kept in accordance with the School's Data Retention Policy, including reports of accidents and near misses;
- review systems and, on occasion, monitor practice.

- 3.4. EVC Competence

- 3.4.1. The member of school staff designated as the EVC should be competent.
- 3.4.2. Evidence of competence should be through recognised training and practical leadership experience. In all matters of health and safety, the School's Competent Person for health and safety (the Health and Safety Co-ordinator) will support the EVC.

4. Responsibilities

4.1. The Group Leader is responsible for the overall health, safety and security of the group and must ensure that:

- They have some have prior knowledge of the venue: wherever possible an exploratory visit should be made prior to the trip.
- All staff on the trip are fully DBS checked.
 - For any residential trip, any additional volunteers or parent-helpers must also be DBS checked.
 - For day trips, any volunteers / parent helpers who are not DBS checked must never be one-to-one with pupils.
- There is adequate and supervision (in line with the ratios outlined in this policy) and that all supervisors are competent and suitably qualified (especially early years) and have relevant experience.
- They have up-to-date details of any pupil or staff medical conditions, and related emergency treatment and medication.
- All adults and pupils are aware of the expected standards of behaviour.
- All staff and volunteers know that alcohol is only allowed in moderation at the end of activities when direct supervision is no longer needed (e.g. in the hotel in the evening). They must be fit and able to supervise the pupils in their care and respond to any emergencies. Any adult that is nominated as 'on call' or as the 'designated driver' must not consume any alcohol for the period of their duty.
- They have the correct contact details of all the staff, volunteers, and pupils present on the trip.
- An up-to-date list of all pupils and adults going on the trip, along with the itinerary, the leader's mobile phone number and the accommodation contact details are left with the relevant School Office who will ensure it is uploaded to SharePoint.
- They have undertaken a suitable and sufficient risk assessment for the trip and any activities that will take place, in good time before the commencement of the trip.
 - Health and Safety Co-ordinator approval must be undertaken at least **3 weeks** prior.
- All trips off the school site must be given final approval by the EVC.

- At least **5 days** prior all documentation must be signed off by DSL / EVC/ Senior Deputy Head.
- For low-risk day trips where a self-assessment is undertaken, this must be completed at least **1 week** prior.
- Safeguarding risks are always included in the trip risk assessment. For all trips off the school site the risk assessment must be approved by the DSL / Deputy DSL prior to the commencement of the trip.
- A budget must be agreed with the Finance Manager and approved by the Head / Head Master or other member of the Senior Leadership team before details of the venture are given to pupils and parents.
- For trips with higher risk / unusual activities (e.g. white water rafting) or any trip abroad using a School's minibus, checks have been made with the Health and Safety Co-ordinator that the School's insurance will cover the activity, or if additional insurance / documents are required.
- All personal data of pupils, parents and staff is kept confidential.
 - When we need to share personal data (passport details, passenger lists, medical data such as allergies, etc) with a third party, A Data Privacy Impact Assessment must be completed and approved by the school's DPO. For trips outside the UK/EU, this can take several weeks so this process must be initiated with the school's Data Manager well in advance of any data sharing.

4.2. Each member of staff must ensure that they:

- Understand that they are responsible to the Group / Trip Leader for the supervision of the pupils assigned to them.
- Do not allow any volunteers / parent helpers who are not DBS checked to be one-to-one with any pupils at any time (day-trips only as all must be DBS checked on residential trips).
- Understand that they must try to avoid being left alone with a single pupil, especially on residential trips, even if they have been DBS checked, unless it is necessary: in which case another member of staff should be informed as soon as possible.
- Have a reasonable prior knowledge of the pupils including any special educational needs, medical needs (including health emergency action plans if relevant) or disabilities.
- They carry a list/register of all group members and their emergency contact mobile phone numbers but that this, and any other personal data is kept secure and confidential.
- Provide adequate supervision of the pupils allocated to them at all times. This is particularly important when they are mingling with the public and may not be easily identified.

- All pupils have been given clear, understandable and appropriate instructions, including what to do in an emergency.
- Have a clear plan of the activity to be undertaken and its educational objectives.
- Have the means to contact the group leader / other supervisors if needing help.
- Are familiar with the necessary risk controls, as identified on the trip risk assessment, but that they continually re-assess ongoing and changing risk, remaining vigilant, and act promptly where necessary to minimise any risk to pupils' health, safety and security.
- Be able to adapt or move to a 'Plan B' if conditions / levels of risk change and the risks within the planned activities can no longer be adequately controlled.
- Have appropriate access to First Aid and are competent to deal with specific conditions such as Asthma, Diabetes and Anaphylaxis.
- Clearly understand the emergency procedures and be able to carry them out.
- Continually monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions.
- Do not consume *any* alcohol if they are 'on call' or the 'designated driver' for emergencies.

5. Risk Assessment

- 5.1. The School will follow the Health and Safety Executive's (HSE) advice on school trip risk assessment and ensure that the precautions proposed are proportionate to the risks involved, and that the paperwork is easy to use.
- 5.2. It is the responsibility of the Trip Leader to ensure that a suitable and sufficient risk assessment has been completed before the trip commences and that all risk controls identified in the assessment are in place.
 - 5.2.1. For 'low risk' trips (e.g. visit to a local museum) that takes the form of a 'low risk self-assessment' checklist completed by the Trip Leader
 - 5.2.2. For all other trips a risk assessment using the Smartlog Safety Management System will be completed by the Trip Leader and submitted to the School's Health and Safety Co-ordinator for validation
 - 5.2.3. The completed health and safety risk assessment will be copied to the relevant DSL /Deputy DSL and EVC who need to give approval for the trip.
 - 5.2.4. For trips abroad, the Head Master must approve the assessment for 13-18 trips and the Heads of 2-8 and 8-13 for trips abroad in their sections of the school.
- 5.3. For sports fixtures within the normal curriculum that do not require an overnight stay this is considered routine school operations and a separate risk assessment is not required. However, the rules in relation to supervision, responsibilities and travel still apply.
- 5.4. Due to the age of the pupils, St Peter's 2-8 may still wish to undertake a written risk assessment (for approval by the Health and Safety Co-ordinator) for away sports fixtures.

- 5.5. Details of how to complete a risk assessment, relevant documentation and guidance can be found in the Health and Safety SharePoint.

6. Safeguarding

- 6.1. Safeguarding considerations are included within all trip risk assessment as standard practice.
- 6.2. All trips off site must be approved by the DSL / Deputy DSL.
- 6.3. All residential trips, especially those abroad, and all 'exchange visits' (where a student is staying in the home of another student) will be signed off by the DSL, or if that is not possible by the Head or a Deputy DSL, who will have checked to ensure that the school holds no records of any safeguarding concerns relating to individual pupils which may have an impact on their ability to safely participate in such a trip.
- 6.4. For all day trips where there are parent helpers, or other non-staff members assisting, ideally, they should be DBS checked. Where that is not practical, child protection considerations included within the health and safety risk assessment may include:
- 6.4.1. No one-to-one contact / time allowed with any child.
 - 6.4.2. Cannot take children to the toilet – must always be a member of staff if this is required (e.g. St Peter's 2-8 children).
 - 6.4.3. No access to children's bedrooms.
- 6.5. The Designated Safeguarding Lead (DSL) or a Deputy DSL must always be contactable by phone and / or email / ring back during a school trip or visit, especially if that trip or visit takes place during school holidays.
- 6.5.1. The School's Designated Safeguarding Lead is Tracey Mounter (Senior Deputy)
 - 6.5.2. Deputy DSL for St Peter's 13-18 is Ben White (Pastoral Deputy)
 - 6.5.3. Deputy DSL for St Peter's 8-13 is Julia Jones (Deputy Head)
 - 6.5.4. Deputy DSL for St Peter's 2-8 is Antonia Clarke (Head)
 - 6.5.5. Deputy DSL for 6th Form is Caron McAleese (6th Form Deputy)

SPLT will establish a rota of the Designated Safeguarding Lead / Safeguarding Leads on duty during School holidays.

- 6.6. It is the responsibility of the Trip Leader to ensure they have the contact details of the Designated Safeguarding Lead / Safeguarding Lead on duty with them on a trip.

7. Supervision Ratios

- 7.1. In selecting staff to supervise a trip, the trip leader must not only consider the number of staff required to provide adequate supervision, but their experience and qualifications.
- 7.2. Levels of supervision will be the decision of the DSL / Deputy DSL and EVC. It is essential that everyone involved in the visit has been fully briefed concerning supervision arrangements and expectations.
- 7.3. Levels of supervision and staffing are based on such factors as the age and ability of the children, the presence of pupils with special educational needs or disabilities (SEND), the nature/length of the journey, the activities to be undertaken, and the experience and competence of the staff involved.

- 7.4. For higher risk activities, trips involving Early Years children, and children with SEND, a higher level of supervision may be required. This should be considered within the risk assessment.
- 7.5. For Early Years (children aged less than 3 years) the supervision ratio must be at least 1:4 and:
 - 7.5.1. at least one staff supervisor must hold at least a relevant Level 3 qualification, and:
 - 7.5.2. at least half of all other staff supervisors must hold a relevant Level 2 qualification
- 7.6. For Early Years (aged three to five) the supervision ratio must be at least 1:8 and:
 - 7.6.1. at least one member of staff must hold a full and relevant level 3 qualification and:
 - 7.6.2. at least half of all other staff must hold a full and relevant level 2 qualification
- 7.7. For pupils aged 5 – 18, The school's preferred ratio of supervision for most trips is one member of staff per ten pupils (1:10) and for most trips no more than 1:15.
- 7.8.
- 7.9. Normally there should be male and female members of staff accompanying pupils. Exceptions may be made when:
 - 7.9.1. Permission is given by the Head Master / Head / Senior Deputy
 - 7.9.2. For single sex sports fixtures
 - 7.9.3. For exchange visits where pupils stay in families
 - 7.9.4. For 6th Form trips a single member of staff may supervise these provided that there is a minimum of 2 members of the opposite sex in the party.

8. **Data Protection**

- 8.1. All written information required by Trip Leaders should be on the password protected device provided by the School Office prior to the trip.
- 8.2. Information relating to pupil's medical information and all contact details for parents and school colleagues should not be taken on the trip in hard copy, unless there is a valid reason to do so and permission from the EVC had been given. Valid reasons could be that the location meant that charging the tablet was not possible or that there was difficulty in reading a screen in bright daylight when pitch side.

9. **Monitor and Review**

- 9.1. The EVC or the Health and Safety Co-ordinator will periodically reassess compliance with this policy.
- 9.2. This policy will periodically be reviewed and updated as required.

10. **Further Reading**

- 10.1. St Peter's Handbook for Tours, Trips and Visits
- 10.2. Critical Incident Action Plan

- I0.3. Health and Safety Policy
- I0.4. HSE's 'School trips and outdoor learning activities'
<http://www.hse.gov.uk/services/education/school-trips.pdf>
- I0.5. OEAP National Guidance <https://oeapng.info/essential-reading/>

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