

## Outings Policy

Feltonfleet values the visits that its pupils makes off-site. We believe they are a key enhancement of the education we offer, be they away matches for teams, foreign tours, or visits to local places of interest.

For the purposes of this document, an outing is defined as any such activity off the school site.

### Aim

- to ensure the safety and well-being of Feltonfleet staff and pupils when they are off the school premises by mitigating the risks to which they are exposed
- to ensure that staff meet their duty of care responsibilities

### Method

The series of procedures about preparation, risk assessment, planning, transport (including Minibus policy), and conduct while off the premises.

***It is essential to read and follow the procedures in the document, Guidance for Staff involved with Tours and Expeditions, specifically regarding:***

- ***staff responsibilities for visits (p.1), including pupils' behaviour (pp.5, 7)***
- ***planning visits (p.2 onwards), including risk assessments (pp. 3, 8) and first aid (pp. 3,5,6,7)***
- ***supervision, including ratios and vetting checks (pp.1, 3, 6, 7)***
- ***preparing pupils (pp.4, 5, 6, 7)***
- ***communicating with parents (pp. 4, 5, 6, 8)***
- ***planning transport (pp. 2, 3, 4, 5, 6, 8)***
- ***insurance (pp. 1, 2, 3)***
- ***types of visit (pp. 1, 2)***
- ***visits abroad (pp. 2, 3, 4, 5, 6)***
- ***emergency procedures (pp. 2, 3, 7)***

***It is also vital to read the appropriate DfE guidance listed at the end of this policy.***

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The school undertakes a large number of outings each term. The majority of these involve teams being taken to sporting fixtures, either in school transport such as minibuses or in hired coaches, but a number of visits are made to other venues.

Because of the regularity and frequency of school fixtures it would be understood that, in some of the actions and instructions which follow, procedures would be common to all away matches rather than needing to be specified for each.

### *DfES Guidance*

*DfES guidance, derived from the regulations included in the 1974 Health and Safety at Work Act, states that it is the employer's job to ensure that, for each outing, a risk assessment is made and that measures are put in place to control the identified risks. Employees must:*

- *take reasonable care*
- *cooperate with their employers over safety matters*
- *carry out activities in accordance with training and instructions*
- *inform the employer of any serious risks.*

*These all run alongside a teacher's common law duty to act as any reasonably careful and prudent parent would in the same circumstances.*

### Preplanning

In brief, the following actions will be required:

- permission from the Headmaster
- consent of the Assistant Head (Operations) (Educational Visits Co-ordinator) and the Calendar Committee
- consent of parents to any cost implications. Any letter inviting parents to allow children on an outing must mention the nature of the trip, the expected activities and staffing.
- Level of parental consent:

Foreign trip/ Leavers' Week etc. Consent form together with all the other information that the tour manager requires

Day trip to the Tate etc.

Reply slip

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Matches -These are covered by the start-of-year permission slip for items in the calendar

Other trips -You would need to provide evidence that the parent gave permission for the pupil to be off-site

- consideration of pupil/staff ratios (this will be dependent on the age of the children, the activity, the gender mix, location, duration). For some sporting fixtures, this may be as much as 16:1 but for other events should not exceed 10:1
- risk assessment, including emergency procedures and Plan B arrangements
- third-party qualifications check
- criminal background check, if required
- insurance arrangements
- first aid kit and first aid expertise available for the duration of the outing
- any relevant medical conditions of pupils and staff, and how these will be dealt with during the trip
- setting up Clarion list

Copies of the following should be left with the Office:

- itinerary
- list of pupils (including any last minute changes to teams)
- list of staff
- the mobile phone number(s),
- other contact numbers including, if applicable, those of host families
- the name(s) of link personnel at the School
- timings and other information given to parents
- the name of the coach company or minibus hirer, if applicable

### Transport

See Minibus policy (Appendix B).

If a coach company is being used, check beforehand that the coach has seatbelts.

Ensure that the children wear seatbelts during the trip and that all other safety routines - eg. stowage of bags - are carried out.

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Use of Parental Transport: Where possible, on all occasions when pupils are being transported outside of the school grounds, either school transport such as the minibuses or one of the school cars or hired coach transport should be used.

If parental transport is to be used, permission must be sought first from the Headmaster and, secondly, from the parents of the pupils being transported. Secondly, you must be convinced that the driver is safe to drive and the car is in roadworthy condition. If you are not convinced, then the pupils do not travel.

### Pupil Discipline

**During school outings, the safety and welfare of the pupils are the paramount considerations.**

The School's normal high standards of pupil discipline are to be enforced. All those involved in the outing will be aware that the image of the School should not be compromised in any way.

On long trips, which staff are on duty at which times should be clear to all staff and pupils. On outings involving parents, it is to be made clear who is responsible for the safety and welfare at which times.

### While Away

All staff must be familiar with school procedures on what to do in an emergency including such items as immediate priorities, contact with the SLT, dealings with the emergency services and the media.

At each new stop, staff are to conduct a risk assessment and make the pupils aware or remind them of any risks and how these are to be mitigated.

Staff must regularly carry out number checks and rollcalls, the frequency depending on the situation and the location.

In open areas where the pupils are playing or they have been allowed free time, rendezvous places and frequent (at least every 30 minutes) gatherings must take place to count heads.

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### Outings taking place out of normal Working Hours

For each outing any part of which falls outside normal school working hours, the member of staff responsible for the outing should ensure that there is a key link person who is able to use Clarion, together with a named back-up. The names of these links should be left with the Headmaster or, in his absence, the Deputy Head before the outing.

Whether or not the named keylink person is used can be based on a hierarchy of need. If there is a critical incident, then clearly the keylink person must be used. If it is only a question of letting people know the time of return to school, the number of a waiting parent may be used.

**Jan 2012**

**Responsible: Deputy Head**

**Next Review: August 2012**

#### ***Associated Documents:***

Safeguarding Policy

Behaviour Policy

Guidance for Staff on Tours and Expeditions

Minibus Policy

#### **DfES Documents:**

- Health and Safety of Pupils on Educational Visits
- Standards for Local Authorities in overseeing educational visits
- Standards for Adventure
- A Handbook for Group Leaders
- Group Safety at Water Margins

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## **Appendix A**

### Use of the School Minibuses: Policy Document

Date: August 2009

#### Definition

The School has two minibuses available for use.

The minibuses are used mainly for transporting our pupils to sporting fixtures but are also used for other visits. Most of these are for short runs but occasionally are used for overnight stays or longer.

#### Purpose of the Policy

- to ensure the safety of staff, pupils and others who may use the school minibuses
- to produce protocols for staff who will be taking pupils on trips for various purposes and lengths of time

#### Practice

For purposes of the protocols, use of the minibuses is divided into three main categories:

1. Journeys of less than an hour each way. Our school matches fall into this category.
2. Journeys requiring more than an hour's driving, and which may involve overnight stops (see protocols below and Guidance to Staff involved with Tours and Expeditions).

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3. Longer journeys, such as visits to distant parts of the country or abroad (see Guidance to Staff involved with Tours and Expeditions).

### Monitoring

The policy and its associated protocols will be monitored by the Deputy Head and by the Bursar.

### Review

The policy will be reviewed in August 2010.

## Protocol for Use of the School minibus School Visits with Journeys of less than an Hour

### August 2009

This will involve almost all school away matches.

Staff who drive the minibus will need to satisfy the following conditions before driving pupils in the School minibus for any distance:

- they must be in possession of a full driving licence. Any driver who qualified after 1997 will also have to have passed a minibus test and possess a D category licence.
- they will need to have undergone RoSPA training or its equivalent
- they must not have taken alcohol in the ten hours preceding the planned trip

All drivers of the minibus must note that the responsibility for the vehicle while it is out on the road is theirs. Although the bus is checked by the maintenance staff daily, all drivers remain ultimately responsible for the safe condition of the vehicle.

Drivers should allow sufficient time before the journey to carry out the following checks:

- there is enough fuel for the journey and that lights, horn, indicators and windscreen wipers work

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- each child is wearing a seatbelt correctly. This must be checked visually.
- the doors are firmly closed but left unlocked in case an emergency exit from the vehicle is required
- all baggage and equipment is safely stowed and not blocking the exits
- their mobile phone is off. Any calls that need to be made or received must be from a minibus that is at a safe standstill.
- they have the school mobile that has the unlisted number
- all the children are fit to travel
- they themselves are fit to drive
- someone at the school, usually the school secretary during the working day, knows exactly who is on the bus
- they have the emergency phone numbers of all the pupils
- they have sighted the emergency cuecard and the emergency equipment in the bus before departure

#### Numbers of Staff

For journeys of less than an hour, one member of staff is sufficient except for Calvi, who require two adults: one driving and one in the back with the children.

#### Fuel

Drivers are responsible for fuelling as necessary using the Esso fuel card at Esso stations (PIN number available from the Bursar's office) or, if unavoidable, using a credit card or money and claiming it back from the School later.

All receipts should be kept in the bus driving log.

As a rule, the bus should be refuelled when the gauge shows less than one-third full.

#### Defects

Any defects that become apparent during the journey must be recorded in the driving log.

#### Records

A record of the driver, nature of journey and mileage must be entered for all journeys into the driving log.

#### Safety Route

When driving the minibus with children on board, all drivers must turn left at reaching the dual carriageway at the bottom of 'our' road.

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To reach the A3 or Cobham, drivers should turn round at the entrance to the Hilton Hotel.

### Speed Limits

The minibus speed limit is 60mph on de-restricted dual carriageways and 70mph on motorways.

### Small Bus Permit

All drivers should be aware that, for legal reasons, the Bursar holds a Small Bus Permit for both minibuses. It is possible that a random police check might require this information.

### Use of the Minibus for Journeys in Excess of One Hour.

- all these journeys will require two adults in the bus.
- the driver should ensure before departure that the bus has adequate supplies of windscreen cleaning fluid and also a windscreen scraper
- drivers will need to take a substantial break at least every 90 minutes. The length of this break will depend upon variables such as the size of the group, the total length of the journey and the stage of the break within the journey but it must be long enough for everyone to feel suitably refreshed.
- no one driver may drive for more than a total of four hours, excluding breaks. This should be reduced, depending on the stage of the working day or other conditions which may affect the overall ability of the member of staff to drive safely eg. lack of sleep.
- the driver will need to ensure that an itinerary has been left with an appropriate person at the School, such as the secretary.
- the driver will be responsible for the security of the minibus overnight

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