



## Stowe School Off-Site Activities Policy and Guidance

<b>Author</b>	RMD/GDJ	
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<b>Approved</b>	Chairman of the Estates Committee/Nominated Health and Safety Governor	
<b>Approving Body</b>	Estates Committee	
<b>Regulatory References</b>	Health and Safety at Work etc Act 1974	
	Management of Health and Safety Regulations 1999 Activity Centres (Young Persons Safety) Act 1995	
	KCSIE (as dated)	
<b>Next Review</b>	31 January 2025	

### Document distribution:

ISI requirement to be available on request	
ISI requirement to be on School website	
Stowe 365	
ISI Portal	

This policy is considered a 'live' document and will be updated as statutory guidance is released.

### Policy Amendments

Page	Date	Description
Various Various 9	Jan 22	Full policy review 'Group' added to Health, Safety and Compliance Manager title Medical changed to Health Centre 'Off site activities solely arranged by Parents' new section added
Various	Jan 2023	Full policy review – all pages
	Feb 2023	With additions from the external consultant
4 & 5	Feb 2024	Annual review EVC reviewed detail and wording to streamline for all trips

## Introduction

The Government guidance document *Health and Safety on Educational Visits* (HASEV) November 2018 and the Outdoor Education Advisers Panel (OEAP) National Guidance will be the documents and sources of guidance to which the School will follow, to ensure the safety of all pupils and colleagues during visits and trips. The School has also inlisted an external consultant to offer advice and guidance, as a specialist with specific knowledge within this area.

Educational trips and visits are activities arranged by or on behalf of the school, which take place outside the school grounds.

This policy includes all activities ranging from short visits to other schools to undertake sports fixtures, through to residential trips outside the UK. The policy will also cover trips organised through the Duke of Edinburgh Award Scheme (DofE) and the Combined Cadet Force (CCF). Off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching pupils' learning experiences.

This policy has been created to establish a clear and coherent structure for the planning and evaluation of all our trips and visits and to ensure that any risks to the health and safety of pupils are managed and kept to a minimum at all times. Within these limits, the school will seek to make all visits available to all pupils and, wherever possible, to make them accessible to those with disabilities.

All colleagues leading a trip away from the school site must make the safety and welfare of the pupils their priority.

## Aims

The aims of our off-site visits are to: -

- Enhance curricular and recreational opportunities for pupils.
- Provide a wider range of experiences for pupils than could be provided on the school site alone.
- Promote the independence of pupils as learners and enable them to develop in new learning environments.

The visits are carefully planned to enable pupils to progress in their skills and knowledge of the curriculum and of life skills.

## Curriculum Links

For each subject in the curriculum there are opportunities for off-site visits. Some examples of the types of visits carried out at the school are: -

- English – theatre visits and revision sessions at local universities.
- Science – visits to Life Centres, ponds, field studies.
- Mathematics – local industries, local schools.
- History – field trips, museum tours.
- Geography – use of the locality for fieldwork.
- Art and Design – art gallery visits, use of the locality for drawing, etc.
- PE - a range of sporting fixtures, extra-curricular activities.
- Music - local schools' orchestra, concerts, recording studios.
- Design and Technology - visits to local factories or design centres, museums.
- Modern Foreign Languages - visits abroad, local languages events.
- ICT/Business Studies - its use in local shops/libraries/secondary schools etc, business plans in action
- P&R - visits to local places of worship
- DofE - camping visits and expeditions
- CCF - camping and training camps

## There is a Four-Tier Hierarchy of Educational Trips and Visits

1. Those trips/expeditions which are a compulsory requirement of the syllabus and which it is essential that pupils undertake. These should take place at the time best suited to the delivery of the syllabus and exam requirements.
2. Those trips/expeditions which are broadly enhancing the syllabus and which it is very desirable pupils undertake. These should be timed to minimise disruption to the overall timetable.

3. Those trips/expeditions which are broadly educational and are a desirable but an optional addition to a pupil's learning. These should take place in holiday time.
4. Those trips which are essentially recreational and are in addition to a pupil's learning. These trips must take place in the holidays.

### **Documentation**

All associated documents required to request and complete a trip/visit are available on Stowe Central (365).

### **Residential Activities**

Opportunities to stay away from the school overnight, or for longer periods offer the opportunity for increased learning in many curriculum areas, including through DofE and CCF organisations.

Residential trips will take place both within the UK and abroad. All these trips should be inclusive to all pupils, regardless of disabilities.

- Trip leaders must check with DSL to see if any pupils are on the welfare register as part of the planning process.
- Colleagues are required to follow normal school procedures regarding welfare and safeguarding concerns whilst on school trips.
- Where both boys and girls are taking part in a residential trip, there should be at least one male and one female adult accompanying the group. The use of appropriate venue staff may be able to assist with this. If this is not possible, for example if the group is very small, suitable arrangements must be made and cleared by ELT and noted in the risk assessment.
- There must be separate male and female sleeping and bathroom facilities for the pupils and adults. Parents must be made aware prior to the trip of such arrangements if male and female sleeping arrangements are not separate e.g., during camping where tents are in proximity and facilities are sometimes shared.
- Pupils must be aware of how to contact an adult during the night.
- The group members must be made aware of the fire drill and emergency procedures for their accommodation.
- Host families, if used, must be vetted with every assurance by the host School that host parents are suitable to accommodate pupils from Stowe School.
- Pupils living with host families must know how to contact the group leader easily at any time, normally by phone.
- Companies providing hosting of Stowe pupils must provide evidence of their vetting procedures and this must satisfy the ELT as to suitability. The above points must be in accordance with the most up to date KCSIE document.

### **Planning**

Before sending out any information to pupils or parents, colleagues proposing to take a trip away from School must follow the basic procedures outlined below and following the guidance available on Stowe Central under the Trips section.

All trips away from the school regardless of distance, must have risk assessments in place. It is the responsibility of the Master in Charge (Trip leader) to create the assessment. These assessments must be signed by all members of colleagues involved in the trip.

Risk assessments for regular away sports fixtures must be updated at the start of the Michaelmas term or sooner, if required, and passed to the Educational Visits Coordinator (EVC).

Colleagues must generate a trip list and print off all relevant care plans for any pupils with medical needs. Further advice can be sought from the Health Centre if required. Pupils missing lessons should be put on ISAMS so that it is clear when

a colleague takes the register which pupils are legitimately away on a school trip. Arrangements for catering should also be made in advance of the fixture.

Team lists and relevant information for sports fixtures will be available to North Hall via SOCs. This information is important as they take calls from parents who require information and details of the events.

An isams trip list of pupils taken off-site and contact details for the Trip Leader must be left with the Security Cabin on the day to ensure that each child can be accounted for. Colleagues failing to inform the Security Cabin of who is off-site, or providing the required information on the form, could result in the trip being called back and cancelled. Colleagues must also ensure that they inform the Security Cabin of their return on to site and that all pupils are present.

#### Trips within the UK

All trips and visits must be approved by the appropriate Senior Member of staff in consultation with the Senior deputy Head or Deputy Head Pastoral, before being passed to the Calendar Committee who will check the date for clashes.

Any pupils leaving site with a colleague or designated driver to attend a pre-planned appointment must also be notified at the Security Cabin. Matrons have a pink slip that can be filled in if they are attending a hospital run/ appointment with a pupil to ensure that they are noted as off-site.

#### Trips Abroad

Colleagues intending to take a trip abroad must submit a proposal form to ELT for consideration. Details must then be passed to the Senior Deputy Head and the EVC.

Following ELT approval, the trip/visit can only proceed when the following information has been submitted to the EVC and the Director of Finance:

- Destination, duration, and purpose of the visit.
- List of pupils to be invited (including any medical needs).
- Names of members of colleagues organising and accompanying the trip.
- Names of any adults not employed by the school accompanying the trip.
- A full budget projection.
- A copy of all intended correspondence.
- A copy of the trip itinerary
- A full risk assessment including travel to and from the trip. If taking the School Passenger Carrying Vehicle (PCV) ensure it is insured, has relevant breakdown cover, colleagues have the required clearance and licence category and training to drive, medical requirements (and where required a member of colleagues on the trip has received relevant training such as the administration of drugs or adrenaline device, awareness to any specific medical needs for the pupils and medication required) and emergency procedures, for example first aiders.

No payments can be made to external agencies until there are adequate funds in a dedicated school account to cover such expenditure.

#### **Contact with Parents**

Letters to parents must be sent via the General Office. Letters can only be sent once all the above information has been provided.

When sending information about Trips or Visits to parents, it is advised to request any additional medical or dietary information that may not have been updated on ISAMS.

If a pupil does not intend to return from a trip or visit under the arrangements organised by the school (this is particularly relevant to Sports Fixtures), then the Trip Leader must have written or verbal permission from either the Parent, Guardian, or Houseparent of the pupil. If permission comes directly from the Parent or Guardian, then the Trip

Leader is responsible for communicating the arrangement to the Houseparent. For clarity, this includes requests from other parents for a pupil to leave a trip or visit with them.

The Trip Leader is ultimately responsible for the welfare and whereabouts of pupils on the trip until they are either in the care of their parents or back at school.

### **Finances**

No funding will be provided from the Finance Department until authority for the trip has been given by the Senior Deputy Head and ELT and, where appropriate, the Head of International Visits, Expeditions and Gap Years. Accounting for all trips must be conducted through the Finance Department.

### **Organisation**

If a trip involves pupils missing lessons, then the trip Leader should check with the Deputy Head Academic immediately prior to the trip so that no pupils on the trip are behind in their academic work.

DofE expeditions should follow all the best practice requirements set out by DofE. Information should be passed to the EVC for all these trips.

The names of the pupils going on the expedition must be entered on a trip list in the normal way. It is very helpful to Houseparents if they are sent an email list of pupils going on the trip, together with timings.

Any colleagues who object to a pupil joining an expedition should contact the person organising the trip to discuss the matter. If the decision is taken to remove the pupil from the expedition, the entry on the trip list must be altered to reflect this change.

Any last-minute change to the trip list must be notified to the Security Cabin. Trip leaders should double check that any pupils joining them have any relevant medication with them.

Wherever possible, early warning should be given to those concerned to enable money to be obtained from home. Charges on the bill must be kept to a minimum. Packed lunches, ordered at least 48 hours in advance, should be taken for a meal rather than money to purchase one.

The Trip leader must ensure that correct dress is being worn before any member of the party boards the bus or car.

It is sensible to restrict the amount of free time given to pupils on a trip away from School.

No boy or girl may drink alcohol on expeditions, outings, visits to theatres, etc without the prior consent of the Head. At theatres, pupils may enter the bar to purchase soft drinks only. It is the responsibility of the trip leader to remind the party of this when he/she tells them what is expected of them in the way of behaviour and courtesy to the public.

Any form of hooliganism, on or off the bus, must be stopped immediately and offenders reported by the trip leader to the relevant Houseparent or the Senior Deputy Head.

On return, the trip leader must ensure that all rubbish (or items that have been left by pupils) is removed from the vehicle. Please do not leave rubbish in School Reception. (This includes any catering boxes or trolleys that have been used to supply food for the trip).

### **Offsite activities solely arranged by Parents (unsupervised by Stowe colleagues)**

If parents have discussed with the Head a trip or visit off site (for whatever reason their child is leaving site to return after the activity without a designated colleague) the relevant Houseparent must also be informed. It is the responsibility of the Houseparent to ensure that the venue is aware of the schools contact numbers of who to call should the pupil require emergency assistance during this time (i.e., injury during a sporting activity)

### **Health and Safety**

The following must be considered in the off-site risk assessment. The trip leader/s must:

- Undertake the planning and preparation of the visit, including briefing of group members and parents.

- Ensure that the ratio of colleagues to pupils is appropriate for the needs of the group and the activity taking place. This must be prearranged and agreed as part of the risk assessment process.
- Ensure that all colleagues who are involved in the trip have full information on any pastoral or medical needs of participants (this also includes any medical needs of the adults/colleagues attending/leading the trip/visit). The Health Centre must be contacted before any trips abroad. This should be done in the early planning stage to ensure that any vaccinations or immunisations are given. Some of these must be given six to eight weeks before the person leaves the country. Colleagues will be required to attend the Anaphylaxis Awareness and Administration of Medicines and Controlled Drugs training for their trip/visit. This will be mandatory for any colleagues taking a child away from the school site with specific medical needs. This training will be delivered by a member of the Stowe Medical Team and must be arranged with sufficient time before the trip. The training must be updated every three years. If the training has been delivered by another provider (for example with outdoor first aid) then a record of this must be held with the Group Health, Safety and Compliance Manager where a copy of the certificate will be required for the records and evidence trail.
- The first aid needs for all attending the trip must also be assessed and colleagues with first aid training should accompany a trip where it is high risk or deemed necessary.
- Arrange for a full briefing of participants on the code of conduct for the trip; it may be advisable to ask a senior member of the department to do this. (This must cover Safeguarding and Terrorism risks).
- Ensure that adequate insurance cover is taken out (the EVC can advise on this) and that details of this are held by the leader throughout the trip; EHIC cards where they are up to date and available to the participants should be taken on a European trip. No new EHICs are being issued, however there is now a replacement Global Health Insurance Card. Please see the following link for details of the GHIC, how to obtain these and which territories these cover <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/>
- Retain photocopies of all passports in case of loss or theft. Ensure that all the passport numbers and types have been passed and checked by the EVC before the trip leaves the site, to ensure that any pupils with non-UK passports are clear to travel to the intended destination (this information must be compliant with the School GDPR policy).
- Supply all participants – pupils and adults – with full information on dealing with emergency situations.
- Complete a risk assessment, which must be checked and confirmed as satisfactory by the EVC in the first instance **before departure**. Where applicable these will also be shared with the Group Health, Safety and Compliance Manager.
- If using an adventurous training provider, the provider should either hold an AALA licence or be endorsed with a Learning Outside the Classroom certificate to verify that they have the correct risk assessment and insurance processes in place. If the provider does not hold either of these certificates, then they must be asked to fill out a provider questionnaire, so the Trip Leader is exercising due diligence. This must be discussed with the EVC as part of the planning process.
- Ensure that full details of the trip are given to colleagues who is acting as the school contact. A full printed Trip list must also be left with the Security Cabin and School Reception to ensure that pupils can be accounted for when they are off-site. Contact mobile phone numbers for colleagues must be added to the team/pupils' list for every trip. The Security Cabin must also be informed of all the pupils returning after the trip when all come back to site. It is the responsibility of the trip leader of the trip/fixture/event to ensure that this takes place. If the correct documentation is not presented at the Security Cabin, they have the right to refuse authorisation for the trip to leave site, and member of the senior team will be informed.
- Ensure that all participants know where to meet in case of an emergency at each stage of the trip.

### Ratios of Pupils to Colleagues

It is important to have a high enough ratio of adult supervisors to pupils for any visit. The factors to take into consideration include:

- gender, age, and ability of group

- pupils with special educational or medical needs
- nature of activities
- experience of adults in off-site supervision
- duration/ nature of the journey
- distance away from the school
- type of any accommodation (overnight trips)
- competence of colleagues, both general and on specific activities
- requirements of the organisation/location to be visited
- competence and behaviour of pupils
- first aid cover (possible attendance at hospital for high-risk sporting activities).

Colleagues' ratios for visits are difficult to prescribe as they will vary according to the activity and the areas outlined above. There are no fixed recommended ratios, this must be based on the Risk Assessment\* and should be discussed with the EVC and ELT, should this be necessary before the trip takes place. It is important that there are sufficient colleagues on the trip to be able to take control if there is an injury or incident during the time away from the school. This may require another adult following on in a private car to the venue/ location.

Good practice for low-risk activities such as theatre trips, should take into consideration the age of the pupils and the following ratios should be applied: -

**Up to 1 day UK** 1 colleague for up to 12 pupils + 1 extra colleague for every additional 10 pupils

**UK Residential (+1 night)** 1 colleague for every 10 pupils (see note in Residential Activities) additional colleagues may be required following the above Risk Assessment\*

**Visits abroad** 1 colleague for every 10 pupils (ensuring that female and male colleagues are present (see note in 'Residential Activities' above) where male and female pupils attend)

**For high-risk trips** At least 2 colleagues must accompany a School PCV (13 pupils) on any off-site activity, including sports that are high risk, unless agreed otherwise by the EVC. If necessary, additional colleagues should follow the group in their car if there is no room on the bus. This will allow for additional colleague's coverage if a child is ill or requires medical attention.

On mixed gender non-residential trips, where possible there will be a male and female member of colleagues. If this is not possible and there will be only one colleague, parents and the DSL must be made aware of this before the trip. It will be their decision whether their child attends or not. This must be clearly explained and outlined in the activity Risk Assessment. All Stowe colleagues will be DBS checked (Enhanced).

If adults who do not work for the school attend the trip/visit, colleagues with a DBS must also be on the trip. Pupils must not be left alone with any person who has not been DBS checked. This must be outlined in the trip Risk Assessment.

### Transport

Arrangements for relevant transport should be made prior to the trip and the Risk Assessment must reflect travel to and from the fixture.

All trips departing the school (including Medical Runs) must go via the Security Cabin to ensure they are handed paperwork. The Boycott Gate must not be used for taking pupils off-site without visiting the Security Cabin first.

If for any reason the trip party is going to be late back to site, the trip leader must email Houseparents, Senior Deputy Head and the EVC.

### School Passenger Carrying Vehicles (PCV)/ Stowe fleet



All colleagues who use any of the school fleet for trips/visits must comply with the School policy for Passenger Carrying Vehicles. Contact must be made with the Transport Manager as part of the risk assessment beforehand to ensure they are permitted to drive (applicable for both fleet and private vehicles).

**Private Cars**

Colleagues should only use their private cars for an off-site trip as an emergency or as agreed for occasional business use. This must be cleared with the Transport Manager, the Designated Safeguarding Lead (DSL) and the pupils' Houseparents before the trip.

**Hired Coach/Bus**

If colleagues need to book an external bus company, they must contact School Reception to request a Coach/Bus booking form (Appendix A). This should be filled in with the relevant details and then returned to School Reception where the request will be processed. The requirement for individual booking forms to be submitted will become part of the audit trail outlining how the school controls this.

The use of a private car, coach or PCV must be included on the off-site Risk Assessment. If there are any road traffic accidents/incidents involving colleagues and pupils during an off-site trip, the Security Cabin and School Reception must be informed immediately, and the school accident report forms must be filled out and submitted on return to site.

## Appendix A

## Stowe School Coach/PCV Booking Form

Date required	Member of staff booking Contact number
Activity	Members of staff travelling
Venue	Departure time
Postcode	Pick up time from venue
Team/s	Date booked
Coach capacity required	Additional information/requirements
74	
57	
55	
53	
49	
37	
29	
19	
16	
School Vehicle capacity required	
16 plus driver	
13 plus driver	
8 plus driver	

Please email completed form to [northhall@stowe.co.uk](mailto:northhall@stowe.co.uk)

## Appendix B

**Injury or Illness Procedures during any Off-Site Activity**

Pupils may become ill during a trip/or suffer an injury or sports related injury during their time away from the school site.

Colleagues on the trip at that time has a duty of care to ensure that the pupil/s is given swift care and/or medical attention if required. They also have a duty of care to the other pupils on that trip. In an emergency, clear guidance must be in place to ensure that all possibilities are covered.

The Risk Assessment for the trip will outline the requirement for colleagues to be first aid trained. The Risk Assessment for high-risk sports trips will outline the requirement for an additional colleague to attend the fixture to be able to accompany any injured pupil to Accident and Emergency (A&E) or a local medical drop-in centre if required.

The following procedures should be followed:

If a child becomes ill (medical condition becomes worse) or a child is injured during a sports fixture:

- Colleagues should identify the emergency (find out if the pupil has any history - this should be checked before the trip with the Health Centre and a care plan should be in place) and locate any personal medication that may be required. Alternatively give first aid/seek advice from the venue/sports fixture first aid or medical provision. A record of any treatment given by an away school first aider/physio/ site Health Centre should be supported by written documentation of what treatment has been given. This information **must** be passed to the Stowe Health Centre along with the pupil on return to site.
- After the assessment of the pupil's condition allow the pupil to return to School, the Health Centre must be called to inform them of the situation before the journey home. If the Medical team feels that the child should not return to Stowe without going to A&E, then the Trip leader must arrange for the pupil to go. On return to School a colleague from the trip **MUST** escort the pupil to the Health Centre as soon as they return to site (before allowing the pupil to return to House).
- If it is identified at the scene that the pupil needs urgent medical attention (by the first aider/away venue medical team) the emergency services should be called (999 or 112). Colleagues on the trip must accompany the pupil to hospital. *Care must be taken if the decision is made to transport the pupil in a car or bus to ensure that any condition is not made worse by the travel/ movement. Travelling via ambulance is always the preferred option and will always be required where fractures are suspected. Suspected spinal injuries must be immobilized and secured until the emergency services arrive at the scene.*
- The Health Centre must then be called (01280 818210). They will:
  - Give advice of further action to be taken and liaise with the relevant parents or pass on the contact details of the parents so that parents can be called on the way to A&E.
  - Call the relevant Houseparents and Matron to advise on the situation and, where contact cannot be made, an email must be sent.
- If the treatment is swift, then the member of staff will return to site with the pupil.

**Attending A&E**

If a pupil has been taken to A&E, colleagues must stay with them until they have been treated or the parents/guardian or another member of the Stowe team arrives.

- After discharge, if the member of staff (and pupil) requires a taxi to return home, they must retain the receipt from the company to claim on their expenses.

- On return to School the member of staff MUST escort the pupil to the Health Centre as soon as they return to site (before returning to House). If the child has been admitted to hospital and the member of staff has arrived back to site, they must contact the Health Centre to update them and fill in an accident form with relevant information.

If a pupil leaves the scene with their parent or guardian (as they were already at the sports fixture for example), then the trip leader must ensure that the Health Centre are called and informed of this. The Trip leader must also contact a member of the pupil's House team (Houseparent and Matron) to make them aware that the pupil has been passed from their care to the relevant adult.

If the injury/illness requires a longer stay or even admittance to hospital, this information must be communicated to the Health Centre who will contact Matron/Houseparent/Deputy Head Pastoral to discuss: -

- If it is relevant for another colleague (Houseparent/Deputy Head Pastoral and their team to decide who this would best be at that time) to go to the location to be with the pupil
- Matron/Houseparent will arrange for a relevant colleague to cover, to allow them to go to hospital and continue communication with the parents/Medical Centre and the hospital.

Guidance for first aiders is available in the School's First Aid policy. Colleagues giving first aid for any head injury must be aware of the school procedures, and where there is any doubt seek further advice at the venue and inform the School Medical team. If there is any question of a head injury, or any further implications from a head injury sustained whilst off-site, the pupil must be referred to A & E for further treatment.

Even if it is deemed safe to bring a pupil back to School after sustaining a head injury, the Medical Centre must be made aware of the injury.

### **Missing Pupil**

In the case of a missing pupil, please refer to and follow the Missing Pupil Policy in the School Contingency Plan.