



Cheltenham College Junior School Welfare, Health & Safety on School Trips Policy

Introduction

CCJS places a high value on fieldwork, excursions, visits and other organised trips: they are of enormous benefit. It is a central part of the ethos of the Junior School to provide the opportunity for educational visits and school excursions. Pupils' physical and moral safety is of paramount concern.

CCJS accepts that trips, visits and outdoor activities cannot be completely without risk but it requires that those staff in charge take all reasonable precautions to protect the health, safety and welfare of pupils and staff, and minimise the risk of untoward or dangerous situations (in accordance with DCSF Guidance *Health and Safety of Pupils on Educational Visits*)

Trips and Visits

CCJS regularly takes pupils on day trips to historic sites, museums, galleries, natural features etc. to support the curriculum in a range of subjects. In addition there are theatre trips for older pupils in The Junior School.

In addition to day trips pupils have the opportunity to experience each of the following:

Overnight stays in UK include Year 7 trip to London, The Globe Theatre and Hampton Court and the Year 8 annual trip to Bude.

Overseas trips have seen pupils from CCJS travelling to Normandy in support of Art, History and French curriculum and Iceland in support of Geography.

Sports Tours take place annually to Guernsey, Rosslyn Park Sevens and pre-season cricket training in Spain. There have also been recent tours to Dublin, Cork and Barbados as part of a tour programme that operates biannually for selected pupils in Years 7 and 8. These biannual tours are for boys and girls.

Outdoor education (on and off site) includes the annual ski trip on offer to all pupils in Years 5 to 8. On-site experiences lead by CCJS staff for Years 3 and 7 camping within the school grounds. Year 4 have piloted a 2 night stay in Cornbury Park, Oxfordshire with activities provided by 'Bushcraft' and it is hoped to extend this programme to younger and older year groups in the near future.

Boarders enjoy a wide range of activities evenings and weekends for which parental consent is sought.

There is more about the trips, visits and activities that are available to pupils and

parents on the web site, the prospectus, through letters, and at parents' briefings. All trip details are sent to parents and guardians by email to ensure access to correct information for all.

Information on planned trips and activities

The blue Junior School calendar lists the trips and visits due to take place over the coming term together with a list of planned home and away sports fixtures. Details for the coming academic year are sent to all parents in advance with details of approximate cost.

This is designed to help parents plan holidays and plan financially and minimises trips clashes and helps to ensure equality of opportunity for boys and girls across all Year groups.

Planning a trip.

Staff planning a trip are asked to complete a trip proposal by February half term for the following academic year. Proposals are submitted electronically or in hard copy to the EVC. At this stage details should include destination, duration, dates, academic fulfillment (the stated objective of the trip), cost, proposed staffing and a brief outline of the planned activities. Before the end of the Spring term the XLT consider proposals and agree on which are to be presented to parents and pupils. The XLT are expected to provide variety and equality of opportunity in the trips and tours on offer. The final decision rests with the Headteacher.

The final list is published to parents before the end of the academic year to allow them to plan for the coming year.

Communication of the trip then rests with the trip organizer who works with the EVC. The following steps are guidelines to trip organisers:

Write to parents outlining details of the trip and asking for expressions of interest. At this point the EVC, trip organizer and Headteacher will decide on the viability of the trip.

If agreed to proceed then inspection visits, venue bookings, initial deposits from parents and risk assessments are undertaken. The timescale for this depends on the trip type but for overseas ventures this stage should be reached 6-12 months prior to departure.

The trip leader is then required to complete documentation confirming dates, pupil and staff lists, as well as details of costs, payment schedules, transport, risk assessment and emergency procedures.

Final information is sent to parents and for trips involving an overnight stay a pupil and parent briefing is arranged, usually 2 to 3 weeks prior to departure. At or before this meeting final balances of payments are paid, parental consents are collected. Where possible all staff involved in trip are asked to attend this meeting.

Prior to departure pupils are briefed on the objectives of the trip, the expected standards of behaviour and for some trips parents and pupils sign a code of conduct. Pupils are told of any special safety measures that are in place and it is explained that these measures are for their benefit. Pupils are told what to do if they become separated from the group, which member of staff is responsible for their group and any emergency procedures are discussed. This information is repeated several times at intervals and during the trip depending on the age of the pupils. Where children are operating in a second language parents or fluent peers are asked to help with

disseminating this information.

Pupils are made aware of basic safety rules when using transport and this is repeated regularly throughout the trip.

Parents and pupils are given every opportunity to ask questions and are encouraged to provide all relevant information regarding the pupils' participation in the trip.

Planning transport. This is organized in conjunction with Mrs. Sue Kent who makes the transport bookings for CCJS. Coaches are hired through Eagle Line where possible and it is the responsibility of the trip organizer to ensure coaches have seat belts. Minibuses are booked through the College Adjutant Stephen Clark and requests made via the transport database. All CCJS drivers must have completed a driving assessment with Mr. Mike Light before driving any College vehicle. All other transport is booked through reputable hire companies.

Overseas trips. Whenever possible CCJS overseas trips use reputable tour operators who are asked to provide contact details of previous schools who have used their services. These operators are able to supply details of local legislation, details of vaccinations and visas required and insurance. Where possible they are asked to provide a full time member of staff to join the group in the host country. For trips to European countries native speakers who are members of Cheltenham College staff are asked to attend. Passports are collected in advance and non-EU passport holders are asked to obtain any visas for foreign travel themselves. This is not the responsibility of the school. In European countries all pupils are required to provide an EHIC card or details of medical insurance.

Prior to departure a duplicate of the organisers file is left with the EVC or other member of staff who is designated as the UK contact for the duration of the trip. This person is required to hold a full passport valid for travel and be prepared to join the group in an emergency. This file contains details of group, medical conditions, passport photocopies, ticket copies, insurance documents, parental consent forms and parental contact details. For group leaders this also contains details of the nearest UK Embassy, nearest hospital, and local emergency phone numbers.

First Aid. Requests for first aid kits should be made to the Cheltenham College medical centre 2 weeks prior to departure detailing any special requirements for a particular destination. Sports first aid kits are stocked with sufficient supplies for the duration of the trip and for tours some of these supplies may need packing and storing separately.

All minibuses carry first aid kits and all trip leaders are required to identify a designated first aid person with appropriate qualifications for the trip.

Supervision, staff ratios and vetting checks.

Ratios of staff supervision vary according to the age, ability, gender, medical requirements of the group and the activities involved. CCJS supervision ratios follow DCSF Guidance *Health and Safety of Pupils on Educational Visits*). Staff attending trips are employees of Cheltenham College and have enhanced CRB checks undertaken prior to commencement of employment.

Trip leaders are expected to have assisted on trips of a similar nature prior to leading a trip.

Consent

CCJS requires parents' specific, individual written consent if pupils are on a trip or visit that involves an overnight stay, an overseas visit or extra cost. CCJS cannot take a pupil without a completed and signed consent form, including contact in an emergency. This form is sent well in advance and must reach the school at least 3 working days before the start of the trip.

Insurance.

The School arranges insurance cover to ensure that school trips are adequately protected from losses through cancellation, delayed departure, lost luggage, medical and associated expenses, personal accident and personal effects. All overseas trip organisers are required to consult with the Deputy Bursar, whilst planning a trip, to ensure that any potential exclusions, such as winter sports and hazardous activities, are suitably covered.

The College insurers are: Zurich Municipal
Policy number: KSC-122026-8773
Period of Insurance: 1/9/10 – 31/8/11.

Risk Assessment and Safety

Staff leading any off-site activity are required to complete a risk assessment for their trip or activity, which identifies significant risks, and control measures to reduce those risks. The risk assessment primarily covers activity details, venue and accommodation, transport, medical details and foreign travel documentation. In addition to this record on the CCJS database hard copy is held by the UK contact (normally the EVC) for the duration of the trip. Any external providers of a service are also asked to supply their own risk assessments prior to confirmation of booking.

Safety is top priority for CCJS. CCJS expects parents to support it in ensuring that pupils follow the instructions given either by a member of staff, or by a qualified instructor, and uses the proper equipment. The College reserves the right to send pupils home early at their parents' expense, if they decline to follow reasonable instructions given for their own safety or do not follow the College's rules, regulations and policies.

Emergency procedures.

Where tour operators are used they are asked to provide details of their emergency procedures. In all other cases emergency procedures are set out as part of the risk assessment. All staff attending the trip are told who will take charge in the event of an emergency, usually the trip leader, and who will take charge if that person is unable to do so. In the event of an emergency the trip leader will assess the situation, safeguard uninjured members of the group, ensure the casualty is attended to, inform the emergency services if required and inform the home contact or EVC. The EVC will talk this through with all staff attending in a pre-departure meeting. At this meeting all staff will be told their responsibilities in the event of an emergency or major incident. One member of staff will be identified to record any details of the incident as it happens to provide as accurate an account as possible. All emergency contact details are programmed into all staff phones at this stage.

The trip leader will be required to manage the situation on the trip with assistance from attending staff. The EVC will be expected to contact the Headteacher, insurers and notify the tour operator. In the event of serious incident members of CCJS will convene to manage the incident from school.

No member of the party or Cheltenham College should talk to the media at any point or discuss liability for the incident with other parties.

After all trips there is a section on the risk assessment for where feedback should be

recorded. Reports of serious incidents should be provided to EVC and Headteacher as soon as possible on return from the trip.

April 2010

Review date: September 2011