



Newcastle-under-Lyme School

Educational Visits Policy

This Document is available upon request to parents and prospective parents.

1. Introduction

“Newcastle-under-Lyme School aims to develop responsible, well-informed, confident and caring individuals by providing a journey of opportunity on which all pupils are motivated to achieve their very best through a challenging all-round education. We aim to provide all our pupils with the best start in life.”

A major part of this process is achieved by the pupils taking part in a variety of academic and cultural educational visits, offsite co-curricular activities and adventurous training. This policy seeks to set out the processes employed at Newcastle-under-Lyme School to ensure the health and safety of pupils and staff whilst they are engaged in any of these activities.

2. Legal Framework

This policy is designed to ensure that all visits organised by Newcastle-under-Lyme School comply the requirements of the following legislation and regulations:

- The Health and Safety at Work etc. Act 1974
- DFE Guidance for Health and Safety of Pupils on Educational Visits (2018)
- The Management Health and Safety at Work Regulations 1999
- The Independent Schools Standards Regulations
- DFE Guidance in relation to COVID 19

3. Definitions

Throughout this document the following words have the meanings indicated:

“Headmaster” means the Headmaster of Newcastle under Lyme School.

“Head” means either the Headmaster of the Senior School or the Head of the Junior School according to which part of the school is undertaking the activity.

“Educational Visits Coordinator (EVC)” means the Educational Visits Coordinator of either the Senior or the Junior School according to which part of the school is undertaking the activity.

4. Responsibility for Visits (Including Pupils’ Behaviour)

(a) Board of Governors

The ultimate responsibility for the Health and Safety of pupils and staff taking part in educational visits and offsite activities lies with the Board of Governors of Newcastle-under-Lyme School. The process of approving visits and offsite activities has been delegated by the Governors to the Headmaster.

(b) Headmaster

The Headmaster has delegated the detailed monitoring and recording of all visits and trips to the appropriate Educational Visits Coordinator.

(c) Educational Visits Coordinator

It is the responsibility of the Educational Visits Coordinator to monitor, record all detailed arrangements and recommend approval for all Educational Visits with due consideration being given to staffing provision (including qualifications and experience), pupil supervision, risk assessments, First Aid cover, emergency contact procedures and contingency plans. They should provide induction training for new staff to ensure awareness of planning and risk assessment procedures.

(d) Visit Leaders

Visit Leaders are approved by the Head. The Visit Leader has responsibility for gaining approval for the trip or visit, carrying out the detailed planning, risk assessment and contingency planning. They should evaluate their visit making amendments to risk assessments and planning documents to assist future visit planning. They have overall responsibility for the appropriate supervision and conduct of the visit, including the health, safety and welfare of the group. In particular they should be aware of and be prepared for any specific medical needs of staff and pupils in the group.

It is the responsibility of the Visit Leader to ensure (where it is necessary; See Section 6) that all parents and volunteers accompanying a visit have a satisfactory enhanced DBS clearance prior to the trip. If necessary they should contact the Director of Finance and Operations for assistance in obtaining a DBS clearance for a parent or volunteer and should be aware that it can take up to 3 months for an application to be processed.

(e) Pupils

Pupils should not take unnecessary risks. They should comply with instructions given by school staff and helpers, and dress and behave sensibly and responsibly. Any pupil who may be considered by the Headmaster or Visit Leader to pose a potential threat to the safety of him/herself or of others may be prevented from joining the activity or visit. Pupils who misbehave whilst on overnight visits may be removed from the trip and returned to school.

5. Planning Visits

(a) Planning

All aspects of the proposed activity should be carefully planned, recorded and submitted for approval and should be endorsed or declined so that a clear audit trail exists of the planning process. Planning should be carried out in good time and completed paperwork should be submitted in accordance with the points to be considered detailed in Appendix 1.

Particular thought should be given to assessing the suitability of venues and activity providers including: their insurance, that they meet legal requirements, their health and safety and emergency policies, their risk assessments and control measures, their use of vehicles, staff competence, safeguarding, accommodation, any sub-contracting arrangements they have, that they have a licence where needed.

Careful consideration should be given to the location and nature of the visit to ensure that any activity specific guidelines or legislation are taken into account. For example, field trips in the proximity of water should comply with the OEAP / DFE Guidance for Group Safety at Water Margins. Adventurous or hazardous activities need to be provided by an AALR licensed provider.

Activities involving The Duke of Edinburgh Award, Combined Cadet Force or Scouts must also comply with the specific requirements and regulations of those organisations. The trip must comply with whichever requirements are the more stringent.

If a visit is permitted to take place during the COVID 19 pandemic, visit leaders must ensure that Risk Assessments reflect the latest advice from School, national and local health authorities in relation to COVID 19. Visit planning must include procedures to minimise risks of infection to all staff and pupils.

(b) Risk assessments

It is impossible to remove all risk from any activity. However, careful risk assessment and risk management can increase the safety margin on educational trips and activities. During the planning phase Visit Leaders should carry out a comprehensive risk assessment. Where necessary and practical, especially for overnight visits, Visit Leaders should make an exploratory visit prior to the educational trip.

Generic Risk Assessments may be used and modified as required. Specific Risk Assessments should be carried out to cover any hazards not covered by Generic Risk Assessments. All supervising adults should be briefed on the Risk Assessments prior to going on the visit and a signed record of this briefing should be made by the Visit Leader. Generic Risk Assessments are at Appendix 5 will also be available in the School Information Area.

It is the responsibility of all supervising adults to constantly assess how the visit or activity is progressing with respect to the original plan. If necessary a Dynamic Risk Assessment should be carried out, communicated to all supervising adults and pupils and recorded. The activity can then continue safely in light of the changed circumstances such as changing weather or staff illness.

If outside providers are being used then the Visit Leader should obtain copies of the appropriate risk assessments, operating licenses and Public Liability Insurance, including in relation to COVID 19 and how the provider will manage those risks.

(c) First Aid

All educational trips and activities not in the locality of the school must be accompanied by at least one member of staff who holds a valid First Aid Certificate. The Educational Visits Coordinator has the discretion to waive this requirement in certain circumstances (notably if adequate First Aid cover is provided at the venue of the trip and the Visit Leader is in possession of documentary evidence confirming this).

First Aid Kits are carried in all school vehicles and should accompany any group venturing away from the vehicle. If hire or private vehicles are to be used a First Aid kit should be obtained from the School Nurse unless this requirement has been waived by the EVC. Any use of First Aid equipment is to be reported via Form 6 – Accident Report Form

6. Supervision of Pupils

(a) Supervision Ratios

The following ratios are suggested as guidelines for non-residential visits, according to the category of the trip. (See Section 11 for details about the appropriate category for a visit):

Category of Visit	A	B	
Senior School	1:25	1: 16	1:8 (for adventurous activities)
Prep	1:15	1:15	1:8 (for adventurous activities)
Pre-Prep	1:8	1:6	1:6 (for adventurous activities)

The precise staff / pupil ratio for any trip may be higher or lower than these guidelines, depending upon a number of factors including the nature of the visit, the age of the pupils, the experience of the staff leading / helping on the visit, and if relevant the weather conditions. The precise ratio to be used will be determined by the EVC.

The EVC will also ensure that any minimum requirements of any external agencies such as Duke of Edinburgh, CCF or Scouts are also complied with in the final approved supervision ratio.

For the purpose of supervision ratios, all residential trips will fall into the guideline ratios for category B.

Category B overnight trips: Guideline Ratio is 1:12. For more adventurous trips guideline ratio is 1:8

(b) Vetting of Parents and Volunteers

All parents and volunteers with unsupervised access to pupils or accompanying a school party overnight must have a satisfactory enhanced DBS clearance and the school must obtain this in advance of the trip.

A parent or volunteer should not normally be counted as part of the staff supervisory ratio for a visit.

(c) Staff Qualifications and Competence

The Educational Visits Coordinator is responsible for ensuring that Group Leaders are suitably qualified and have sufficient experience to lead any visit or activity undertaken. The Educational Visits Coordinator should be an experienced visits leader who has the status to be able to guide the working practices of other staff, be confident in assessing the ability of other staff to lead visits, be confident in assessing outside activity providers, be able to advise the Headmaster and governors when approving trips and have access to training, advice and guidance. The EVC should have undertaken EVC training provided by a recognised body (such as the OEAP) and maintain their level of knowledge and training.

Staff leading and assisting with any adventurous activities involving The Duke of Edinburgh Award, Combined Cadet Force or Scouts must also comply with the specific requirements and regulations of those organisations.

(d) Supervision

It is the Visit Leader's responsibility to ensure that the level of supervision exercised is appropriate to the nature and aims of the visit or activity being undertaken. Due consideration must be given to the qualifications and experience of the supervising staff, age and experience of the pupils, location and potential hazards and risks.

Some activities will require remote supervision. In these circumstances the Visit Leader must ensure suitable routine communication and monitoring procedures are in place. The minimum group sizes should be appropriate to the nature of the activity being undertaken.

The Visit Leader must ensure that all supervising staff and pupils are properly briefed before the activity commences. This brief should cover the aims of the visit, risks and hazards, rendezvous points and times, communications and emergency procedures. Head counts should be carried out at regular intervals and must always be done before leaving any venue.

Staff leading and assisting with any adventurous activities involving The Duke of Edinburgh Award, Combined Cadet Force or Scouts must also comply with the specific supervisory requirements of those organisations.

7. Preparation of Pupils

(a) General

Involving pupils in the planning of trips will help them to understand the risks they may face on a trip or visit. The School considers it beneficial for pupils to be 'risk aware' – an essential life skill.

(b) Participation

It is the responsibility of the Visit Leader planning the educational visit to ensure that it is pitched at the right level, so that it is within the capability of all the pupils in that group, with consideration given to any pupil's special educational need. Whilst every effort is made to encourage pupils to take on challenges and responsibilities, it is not the policy of Newcastle-under-Lyme School to coerce pupils or pupils into activities of which they have a genuine fear. Visit leaders should also consider carefully the cost of trips or visits which may prevent some pupils from taking part.

(c) Information to pupils

Pupils will be properly prepared for educational visits and this preparation is the responsibility of the Visit Leader. They will be informed what standards of behaviour are acceptable, they will be briefed on emergency actions, rendezvous procedures, supervisory groupings and their responsibilities regarding clothing and equipment. Pupils will be made aware that there are procedures in place for removing them from the educational visit should their behaviour warrant it.

8. Communicating with Parents

(a) Parental consent

The school obtains general consent from parents for pupils to participate in all non-residential Educational Trips and visits that form part of the normal curriculum of the school year. This includes sports fixtures.

All Educational Visits which fall outside the scope of general consent given by parents at the beginning of the school year will require a signed consent form to be completed by a parent or guardian of each pupil. All overnight visits will require a signed consent form to be completed by a parent or guardian of each pupil. All overseas visits will require a signed consent form to be completed by a parent or guardian of each pupil. If an activity attracts an additional charge, the consent of a parent/guardian to accept the additional charge is also required.

Most commonly parents will be asked for their consent by letter and a list of points which should be considered for inclusion in the letter is shown in Appendix 2.

In very rare cases, where a pupil is a Ward of Court, the Head will need to seek permission from the Court for residential or adventurous activities.

(b) Medical consent

A medical consent form will also be required for each of the above cases. Consent forms should accompany educational visits and be carried by all Visit Leaders. However, it is reasonable to expect UK hospitals to carry out necessary emergency treatment on a pupil, without parental consent.

With medical consent, forethought should be given to:

- Any allergies or special dietary requirements of the pupil;
- Any medication that the pupil requires (if so, the dosage and frequency);
- Whether or not the pupil is able to self-administer;
- Contact details for the duration of the visit.
- Information relevant to maintaining a COVID 19 secure visit.

Group leaders and all supervising adults should be aware of any medication that a pupil is taking on the visit even if it is not a prescribed medication.

9. Planning transport

Modes of transport used for visits can be divided into 3 main categories:

- Transport owned and operated by an external provider;
- Vehicles operated by the school, including school-owned and hired minibuses;
- Private cars.

The choice of transport will depend upon a variety of factors such as destination, numbers of pupils and journey time. In all cases accompanying staff have a

responsibility to remind pupils to wear a seat-belt, to check that pupils are present before departure, and to ensure that pupils leave the vehicle free of litter at the end of the journey.

Coaches and minibuses should be booked through the Transport and External Lettings Coordinator. See Appendix 3 for full details of the school's Minibus Policy.

When using private cars, staff are reminded that they should check that this is permissible with their insurance company and that they should avoid being on their own with a pupil in a car.

Generic Risk Assessments, which are listed at Appendix 5, should be read, modified as required and signed by the Visit Leader and all accompanying staff. These Risk Assessments will also be available in the Staff Shared Area.

10. Insurance

All trips and visits that fall within the scope of general consent are covered by the School's insurance, details of which are available upon request from the Director of Finance and Operations.

Overseas trips may need additional insurance cover. Trip organisers should discuss with the Director of Finance and Operations whether such additional cover is needed, for example the GHIC card which replaces the EHIC card.

11. Types of Visit

The DFE recognises two categories of activity with increasing levels of potential or actual risk. It should be recognised that all activities have some level of risk and that every visit or departure from the school premises requires appropriate risk assessment and a system to deal with emergencies.

(a) Category A: Routine visits

These are activities that present no significant risk beyond those of everyday life. However, some of these activities could still expose participants to appreciable risk depending upon the experience and age of the pupil. For example, crossing a road will present risks to young unsupervised pupils but will not present the same level of risk to pupils in the Sixth Form. By way of example, *a trip to the Gladstone Pottery Museum would be classed as a Category A visit.*

(b) Category B: Trips that need extra planning and risk assessment

These are activities or visits to locations with a higher risk. Safe supervision will require the Visit Leader to have some specific knowledge and abilities that need to be assessed. This will be by having additional qualifications and/or verifiable experience. By way of

example, canal studies and activities along canal banks, or boating in a powered canal boat would be classed as a Category B visit.

Some activities which are more adventurous, including all those within the Adventure Activities Licensing Regulations 2004, will require additional support from qualified providers. By way of example, a school skiing trip, including supervised skiing sessions at ski resorts. Any visit leader on such a visit should make checks on providers as outlined in section 5 above and check licenses as required by the Adventure Activities Licensing Regulations 2004.

As a general rule, all activities organised by the CCF, Scouts or D of E will fall into Category B.

A list of the types of activities which fall into each category can be found in Appendix 4.

Activities that are not on the current approved activities list are either not considered appropriate or are activities for which the School does not have the technical expertise. Should Newcastle under Lyme School wish staff to lead, instruct or supervise any other activity, it should check with the Outdoor Education Adviser. It may be necessary to engage an appropriate technical expert to assess the proposal.

If external providers are to be appointed the Visit Leader must obtain copies of their Licence, Public Liability Insurance Certificate and copies of the risk assessments for the activities being carried out. Further guidance can be obtained from the Educational Visits Co-ordinator.

12. Visits Abroad

When planning trips abroad, further consideration should be given to:

- Language and culture;
- Money communications;
- A briefing meeting for parents;
- Vaccinations;
- Insurance (for example, GHIC cards)
- Foreign legislation;
- Visas and passports;
- Nationality of participants;
- Paper work and documentation;
- The School Critical Incident Policy and UK back-up.

13. Emergency Procedures

In the event of an accident or emergency occurring during an offsite visit or activity the Visit Leader is to follow the relevant emergency procedures laid down in this section.

All Visit Leaders will be given the name and contact details for the Duty Senior Manager or Managers for the duration of the visit or activity.

In order that Newcastle-under-Lyme School can update its risk management procedures, all near misses should be reported.

For Minor emergencies, the Visit Leader will respond by attending to the injured, ensuring the safety of the rest of the group. On return to the School, they will complete an accident report form and request to replenish First Aid kit.

For Serious emergencies, the Visit Leader will respond by attending to the injured, ensuring the safety of the rest of the group, summoning help/evacuation by whatever means appropriate and by contacting the duty Senior Manager. On return to the School, they will complete an accident report form and request to replenish First Aid kit.

In the event of a fatality, the Teacher/Visit Leader will respond by attending to the injured, ensuring the safety of the rest of the group. They will call the appropriate emergency services and the Police, giving details of location, nature of accident, number of individuals involved and the condition of the group. Obtain the contact details of any witnesses. Contact the duty Senior Manager. Prohibit the remaining activity participants from using mobile telephones (in order to maintain the confidentiality of the incident until the next of kin have been informed via the proper channels).

No member of the School's Staff other than the Head or Duty Senior Manager, in the Head's absence, is authorised to speak to the press/media.

Policy updated April 2021

APPENDICES

Appendix 1: Preparation and Planning – Points to Consider

- Prior knowledge of the educational visit or activity. Visit Leaders should be familiar with the venue and have clear the educational objectives.
- Knowledge of the group, including possession of lists of all those involved in the visit, age, numbers, ability, health issues, contact details, experience, fitness, etc.
- Knowledge of weather forecast, where applicable.
- Knowledge of locality, in order to establish meeting points and communicate to the group what to do in the event that they become separated from the group.
- Plan equipment requirements of the group and ensure that everything is available.
- If accommodation is used, whether it is solely for the use of the group. Supervising staff must have accommodation immediately adjacent to that of the pupils and on the same level. Staff and pupils must know the emergency procedures/escape routes in the event of fire.
- Pupils under the age of 18 will not be allowed to consume alcohol under any circumstances. The member of staff organising a trip or visit may use their discretion to allow pupils over the age of 18 to consume alcohol. However, such consumption should be moderate and appropriate to the occasion. Parents must be made aware of the policy about alcohol consumption in the letter giving details of the trip. Pupils must be made aware of the policy about alcohol consumption in the briefing giving prior to departure.
On overseas trips or visits the laws of that country must be complied with, for example in the USA the age limit is 21 years of age. However, in countries where the legal age limit for the consumption of alcohol is less than 18 years of age the legal age limit of the United Kingdom will prevail.

Appendix 2: Letters to Parents

The consent of parents(s)/guardians to their pupil's participation in any residential visit additionally charged for or any adventure activity is essential. Details of the arrangements for all trips should be provided to parents in advance, generally including the following points:

- Dates of the visit;
- Objectives of the visit;
- Times and specific (Eg. Lancaster Road) location of departure and return;
- Mode of travel (including the name of any travel company);
- The size of the group and if they are to be remotely supervised;
- Details of the accommodation and supervisory arrangements;
- Procedures for a pupil who becomes ill;
- The names of the Group Leader and other supervisory staff;
- Contact details;
- Details of the activities planned and how assessed risks will be managed;
- A statement that normal school rules will apply;
- A list of required clothing, money and equipment;
- Whether or not school uniform is to be worn;
- Details of insurance cover taken out and advice on what is not covered;
- The cost of the visit including payment methods;
- For exchange visits or sports tours details of the host family;
- A copy of the standard parental consent form for residential and overseas trips and visits.
- The following paragraph about the general consent given by parents at the beginning of the academic year must be included in all letters about trips and visits which are covered by that consent.

“Please note that this trip falls within the scope of general consent granted at the beginning of the school year. However, I would like to take this opportunity to remind you of the need to let the school know if emergency contact details or medical information have changed since that time.”

- The following paragraph must be included in all letters about residential or overseas trips or visits.

“Please sign and return the attached Residential/Overseas consent form. Emergency contact details, medical information and medical consent will be taken from the general consent granted at the beginning of the school year. However, I would like to take this opportunity to remind you of the need to let the school know if emergency contact details or medical information have changed since that time.”

Appendix 3: Minibus Policy

This policy is written with regard to DfE Guidance on the requirements for Driving School Minibuses published in 2013.

Introduction

1. A minibus is defined as a small bus that can carry 9 to 16 passengers excluding the driver. This policy relates to the use of minibuses on activities arranged by or on behalf of the School and its associated organisations. Minibuses hired by parents or groups of parents to convey their pupils to and from School are outside this policy as such journeys are entirely a parental responsibility. When

2. The policy is to be fully applied to minibuses owned by the School. It is to be applied to the maximum extent possible when buses are hired or borrowed for school use.

3. This document does not attempt to repeat all the statutory and regulatory measures relating to the construction and operation of minibuses. Full observance of such measures is a presumption.

It is considered, however, that in a school, rules over and above the standards imposed by law are appropriate when the safety of pupils could be involved. This policy seeks to establish those additional measures. There is inevitably, however, reference to some of the statutory and regulatory measures. In the event of any statutory or regulatory measures or any legal precedence establishing requirements more stringent than those set out in this policy, the former shall prevail.

Construction of Minibuses

4. As a "Small Bus Permit" holder the School must ensure that minibuses comply with all the appropriate Minibus, Road Vehicles and Public Service vehicles regulations. Additionally, however:

(a) The legislation requires a forward facing seat for each pupil. Minibuses with a side or rear facing seat can be used but such seats cannot be occupied by a pupil and the number of pupils carried should be limited to the number of forward facing seats.

(b) Each forward facing seat shall be fitted with a safety belt conforming to the bus manufacturers' recommendations.

(c) Any minibus fitted for towing a trailer shall have a near side exit door accessible to all passengers.

(d) School minibuses shall display the school bus sign, depicting a silhouette of two pupils, at both front and rear.

Emergency Equipment

5. Minibuses shall be equipped with the following:

- (a) Spare wheel in good condition;
- (b) Jack, wheel brace.
- (c) At least one fire extinguisher;
- (d) A clearly marked first aid kit, readily available for use;
- (e) Emergency stop triangle;
- (f) Torch;
- (g) 4 x Sickness bags.
- (h) Emergency hammer and seatbelt cutter.

Maintenance and Safety Check

6. The Director of Finance and Operations is responsible for:

- (a) Ensuring that any defects affecting safety are corrected before the vehicle is allowed on the road;
- (b) Carrying out periodic/interim checks to include:- tyres, brakes, wheel, wheel nuts, steering, lights, warning instruments, windscreen washers and wipers, freedom from oil and fuel leaks, safety equipment including seat belts;
- (c) Arranging for the implementation of time/mileage maintenance in accordance with the manufacturers recommendation by an appropriate agent;
- (d) Ensuring that the vehicle is at all times capable of passing the Group V Department of Transport test and that such tests are carried out by an authorised test station annually on a date not later than the anniversary of first registration;
- (e) Establishing preventative maintenance and service planning charts and maintaining written records of all weekly safety check, time/mileage maintenance, Department of Transport tests and any reported defects and repairs. A vehicle check and service record log is to be permanently held in each vehicle.

7. Drivers of school minibuses and borrowed or hired self-drive vehicles are advised to satisfy themselves, so far as they are able, that the minibus is in a safe condition to drive, including:

- (a) Carrying out pre journey checks on brakes and visual checks on wheels tyres, lights, warning instruments, windscreen washers and wipers and the emergency equipment.
- (b) Checking that borrowed or hired vehicles have a current Group V Department of Transport test certificate (not an ordinary certificate) if more than one year old. This certificate should be displayed in the vehicle.
- (c) Reporting any defects. All major defects are to be reported to the Bursar's staff as soon as possible. A vehicle defect log and reporting sheet is also permanently held in each vehicle.
- (d) Arranging for the immediate repair of any defects threatening safety which develop during a journey before proceeding with that journey.

8. The School shall maintain membership of the AA or similar organisation to ensure that assistance is available day or night wherever the vehicles may operate. The membership shall include AA Relay Plus or equivalent system. All drivers shall be acquainted with the procedure for using this service.

9. In the case where minibuses are hired with driver or made available by other organisations (e.g. field study centres) the senior member of the School staff present may ensure that safety and maintenance standards are adequate and may refuse to allow pupils to use the vehicles where there is justifiable doubt. His/her decision will be final.

Loading and Passenger Conduct

10. The driver's legal responsibilities include the load and 'Responsible Adults' (see below - paragraph 14) have a duty of care. They should ensure that, subject to any over-riding emergency which itself affects safety, the following rules are observed.

(a) Irrespective of size or age every passenger shall have his/her own seat and seat belt. The practice of small pupils sharing adult size seats is expressly forbidden as also is that of passengers travelling in the gangways.

(b) Luggage shall be stored where it does not block exits or movement to exits. If necessary, luggage should be carried on roof racks, trailers, separate vehicles or secured on unoccupied seats.

(c) Inflammable or other dangerous substances are not to be carried in the bus except small quantities in approved containers and adequately secured.

(d) Seat belts shall be worn at all times when the vehicle is in motion. Passengers shall not move around except when the vehicle is parked.

Drivers

11. Minibuses complete with driver shall only be hired from approved contractors who, as recognised Public Service Vehicle operators, work to the highest legal standards.

12. Drivers of school or hired self-drive minibuses must:

(a) Be 23 years of age or over. Drivers under the age of 25 require specific addition to the School's insurance policy.

(b) Have held a full driving licence for at least 3 years and must have a D or D1 category or PSV or PCV annotation shown on their licence. However, it should be noted that drivers who passed their driving test after 1 January 1997 are not awarded an automatic D1 category. However, they may drive any minibus not exceeding 3500 Kg provided they receive no payment for driving and do not tow a trailer. This is extended to 4.25

tonnes if they are fitted with wheelchair ramps. The School currently has two Peugeot Boxer 17 seat minibuses that fit within this category and can therefore be driven on a non D1 car driving license. (All drivers of the School buses are considered as volunteers. Staff are not being obliged to drive these buses and may request the use of a bus with driver.)

(c) Declare any 'unspent' convictions for traffic related offences. Where there are such convictions they must be referred to the schools insurers who must confirm that they will not affect the insurance of the vehicle. In any event unspent convictions for drink driving, dangerous or careless driving will lead to prohibition from driving minibuses on school journeys.

(d) Be currently free from any known illness, disability or condition which can make it unsafe to drive. Disorders of the heart, circulation, brain and nervous system, mental illness and addiction to alcohol or drugs, poor vision, loss or limited use of limbs are typical examples. Any such disorders should be declared. If there is any doubt qualified medical advice will be sought.

(e) Have driven a minibus of the same type regularly over the previous year or undergo training and test drive either on a Staffordshire County Council Driver Training Course or an equivalent authorised course. Further refresher training is available from the Sites Manager. Records of driver assessments shall be kept.

Crewing of Minibuses

13. The term "Responsible Adult" used in this section is defined as a teacher or teacher's assistant in the current employ of the School; a member of the administrative staff of the School who, with the approval of the Headmaster, is an adult leader in a school organisation (e.g. Scouts, CCF); any other adult who with the approval of the Headmaster is given and accepts a supervisory role in relation to pupils of the School.

14. When pupils of the School are travelling on a minibus the driver of which is not a Responsible Adult, a Responsible Adult must travel on the vehicle.

15. When the driver of a minibus is a Responsible Adult it may be considered appropriate to have another Responsible Adult on the vehicle to control the pupils; to assist in the case of an emergency or to take over driving if the driver becomes unfit. The requirement will vary with the age of the pupils, the length of the journey, the timing and the driving conditions. The following general guidance on the provision of a Responsible Adult additional to the driver will apply:

(a) Junior School pupils will normally be accompanied by a second Responsible Adult on other than short journeys.

(b) On journeys within a 20 mile radius of the School a second Responsible Adult is not normally required.

(c) On journeys within a 20-40 mile radius of the School a second Responsible Adult is required either in the minibus or travelling in another vehicle which moves in convoy with the minibus.

(d) On journeys outside a 40 mile radius of the School a second Responsible Adult who is also a minibus driver is required.

(e) Where parties from the School are operating from a base other than the School and that base has a staff who will assist in the case of an emergency (e.g. a field study centre or armed services camp) the lengths of journeys noted in paragraph 15 will refer to that base rather than the School.

Driver Fatigue

17. The safety of pupils is paramount. The School will support any Responsible Adult who decides with reasonable grounds that the driver of the vehicle, or they themselves if they are the driver, are for any reason, not entirely fit to drive and should, therefore cancel, delay or break a journey

18. During journeys, drivers should take breaks as they consider necessary, but as a minimum it is advised that nobody drives more than 2 hours without a break. After two hours the break should be a minimum of 30 minutes. The maximum number of driving hours in any one day would normally be 5. A minibus driver log is held in each vehicle and must be completed.

Speed

19. All normal speed limits are to be observed but a maximum speed limit of 60 mph on Motorways and Dual Carriageways and 50 mph on all other roads is imposed on all minibuses carrying pupils of the School. It should be noted that the current minibuses have been fitted with speed limiters as required by regulation.

Manoeuvring Of Vehicles

20. Drivers should be particularly aware that in many instances the vehicle will be manoeuvred on a school premise or other areas where pupils are likely to be moving about. They need to ensure vigilance at all time, ensure the reversing alarm is working and consider the use of a "banksman" to assist them.

Overseas Travel

21. The law concerning driving of minibuses overseas is different to that in the UK and requires such vehicles to be fitted with tachographs and drivers to comply with EC regulations concerning driving hours. Advice must be sought from the Bursar before a minibus is taken overseas and use of a professional driver would be advised in most circumstances.

Appendix 4: Types of Visit

The DFE recognises two categories of activity with increasing levels of potential or actual risk. It should be recognised that all activities have some level of risk and that every visit or departure from the school premises requires appropriate risk assessment and a system to deal with emergencies.

Category A: Routine Visits

These are examples of activities that present no significant risk beyond those of everyday life. Some of these activities still expose participants to appreciable risk. For example, crossing a road or any activity near water will present risks to an inexperienced and unsupervised person. Some such activities are:

- Visits to local places of religious worship, museums, open farms, zoos, sports centres, towns or villages.
- Attractions that are specifically designed for use by groups and where the owners are responsible for the procedures and safety of those attending and accountable to the Health and Safety Executive. Examples include: theme parks and adventure playgrounds.
- Swimming pool visits under the auspices of a qualified Instructor, Supervisor or Lifeguard.
- Taking groups as passengers on any public transport, including licensed passenger craft, ferries, aircraft, railways, buses or coaches.
- Inter-school sports matches and events.
- Field studies in environments presenting no technical hazards, including pond studies where the supervisor could affect a rescue from the bank or by wading.
- Activities such as walking in a parkland or non-remote country area with no technical hazards.

Category B: Trips that need extra planning and risk assessment

These are examples of activities or visits to locations with a higher risk. Safe supervision will require the Visit Leader to have some specific knowledge and abilities that need to be assessed. This will be by having additional qualifications and/or verifiable experience. Although not exhaustive, activities in this category are:

- Walking or field studies in non-remote country where technical hazards exist. In particular where there are cliffs or quarries of any height, areas of steeply sloping ground or natural water features (rivers, ponds or lakes) that would present a significant hazard if a participant fell in. This would include for example; walking on the Roaches and areas of the White Peak with cliffs, such as Chrome Hill, and activities beside rivers such as the Trent or the Dove.
- Camping.

- Cycling either on road, or off-road on gentle tracks and trails that can be safely accomplished by participants with limited personal skill. This will include gently sloping tracks that do not twist through trees.
- Orienteering in areas that are open to the general public or have technical hazards such as steep banks, water features (ponds or rivers), dense woodland or are open to roads and vehicles.
- Canal studies and activities along canal banks and boating in a powered canal boat.

Some more adventurous activities, including all those included within the *Adventure Activities Licensing Regulations 2004*, will need to be run by specifically qualified individuals. Visit leaders must check that any provider holds a license as required by *Adventure Activities Licensing Regulations 2004*

These activities include, but are not limited to:

- Walking and trekking activities on any open moor (at any altitude) or land above 600 metres, where it is possible to become more than 30 minutes walking time from the nearest transport or refuge.
- Any activity on or in open water. This includes canoeing and kayaking, sailing, windsurfing, rafting, rowing, power boating and water skiing, sub-aqua, gorge walking and swimming in any open water including the sea, rivers, lakes or canals.
- Caving (except guided visits to public areas of show caves).
- Climbing, including gorge walking with technical descents or ascents.
- High Ropes Courses.
- Skiing, including supervising skiing sessions at ski resorts or at artificial ski slopes.
- Horse riding.
- Off road cycling on any open moor or land above 600metres, or where there are significant terrain hazards such as rocky ground, trees, steep slopes, drop offs or jumps where participant's safety is dependent on their personal skill and ability.

Appendix 5: Risk Assessments

Risk assessments should be carried out in the following way.

1. Identify the hazard.
2. Identify who is at risk.
3. Identify the likelihood of the risk occurring using the scale Low, medium or High.
4. Identify the control measure which will be used to minimise the level of risk.
5. Assess the level of residual risk using the scale of Low Medium or High.
6. Record the above details either on a blank Risk Assessment Form or by modifying a Generic Risk Assessment Form.
7. After the visit, review and amend the Risk Assessment to assist future planning.

Copies of the Generic Risk Assessments listed below can be found in the Staff Shared Area. Advice on how to carry out a Risk Assessment and on how to modify the Generic Risk Assessments can be sought from the EVC.

Generic Risk Assessments

- GRA 1 Travel by coach or minibus
- GRA 2 Accommodation for residential trips
- GRA 3 Travel by air
- GRA 4 Travel on London Underground
- GRA 5 Travel by National Rail
- GRA6 Risk Assessment Template