



GIGGLESWICK SCHOOL

Safety and Supervision of School Trips (supplementary to the Educational Visits Policy)

Lead Author(s)	Head of Co-Curriculum
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1 PRINCIPLES

Giggleswick School ("the School") seeks to support staff who arrange trips, both within the UK and overseas, whether of a cultural, language, sporting, adventurous/challenging or social nature. Some trips are essential for pupils' curricular study; others aim to enhance the pupils' learning experience but are not essential.

Supervision, safety and behaviour must be to the highest standard. To ensure this the following rules and guidelines are issued in order to minimise problems.

1.1 Duty of Care

According to the law, the duty of care on a School trip rests with the Head and Governing Body. This duty is delegated to the Head of Co-Curriculum (Educational Visits Co-ordinator). The duty of care is delegated by them to trip leaders, who are responsible for managing both the educational and safety aspects of the trip.

The Trip Leader and accompanying staff must intervene if they consider the pupils' safety to be at risk, e.g. they should talk to or stop the driver or activity organiser.

The Trip Leader or a designated deputy should always be the last person to leave the coach / train / airport, etc. thereby ensuring that all pupils are accounted for before the next stage of the trip occurs. The Trip Leader is responsible for ensuring that there is an 'on duty' staff member at all times (24 hours as necessary) during the trip, in case of any emergency requiring adult presence.

If there has been any incident (however minor) on a school trip, the relevant pupil's Senior House Staff, the Second Master, and Head of Co-Curriculum should be informed as a matter of course, and the Headmaster if the incident is deemed more serious.

On return to school, trip leaders should make an appointment to see the Head of Co-Curriculum for a general debrief and to discuss any incidents. This especially applies to overnight and trips abroad.

1.2 Non-Staff Adults

If an adult who is not a member of staff is accompanying the trip then they must have an up to date and valid DBS check, authorised by the HR department. This can take a while to process, so contact HR at least three months before the trip.

1.3 Missing Lessons

Any trips which involve missing lessons need permission from the Second Master and Director of Studies.

1.4 Risk Assessments

Adults on any trip which requires a risk assessment must be wholly familiar with this document and take appropriate action both before and during the trip.

1.5 Records on iSAMS

Every effort is made to keep iSAMS up to date. However, details are constantly changing. The staff member i/c must double check that important details are correct. If information needs updating, please inform Sophie Wild.

1.6 Mixed Genders

Gender must not be a barrier to the curriculum. If there are boys and girls taking part in an overnight trip then this should be referenced in the risk assessment. Part of the risk mitigation should be that boys and girls are accommodated separately. There is no requirement that a female member of staff is present, but parents should be made aware of the arrangements for supervision and accommodation. Wherever possible, mixed gender staffing is in place.

1.7 Alcohol on Trips (Pupils and Staff)

Alcohol consumption should be discussed and agreed in advance.

Any consumption of alcohol by pupils or staff should take into account:

- the local law;
- the negative effect of alcohol on the ability of participants to take part in the visit, and of leaders or helpers to carry out their responsibilities;
- the need for a sufficient number of alcohol-free leaders to provide effective supervision or to drive, including in an emergency;
- the time taken after drinking for someone to be free of the effects of alcohol.

Pupils should always be supervised by a minimum of one alcohol-free staff. This is especially important for overnight and foreign trips. So, if staff are to drink alcohol:

- there should be sufficient staff to allow some to be 'off duty' without adversely affecting supervision levels or the ability to deal with an emergency, including the possible need to drive;
- staff who do drink should do so in moderation and be fit to return to duty at the appropriate time;
- the 'duty rota' should not unfairly penalise any staff who choose not to drink.

2 GUIDANCE

All school trips and visits require meticulous planning and organisation. Members of staff wishing to propose a trip for approval should read the Educational Visits Policy, the detailed planning guides available in the Staff Handbook and the section School Trips in part 3 of the School's Health and Safety Policy (available on the School's website). A proposal form should then be completed via the EV&T Microsoft Team, a planning meeting will then be organised with the EVC.

A clear set of guidelines and examples are available in the EV&T Teams area and EV&T staff are on hand to advise. Guidance includes:

- Trip checklists and planning documents
- Risk Assessment(s)
- Emergency Action Card
- Pre-Departure Safety Briefs
- Skeleton Trip Packs
- iSAMS medical and dietary information guidance