

WHITGIFT SUMMER SCHOOL SCHOOL TRIPS POLICY

Aims

Whitgift Summer School recognises the importance of trips for the educational, social, moral and cultural development of students. The purpose of this policy is to ensure that trips are undertaken as safely as reasonably possible while retaining the enjoyment and educational or social value of the activity. To this end, the careful preparation and supervision of trips is essential. Many of the roles detailed below overlap to some extent to ensure that all aspects are fully considered before the start of the trip.

While the complete eradication of risk is impossible, the aim of this policy is to ensure that trips are well planned in advance, that all foreseeable risks have been considered and safety measures are in place. All staff on a summer school trip have a duty of care to act in the manner of a prudent parent in exercising their responsibilities towards the students. The first consideration at all times is the safety of participants.

Reference may be made to the booklet *Health and Safety on Educational Visits* – GOV.UK

Role of the Governing Body

The Whitgift Foundation, as Proprietor and Governing Body, is responsible in law for the safety of all those who participate in summer school trips. In order to fulfil this obligation, the Governing Body will appoint one of its members or School Committee members, subject to overall Court permission, to oversee Whitgift Summer School's trips policy (as part of the Health and Safety Committee). Details of the staff member appointed for Summer School trips can be found in Appendix 1.

Rules Applying to Summer School Trips

Published Summer School Rules are to be strictly adhered to throughout a trip. Every student should have a current copy of the Summer School Rules and they are available in the course specific Welcome Pack. In particular, students' attention should be drawn to the following rules;

Alcohol

The purchase and/or consumption of alcohol on a trip is expressly forbidden for all students. Staff are not permitted to purchase and store alcohol for students.

Smoking and Vaping

Smoking and vaping is forbidden at all times on trips.

Forbidden Items

The following items may not be brought, or purchased, on a trip:

- ⊗ Fireworks, matches, cigarette lighters
- ⊗ Knives, guns, catapults and similar offensive weapons
- ⊗ Cigarettes and other smoking materials (including shisha and e-cigarettes)
- ⊗ Any illegal substances
- ⊗ Pornographic material
- ⊗ E-cigarettes, vapes and shisha pens
- ⊗ Solvents

Illegal Substances

Any drug-related offence, including the possession, use or distribution of illegal substances or any drug paraphernalia, is regarded extremely seriously. Any student who disregards English law with regard to illegal substances **cannot** expect to continue their stay at Whitgift.

Behaviour

Students should remember that it is unacceptable for staff to have to experience the stress and inconvenience of dealing with thoughtless or wilfully poor behaviour.

- The highest standards of behaviour are expected from all students on a summer school trip.
- Whilst on a trip, students are representing the school and, as such, are expected to display good manners, commonsense, honesty and consideration for others.
- Use of social media must be entirely appropriate and not bring the school into disrepute.
- Students should not take unnecessary risks and should be sensitive to British customs and cultures.
- The instructions of staff should be followed at all times. This is particularly important during the journey and with regard to meeting times and meeting points.
- Poor behaviour brings the Whitgift Summer School into disrepute and is unacceptable.

Appendix 1 – Summer School Trips

Summer School students will take part in two trips per week. An afternoon trip on Wednesdays and a full day trip on Saturdays. On Sundays where no airport transfers take place the summer school may arrange additional trips.

These trips are organised under the direction of the Course Director.

Roles of the Activity Manager

This policy is overseen by the Activity Manager, who will:

- Work in collaboration with the Student Experience Co-ordinator in the preparation of weekly excursions.
- Work in collaboration Student Experience Co-ordinator to ensure duties under this Policy are properly enforced.
- Assist the Student Experience Co-ordinator in training staff before the trip commences.
- ensure the Summer School has emergency procedures in place in case of a major incident.

Role of the Student Experience Co-ordinator

This is a pivotal role in that the Student Experience Co-ordinator shall be responsible for ensuring the safety of the trip before, during and after it has ended. The Student Experience Co-ordinator will also be responsible for assisting in the planning of summer school procedures to help fulfil the health and safety obligations for visits. The Student Experience Co-ordinator will work closely with the Activity Manager for both the strategic and operational aspects of trips and procedure.

The Student Experience Co-ordinator will:

- ensure that the Summer School's Trips Procedure is followed
- conduct risk assessments and keep these signed risk assessments on file
- act as the Group Leader or in exceptional circumstances, check that an appropriate Group Leader is nominated. The Student Experience Co-ordinator will be satisfied with the Group Leader's competence and ability to maintain discipline
- ensure that all staff are both competent and appropriate to be on the trip
- if necessary, train or arrange for staff to be trained
- ensure that supervision ratios are appropriate
- where an external agency assists with the visit, ensure the agency is competent and has appropriate insurance cover
- ensure that emergency arrangements for a trip are in place
- consider how students with special needs or a disability as defined by the Disability Discrimination Act 1995 can be involved in Summer School trips
- without prejudice to the Director of Estates and Facilities' role in making reports under RIDDOR, keep records of visits including reports of accidents or near incidents (near misses)
- review practice and systems in the light of any lessons learned during the trip
- attend such training sessions as are required to ensure that they have the necessary competence and skills to act as a Student Experience Co-ordinator

- prepare forms and checklists for Activity Leaders to complete in preparation before the trip and reporting following the trip
- advise the Activity Manager on the feasibility or otherwise of the proposed trip
- ensure that the financial aspect of the proposal is sound.
- It should be noted that all staff have been DBS checked.

Procedure for a Summer School Trip/Visit

- An administration file is to be opened and kept containing all the relevant paperwork.
- The Student Experience Co-ordinator will undertake formal written risk assessments for all aspects of the visit, including travel arrangements. These risk assessments will be:
 - generic activity risk assessments, that is assessments of risk likely to apply to the activity wherever and whenever it takes place
 - visit / site specific risk assessments which are likely to differ from place to place and group to group. External agencies' own risk assessments should be consulted and saved.
- If necessary, the Student Experience Co-ordinator will arrange for a pre-visit especially when neither the summer school nor the Group Leader has visited that location before.
- Up to date medical information should be obtained on all students. Students with a medical record which gives cause for concern should be taken on a visit only after consultation with the Activity Manager and Course Director and with the written advice of a medical professional.
- The Student Experience Co-ordinator will ensure that all reasonably practicable efforts have been made to include special needs or disabled students as fully as possible in the visit.
- Each visit will have a designated Group Leader who is employed by the summer school and is considered by the Course Director to be sufficiently competent and experienced to fulfil this role. In the vast majority of cases, this role will be fulfilled by Student Experience Co-ordinator. The Group Leader will be competent to undertake ongoing informal risk assessments as the trip progresses. Such assessments will consider unforeseen aspects of the trip such as illness of staff; inability of students to participate; change of weather or venue.
- If on a trip any student is taken to a doctor or to hospital, it will be the normal procedure for the parents and/or agent to be informed.
- The Student Experience Co-ordinator will also satisfy themselves as to the suitability and competence of other supervisory adults to discharge the responsibilities assigned to them. In all matters, the summer school expects members of staff to carry out their responsibilities in a manner which is fair and reasonable.
- At all times the Course Director reserves the right to exclude any student from participating in a trip or any part of the trip. This authority is delegated to the Group Leader who is authorised to forbid the student from participating at any time during the trip if it becomes clear that the student is either incapable, or insufficiently responsible, to undertake all or any part of the trip or activities.

Supervision

- Every trip will have a clearly designated Group Leader who is usually the Student Experience Co-ordinator. A Deputy Leader must also be designated; in the majority of cases this will be the Activity Manager.
- The level of adult supervision must realistically reflect the purpose and nature of the trip, the age and maturity of the students, the experience of the accompanying adults, and any special needs or disabled students.
- The Activity Manager will ensure that the allocation of staff to a trip is equitable and made with due regard to experience, expertise and the ability to control the group in a manner which ensures the participants' safety and protects the good name of the summer school.
- While every trip must be judged on its merits, the summer school recommends a staff/student ratio of 1:10 at most. Where possible, a higher staff to student ratio will be deployed.
- Both male and female staff must accompany the visit.
- The Group Leader must explain clearly the responsibilities of staff on each visit during a briefing meeting.
- Students must know where they can contact an adult member of the party at all times. Students must always wear their house wristbands and summer school lanyard with the summer school name and the emergency telephone number inscribed on it. They should be given an itinerary with a map of the area they are visiting and the meeting points clearly marked.
- All staff must carry a list of all students on the visit. Checks and roll calls should be frequent and a roll must always be called when students re-join any transport before departure.
- Students aged 10-12 on the day of the trip will always be supervised, even during 'free-time'. Students aged 13 and above on the day of the trip will be allowed limited unsupervised free time in certain areas but always in groups of at least three students.

Expertise in Activities

- Accompanying adults must have reasonable knowledge, experience and skills (and in hazardous activities, qualifications) in the activities undertaken as well as the ability to control the group and ensure the maintenance of the high standards expected.
- The Student Experience Co-ordinator and Activity Manager must be satisfied that students are medically fit to undertake the planned activities. If there is any doubt, reference should be made to a medical professional.
- Where staff have specific qualifications, it is their responsibility to make sure that these are up to date and valid; the Course Director will keep a record of such training and, if necessary, arrange for refresher sessions.
- If a member of staff has any reason to doubt the competence or conduct of any adult on a visit, this should be made known to the Group Leader at once with fully documented evidence (e.g. witnesses). It is the Group Leader's responsibility to deal with the matter at once if necessary, contacting the Course Director at school. All discussions should be accurately recorded.
- The Activity Manager will ensure that all supervisors on the trip are competent to undertake informal risk assessments for any stage of the activity.

Knowledge of Area and Activities

- Group Leaders should be familiar with the nature of the conditions likely to be encountered.
- Prior information must be obtained by the Student Experience Co-ordinator about local hazards and safety requirements that are likely to be encountered.
- Informed and responsible local advice must always be heeded and acted on accordingly.
- Students and adults must be suitably clothed and equipped for particular activities and the conditions likely to be encountered.
- The Summer School Marketing Executive will act as a link between parents/agents and the group.

Insurance Arrangements

- For each trip the Student Experience Co-ordinator should check that the summer school's insurance policy covers all activities that are likely to be undertaken.

Transport

The Student Experience Co-ordinator will consider the transport needs of the party. They will:

- ensure that the tour operator or hirer of transport such as coach companies are reputable.
- check that there are sufficient adults on the trip to supervise the students and maintain good discipline – in this regard the summer school acknowledges that a staff driver of a minibus cannot also be expected to supervise the students whilst travelling.
- ensure that any staff drivers have the appropriate qualifications and, if necessary, insurances for driving that vehicle.
- consider whether there are any safety concerns arising from the mode of transport and plan in advance on how to deal with any issues, for example students travelling on a train.
- ensure that first aid is available at all times, which will include sickness tablets.

Emergency Procedures

- Group Leaders should ensure that First Aid kits are taken on every summer school outing and must ensure that there is always more than one member of staff who has a valid First Aid qualification. First aid kits are given to the staff before a trip.
- Group Leaders and supervisors must make sure that students are fully briefed about the local conditions which they are likely to face; students must also be told what to do if they encounter any difficulty or emergency or to know where to find either the Group Leader or an adult.
- The Group Leader on a visit will have a list of students' contact numbers and all staff will have the contact numbers for their respective mini-groups as well as the Group Leader's number and the School's contact details for emergencies.
- A member of the Summer School Management Team will be designated as the school-based Trip Contact for the duration of the trip. They will be provided with the

details of the trip, student contact numbers, and staff contact numbers in advance of the trip by the Senior Activity Leader (Excursions Co-Ordinator).

- Parents/agents must be informed at the earliest opportunity if an emergency occurs.
- In the event of an accident or illness, parents must be informed as quickly as possible. If any student sustains an injury an Accident Report must be completed and eyewitness accounts recorded in accordance with the Health and Safety Policy.
- Staff should remind themselves of the general rules regarding contact with parents or the press in the event of an emergency.
- A point of contact must be established at the school in order to transmit information to parents in certain circumstances.
- All staff on the trip are required to take a mobile telephone.
- The Senior Activity Leader (Excursions Co-Ordinator) will prepare or authorise contingency plans for eventualities which may happen on a visit (e.g. care and/or return of ill/injured students, early return).
- The Activity Manager or Course Director must be available to the Group Leader for emergency contact.

Incident where group is separated e.g. Terrorism incident

Trip leaders should make sure all staff are aware of what to do in a terrorist incident or some other incident which causes the group to become separated or in danger.

- Follow all instructions from emergency services.
- Staff should make sure groups and other staff know where to meet in case of an incident e.g. a high profile point, in case the group disperses. This should be done at the start of the trip and also during the trip
- Groups should stay together as well in particularly more vulnerable/likely places e.g. a major city – it is best not to split into too many smaller groups. Also, do consider carefully whether it is safe to allow groups to split up into different locations. If there is an incident fewer groups and staying together will make it easier to look after everyone and deal with any injuries.
- Any time, e.g. a shopping centre, where you allow students to move around on their own, they must know where to meet in case of an emergency and carry with them their information card so they can get help if needed and you can be located. Consider carefully whether it is safe to allow students to move around on their own – consider their age and make sure they stay in groups of 3 or more. You should also have looked carefully at the place you are allowing this and if you are unsure do not allow them to move around unsupervised.
- In general, please remind staff and students to be vigilant and stay safe.
- If there is an incident, once it is safe to do so, contact the School, The Welfare Manager or The Course Director to update them as to what is happening and the support you need.
- In the event of a terrorist attack the Government has issued that the best practice is to RUN – HIDE – TELL. <https://www.gov.uk/government/publications/stay-safe-film>

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