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**BRYMORE ACADEMY**

**Safety & Supervision on School Journeys and Trips Policy**

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| **Signature of Chair of Governors** | **Signature of Headteacher**  A computer screen with a signature  Description automatically generated |

This policy is available on the School website and can be made available in large print or other accessible format if required.

**Safety & Supervision on School Journeys Trips & Safeguarding**

Where extended school activities are provided by and managed by the school, our own Safeguarding and Child Protection Policy and procedures apply. Where other organisations provide services or activities on our site, the member of the School’s staff responsible for arranging the services or activities will confirm that the service or activity providers have appropriate procedures in place, including relevant risk assessments and Safer Recruitment procedures.

When our children attend off-site activities, including those abroad during school trips, we will check that effective child protection arrangements are in place.

On residential trips it is the responsibility of the Group Leader to ensure that the Brymore School Safeguarding and Child Protection policy and guidelines are applied. A protocol for dealing with an incident on a trip is in place. For each residential trip a duty DSL will be identified as a point of contact for the Group Leader during the trip.

The nature of the accommodation and sleeping arrangements will be checked at the time of booking a trip. Any queries relating to the accommodation should be discussed with the Education Visits Co-ordinator. Sleeping arrangements should be organised with care and take into account pastoral / behaviour considerations.

If hosted accommodation is arranged by the school, then the school is considered as a ‘regulated activity’ provider and as such an enhanced DBS check should be obtained for the host. If accommodation is not directly arranged by the school but it facilitates an arrangement directly between families, then such an arrangement can be considered a private arrangement and the hosting is therefore not considered to be a ‘regulated activity’.

In both situations it is expected that sufficient information will be provided to parents and pupils about the arrangements, including details of what is in place to support pupils who have concerns about their safety.

**Policy and Procedure**

**Responsibilities for Visits, including pupils’ behaviour**

The Trip Leader **must** be a Member of staff at Brymore. He/she has overall responsibility for the supervision and conduct of the visit including direct responsibility for the boys’ behaviour, health, safety and welfare. The Trip Leader is the person who must exercise an enhanced duty of care throughout the venture. In other words, the Trip Leader is **always in charge** and, where the Trip Leader’s knowledge of the group is superior to that of an activity leader, the Trip Leader must be willing to challenge or intervene to prompt a change of plan, including stopping an activity, if the safety of the group is compromised.

The Trip Leader is responsible overall for the group at all times. He/she may, however, delegate supervisory roles to other adults in the group.

When delegating supervisory roles to other adults the Trip Leader should:

* allocate supervisory responsibility to each adult for named boys and ensure that all adults understand that they are responsible to the Trip Leader for the supervision of the boys assigned to them, ensure that each adult knows which boys they are responsible for
* ensure that each boy knows which adult is responsible for them, ensure that each adult has the means to contact the Trip Leader and/or other supervisors.

During a school visit / trip, the decisions of the Trip Leader as to whether or not a boy participates must be final. In the event of serious misbehavior during the visit it may become necessary for the boy to return home prematurely (always accompanied by an adult). If this is the case, the parents of the boy concerned should be contacted and requested to collect their son from the visit venue at their own expense. The Headteacher or Head of Boarding should also be advised, without delay, of this sanction. If a boy is excluded from all or part of a school visit, any monies paid by parents in respect of the visit will be forfeited.

In the event of serious misbehavior before a school visit, the Headteacher or Head of Boarding will make the decision as to whether or not a boy will be allowed to participate in consultation with the Trip Leader.

**Planning Visits, including Risk Assessments and First Aid**

**The consent of the Headteacher** is required for any School trip, usually before booking or after a preliminary booking has been placed. Included with this should be any information you intend to send to parents and a copy of the risk assessment. Copies of all the paperwork should then be passed to the EVC.

Where possible, the Trip Leader must make a preliminary visit to establish a venue’s suitability and to determine practical considerations (e.g. where bags can be stored, the location of lavatories, possibilities of shelter from inclement weather etc). At this stage a Risk Assessment should take place (please see below for a full details of Risk Assessments). Copies of the Risk Assessment should be given to those adults going on the trip.

Risk Assessment

Where needed, a risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation), that could result from a particular activity or situation, and should include answers to the following questions:

* What are the hazards, and what level of risk do they offer?
* Who is affected by them?
* What safety measures need to be in place to reduce risks to an acceptable level?
* The staff/pupil ratios
* Can the Trip Leader guarantee that these safety measures will be provided?
* What steps will be taken in an emergency?

A hazard is something with the potential to cause harm

A risk is an evaluation of the probability (or likelihood) of the hazard occurring

A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)

Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits and insurance).

It is prudent to reassess the risks of a venue that is revisited yearly; this may be achieved by telephoning the destination to discuss any physical changes to the site. Generic Risk Assessments can be developed for trips that do not have significant variation and which occur regularly (e.g. Cinema or ten-pin bowling trips).

Risk assessment and risk management are legal requirements. The aim is to make sure that no one is injured or becomes ill. The risk can be minimised by:

* Supervision (the level and method of)
* Protection (the implemented measures)
* Training (informing adult supervisors and boys)

The School is only responsible for risk assessing those parts of the visit that it is organising. If

services are being “bought in”, the provider is legally responsible for risk assessing these parts of the visit. However, the school’s risk assessment should make note of this. A risk assessment is no more than a careful examination of what could cause harm to people during activities. In this way you can weigh up whether you have taken enough precautions to prevent harm or if you need to do more. The aim is to take all reasonable steps to make sure that no one gets hurt or becomes ill.

First Aid

First aid provision must be made for all trips, visits and activities, in accordance with the Health and Safety (First Aid) Regulations 1981. One competent and qualified adult should be delegated the responsibility for first aid, and this fact should be known to all boys and other supervisors. On trips and visits, at least one adult must hold a valid first aid certificate.

First aid kits are available and supplied via matrons and must be collected and taken on all trips, as explained in the school First Aid Policy. Since there are times when first aid kits are in great demand, it is important that they are returned to Matrons as soon as possible after completion of the visit.

In the absence of a parent, a member of staff must accompany any boy requiring medical treatment to hospital.

**Protocol for communicating safeguarding incidents, injuries and accidents on a School Trip - day and residential**

The protocol that follows is to be used if a safeguarding incident, injury or accident occurs on a school trip and it is the judgement of the Group Leader that contact needs to be made with the Headteacher, the DSL, a member of the SLT or a parent. On trips it is the responsibility of the Group Leader to ensure that the School Safeguarding and Child Protection policy and guidelines are applied. Group leaders are expected to take the role of a responsible parent, ie to act in loco parentis. Parents expect their children to be cared for safely and sensibly.

The protocol below is to be used if a safeguarding incident, injury or accident occurs on a school trip and it is the judgement of the Group Leader that contact needs to be made with the Headteacher, the DSL, a member of the SLT or a parent.

On trips it is the responsibility of the Group Leader to ensure that the School Safeguarding and Child Protection policy and guidelines are applied. All leaders have been properly inducted and have an understanding of Brymore’s Safeguarding Policy. Group Leaders should ensure that there is access to the policy on all residential trips (available of the school website).

Before the trip takes place, a duty DSL will be identified and may depend if the trip is taking place during a week day, evening or over a weekend. This will normally be the Assistant Headteacher (during weekdays) or the Head of Boarding or Deputy Head of Boarding (DDSL) during evenings or weekends.

In the case of an **injury or accident** a member of the SLT should be contacted, if the Headteacher or Head of Boarding is not available. An assessment will need to be made by the Group Leader if an **incident** occurs and whether the Headteacher, the Head of Boarding or the DSL should be notified. The Group Leader should definitely make contact if there is **any concern** or issue relating to the welfare of a child. This contact should be made at the earliest opportunity and within an hour even if it is decided that no further action is required subsequent to the call. Written records must be made as soon as possible after the incident and submitted in accordance with Safeguarding Policy. The Headteacher /Head of Boarding/ DSL and the Group Leader will decide upon how contact is to be made with the parents / carer of a child if such action is required.

The Headteacher /Head of Boarding/ DSL will ensure that communication with the Group Leader takes place if further action is required. All leaders should carry a school mobile phone and have the phone numbers of other leaders and the safeguarding mobile number saved on their phone. All leaders should carry a list of details of all children, including emergency contact details for parents and medical information at all times. The Group Leader should take a register at the start and at the end of each activity and at regular pre-arranged intervals in between.

If an emergency occurs on a trip:

* Establish the nature of the emergency as quickly as possible
* Ensure group members are safe and looked after
* Establish the names of any casualties and get them immediate medical attention
* Ensure that those group members who need to know are aware of the incident and that they all follow the emergency procedures
* Ensure that a member of staff accompanies any casualties to hospital and that those members of the group remaining are adequately supervised and kept together at all times
* Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
* Keep a written account of all events, times and contacts after the incident; date and sign your record with your full name
* Ensure that no one in the group speaks to the media. Media inquiries should be referred to the Headteacher. Ensure that no one in the group discusses legal liability with other parties.

In the event of a raised terror alert, the general advice is to continue as planned, but:

* be especially vigilant (staff should be doing this anyway);
* keep an eye on the news for any changes;
* avoid any areas which the Police state to avoid;
* ensure that you have a 'Plan B' in place for the day, if necessary;
* continue to undertake due diligence and dynamic risk assessment.

Further points to bear in mind are:

* consider increasing supervision ratios from normal arrangements. If, for example, small groups of older pupils are allowed to spend short periods of time indirectly supervised by staff, consider removing this additional freedom;
* stay alert to local and national news before and during the trip;
* assess the various additional needs (medical etc.) of the pupils and their ability to react and respond to dynamic situations;
* remind pupils to remain vigilant and alert, reporting anything suspicious to trip leaders;
* brief participants what to do if separated from each other in the event of a security incident. This should include designating specified physical meeting points and contact telephone numbers for staff. Remember that mobile phones may not work in the immediate hours after an incident, so it is additionally important to designate a meeting location;
* carry water and snacks on visits in case of travel disruption and long delays, especially in warmer months or climates;
* carry additional personal medication in case of long delays; and
* be additionally vigilant in crowded places such as shopping centres and travel hubs.

Catering

Trip organisers should submit the catering needs form to the Catering Manager a minimum of 48 hours before the trip giving the numbers of boys out of school and what packed lunches are required for staff, including any specific dietary requirements.

Activity Provider

Where the responsibility for running the activities falls to a centre or agency, this body must be asked for its own completed risk assessment. If this does not seem to be sufficiently comprehensive, further information must be sought from the centre. The centre’s Health and Safety Policy should also be requested. If the trip contains any of the following activities: caving, trekking, skiing or watersports then the provider must hold a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

Supervision, including Staffing Ratios and Vetting Checks

Primary responsibility for the safe conduct of the visit rests with the Trip Leader. He/she has sole responsibility for amending the itinerary or canceling the visit in the event of unforeseen delay or sudden deterioration in weather conditions. He/she may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

Carrying out (and recording) head counts of the children on leaving school, on getting on and off each form of transport, entering or leaving a theatre, museum, centre, etc

Checking that all pupils wear their seat belts

Enforcing expected standards of behaviour

Recording any accidents or near misses

All our procedures are structured to ensure that no child goes missing - either from school, or on a visit, but if such an event occurs members of staff must follow the procedures set out in our Missing Child policy (which can be found on the school website).

The following **staffing ratios** must apply on any educational visits where the risk is similar to that normally encountered in daily life:

**Staff pupil ratios** recommend by the DfE for off-site activities are:

1:6 for Years 1-3 inclusive (higher ratio for under 5's)

1:10 for Years 4-6

1:15/20 for Years 7 upwards (with a larger ratio permitted for overs 16's) 1:10 for all visits abroad

For higher risk ventures consideration will need to be given to appropriately lower ratios.

Preparing Pupils, including special and medical needs

Well in advance of the educational visit, the Trip supervisor should brief all boys taking part on arrangements and organisation of the visit, their own individual tasks and the behaviour that is expected of them during the time of the visit. In particular, this briefing should include the following:

* Aims/objectives of trip
* Code of conduct
* What to do if a child gets separated from the group
* What to do if approached by anyone outside the group
* What specific dangers to avoid

Wherever possible on a visit or activity, rendezvous arrangements with an appropriate place and time are agreed should members of the party become separated. These would be best made on arrival at particular locations where possible, so that suitable locations can be identified. An additional recommended safety precaution is to ensure that every member of the group knows in advance the course of action to follow if they get lost. Depending on the nature of the journey or activity the course of action may be to stay still, make their way back home or to a base, seek appropriate help or directions, or return to a particular rendezvous spot identified previously.

Special Needs

The Trip Supervisor must ensure that the group’s staff and other supervisors have the details of pupils’ special educational or medical needs which will be necessary for them to carry out their tasks effectively.

Where boys are identified as having particular specific needs this may be reflected in a higher staffing ratio (dependent up on the needs), which must not be less than that which applies in school and in most cases will need to be higher. The Disability Discrimination Act 2005 needs to be considered when planning an educational visit or activity where boys with disabilities are involved. The assumption needs to be that such boys are to be included in all educational visits. Where their inclusion appears to require special adjustments, a risk assessment should be undertaken, first in terms of the whole visit or activity and then a second risk assessment in relation to the inclusion of the individual boy. The risk assessment should include details of any special aids and equipment that the boy may need and, in particular, details of any such items to be brought from home or obtained prior to the visit. At this point a decision should be made as to whether the measures required to include the boy are reasonable or not.

For boys with mobility difficulties who hold a “Blue Badge” for parking concessions, it may be beneficial for the Blue Badge to be displayed in the windscreen of the vehicle. Mention of this at the arrival of a venue may result in priority parking as close as possible to the venue entrance. Similarly, mention of a Blue Badge at a Ferry Port will usually result in priority loading so that the coach is parked close to the lifts on the vehicle decks. It may also be of significant benefit for a disabled boy to carry some proof of his disability. Regrettably, word of mouth is often not sufficient proof of their disability.

Medical Needs

The Trip Leader must ensure that the supervising members of staff have the details of pupils’ special medical needs (obtained from Matrons) which will be necessary for them to carry out their tasks effectively.

The Trip Leader must also consult the relevant school Matron(s) about any medical issues before any educational visit. If there is any doubt about the health of a child, written parental permission must be obtained before the pupil is accepted for the visit. Every effort should be made to ensure that no boy is discriminated against due to a long-term or permanent medical condition.

Administration of Medicines

The School’s policy on First Aid applies equally to the administration of medicines to pupils when on educational visits away from the school.

Those employees who assist with any form of medical procedure are acting within the scope of their employment. As such, they are indemnified by the school against any legal action over an allegation of negligence, provided they act responsibly and to the best of their ability within the confines of specified training.

Communicating with Parents

Trip Leaders are responsible for briefing parents fully well in advance about any trip or visit. This may be by letter, phone call or by giving a presentation but it is strongly recommended that a Parents Information Evening be held for any residential visit. This allows parents to meet the Trip Leader and other accompanying staff. It also provides the ideal opportunity to impart detailed information to parents and allow them the opportunity to ask questions. A record should be kept of any questions asked and answers provided at such a meeting with parents. The EVC may be approached to attend such meetings by request.

The content of the communication should always include:

* Purpose of the educational visit
* Content of programme
* Likely hazards and levels of risk
* Dates and times
* Destination and location
* Code of conduct expected from the boys
* Modes of transport
* Level of supervision and when remote supervision will take place
* Staffing details (names, experience, expertise, and training/experience of activity centre providers)
* Clothing/equipment/money
* Accommodation
* Procedures for children who become ill
* Telephone numbers
* Emergency procedures for contacting parents

Planning Transport

When planning the travel for the group, the Trip Organiser must take the following guidelines below into account. Private cars should not be used as a means for transporting the boys. If unavoidable, the school will check the licence and fully comprehensive insurance of the member of staff before giving permission to drive the school mini-buses or car. Groups will normally be expected to travel by the methods described below.

Travel by Bus and Coach

It is School policy that all buses and coaches used by Brymore for educational visits have seat belts fitted to all seats, irrespective of the type of journey, the distance travelled and of the laws for the particular country and that these seat belts are worn. In order to comply with the latest Risk Assessment guidelines, when hiring a bus or coach the school should verify the following points, that all:

* bus/coach drivers employed by the company are legally and physically fit to drive buses/coaches when transporting boys in as much as they hold the correct level of driving licence and do not suffer from any known medical condition which would prevent them from driving.
* buses/coaches upon which boys will travel are legally fit for public transport, in as much as they are taxed, insured and have passed an MOT test and other appropriate safety standards.
* buses/coaches have seat belts fitted to all seats and in working order and
* there will be an appropriate number of drivers when travelling on long journeys or when travelling abroad (i.e. two or more drivers for continental journeys as necessary).

Travel by Air

Airlines often have a Young Persons’ Liaison Officer who will be able to coordinate the activities of a school group whilst in the departure airport terminal and make any necessary in-flight arrangements.

The Trip Leader should ensure that:

* a base is established in the airport terminal whilst awaiting departure and upon arrival whilst awaiting delivery of the luggage
* luggage for the whole group is kept together and is always supervised
* the airline crew are aware that the school group is on board. Some airlines request that boys are readily identifiable, e.g. by means of a badge. However, for personal safety reasons, badges should not bear the boys’ names
* supervisors are reserved seats that allow them to supervise properly
* boys are supervised when boarding and alighting. A head count should be made on each occasion
* emergency procedures are known and understood by everyone, hand luggage is securely stored and emergency exits are kept clear.

Travel by Boat/Ferry

If the group is travelling as foot passengers, ferry companies will often make available a member of their staff to coordinate the activities of a school group while in the departure ferry terminal and make any necessary on-board arrangements.

The Trip Leader should ensure that:

* when travelling as foot passengers, a base is established in the ferry terminal while awaiting departure and upon arrival whilst awaiting delivery of the luggage
* luggage for the whole group is kept together and supervised at all times
* when travelling by vehicle, everyone should know the location of the coach, e.g. vehicle deck number and colour zone
* whether on foot or by vehicle, boys are supervised when boarding and alighting. A head count should be made on each occasion
* a base is established on board the boat/ferry
* members of the ship’s crew are aware that the school group is on board. Some ferry companies request that boys are readily identifiable, e.g. by means of a badge. However, for personal safety reasons, badges should not bear the boys’ names
* emergency procedures are known and understood by everyone, hand luggage is securely stored and gangways are kept clear.

Travel by train (including the Tube)

Railway companies will often make available a member of their staff to coordinate the activities of a school group while at the departure railway station and make any necessary in-travel arrangements, e.g. change of trains. It is possible for school groups to reserve seats free of charge on most main line trains. It is sensible to buy tube tickets in advance when possible.

The Trip Leader should ensure that:

* a base is established at the railway station whilst awaiting the arrival of the train and upon arrival whilst awaiting delivery of the luggage
* luggage for the whole group is kept together
* boys are supervised when boarding and alighting. A head count should be made on each occasion. At least one member of staff should always be last to leave the platform or train
* supervisors are reserved seats that allow them to supervise properly. If the group is divided between more than one carriage there must be at least one supervisor in each carriage
* the Train Manager is aware that the school group is on board and what the travel arrangements are
* emergency procedures are known and understood by everyone, hand luggage is securely stored and gangways are kept clear
* walking within the stations the boys should be considerate of other travellers, keeping to the right on escalators and walking in pairs to avoid any nuisance to others
* boys should be closely monitored on the tube platforms, in particular as the train enters the station
* boys should if possible travel in the same carriage, if this is not feasible then a member of staff should be in each of the carriages used
* as for overground trains the staff should make careful head counts as the boys enter and exit the train and checks should be made that all boys have left the carriage.

Travel by School Minibus - General

Whenever a school minibus is used, the driver should ensure that the vehicle is driven safely according to the law and The Highway Code. Drivers must be aware of their responsibilities when in charge of a vehicle, including observing speed limits and all other laws of the road. This includes ensuring that those pupils under their charge are behaving correctly and responsibly throughout the journey.

Members of staff who drive minibuses must not have drunk any alcohol prior to departure or during the journey. Smoking is also strictly forbidden in the vehicles at any time.

Maintenance

Daily: Drivers are required to report any new faults to the Clerk of Works immediately.

Weekly (during term time): The maintenance staff perform a checklist of all aspects of the, including the full first aid kit which must be carried at all times.

Licences

All drivers from the school’s staff must hold a full valid UK driving licence including class D1 and/or D2 in order to be covered by the school’s insurance. Where necessary, the School will arrange minibus driving courses for new members of staff who need to drive a minibus. The school holds copies of the licences of all drivers on the staff, who are obliged to report any endorsements.

Safety Procedures

The member of staff involved must carry a mobile telephone on all journeys outside the school. School mobiles are available on request. They must not be used under any circumstances whilst driving. If they are used from a stationary vehicle, the engine must be switched off.

Types of Visit

This policy is designed to cover all visits by groups of pupils to places of educational interest outside the school and its buildings and grounds (the latter is taken to include any sports grounds used regularly by the school), including short trips of a day or less to residential visits involving groups of pupils staying away from home and the school for a night or several nights.

Residential Visits

In residential situations, at night-time, the security of the group is of paramount importance. The Trip Leader should ensure that, as far as is reasonably practicable:

* Staff (of both genders where appropriate) have sleeping accommodation on the same floor and as near as possible to the boys’ accommodation
* The School’s usual Safeguarding (Child Protection) arrangements are in place to protect both boys and staff. Please see the school’s Safeguarding (Child Protection) policy.

Where hotel/hostel reception is not manned 24 hours a day, a risk assessment will be carried out prior to the visit and security arrangements made to stop unauthorised visits.

All staff and boys know the emergency procedures/escape routes in the event of a fire or emergency evacuation.