Dunottar School

Educational Visits and Activities Off Site (EVAOS) Management Plan

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Educational Visits and Activities Off Site Management Plan

Management Plan Statement

Dunottar School values the experiences that pupils can gain from educational visits, tours, fieldwork and learning outside the classroom and believes that safely managed visits, with a clear purpose, play an essential part in meeting the school's aim of providing a broad vision of excellence for our pupils and staff. Dunottar School seeks to make reasonable adjustments to the organisation of visits so that those with SEN and disabilities are not prevented from participation. This Educational and Activities Offsite Management Plan is to be read in conjunction with the Educational Visit Policy.

At Dunottar School we also aim:

- to enrich the curriculum for our pupils through a range of educational visits and other activities that add to what they learn in school.
- to support staff in the safe planning of trips and activities on-site and those that take pupils off-site and the safe conduct of them once underway.
- make excellent use of our own school grounds.

The safety of pupils on visits is of paramount importance. Dunottar School accepts that visits cannot be completely without risk but requires staff who lead and accompany visits to assess those risks and to take all reasonable precautions to protect staff and pupils' health, safety, and welfare.

The types of trips organised include:

- Theatre productions
- Museum and gallery visits
- Local visits to universities for sixth formers
- Fieldwork and coursework visits (Geography; Art; History; Science)
- Outdoor pursuits (sailing, dry ski slope sessions; Duke of Edinburgh)
- Residential visits
- Overseas expeditions
- Fieldwork and coursework visits (Geography; Biology)
- Music and Sports tours
- Cultural visits (History; MFL)

The Educational Visits Management Plan is based upon:

A) United Learning Educational Visits Policy
B) Adventure Activities Licensing Regulations (2004) (for England, Scotland and Wales) – www.hse.gov.uk/aala/index.htm
C) Outdoor Education Advisors Panel – www.oeapng.info
D) LOtC Quality Badge for overseas expeditions & BS: 8848 - www.expeditionprovidersassociation.co.uk/lotc-quality-badge/

All current educational events and trips will follow the latest government guidance and OEAP NG alongside working with the Health and Safety Coordinator, Rea Pope, to ensure that trips adhere to the strictest mitigation of the spread or coronavirus when government guidelines released and applicable.

This policy applies to all members of our school community.

Dunottar School is fully committed to ensuring that the application of this Management plan is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity policy document.

Dunottar School seeks to implement this management plan through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with the following documents:

Guidelines of best practice and planning

This document is annually reviewed by Suzanne Thorne or as events or legislation change requires. The next date for review is Sept 2023 or when events or legislation changes.

Procedures

Management Structure and Responsibilities

The Deputy Head (Operations), Rhona Stringer, agrees the programme of visits and activities in advance of each school year and ensure that all are recorded in the school calendar that goes to staff and parents. Termly core calendar meetings are held to identify potential clashes and to rearrange activities to enable the school to offer the fullest and broadest range of trips possible. Most meetings are attended by a representative from Music, Drama and PE and the EVC.

Trips arising within the school year will need approval for inclusion into the calendar. The following procedures are then followed

Approval: Initial approval for the trip/visit to go ahead is submitted in outline format via Evolve. Further information will be required to give an outline of the purpose, nature and location of the trip visit alongside potential staffing needs.
Once outline approval is given, this will move to the substantive phase of the trip where further planning of a more detailed nature will take place and Evolve will be populated with all the required aspects of the trip covering

- Name
- Type
- Purpose
- Dates
- Times
- Venues/ External Providers
- Main Venue/ Destination
- Pre-visist
- Adventurous activities
- Travel arrangement
- Minibus
- Staffing
- Base contact
- Attendees
- Catering
- First Aider
- Medical
- Cover
- Finance
- Risk Assessment
- Travel arrangements
- Staffing
- Attendees
- Catering
- Finance
- Notification
- Section to upload letters, details and any communication from the venue/ company

Risk Assessments of the trip will be checked by the EVC and final authorisation for each visit must be made by the Headmaster, M. Tottman.

Monitoring: The monitoring, review and management of visits is the duty of the Health and Safety Committee, which is chaired by the Health and Safety Rea Pope and meets once a term. The EVC attends these meetings.

Pupil Behaviour: The responsibility of the behaviour of pupils on any visit lies with the party leader. For residentials, pupils and their parents will be asked to sign a code of conduct- https://forms.office.com/Pages/ShareFormPage.aspx?id=xJsazCOvlU-kYooy32QU_lMcG0CgSC5AgJEW3BZOIAxUNVBNRzJDSzdESkhDRVlLWk9RUE41NkM1Ri4u&sharetoken=g2FzbCSPMjOCVhTik6yw

Educational Visits Co-ordinator
The main functions of the EVC are to:

- Be a champion for all aspects of educational visits and outdoor learning
- Challenge colleagues across all curriculum areas to use educational visits and outdoor learning effectively in order to provide a wide range of outcomes for children and young people and contribute towards school/establishment effectiveness
- Support/oversee planning so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable educational visits/outdoor learning
- Mentor leaders and aspirant leaders, supporting their ongoing development and training and sample monitor their activity to identify any further training needs
- Ensure that planning complies with this Policy and OEAP NG and that the arrangements are ready for approval within agreed timescales
- Support the school's Head and/or Governors in approval decisions so that all those with responsibility have the competency to fulfil their roles.
- Ensure that every activity is evaluated against its aims for learning and development, that good practice is shared and any issues are followed up
- Keep the school's Senior Leadership Team and Governors informed about the visits taking place and their contribution to school effectiveness

EVCs must have completed an OEAP EVC training course.

EVC: S.Thorne- last date of training was March 2018

Proposing a Visit

It is preferred that visits involving a whole year group missing lessons will be entered into the calendar before the annual calendar meeting in early June. Visits that involve a smaller number of pupils missing lessons are entered on the online calendar.

Departments may organise one trip during the school day per year group each academic year with exception for subjects which have a statutory duty to offer fieldwork (primarily Geography and Biology when applicable).

Day trips involving Year 11 and Sixth Form pupils after February half term are to be discouraged.

Visits that do not involve missing lessons, such as evening theatre trips, can be planned at shorter notice but staff must give pupils and parents adequate warning.

Staff will receive notification from the EVC via Evolve approving the visit or refusing permission for the visit to go ahead or requesting more information.

Role of the Visit Leader

The Visit Leader has overall responsibility for the learning, development and supervision of the participants and the safety of all, including the rest of the leadership team.
A Visit Leader's key functions are to:

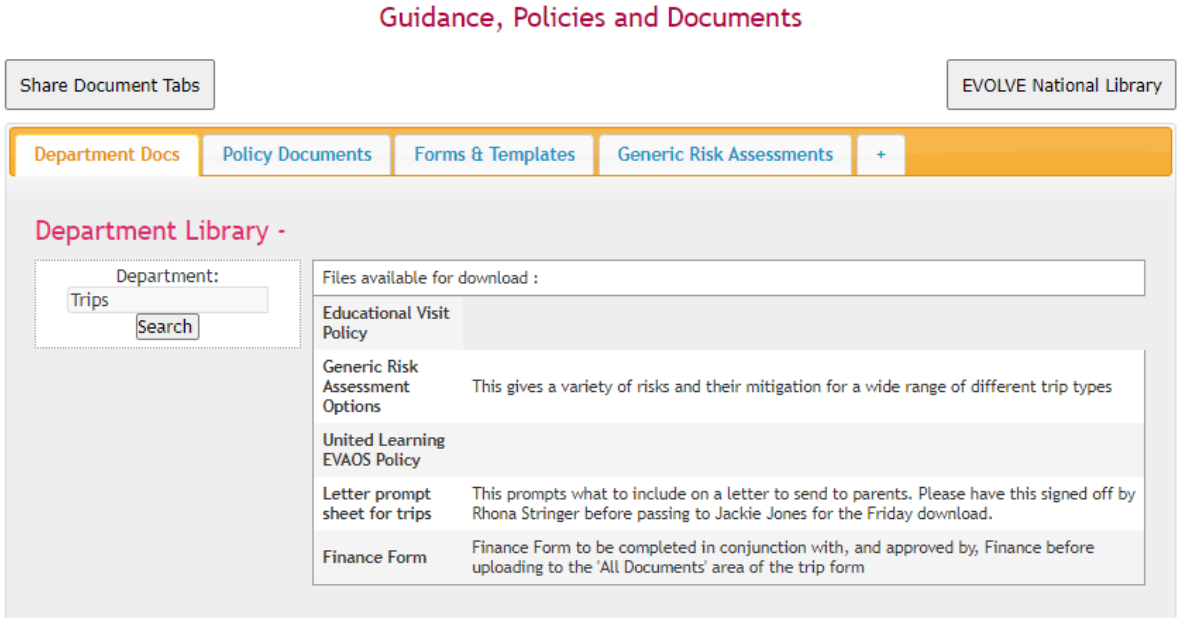
- Be competent to carry out the lead role for the specific activity
- Be able to use the chosen environment or venue(s) to provide a wide range of learning or development outcomes
- Liaise with the school's Educational Visits Co-ordinator (EVC) to ensure that visits have clear aims and are planned to appropriately balance benefits and risks
- Ensure that there is effective supervision
- Take the lead on risk management
- Define the roles and responsibilities of other leaders (and participants) to ensure effective supervision, appointing a deputy wherever possible
- Ensure that child protection issues are addressed
- Provide relevant information to other leaders including the aims and how they can contribute to achieving these, the location, the participants (age, health information, capabilities, special needs, safeguarding and behavioural issues)
- Ensure that informed parental consent has been obtained as necessary
- Provide relevant information to parents and participants, and arrange pre-visit information meetings where appropriate
- Make sure there is access to first aid at an appropriate level
- Ensure that if the visit leadership team includes someone with a close relationship to a member of the group, this is managed to avoid any possible compromise of effective supervision
- Ensure that all leaders and any third party providers have access to emergency contact and emergency procedure details
- Evaluate all aspects, both during and after the event.
- Report any accidents, incidents or near misses.

Levels of Educational Visits

Category One: Local visit - Routine visits that involve no more than an everyday level of risk and are covered by establishment procedures and policies. Such visits should require minimal planning or preparation beyond what is needed to make best use of the learning opportunity. In a school context, they are simply lessons in a 'different' classroom.

Category Two: Visits requiring additional planning, and some level of specific risk assessment. A visit moves into this category because one or more aspects cannot be managed adequately by existing procedures and policy. This may be due to distance from the establishment, the nature of the activities, the environment or venue(s), the nature of the particular group, the need for specialist leader competencies, or any combination of these. For some visits this will involve detailed planning over an extended period of time. The additional steps needed to manage these aspects should be identified and recorded.

Generic Risk Assessment templates are available. These are on the resources section of Evolve.



Category Local Visits and Visits

RA will include:

- Clearly defined geographical boundaries
- Clearly defined activities
- Defined leader competencies/identification of approved leaders
- Induction and training for new staff
- Generic risk management procedures
- Parental information and blanket consent (if consent is needed)
- Transport – (e.g. the establishment minibus, local public transport)
- First aid arrangements
- Communications
- Emergency plan. Standard procedures are also needed to ensure that on the day:
    - There is a sufficiently competent leader/leadership team.
    - There is an emergency base contact at the establishment.
    - The appropriate people know who has gone where, with whom, and when they will be back.
    - Approval, if needed, has been given.
    - The Visit Leaders have appropriate information about the individual needs of participants.
    - Effective communication between the establishment and the leaders is possible.

Planning a Visit

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. A reconnaissance is advisable to enable the party leader to identify any potential hazards.

There must be provision, either in lesson time or in a meeting, for staff to discuss the visit with pupils. It is anticipated that overseas residential will involve a meeting with Parents and when necessary residential trips in the UK will involve a Q and A session afterschool or meeting for Parents to attend. These can be conducted via TEAMs. This allows expectations with regards to behaviour, uniform and specific information regarding the visit to be discussed such as risks and mitigation of risks. An MS Form Code of Conduct for Residential Trips communicates the behaviour codes expected and a signed electronic reply Code of Conduct slip for pupils to return. The School's Behaviour and Discipline Policy and procedures is applicable on trips. Any pupil with special or medical needs must be consulted and parents/ carers involved before the visit to ensure that they are aware of any special provision that is being made for them.

Risk Assessment and First Aid

The objective of risk assessment is to enable the staff undertaking a visit to adopt proactive procedures to managing identified risks. The risk assessment and arrangement for a visit must include consideration of matters such as hazardous activities, fire precautions and fire procedures, pupil supervision, transport, and pupil free time.

Before the visit the party leader must brief and staff must be reminded to remain vigilant for new or emerging risks during the visit. Dynamic risk assessment must take place in situ and any alterations to the original risk assessment must be logged with mitigation of these risks clearly logged (this can be through written form or through recorded notes on ipads).
Risk assessments must include reference to the following:

A) Defined geographical boundaries
B) Clearly defined activities with special reference to hazardous activities
C) Leadership competencies
D) fire precautions and fire procedures
E) pupil supervision including remote supervision
F) transport
G) First Aid and the administration of medicines (identification of the First Aider(s))
H) Minibus drivers (MIDAS training required) if applicable
I) safeguarding
J) security
K) welfare of pupils
L) 'Plan B' procedures
M) emergency procedures
N) clothing and equipment
O) inclement weather
P) SLT contacts and communications

First Aid provision must be considered when assessing the risks inherent on a visit. For adventurous activities, visits that involve overnight stays, or visits abroad, it is compulsory that there must be at least one trained First-Aider in the group. When there is more than one trained First-aider on the trip, one must be designated as the main First-Aider. When a trained First-Aider is not accompanying a visit, the provision for First Aid must be addressed in the risk assessment.

All staff must know how to contact the emergency services, including on visits abroad. The organiser should have a list of phone numbers, addresses and maps of local health care providers. The party leader must carry a (charged and credited) mobile phone. First Aid kits must be available on a visit.

Before the visit leaves, the party leader will always brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit always bearing in mind the nature and purpose of the visit set out by the party leader.

Prior to departure the medical conditions of the pupils (available through the school nurse Carrie Allison or iSams) accompanying the visit must be assessed and taken into account when risk assessing the visit and arranging adequate supervision. UP to date capture of medical conditions can be completed via an MS Form which may identify new and emerging medical issues - https://forms.office.com/Pages/ShareFormPage.aspx?id=xJsazCOvlU-kYooy32QU_lMcG0CgSC5AgJEW3BZOIAxUOUlaSU8zVDJWRlFNWDhEV0xKSUFXMko5Mi4u&sharetoken=2LxEROAH5XFj7iUnl7U1
The medical notes, which must be shared, with regard to GDPR requirements, to all staff going on the visit (and individual pupils may be referred to on the Risk Assessment), or can refer to Individual Healthcare Plans for certain pupils. Pupils with any special medical needs and/or physical disability must understand before the trip departure the nature of any special provision that is being made for them.

All staff accompanying a visit must be aware of how to administer an EpiPen (or equivalent). All staff must ask for refresher training before a visit if needed.

Dunottar School tries to encourage all pupils with special medical needs to participate in school trips where safety permits.

Any medication taken out on a trip must be signed out and signed in again by the trip organiser.

Teachers taking pupils out on Learning Outside the Classroom (LOtC) activities should take appropriate First Aid kits with them.

Staff supervising pupils on school trips are made aware of any medical needs in their information pack. The First Aider will advise on any special precautions or emergency procedures that may be required. A First Aid bag is provided by the school nurse for all school tips. Medicines are only administered on school trips by experienced members of staff following written instructions. (See First Aid Policy)

Approval

After submission of the outline date and approval being given for the outline proposal through Evolve the next aspects need to be completed as soon as practicable (Risk Assessments may need to be altered if completed in advance due to changing weather conditions or other external factors or governmental advice) but at the latest within one week of the trip departure (preferably more) the Substantive Proposal, Finance Officer's Approval and Risk assessments are compulsory for all visits. An electronic copy must be approved by the EVC at least 72 hours before the departure of a visit. The party leader must notify the EVC by email that the risk assessment has been completed. The EVC will check the risk assessment, make any amendments necessary, approve and then submit via Evolve, this will then be signed off by the Headmaster Mark Tottman. The approved Risk Assessment (which may include amendments and changes required by the EVC) will be available (via Evolve) to the party leader and to other members of staff participating in the trip. SLT contact will also receive the Risk Assessment, if the visit includes time outside of Dunottar School office hours. The party leader, if satisfied with the risk assessment, must respond (via email)

to confirm they have read the updated version. All staff on a trip must read and comply with the risk assessment.

In all circumstances staff must be aware that they have a duty of care to make sure that the pupils are safe and a common law duty to act as a reasonably prudent parent would. Each member of staff must receive written or oral instructions specifying her or his duties for the duration of the visit, although ultimate responsibility for ensuring these duties are fulfilled rests with the party leader.

The staffing ratio and relevant experience of staff on the visit will be considered by the party leader and the EVC when planning the visit. The party leader will also take into account the following points when determining the staff/ pupil ratio and these points must be reflected in the visit's risk assessment:

- The ages and temperaments of the pupils involved
- The length and purposes of the visit
- The method of travel
- The nature of the locality and the activities to be undertaken
- Whether or not any hazardous activities are involved
- Any special needs of any pupils taking part

Other points to consider:

- Trip 'supervisors' being accompanied by their husband/ wife/ partner and/or children must be discouraged and not be counted in the ratio. Research indicates that this has proven to compromise the interests of the group as a whole. Exceptions may only occur with the permission of the Headmaster- Mark Tottman and must be reflected in the visit's risk assessment.
- If a joint visit is arranged with another school, so that both schools share supervision, staff of the other school may be included in calculating the appropriate ratio. The party leader and EVC must be satisfied that the staff of the other school have been appointed in line with our own Safer Recruitment Procedures, and this must be reflected in the visit risk assessment.
- There is no absolute requirement for children to be accompanied by staff of the same gender, even on residential trips, but if this is not to be the case then there should be a sound plan to manage the potential issues involved, including the needs for privacy, safeguarding and pastoral support.(OEAP NG Guidance 4.3b Ratios and Effective Supervision)
- Male staff/ female should usually be accompanied by a female/ male member of staff, particularly for residential trips. However, if compliance would result in difficulties for small groups of pupils, the Headmaster, Mark Tottman has discretion in this matter. The nature and duration of the proposed visit and the ages of the pupils concerned will be taken into account in making a decision and the situation must be reflected in the visit's risk assessment.

Ratio and Effective Supervision

Dunottar School will ensure that the staffing of visits enables leaders to supervise young people effectively. Decisions about staffing and supervision take into account:
The nature and duration of the visit and the planned activities.

- The location and environment in which the activity is to take place

- The nature of the group, including the number of young people and their age, level of development, gender, ability and needs (behavioural, medical, emotional and educational).

- Staff competence.

- The consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time.

There are general guidelines:

UK Non-hazardous cultural 1:20
Country visits/ fieldwork 1:15
Hazardous condition (wild country) 1:10
Abroad 1:10

Abroad/residential 1:10
file:///O:/Downloads/7.1r-Overseas-Visits.pdf
Final ratios will depend upon risk assessment. The Headmaster- Mark Tottman may make exceptions to the above ratios, for instance, for games matches and for small Sixth Form groups. On coaches it is preferable to have at least two members of staff per coach but in some circumstances, particularly local trips and journeys to the sporting venues locally this is not practicable, and mitigations are in place so a member of staff is on 'call' should there be a problem locally regarding the journey using the minibus. For trips further afield, the EVC will advise the headmaster of ratios and circumstances where this is not possible and a final decision, based on a risk assessment of the visit will be determined. This will be reflected in the visit's risk assessment.
Staffing, especially for visits to remote locations or overseas, will take into account how the group will be supervised effectively given the possibility of a leader becoming indisposed or having to leave the group, for example to accompany a sick child to hospital.

There is no absolute requirement for children to be accompanied by staff of the same gender, even on residentials, but if this is not to be the case then there should be a sound plan to manage the potential issues involved, including the needs for privacy, safeguarding and pastoral support.

- At times there may be cases when there may be only one leader on a visit, or on a particular activity during a visit. If this is the case, young people (or any adult helpers) should be competent to manage in the event of the leader being taken ill or injured and should, as a minimum, know what to do to contact the establishment and get support.

Shared Responsibilities

External Providers

The Provider's safety policy and risk assessments must be obtained in writing and checked at the initial planning stage.

Prior to the trip, written confirmation of current and up to date appropriate insurance, licences and DBS checks will be requested from the company. The extent of these requests will depend on the nature and type of trip e.g. residential and activity based external providers will be required to more confirmations to a variety of information requests.

It is likely that there will be times when the External Provider's staff will be responsible for the pupils and in accordance with DfE guidance these times (and in what circumstances) must be set out and agreed in writing prior to the start of the visit. Pupils must know who is in charge at any given time. If, as in the case of some field trips, the visit is unaccompanied, then this must be made clear to parents and the EVC and Mark Tottman must be satisfied with the safety procedures.

Joint Trips with other Schools – unlikely but procedures below must be adhered to if this arises

There must be one overall party leader and the Headmaster must be satisfied with the procedures in place for the partner school. The responsibility of staff of each school for the pupils of the other must be agreed and made clear to the pupils.

Remote Supervision

If, after careful risk assessment, unsupervised time is to be allowed then guidelines must be laid down to the pupils by the Party Leader and clearly understood by all members of the party.

The following points must be taken into consideration:

- Pupils must not be allowed to wander alone – appropriate group sizes must be determined by the group leader.
- The geographical area in which pupils are allowed to wander must be clearly defined.
- A time limit must be set in proportion to the age of the pupils, the time of day and any other relevant factor. Anyone who returns late must understand that they will be penalised. Before dispersal, everyone must know where a member of staff can be found during the whole of the period and exactly where to reassemble.

- If pupils are allowed to leave their residential accommodation, on leaving and returning pupils must register with staff.
- Attendance must be checked regularly, say at meal times and whenever the party is about to move from one venue to another. Staff will have a written check list of names at all times.

Hazardous Activities

Hazardous and adventurous activities will require fully trained and qualified staff to accompany the visit. The party leader and the EVC must ensure that these staff have been vetted, either by Dunottar School or by the company providing the staff, in accordance with our own Safer Recruitment Policy, and this must be reflected in the visit's risk assessment. See file:///O:/Downloads/7.1a-Adventure-activities%20(1).pdf for more details

Staff accompanying the visit must be qualified and competent. The party leader and EVC must be provided with written evidence that instructors and supervisors are qualified and competent and that risk assessments have been carried out and that any activity centre to be used has a licence, and must be provided with a copy of the centre's Health and Safety Policy or Risk Assessments.

All equipment used must meet the appropriate safety standards and be properly maintained. It is important that parents are informed in writing of any hazardous activities to be undertaken and that these are specifically mentioned when completing the visit's risk assessment.

Any visits involving water based activities, including a hotel swimming pool, must be risk assessed with the party leader before the visit and discussed with the EVC at the planning stage. Consideration should be given to whether supervision by lifeguards or equivalent will be available on the visit.

If a hazardous activity is offered, that has not been part of the original programme and therefore subject to risk assessment, it must not be taken up. When planning an activity involving caving, climbing, trekking, skiing or water sports, a check is made that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. In addition, school insurance cover needs to be checked for exclusions of any of these activities and additional insurance obtained or the activity withdrawn.

Current School Insurance requires notification in the following circumstances:

- Sports tours, tournaments or competitions, outward bound or outdoor activity trips, expeditions or trips that focus on more than one sport

Additional Insurance will need to be purchased when participating in any of the following:

- Aerial pursuits: including ballooning, bungee jumping, gliding, hang- gliding, micro-lighting, parachuting, paragliding and parascending.
- Caving: using caving apparatus
- Diving: using external diving apparatus
- Hiking, trekking or mountaineering at heights in excess of 3,000 meters

- Motor cycling
- Mountaineering or rock climbing using ropes or guides
- Racing of any kind other than on foot
- Water pursuits: jet skiing or white water rafting
- Winter Sports** other than at a UK based snow dome or dry slope. **

Parent and other Adult Helpers

Whilst Dunottar School accepts that other suitable adults may play a useful role in connection with accompanying school visits, they must not be taken into account in the calculation of the minimum number of staff required to supervise the group as set out above. The Headmaster- Mark Tottman may, however, make exceptions to this general rule for instance for –

- Groups of 20 or more pupils where there are at least two staff accompanying the group for a trip.
- Sixth Form outings.

Parents or other suitable adults must only be allowed to accompany the visit if:

- Their inclusion is expressly approved by the Headmaster who must reserve the right to refuse any offer of help.
- They have been DBS checked if they will have unsupervised access to pupils on the visit or if the visit includes an overnight stay, and their names are held in a Single Central Register, administered by Lesley Moon.
- They have been informed of the nature of the visit and made aware of their duties and responsibilities. They have been provided with a copy of the visit's risk assessment.

Staff and the consumption of alcohol

All adults accompanying visits must be aware that their primary responsibility is the care of the pupils in their charge. Therefore, the consumption of alcohol must be taken with this duty of care in mind. Adults accompanying a visit might be required to provide First Aid or transport a pupil to hospital at any time during a visit. United Learning's Drug and Alcohol Guidance for staff states:

> *'You are expected to be able to perform your duties safety and competently at all times, without any limitations due to the use or after effects of alcohol or drugs - whether prescribed, over the counter, illegal or "legal highs"/psychoactive drugs.*
>
> *The following actions will be considered serious misconduct and will be dealt with under the appropriate Disciplinary Procedure:*
>
> - *Drinking alcohol or taking drugs (including illegal drugs, psychoactive substances and any prescription drugs not prescribed for the user) during the normal working day (including breaks and lunchtime), before or after work whilst on school premises, during residential trips or extracurricular activities organised by United Learning, in the presence of parents of students during working time or at any time whilst in the company of students. (The exception would be the reasonable consumption of alcohol, with the agreement of line management, during work-related functions/social events, where United Learning expect you to demonstrate responsible behaviour).'*

Transport

Staff Conveying Pupils in Minibuses or Private Cars

The use of private cars is discouraged but Dunottar School accepts that in some circumstances the use of private cars is unavoidable. When it does occur the situation is risk assessed. Advice is taken from 4.5c Transport in Private Cars from the OEAP guidance.

Dunottar School has a legal duty of care, and may be liable in the event of a claim following an incident. Dunottar School will ensure that:

- If the driver is not an employee, they are engaged as a volunteer (or paid contractor) through the establishment's normal procedures.
- The driver properly understands their duty of care and any agreed responsibilities for supervision.
- Parents are informed about the transport arrangements.
- Evidence is obtained that:

o The vehicle is safe. This means that it holds a valid MOT certificate, where relevant, that the driver certifies it has been serviced in line with the manufacturer's schedule, and that the driver carries out any pre-use checks specified by the manufacturer.

o The driver is suitable. This means that they hold a valid licence for the type of vehicle and meet any employer requirements.

o There is a valid insurance policy covering the driver and the vehicle for the intended use. This is checked annually with Sharon Fribbance, Finance Officer, as there is school insurance which covers this eventuality.

Tax and MOT status can be checked at www.vehicleenquiry.service.gov.uk.

Driver licence details can be checked at www.gov.uk/check-driving-information if

the driver provides a check code from www.gov.uk/view-driving-licence).

Consideration must be given to the potential distraction of the driver and the supervision of the passengers. So, a judgement should be made about the likely behaviour and individual needs of the passengers. If any of them may require close supervision, then another adult should travel in the vehicle so that the driver is not distracted or compromised.

Very careful consideration should be given before allowing a driver to be alone with a child or young person, as this could leave both of them vulnerable. Circumstances where this might be acceptable include the following, when there is no reasonable alternative:

- Where the transport arrangements have been planned based on a risk assessment, which shows that their benefits outweigh the risks. This is more likely to occur in a social work or youth work setting than in a school.

- In an emergency or other unforeseen circumstances where the child or young person would otherwise be at greater risk.

Parents Providing Transport

Sometimes parents are asked to help with transport to a venue. When this happens, establishments should be clear which of the following applies:

Parents are being asked to volunteer as drivers, as part of the establishment's transport arrangements for the visit. If this is the case then the drivers should be engaged as volunteers and the considerations above should be applied. School Insurance will not cover them.

Parents are being asked to organise transport, which may involve some parents providing lifts for children other than their own. If this is the case then the establishment should make clear that it will not be involved in making these arrangements and will not have any responsibility for them. Where parents are being asked to organise their own transport, the establishment should consider the need for:

- Information from parents about what arrangements have been made.
- Communication with parents, in case of delays or 'no shows'.
- Clear handover of supervision from and to parents at the venue, depending upon the age of the children and other relevant factors.
- The provision by the establishment of transport for any children whose parents are unable to make such arrangements

On the whole it would be discouraged to use parents to request parents to volunteer as drivers for the school but to encourage parents to arrange their own transport to events such as fixtures and choir/ musical events when necessary.

Young People Driving

Dunottar School would advise that young people who can drive will use the transport option offered by the school rather than drive themselves or be driven by another young person.

Minibus Transport

Before allowing an employee to drive a minibus or to use his/her own car to transport pupils, the Estates Manager (A.Cotton) must check that the member of staff:

- Has a satisfactory driving licence (staff must bring any endorsements to the attention of the Headtmaster- Mark Tottman). Licences of any staff minibus drivers need to be checked annually by the Estates Manager.
- Has fully comprehensive insurance [which covers use for the purposes of his/her employer's business]. Insurance policies need to be checked annually by the Business Manager. Dunottar School Insurance covers transporting pupils in teacher's cars. To be checked annually by S.Fribbance.
- Has passed a minibus familiarisation course MIDAS, organised by the Estates Manager.

Guidance and code of practice regarding Driving the Minibus and private cars

(based MIDAS training advice Dec 2016)

Prior to pupils entering the minibus a number of checks must be performed.

- Seatbelts need to be checked for use by pulling them gently to ensure they are all functioning.
- The seat pairs should be gently pushed to see if there is any give (now the minibus is disabled enabled, the seats can be removed. This check is to ensure that none of the seats bolts have become loose. If there is give, report to A.Cotton to adjust before departure).
- The Minibus needs to be given the required checks and form completed, which is available as a link on the ipad desktop. A fire list of pupils and teachers on the minibus and handed into reception before departure.

On departure it is the responsibility of staff to check that pupils are wearing their seatbelts and have been told to do so. During the journey, if a teacher is accompanying the driver they will be required to periodically check.

At stop points on disembarking and embarking from the minibus, the driver should select the safest possible stopping point. Whenever possible pupils will wait to be given permission, when it is safe, to disembark from the minibus and cautioned on traffic hazards in the vicinity.

During Risk Assessment stage, any journey which may be over a 2 hour drive (taking into account likely traffic conditions and potential rush hour periods) will require that another minibus driver accompanies the trip in order to swap. No member of staff should be driving for longer than 2 hours in any one session. Caution must also be exercised if it is known that

the trip is of a very long duration e.g. greater than 12 hours. It is likely that at Risk Assessment stage a further driver will need to be taken, however each trip will be assessed, and decision made at the discretion of the Headmaster.

It is recommended that longer driving distances (over 50 miles) take place in daylight conditions.

Coach

The party leader must ensure that any coaches provided meet health and safety requirements. In addition, where the coach driver will have unsupervised access to pupils or accompanying an overnight visit, the party leader must ensure that the driver has been DBS checked in accordance with Dunottar School Safer Recruitment Procedures. To facilitate this, it is recommended that staff only use one of the approved coach companies. Where more than one coach is used on a visit, staff accompanying the visit must be able to be in mobile phone contact with each of the coaches.

Approved Coach/Minibus Companies

Haines coach company (annual DBS confirmation on drivers) Always consult the Finance Officer (Sharon Fribbance) and School Secretary (Jackie Jones) as they have the up to date information on these companies and will do the booking. (Any other companies will not have central records on file within school and drivers must not be given unsupervised access to pupils).

Air

The Staff organiser must liaise with the Tour Company or airline to plan meeting pupils at the airport, or organise travel arrangements to and from airport. It is recommended the budget airlines, such as Ryanair, are not routinely used, as they do not offer alternative travel arrangements if the original flight is cancelled. However, where risk assessments indicate that such airlines are acceptable then permission to use them must be sought from the EVC. Staff should check that the airline in question is not on the EC Banned List – *http://ec.europa.eu/transport/modes/air/safety/air-ban/index_en.htm*.

Finances and Insurance

Unless the party leader receives permission from the Headmaster, the visit must be self-financing. Parents should be asked for permission to put the cost of a visit on Fee Billing before the departure of a visit and a list of names given to the Finance Officer and Lesley Moon before the deadline for Fees Billing. For residential visits parents must be given the opportunity to spread the cost of the visit over two or more Fee Billing *(This aspect of our Operating procedures may alter in the current climate due to covid as trips due to the uncertainty around Covid).* This requires expensive residential visits to be proposed to parents a year before departure. A scheduled 3 year plan of residential trips is published online *(This aspect of our Operating procedures may alter in the current climate due to covid as trips due to the uncertainty around Covid)*.

Visits are covered by the United Learning Group Travel Insurance policy. Details are held by the Finance Officer. If a hazardous activity is planned this must be discussed with the Finance Officer to ensure that it is covered under this policy. Additional cover can be purchased but needs to be reflected on the Finance Officer's Forms on Evolve and costings for the trip.

If a tour operator is used then its insurance policy must be obtained by the party leader during the planning phase of the visit. The provider must hold at least £5 million Public Liability Insurance.

Emergency Procedures

Part of the written arrangements and risk assessments for the visit must include details on how to contact the school during office hours or a designated member of SLT out of office hours. **This member of SLT must agree to being the 'contact' and must be provided with a list of names, addresses and telephone numbers of all staff and pupils on the visit and the Risk Assessment – such information must also be lodged with the school office and held by the party leader. Further reference to procedures in an Emergency can be found in Dunottar School's Business Continuity Plac.**

It is necessary to contact the school or the designated member of staff or parents as appropriate if there is "no show" by any pupil.

Careful estimates must be made of the need for cash (if going abroad, in the currency of the country to be visited). Staff must have sufficient funds available in appropriate form to provide for all anticipated needs plus the ability to contact the *Finance Officer*, who can 'wire' funds in an emergency.

Serious or Fatal Injury – emergency procedures on a trip

All staff accompanying the party must be familiar with the following procedures and must be able to adapt them to the situation in which they find themselves. A copy of the procedures must be taken on each visit. Laminated copies of these can be found in the larger First Aid kits.

The party leader (or the most senior person in charge of small sub-group if out of contact with the party leader until party leader can be contacted) must:

1. Ensure that the remainder of the party are in a safe place.

2. Establish the nature and extent of the emergency.

3. Call the appropriate emergency services if required.

4. Make sure all other members of the party are accounted for and are safe. Control pupil access to telephones and social media until given permission to relax controls by Dunottar School SLT.

5. If there are injuries, establish their extent and administer appropriate first aid if trained. Be aware of consequences that might follow if incorrect treatment is administered. Have regard to own safety regarding blood contact.

6. Advise other staff on the visit of the incident and of actions taken. Decide responsibilities to be undertaken by each adult member of the group.

7. If possible, ensure that an adult accompanies any casualties to hospital. It is important that information is elicited about which hospital casualties are taken to. If only one adult is available, make a decision as to the best course of action.

8. Ensure that remaining pupils are adequately supervised and arrange for an early return to base.

9. **Contact the Headmaster in the first instance** or if they are not available, the member of SLT on call. Give full details of the incident including:

   a. nature, date, location and time of the incident
   b. details of injuries, etc.
   c. names and home telephone numbers of those involved
   d. action taken so far
   e. telephone numbers for future communication.

9. Do not discuss matters with the media (politely refer them to the Headmaster Mark Tottman and do not discuss legal liability with anyone).

10. The member of SLT on call must contact the Headmaster and establish who will take charge of the situation at Dunottar School and what immediate action will be taken. The Headmaster will advise the chairperson of the Local Governing Body and the Head of Independent Schools (United Learning). SLT will inform parents of any delays that will be necessitated.

11. The party leader must, at the first opportunity, make notes on the incident, as must other people involved. A record must be kept of the names and addresses of any witnesses or people involved.

12. Ensure accident forms are completed as soon as possible - ARMs or RIDDOR.

Procedures for Other Accidents/Incidents Whilst on a Trip

In line with Dunottar School's First Aid policy, complete the school accident/incident report form or commit to writing full details as above. Complete a Visit Evaluation on return to the school through Evolve.
A written report within the Evaluation Feedback is required in an event of a 'near miss'.

Communication with Parents

It is important that parents are given full and complete written details regarding the organisation of a visit. A blanket consent form is used to gain parental consent for participation in off-site trips and sports fixtures. Parents have the opportunity to 'opt' their children 'out' of any of the trips or events. For all other visits off-site, a letter specific to that visit must be sent to the parents and the fee billing details, opting out at this stage requires

notifying the school secretary. For sports fixtures, the PE Department is responsible for being aware of any new medical conditions affecting the pupils attending the fixture.
A Medical Information Form (as mentioned previously on MS Forms) must be completed for all residential visits. This form includes emergency contact details for the duration of the visit as well as parental consent for emergency medical treatment to be given. Many residential trips also require a signed pupils Code of Conduct with behaviour appropriate to the nature and hazards specific to the trip. These Codes of Conduct can therefore be different for different types of trips.

For residential visits, parents and pupils must be invited to the school to discuss details of the visit with the organisers. Written information to parents must include the following:

- Meal arrangements
- Travel arrangements including time of departure and return
- Activities (include remote supervision, if relevant) and visits in which pupils will be allowed to participate
- Name of party leader
- Advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money
- Advice that the Headmaster reserves the right to exclude a pupil from a visit on behavioural or medical grounds

If the visit includes a residential stay the letter to parents must also include:

- Accommodation type
- Health and hygiene requirements e.g. inoculations/safety or not of tap water
- Address and telephone number of party leader at destination. Personal mobile phone numbers must not be given.
- Insurance cover and name and address of insurers

Preparing Pupils

Before a visit pupils must be aware of:

- Who is in charge of the visit
- How to behave
- What to do if they get lost or into difficulties

Pupils with medical or special educational needs will be spoken to by the trip leader to ensure those pupils fully understand any special provision being made for them whilst on the trip.

During a visit pupils must always know how to contact a member of staff. Where remote supervision is planned pupils must be given a card with the contact mobile number printed on it. On a residential visit pupils need to know the location of staff rooms.

The party leader is responsible for the behaviour of pupils on a visit. The party leader and other accompanying staff must ensure that pupils conform to the following:

- The school Code of Conduct
- The Dunottar School Anti-Bullying policy
- The Dunottar School Behaviour and Discipline policy

To ensure that both pupils and staff have an opportunity to discuss expectations it is essential that the party leader arranges to meet with staff prior to the visit and that the party leader or staff discuss the visit with pupils, either at a pre-arranged meeting or in lesson time.

If the party leader deems it to be necessary, based upon the age and temperament of the pupils or a pupil accompanying the visit, a behaviour agreement may be drawn up before the visit, to be signed by both parents and pupils. This agreement will inform parents that any instance of severely unacceptable behaviour will lead to the pupil concerned being sent home as soon as possible and that the responsibility for paying for this, including the cost of sending staff to accompany the pupil, will lie with the parents.

Pupils must be reminded that in the UK it is an offence for persons under 18 to buy alcohol in public houses, off licences or shops. On foreign visits the age will vary and both pupils and staff must be made aware by the party leader of local laws regarding the purchase of alcohol. In line with our Behaviour Policy alcohol must not be consumed on a school trip.

Residential and Foreign Visits

Residential visits must be discussed with the EVC well in advance of the visit, preferable 12 months before the visit departs. The following guidelines must be discussed with the EVC:

- A staffing ratio of 1:10 is expected on residential visits.
- Travel and accommodation details must be set out to ensure that they conform to acceptable Dunottar School standards (see earlier Transport section on budget airlines), such as avoiding communal rooms in hostels.
- Residential visits must be arranged through an established tour operator compliant with the Package Tour Regulations 1992 (i.e. ATOL bonded etc.), which must provide evidence that the accommodation meets fire safety standards. On arrival at a residential accommodation, the Party Leader must check the fire exits in any group accommodation and ensure that pupils are aware of them and of the fire procedures.
- When staying overnight in a hotel or a hostel one or more members of staff must be on duty, regularly patrolling the corridors and checking pupils until all are in bed and lights out.
- Pupils must be reminded to keep their room locked during the night, but with any keys close to hand in case of fire.
- On all visits abroad the pupils' parents must be asked for a photocopy of the pupil's passport (which must be checked to ensure it is valid) and Global Health Insurance card (GHIC), if travel is to a country where the card is valid. These photocopies must be carried in hand luggage on a flight by the member of staff supervising the pupils.
- It may be required to show proof of Covid vaccination status or to have a negative PCR or LFT result for travel. The school will not be able to take pupils who do not have this documentation to leave or enter another country. This is very dependent on rules and regulations at the time so the Visit Leader must check regularly on current requirements for country entry.

- For foreign visits, the party leader must research the location and phone number of the nearest British Embassy or Consulate.
- In relation to host families for exchange visits, DBS checks in the UK, equivalent checks overseas or, where not applicable, proper assurances from the School/other organisation that the host families are appropriate are obtained.
- For overseas expeditions, refer to the EPA checklist before selecting a provider - http://www.expeditionprovidersassociation.co.uk/considering-running-an-expedition/.

Archived Risk Assessments from previous trips are available to assist in planning.

Information for pupils travelling abroad

Pupils must be given clear safety instructions before the visit:

- On risks associated with the particular type of travel to be used.
- On any local customs they may meet which might surprise them and warned of the possibility of giving offence.
- That tap water abroad is not always safe to drink.
- In some localities abroad, that salads may need to be avoided and fruit must be carefully washed in purified water or peeled.
- That the strength of the sun must never be underestimated, especially at high altitudes, and pupils must use sun protection cream and may need a hat.
- That rabies can be transmitted by bites or scratches from infected cats, dogs, foxes, bats and farm animals.
- Appropriate clothing to be worn.

A feedback form should be completed after each visit and logged with the EVC. These are available for inspection.

Name of owner/author	Suzanne Thorne	Version 5
Authorised By	Rowena Cole	Sept 2015
Date Document Reviewed	Sept 2016	By Rowena Cole/ ST
Date Document Updated	Jan 2017	MIDAS training recommendations (ST)
Date Document Updated	31.08.17	Change from Rowena Cole to Mark Tottman (ST)
Date Document reviewed and updated	Sept 2017	*ST*
Date document updated	15/11/17	*Reason: Procedural change- to reflect new IT systems*
Date document reviewed and updated	August 2018	*S. Thorne*

Date document reviewed	August 2019	*S. Thorne*
Date document updated	Sept 2019	*S. Thorne*
Date document updated	Aug 2020	*S.Thorne*
Date document updated	Sept 2020	*S. Thorne*
Date document updated	Jan 2022	*S. Thorne*
Date document updated	Sept 2022	*S. Thorne*
Date document updated	Sept 2023	*S. Thorne*
Next Review	Sept 2024	

Appendix

APPENDIX A

Contents of the First Aid Box

There is no mandatory list of equipment but The Health and Safety (First Aid) Regulations 1981 recommend the following as minimum contents for a travelling first-aid box when no special risk has been identified:

[a] a leaflet giving general advice on first aid;

[b] 6 individually wrapped sterile adhesive dressings;

[c] 1 large sterile un-medicated wound dressing (approximately 18 cm x 16 cm);

[d] 2 triangular bandages;

[e] 2 safety pins;

[f] individually wrapped moist cleaning wipes;

[g] 1 pair disposable gloves.

As a school we would also recommend the inclusion of an ice pack.

APPENDIX B

Fire Safety in Overseas Hotels

Consider undertaking the following checks on arrival (you may wish to prepare a checklist for easy completion on arrival);

Escape from Bedroom Floors

Checks in Corridors

- In anything other than a small hotel, is there more than one way down from the bedroom floor to safety? Don't count stairways which are not normally used by guests, unless marked as escape routes.

- If there are dead-end corridors, are they less than 10 metres long?

- If there are dead-ends over 10 metres long, have other measures been taken to reduce the risk of trapping people? Self-closing bedroom doors to stop a fire spreading into the corridor would be the first requirement. Where there are really long dead-ends, the only proper remedy would be an additional emergency escape route (for example, an external escape stairway).

- If there is an emergency stairway, or other marked emergency escape route;

  [a] Is the way to it clearly marked?

  [b] Are the doors leading to it openable?

  [c] Does it look a safe and practical route?

- Are there fire extinguishers or hose reels?

- Is there a fire alarm with bells or other sounders placed where they would waken you?

- Are there call buttons so you can sound the alarm, or ceiling smoke detectors linked into the alarm?

- Are there escape direction signs?

- Is there emergency lighting? This may be incorporated in the escape signs themselves, or take the form of individual fittings, distinct from the ordinary lighting, at intervals along the corridor.

Checks on stairways

- Crucially, are there walls or glazed partitions isolating the stairway from the corridor?

- Are the doors through the stairway enclosure closed, and do they self-close firmly behind you when you have passed through them? If they are open, are the electronically linked to close automatically in the event of fire? Be doubtful of doors propped open for everyday convenience – they may be left open at night.

- Going down the stairway (or in a larger hotel your nearest stairway – you will not want to check them all), are there enclosing walls and doors protecting you from all further bedroom floors, public floors and any basement? In short, is the rest of the stairway protected?

- Is there emergency lighting?

- Is the final exit from the stairway usually at ground level, marked or at least obvious, so that you are unlikely to blunder on, unaware, to a lower floor?

- In a small hotel, your only final route out of the building may be the normal one through reception. If so, is it protected by screening walls and self-closing doors from all adjacent public areas or service areas like kitchens where a fire could start – or is there an earlier alternative emergency exit from within the stairway enclosure to the outside? If there is neither, then your final escape link is missing and you could be trapped.

- In a larger hotel, with alternative stairway, do those stairways lead to final exit routes which are truly separate and not simultaneously vulnerable to an outbreak on or near the ground floor?

- If you do check a marked escape stairway:

  [a] Is its final route obvious to follow, emergency lit and protected from fire in adjacent rooms?

  [b] Is the final exit to the outside openable without awaiting the arrival of staff carrying keys?

Escape from public rooms

- In anything other than a small hotel, there should be escape routes from public areas (whether enclosed rooms such as discos or interconnecting open plan

lounge spaces) other than the normal entrance. (In ground floor rooms, windows are better than nothing, but are not ideal). Standing with your back to the normal entrance through which you came, without turning your head, is there an alternative exit or route to an exit, within your field of view?

- Are escape exits marked so you know they are designated as escapes? This is particularly important in high risk spaces such as function rooms and discos.

- Are the signs emergency lit to help you find the exits in an emergency?

- Are the exits unobstructed and openable?

- Are there any further final routes from the exits emergency lit, unobstructed and with final exits openable?

If you are a guest in a hotel, remember you have a perfect right to pursue these checks. They could make a difference. It is your own safety that is in question and the safety of those in your charge.