



**THE FULHAM
BOYS SCHOOL**

OFFSITE AND RESIDENTIAL POLICY

Date of Next Review: Summer 2020

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1. INTRODUCTION

1.1 We believe our boys can derive a great deal of educational, social and life experience benefits from taking part in School trips and visits and as such we are committed to providing opportunities not available in the normal School environment.

1.2 These trips and visits are encouraged but School and Borough policies must be adhered to in order to ensure that the health, safety and welfare of all involved are safeguarded.

1.3 The School must ensure that:

1.3.1 the aims and objectives of every visit conform to the School's wider curriculum aims

1.3.2 the boys benefit fully from the visit and that their experiences, as far as can be controlled by the School, are positive

1.3.3 the boys are well supervised and the visit well planned so that boys are kept free from harm and give others a favourable impression of the School

1.4 Whilst this policy seeks to apply appropriate legal requirements and best practice it is the responsibility of all those involved in the organisation of any School visit or trip to be familiar with the requirements set out by the borough. A hard copy is available for loan from the School office or in word format, digitally. It is the policy of the School that, as a minimum, we should meet or exceed the requirements set out in that document.

1.5 Trip Organisers are expected to follow the Trips & Visits Guidelines document thoroughly when organising all trips (see appendix). This includes a thorough risk assessment completing all elements of the FBS risk assessment document.

1.6 Trip organisers are expected to liaise (as per the Trips & Visits Guidelines document) with the finance team and Member of SLT i/c trips, to avail themselves of any help and advice that is available, and to keep them informed. Additionally Trip Organisers should familiarise themselves with the requirements set out by the Department for Children, Schools and Families (DCSF) in the following Documents:

- Health and Safety of Pupils on Educational Visits 2001
- Standards for LEAs in Overseeing Educational Visits 2002
- Standards for Adventure 2002
- A Handbook for Group Leaders 2002
- Group Safety at Water Margins 2002

2. RESPONSIBILITIES

- 2.1 The Governors are responsible through this and other policies to ensure the Health and Safety of staff, boys, and others visiting and helping at the School. Governors will approve trips overseas and / or involving an overnight stay.
- 2.2 The Headmaster, either separately or together with the Member of SLT i/c trips, will ensure that those leading the trip are competent to do so. The Headmaster or SLT i/c of trips will give permission for the visit to proceed or will recommend to Governors whether the visit should proceed.
- 2.3 The member of SLT responsible for School Trips and Visits, either separately or with the appropriate Head of Department, and, where necessary the whole of SLT and person in charge of cover, to assess the impact of the trip across the whole School. This will include considering clashes with other activities and the cover required.
- 2.4 The Trip Organiser is to ensure that appropriate Risk Assessments are carried out, and that charges where appropriate have been made and collected. The member of SLT i/c of trips and can advise with, but never carry out, this process.
- 2.5 The Trip Organiser is to ensure that all those involved in the trip are kept informed and that appropriate permissions and guidance are both sought and given to the staff, parents, boys and volunteers involved.

3. APPROVAL

- 3.1 For any off-site activity the approval of the SLT member i/c of trips or Headmaster is required.
- 3.2 Headmaster's and Governors' approval is needed for trips abroad and any overnight stay.
- 3.3 For any residential visit in the UK, any visit abroad (day trip or residential) or activities in Category C (see below) a copy of a completed risk assessment and other documentation required should be forwarded to the Headmaster/Governors but also could be sent to the Local Outdoor Education Advisors Panel (LOEAP) based at the Chrysalis Building, 3rd Floor, 125 Freston Road, London W10 6TH for additional checking if required.
- 3.4 The same documentation will be adopted or adapted for Category A and B off-site activities (see below) to make sure our insurance will not be compromised.
- 3.5 In assessing the appropriate category in which to place an activity the LM/Headmaster will take into account the environment in which the activity will take place

3.6 In addition to technical competence, recognised by qualification, the Headmaster should be satisfied that the individual has adequate non-technical skills and judgement to supervise or manage the group in question. By their nature, qualifications indicate a reasonable standard of competence in the activity and the ability to assess the suitability of a proposed activity within the terms of reference of that qualification.

3.7 Qualifications should be kept up to date and maintained with recent personal experience.

3.8 The categories of educational visits A, B and C with differing Trip Paperwork forms to complete are dependent on the nature of the visit are:

Category	Trips/Visits	Trip Paperwork
A	<ul style="list-style-type: none"> • Trips and visits that present no significant risks. • Can be supervised by a teacher who has been assessed as competent to lead this level of educational activity. • There is no need for National Governing Body (NGB) or other accreditation. • Activities should be conducted following the standard visits procedure outlined by School • e.g. day trips, cinema or theatre visits, walking in parks or on non-remote country paths; field studies in environments presenting no technical knowledge or hazards. 	Day Trips
B	<ul style="list-style-type: none"> • Trips and visits that are higher risk or higher profile activities. • Safe supervision by a leader who has, as a minimum, undergone an additional familiarisation process or induction specific to the activity and/or location. He/she will be approved by the Borough or OLM following Borough guidance • A National Governing Body (eg BELA or Activity Leadership NVQ) may be relevant as a measure of competence for teachers leading certain activities in this category. • e.g. walking in non-remote country; camping; cycling on roads or non-remote off-road terrain; and low-level initiative challenges. 	Day Trips

C	<ul style="list-style-type: none"> • Trips and visits with the highest risk • All residential activities • All visits abroad (day or overnight) • Any activity which falls within scope of the Adventure Activity Licensing Authority • Activities outside of the scope of licensing, or are less commonly pursued by participant groups (such as motor sports) whose safe supervision requires the leader to have completed some prior test of his/her specific competence eg a recognised training course, recorded accumulation of relevant experience or an assessment of competence by an appropriate body • All hazardous activities • All water-based activities • Climbing • Skiing • Activities in the air (except commercial flying) • Activities where there is significant concern about health, safety or welfare. • This category also includes activities not currently licensable such as high ropes courses, sub-aqua activities, or canoeing in placid waters. • In these cases, a leader’s competence should normally be demonstrated by the possession of the relevant NGB award or an in-house assessment conducted by an NGB qualified technical advisor. 	Residential Trips
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4. ALL TRIPS

4.1 Follow the Trips & Visits Guidelines (see appendix)

4.2 Staff ratios (see 4.2) MUST be adhered to based on the risk assessment and take into account:

- 4.2.1 age and ability of the group
- 4.2.2 SEN/medical needs
- 4.2.3 nature of the activities
- 4.2.4 experience of adults in off-site supervision
- 4.2.5 duration and nature of journey
- 4.2.6 competence and behaviour of the boys

- 4.3 The following ratios (adults to boys) as a guide are 1:15/20 for UK based trips and 1:10 for residential or overseas
- 4.4 For all trips but definitely overseas and overnight boys should be divided into groups and attached to a given member of staff who will be responsible for the welfare of these boys.
- 4.5 You must liaise with the Member of SLT i/c trips and visits
- 4.6 You must have read/be familiar with the full School policy and documents cited in this policy, in particular those areas that are specific to your trips
- 4.7 A list of names of boys involved MUST go in the weekly iSAMS bulletin and sent out on email
- 4.8 Read relevant detail in policy specific to nature of your trip/visit
- 4.9 Send letters home, collect and record permission slips from parents. Use CHQ where possible.
- 4.10 Confirm bookings when definite
- 4.11 Ensure other non-School adults have DBS
- 4.12 Brief parents/use of consent forms/hold a parents meeting (if relevant)
- 4.13 Student preparation/written code of conduct for boys if appropriate – equipment and clothing / kit lists too
- 4.14 Check there is/are qualified first aider/s
- 4.15 Provision of first aid kit with relevant contents and any medications specific to the boys on the trip
- 4.16 Weather information and alternative programme in case of bad weather considered
- 4.17 Make arrangements with SLT re-emergencies (to include an emergency contact number)
- 4.18 Count regularly and accurately – on/off or in/out.
- 4.19 Ensure staff fully informed through email, morning briefing and iSAMS bulletin
- 4.20 Follow-up forms including evaluations, first aid or other incidents, finalisation of accounts with finance office if necessary.

5. DAY TRIPS AND VISITS

- 5.1 All documentation for organising trips can be found in the Staff Shared Drive in Risk Assessments / Trips Risk Assessments folder and must be completed as soon as possible at least 4 weeks in advance but no later than 2 weeks before the visit (dependent on level of approval required)
- 5.2 See relevant SLT member i/c trips regarding calendar. Where possible, proposed trips should be calendarised in advance of the school year.
- 5.3 The member of SLT i/c trips may refuse to give permission for the trip to take place at the time proposed or at all if s/he considers that it would be too disruptive to other activities in the School. If approved then proceed.
- 5.4 Provisionally check and book venue (preliminary visit/information gathered if required eg suitability eg AALA license, references from other users) and transport.
- 5.5 Complete all relevant paperwork on the Trips Paperwork Master. Click on Day Trips to access relevant forms to input information into. Save as a new document under trip title and date eg Boulogne 2015 in the Trips Paperwork folder on Staff Shared Drive. Forward document to SLT member i/c trips for approval by SLT.
- 5.6 Write to parents outlining all relevant details (date; time; travel arrangements; cost; lunch arrangements; reason for the trip, emergency contact mobile phone). Boys **must** obtain permission from parents via a reply slip or CHQ. (see example letter, Form OS7 in Trips Paperwork folder).
- 5.7 Contact the Finance team with details for them to set up an account for the trip (staff must **not** collect money themselves.) The organising member of staff should ensure by reference to the finance team records that all monies due have been received, and should remind students who have not paid. The finance team must be informed well in advance of the trip if payments which we are legally entitled to demand (i.e. excluding voluntary contributions) are still outstanding.
- 5.8 Contact the head of finance and operations of any insurance issues if the trip involves any unusual activity and to make arrangements about the school mobile phone.
- 5.9 If the trip runs through lunch-time – arrange for those boys who are entitled to a free School meal to be provided with a packed lunch. Packed lunches should be collected by the trip organiser on the morning of the trip.
- 5.10 Travel: free train/tram/bus/tube transport may be available; consult the TFL website for rules about the Transport for London scheme (these must be applied for minimum of 14 days in advance of trip).

- 5.11 Ensure the ratio of staff to boys is appropriate for the proposed trip and any risks that have been identified.
- 5.12 Boys to be divided into groups and attached to a given staff member who will be responsible for the welfare of these students.
- 5.13 Keep the relevant Head of Department informed of all plans

6. TRIPS AND VISITS INVOLVING AN OVERNIGHT STAY

- 6.1 All documentation for organising trips can be found in the Staff Shared Drive in Risk Assessments folder and must be completed as soon as possible and no later than 6-8 weeks before the visit (dependent on level of approval required)
- 6.2 See relevant SLT member i/c trips regarding calendar. Where possible, proposed trips should be calendared in advance of the school year.
- 6.3 The member of SLT i/c trips may refuse to give permission for the trip to take place at the time proposed or at all if s/he considers that it would be too disruptive to other activities in the School. If approved then proceed.
- 6.4 Provisionally check and book venue (preliminary visit/information gathered if required eg suitability eg AALA license, references from other users) and transport
- 6.5 Complete all relevant paperwork on the Trips Paperwork Master. Click on Residential Trips to access relevant forms to input information into. Save as a new document under trip title and date eg Boulogne 2015 in the Trips Paperwork folder on Staff Shared Drive. Forward document to SLT member i/c trips for approval by SLT.
- 6.6 The following should take place ***immediately*** after outline permission has been given:
 - 6.6.1 The school finance team should be consulted concerning financial matters (including pricing the trip) and insurance.
 - 6.6.2 The Trip Organiser should read the relevant parts of the DCSF publication Health and Safety of Pupils on Educational Visits (principally s.9) to ensure that all relevant matters are covered, together with the other documentation mentioned in Section 1.
 - 6.6.3 A letter of invitation should be sent out to parents / carers (example letter Form OS8 in Trips Paperwork folder) stating the reason for the trip, it's cost and the deadline for applications. It is essential that the tear-off slip or CHQ response is received (completed and signed) for all participants, as this also acts as parental consent.
 - 6.6.4 Discuss general Health & Safety implications with the SLT member i/c of trips (see Health & Safety section below). Where adventure activities are planned, the trip organiser

must read s.8 of the DCSF publication Health and Safety of Pupils on Educational Visits carefully, together with the other appropriate documentation detailed above

- 6.6.5 The organiser of the trip should ensure that the organiser of the activities holds the appropriate licence (Adventure Activities Licensing Authority, 17 Lambourne Crescent, Llanishen, Cardiff CF4 5GG) or accreditation. It will not generally be appropriate for adventure activities to be run by the School's own staff
- 6.7 The following should take place immediately after the deadline for boys applications has passed:
- 6.7.1 The trip organiser should consult the SLT i/c of trips concerning whether sufficient interest has been shown to allow the trip to go ahead; if minimum numbers have not been reached by this date, it will not generally be appropriate to extend the deadline and the trip will be cancelled.
- 6.7.2 If minimum numbers have been reached the organiser and finance team will agree the final price per student.
- 6.7.3 A letter or email of confirmation should be sent out to parents / carers, to confirm that the trip is to run and to set out payment details.
- 6.7.4 Pass to the School Administration Assistant a list of boys involved, including their tutor groups. The School Administration Assistant will check the records of the boys going on the trip for relevant medical conditions and will inform the trip organiser accordingly.
- 6.7.5 Check passports (if relevant)
- 6.7.6 Finalise Health & Safety issues. Including issuing emergency contact cards.
- 6.7.7 Contact the finance team to provide details for them to set up an account for the trip (staff must not collect money themselves), and to office manager to arrange for a School mobile phone to be available. The organising member of staff should ensure by reference to the finance team that all monies due have been received, and should remind boys who have not paid. The finance team must be informed well in advance of the trip if payments, which we are legally entitled to demand, are still outstanding.
- 6.7.8 At least two weeks before the proposed visit date inform staff whose lessons will be missed via iSAMS bulletin.

7. FINANCES

- 7.1 The trips costings tab included in the Trips Paperwork Master. It specifies the breakdown to be included in the budget.
- 7.2 Any insurance queries and for the full policy see the Office Manager.
- 7.3 Single Day visits and residential trips are automatically covered by the School's insurance policy.
- 7.4 A copy of the letters sent home must saved in the Trip Risk Assessment folder.
- 7.5 Fundraising by the cohort/group involved in the trip/visit is also deemed appropriate

- 7.6 If the trip is an essential part of the curriculum, legally a charge cannot be made – the School must pay. However, we are allowed to ask for a "*voluntary contribution towards costs*", and where appropriate, should do so. Because of the costs of residential or overseas trips, the implication of this is that they can rarely be treated as an essential part of the curriculum.
- 7.7 A sentence must be included in the letter to let parents know that if the cost of the trip will cause a problem they should contact the member of SLT i/c of trips.
- 7.8 Students on FSM places cannot be charged for trips, they can merely be asked for a donation. They cannot be prevented from attending the trip/visit as a result of inability to pay. It is usually appropriate to ask for a donation to cover half the cost.
- 7.9 Remission of up to 50% of the total cost is available to those students eligible for a Discretionary Award (see Charging & Financial Assistance Policy).
- 7.10 If travel is by train/bus - students who have travel cards should use these and a reduction in the overall trip cost should be made accordingly.
- 7.11 All receipts over £5 in value should be kept.

8. RISK ASSESSMENTS

- 8.1 Obviously the key to successful trips and visits is that all reasonable risks have been taken to ensure the health and safety of those with you.
- 8.2 Risk assessment is nothing more than a careful examination of what, through your off-site activities, could cause harm to people, so that you can decide whether you have done what is reasonably practicable to prevent harm.
- 8.3 A hazard is anything that has the potential to cause injury or harm.
- 8.4 A risk is the likelihood and extent, great or small, of harm being caused.
- 8.5 The important task is to identify **significant hazards** and ensure **risks are minimised so that they are small**. An action plan or list of tasks may need to be drawn up to ensure risks are at an acceptable level through the use of adequate control procedures.
- 8.6 You must have satisfactorily completed a risk assessment form from Trips Paperwork.
- 8.7 You are also advised to ask tour operators for a copy of their safety management system
- 8.8 The key features of risk assessment are that:

- 8.8.1 The hazard is identified
 - 8.8.2 The people who may be affected by the hazard are identified
 - 8.8.3 The risk rating is identified
 - 8.8.4 The control measures to minimise the hazard are identified
 - 8.8.5 Any further action you may need to take is identified
- 8.9 The most likely general hazards would be:
- 8.9.1 Student/staff medical conditions
 - 8.9.2 Transport
 - 8.9.3 Accommodation
 - 8.9.4 Security
 - 8.9.5 Members of the group becoming separated
 - 8.9.6 Incidents/Injury or getting lost during an activity (eg orienteering/hiking)
 - 8.9.7 Incidents/Injury or getting lost whilst separated from staff
 - 8.9.8 Sunburn/getting too cold
 - 8.9.9 Road Traffic
 - 8.9.10 Incidents with members of the public
 - 8.9.11 Unsupervised time
 - 8.9.12 Risks involved in the range of activities undertaken and environments used
- 8.10 There are then the hazards specific to your trip/activity – You MUST refer to these in the risk assessments forms in Trips Paperwork.
- 8.11 Ensure you have a mobile phone on the trip and that for residential/overseas trips boys and parents/carers know the number of the School mobile
- 8.12 One member of the SLT not on the trip should be designated as the School/home contact in case of emergency. This member of staff should handle all contacts with the media; no-one on the trip should speak to the media.

9. MINIBUSES

- 9.1 The minibuses will be serviced regularly. Daily and weekly checks are carried out but it must be emphasised that
- 9.2 THE DRIVER (IN LAW) IS RESPONSIBLE FOR THE SAFETY AND ROADWORTHINESS OF THE VEHICLE.
- 9.3 The minibuses must not carry more passengers than there are seats available (between 8-16 passengers).

9.4 The bus can be booked through the Head of Sport. Keys can be collected from there and MUST be returned there at the end of every trip. The bus should be returned litter free and as clean as possible ready for the next users.

9.5 The driver of the minibus should:

9.5.1 be at least 25 years old

9.5.2 have at least 3 full years' driving experience

9.5.3 have experience of driving abroad (if relevant)

9.5.4 have a valid licence

9.5.5 not have been refused insurance

9.5.6 have no relevant convictions;

9.5.7 have an approved minibus driving permit

9.5.8 be in good health at the time of driving and not have consumed alcohol or used medication likely to cause drowsiness that day

9.5.9 have good eyesight

10. EMERGENCY PROCEDURES

10.1 Emergency procedures are an essential part of planning a visit or off-site activity (please see Emergency Procedures Action Plan).

10.2 Any accident or injury occurring during any visit must be reported to the main school reception on return to School (as for any that occur on the School premises) as in some cases there will be forms to complete.

10.3 Keep a note of any details for accurate reporting.

10.4 The member of the SLT with responsibility for trips and visits should be informed

10.5 Parents should also be informed of all injuries/accidents and procedures taken to deal with them.

10.6 If an accident occurs the priorities are to:

10.6.1 Assess the situation

10.6.2 Safeguard the rest of the party

10.6.3 Attend to the casualty

10.6.4 Inform the emergency services – if necessary

10.6.5 An emergency is difficult to define. It may be a fracture, food poisoning or a fatality, or an illness requiring immediate medical treatment. It may on the other hand be missing children who are soon found, or a coach crash in which no serious injuries are sustained.

- 10.6.6 The procedures listed will not all apply to all emergencies.
- 10.6.7 In the event of a serious injury, accident or other emergency the Headmaster, or nominated senior member of staff, should be contacted.
- 10.6.8 Ensure you have left a telephone number where you can be contacted and / or the school mobile phone. Keep details of the emergency procedures to hand and ensure that you have the means of implementing them.

11. EVALUATION OF THE VISIT OR OFF-SITE ACTIVITY

- 11.1 It is understood that a formal debrief will generally not be necessary for trips of a type which have been undertaken without incident many times before, and it will often be necessary to do nothing more than to report to the member of SLT responsible for School Trips / Headmaster that the trip passed off uneventfully.
- 11.2 Trip Organisers are, however, asked to complete a follow-up form for any educational visit or off-site activity which:
 - 11.2.1 Involved an external organization
 - 11.2.2 Was notable in terms of positive outcomes
 - 11.2.3 Gives rise to significant concerns (in any aspect of the trip including its planning and administration that could be improved upon).
 - 11.2.4 May need development for the next time
 - 11.2.5 Involved any participant being involved in an accident or becoming separated from the rest of the group
- 11.3 Such debriefing sessions should be held with the member of SLT responsible for trips/Headmaster, as appropriate.