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Approving Body	Board of Governors
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Health and Safety of Pupils on Educational Visits (HASPEV) Procedures

St Aubyn's (Woodford Green) School Trust





Approval

All requests for off-site educational visits (trips, fieldwork, residential etc.) should be made well in advance. Trips abroad will often need two terms of planning. All off-site educational visits must be approved by the senior management team and they should go into the School calendar. Preliminary approval for a trip and for the text of the letter to parents should be given before letters are sent home.

An 'Application for the Approval of an Educational Visit, including Risk Assessment' (AAEVRA) should be completed and submitted at least seven days prior to the trip taking place (local trips) or two weeks in the case of trips abroad. The form is available from the 'Health & Safety of Pupils on Educational Visits' (HASPEV) coordinator and from the School Network. This form requires detailed information about the trip to ensure that all safety factors have been considered. Its format is based on the content of the guidance in the 1998 DfEE document, 'Health and Safety of Pupils on Educational Visits'.

Once completed, the AAEVRA needs to be checked by the relevant Head of Department, the HASPEV coordinator and finally approval for the trip needs to be given by the Head. At this stage the HASPEV coordinator will copy the AAEVRA for the School office and return a copy/copies to the Group Leader. At least one copy must be taken on all off-site educational visits.

Communication

As mentioned, all off-site educational visits will ideally be included in the School calendar. In turn they will be included on the Week Ahead sheet for all staff. Staff should be informed of pupils who will be missing their lessons and Heads of Department will need to be informed of which staff will be going to make the necessary cover arrangements. The School office will be given full details in the form of a copy of the completed AAEVRA. The Catering Manager will need to be notified well in advance, to consider catering requirements for those in school and to organise packed lunches, if required. The School Nurse will also need to be informed about who will be going out so that she can make the necessary arrangements (detailed later).

Information to and from Parents

Parents must be given written details of the off-site educational visit well in advance. There is a template for these letters in the Trips folder on the School Network (see Appendix 4). This must include details of its' purpose, dates and times, the programme, destination and location, details of staff accompanying the trip, special clothing or equipment required, details of eating arrangements and what pupils can/cannot bring (e.g. bring a snack, do not bring items of value



etc). Details of insurance and contact information will be given for residential trips. Parents should give their consent in writing for their child to attend each off-site educational visit. They should also complete the Consent to Administer Medication form (available from the Trips folder on the School Network), when the trip involves an overnight stay (see Appendix 5). Trips abroad require a more detailed form to be completed by parents (see Appendix 6). Verbal permission for day trips can be accepted as a last resort.

When pupils are on residential trips they might make a phone call home to inform their parents of their safe arrival if possible and practical. Alternatively a staff member may communicate safe arrival via social media. Phone calls home should only be made when absolutely necessary. Updates can be posted on social media to keep parents informed.

The Group Leader must include all parents' contact information in the 'AAEVRA'.

Swimming Lessons, Fixtures and Off-Site Sports Lessons/Sessions

Where swimming lessons and sports fixtures/lessons/sessions take pupils off site, parents must be informed in writing beforehand and full details given to the School office and to staff (e.g. via the staffroom notice board). There are separate sets of procedures for swimming lessons and sports fixtures/lessons/sessions (see Appendices 2 & 3).

A mobile phone and a First Aid kit must always be taken.

Standards of Behaviour

Prior to departure pupils and staff should be briefed on standards of behaviour. This will include, amongst other things:

- the necessity for good manners
- any dress code for the trip
- the importance of sitting down and using a seatbelt on coaches/minibuses
- eating/drinking on coaches
- behaviour in hotel rooms/dormitories
- pupils' responsibility for their own property
- encounters with the general public
- movement between places (e.g. not running)

Equipment

The Group Leader should ensure that parents, pupils and staff know precisely what equipment/food they need to bring. A long journey has its own needs and the provision of sun protection, headgear and sensible clothing as well as sufficient drinking water will be essential



for many trips taking place in the open in the summer. Likewise, coats and warm clothing will be needed in the winter months.

Mobile phones and sufficient First Aid kits should be taken by staff.

Staff Responsibilities

The Group Leader should ensure that staff attending an off-site educational visit are aware of the details of the AAEVRA and act accordingly. When a situation arises that is not covered in the AAEVRA, staff should assess the risk and use their professional judgement to make the best decisions re safety.

Different staff may take responsibility for different aspects/areas of the off-site educational visit and each should know precisely what he or she is responsible for. The Group Leader retains ultimate responsibility. Each off-site educational visit should have someone assigned to deal with matters of First Aid. Longer trips will need someone to deal with the keeping of money and related monetary records.

Staff should ensure that individuals on off-site educational visits are not allowed to go off on their own. Whilst detailed regulations would be inappropriate as much will depend on the age of the pupil and local circumstances, the following is offered as a general rule. Where pupils are allowed 'free time' in groups, and are of sufficient age, they should always be placed in small groups of not less than four who must be told to keep together. They should inform the staff member responsible for them where they intend to go and their time of return. They should be told where and how a member of staff can be contacted at all times in the event of an emergency.

When necessary and particularly on trips abroad, pupils should be given emergency contact numbers both in the country being visited and in the UK.

Pupils should not be allowed 'free time' for prolonged periods without regular checks or 'reporting in'. Group Leader should divide pupils into sub groups for oversight/checking by a particular member of staff. 6 to 12 pupils per staff member should be the norm.

Emergency Contact

There will be at least one member of the senior management team (SMT) 'on call' for trips running outside of school hours. Their contact information is included on the AAEVRA.

The member of SMT 'on call' should be provided with a copy of the AAEVRA, which contains a list of names of all staff and pupils on the trip and the telephone numbers of staff and the venue for the trip.



The AAEVRA should be held by each adult leader on any trip that includes an overnight stay.

A variety of emergency contact information is available to staff in the AAEVRA. When a trip is due to last 24 hours or more the member of SMT 'on call' should be prepared to join the trip in the event of a major problem. For trips abroad they should ensure that they have an up-to-date passport.

Health and Safety

When there are hazards involved in the off-site educational visit one adult member of the party should be suitably qualified in First Aid. In addition, it is the responsibility of the Group Leader to ascertain the availability of local First Aid and rescue facilities. Group Leaders must inform the School Nurse about the visit at least a week in advance, request a list of current medical details for all members of the party and request a First Aid kit(s) and any required emergency medication. First Aid kits are to be returned as soon as possible to the Medical Room on completion of the off-site educational visits.

No medication is to be carried by a pupil unless discussed with the Group Leader.

Any injury/illness sustained by a pupil should be reported to the School Nurse on return from the trip and noted on the 'Educational Visit Feedback' form. There is an accident book in the First Aid bag.

When using a coach staff must check that all pupils are using seat belts correctly. Seat belts must be worn at all times.

At all venues pupils and staff should be made familiar with the fire and emergency procedures.

Photo sheets

On trips abroad, the Group Leader should have a sheet with a photo of all pupils and staff on the trip and a copy of all passport and EHIC details.

Supervision

The supervision level for trips depends upon the age range of the child and the nature of the trip. For senior children the aim should be for a member of staff of each sex for trips involving boys and girls. The broad recommended level of supervision is one member of staff to 15 pupils. For younger children the level of supervision may need to be much higher. It is important to discuss and confirm arrangements with the relevant Head of Department.

When staying overnight in a hotel or a hostel one or more members of staff should be on duty, regularly patrolling the corridors and checking pupils until all are in bed and lights are out.



When external staff are instructing our pupils in a session during educational visits the Group Leader needs to check in advance that those staff have a current DBS check. This can be done by contacting the organising company. If external staff do not have DBS clearance, they will need to be closely monitored at all times by St. Aubyn's staff.

Transport

Regardless of the form of transport used, the Group Leader should provide details of the route to be taken (preferably with a map). All pupils and staff should be briefed about expectations regarding transport (behaviour, times, seatbelts, procedures if lost etc.). Whenever possible, a member of staff, preferably the Group Leader, should carry out the journey beforehand to ascertain any risks.

Walking – Pupils should pair up and walk (not run) sensibly at all times. They should concentrate, particularly when crossing roads and not just follow the people in front of them. Staff must supervise all road crossings, including pedestrian crossings, by standing in the road in the lane of oncoming traffic. Hi-visibility clothing is available for staff.

Minibus - Rules regarding the use of the School Minibus are included in the Minibus Policy and Procedures on the School Website

Public Transport (Tube and Bus) – Arrangements need to be made with TfL at least two weeks in advance. Pupils should be in small groups (maximum 6) for tube journeys.

Private Coach – These should be booked well in advance and a route confirmed with the company. The driver should give a Health and Safety procedure talk before departing. Seat belts must be worn at all times.

MS February 2018



Appendix

1 – Procedures In the Event of a Disaster during an Educational Visit

2 - Sports Fixtures and Off-Site Sports Lessons/Training Sessions Risk Assessment and Procedures

3 – Swimming Lesson Risk Assessment and Procedures

4 – Template Letter to Parents re Educational Visits

5 – Consent to Administer Medication on a Residential Educational Visit

6 – Parental Consent for a School Visit Abroad



Procedures In the Event of a Disaster during an Educational Visit

What follows is given in the way of guidance that will need to be adapted to suit the situation. This written guidance should be held by each adult member of the party.

1. Establish the nature and extent of the emergency.
2. Make sure all other members of the party are accounted for and are safe.
3. If there are injuries, establish their extent and administer appropriate First Aid if you have been trained and feel capable. Have regard to your own safety vis-a-vis blood contact. Call the appropriate emergency services.
4. Advise other party staff of the incident and of actions taken. Decide if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.
5. Ensure that an adult accompanies any casualties to hospital. If only one adult is available in the circumstances a decision will have to be reached as to the best course of action.
6. Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
7. Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for.
8. Contact the member of SMT 'on call' or any member of SMT if the trip takes place during school time.

Control access to telephones until the senior member of staff has contacted parents/others directly involved. Give full details of the incident including:

- nature, date, location and time of the incident
 - details of injuries, etc.
 - names and home telephone numbers of those involved
 - action taken so far
 - telephone numbers for future communication.
9. Do not discuss matters with the media.



10. The senior member of staff should contact the Head and establish who will take charge of the situation and what immediate action will be taken. The Head will advise the Chair of Governors or another member of the Governing Body if the Chair is not available.
11. The Group Leader should, at the first opportunity, make notes on the incident, as should other people involved. A record should be kept of the names and addresses of any witness or people involved.
12. Do not discuss legal liability.
13. Ensure accident forms are completed as soon as possible.
14. Inform parents of any delays that will be necessitated.

M Shute
Updated February 2018



St. Aubyn's School PE Department

Sports Fixtures and Off-Site Sports Lessons/Training Sessions Risk Assessment and Procedures

Risks: Injury, losing a child.

Sports fixtures and off-site sports lessons/training sessions should be organised well in advance (a term) if possible and put in the School calendar. This is sometimes not possible (e.g. cup and rearranged fixtures).

Arrangements should include date, start and approximate finish times, age group, number of teams, venue, playing surface, number of players per team/squad, shirt colour and tea.

For away fixtures and off site sports lessons/training sessions, transport should be booked well in advance (preferably a term) through the School office.

Week Before

Ensure that the pupils and all relevant staff (e.g. office, maintenance, nurse, teachers, and kitchen) know about the fixture, lesson/training session by displaying the team sheet (and sports week ahead sheet) on notice boards in the playground, staffroom and school office, preferably a week in advance. Team sheets should indicate: day/date, opponents, venue, depart/start times, approximate finish/return times, kit required and which staff will be in attendance.

Give a team sheet to each player if the fixture, lesson or training session will finish after their normal school day or is an away fixture.

Check that a First Aider will be accessible during the fixture, lesson or training session.

For home fixtures confirm arrangements with ground staff to ensure that the playing area will be ready and book teas with catering staff if applicable.

Day Before

Check weather forecast.

Confirm the fixture with the opponents and organise latest possible cancellation time. Confirm away fixtures, lessons or training sessions with the venue staff.

Organise and check equipment.

Book any medication (e.g. epipens) with school nurse.

For home fixtures check suitability/safety of playing area with ground staff and confirm teas with kitchen staff if applicable.

Morning of Fixture



Check team member's availability.

Prior to Fixture

The School office team sheet should be updated if any changes have been made.

For home fixtures inspect the playing area for dangers (e.g. stones on pitch). Cancel the fixture only when there is no alternative and inform opponents before it is too late.

If a fixture is cancelled, arrange for parents to be informed.

For away fixtures and off-site lessons/training sessions ensure that pupils are aware of expectations when travelling (behaviour, seatbelts, toileting before departure etc.). Do a head count on and off the vehicle(s). Staff should take a fully charged mobile phone with credit. The School phone can be booked for this. The School office should know the number if they need to call during the fixture. The minibus file includes vital pupil/parent information. For away fixtures where the minibus is not taken, the PE Dept. pupil/parent information file must be taken. Parents can take their own children but cannot take other children without parental permission being given to staff.

Potential hazard	Group at risk & possible consequences	Action needed to minimise risk
Car, minibus, coach accident	All – injury/death	A briefing re accident procedures should be given prior to departure. When travelling everyone must wear a seat belt. Staff to monitor. When travelling by car pupils younger than 12 years old and less than 1m 35cm tall must use a booster seat.
Vehicle Breakdown	All – collision resulting in injury/death	Everyone must safely leave the vehicle to assemble in a safe place e.g. behind a barrier next to the hard shoulder
Travel sickness	All - sickness	Advise everyone to take precautionary medication if they suffer from travel sickness. Take sick bags.
Walking near/across roads.	All – injury, death	Briefing to pupils re conduct when walking: concentrate, follow Highway Code: walk on pavements, paired up in lines, do not run. Staff to lead, follow and be equally spread along the line. Staff to supervise all road crossing. High visibility vests to be worn.



		<p>Safest route to be worked out and identified to all prior to departure.</p> <p>Use pedestrian crossings if possible.</p>
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NB If a coach breaks down the Group Leader must arrange for the coach company to expedite repairs or a replacement coach.

In the event of an accident the Group Leader should arrange to inform the appropriate authorities and the School. Pupils must not make mobile phone calls in this situation.

Have First Aid, a First Aider and water easily available.

Check that all players have correct safety equipment (e.g. studs, shin pads, gum shield).

Ensure that all players warm up safely and thoroughly.

During Fixture, Off-Site Sports Lesson/Session

Ensure that pupils adhere to correct code of etiquette to minimise injury risk.

Punish foul play appropriately.

Stop play in the event of an accident/injury and arrange for immediate and appropriate First Aid to be administered.

Stranger danger	Pupils - abduction, harm	Brief pupils re stranger danger: never go off on own (including toilet visits), do not talk to strangers, do not pose for photos for strangers, inform staff if going somewhere, if unsure about anything, seek staff.
Losing a pupil	Pupils – fear, injury, abduction.	Brief pupils re staying with group (see above) and within specific boundaries. The Group Leader, or another designated adult, must count children on and off of vehicles and at the start and end of each stage of the visit. Sub groups with staff assigned help keep account of children. Brief pupils re lost procedures prior to departure: seek a member of staff or authority figure (e.g. policeman), calmly explain who you are and who you are with, phone school.
Weather problems	All – sunburn, hypothermia, frostbite etc.	Everyone to be informed in advance about bringing clothing and equipment appropriate to the weather forecast. Cancel visit if potentially harmful extreme weather.
Medication	Pupils – overdose, sickness, death	Ensure that all medication that is required for the trip is given to a member of staff with full written details.



		Ensure that pupil's medical information is taken and adhered to.
Food allergy	Pupils - sickness, allergic reaction, death	Ensure that pupil's dietary information is taken and adhered to.

After Fixture, Off-Site Sports Lesson/Session

Ensure that pupils do 3 cheers, shake hands, thank the officials and are debriefed (fixtures).
Organise equipment collection.
Supervise tea (if applicable).
Feedback any issues with the playing area to the grounds staff.
Write up any accident forms if necessary.

For away fixtures and off-site sports lessons/sessions, remind pupils of expectations when travelling on return journey. Some pupils may leave from the venue if their parents wish to take them. These should be noted on a copy of the team sheet. Do a head count on and off the vehicle. If the return time is to be significantly later than advertised (15 minutes+) call either the Sportshall, office, SMT member or parents (depending on the time and practicalities) to inform them.

Ensure that all pupils are collected by their parent/carer if the fixture ends after the end of school.

Pupils who are not collected within 5 minutes of the arranged collection time can be put into After School Care. The teacher needs to arrange for a phone call to parents/carers informing them of their child's whereabouts. Senior pupils who have parental permission to leave school on their own may do so but should inform staff to avoid any confusion. If return time is after 6pm, staff should wait with pupils until they are collected.

M. Shute
Updated February 2018



St. Aubyn's School PE Department

Swimming Lesson Risk Assessment and Procedures

Risks: Injury, drowning, losing a child, Child Protection issues

The Head of PE will organise swimming lessons well in advance (a term) if possible and start and end dates put in the School calendar.

Arrangements should include dates, start and finish times for each class, coach pick up details and confirmation that the swimming staff have current DBS checks.

Transport should be booked well in advance (preferably a term) through the School office.

The Head of PE will fully brief the staff supervising classes (usually the class teachers) to swimming lessons on the details and procedures before they depart. They should be given the class swimming folder which will include this document, the Policy documents related to trips, The SOP (Standard Operating Procedure) of the Pool, the EAP (Emergency Action Plan) of the Pool, a timetable for swimming lessons (including coach pick up times) and a class register.

Staff should aim to be at the top gate on time with their class lined up. The class medical kit should be taken.

Staff should also have their class swimming register with them. It should be completed for each session showing who attended (/), who forgot kit (K), who was absent (A) and who had a valid excuse note (N). The Head of PE should be informed if someone does not have their kit more than once in a term and will follow this up with their parents.

Staff should do regular head counts at key moments (before leaving school, on the bus, arriving at the Pool, in the Pool, getting on the bus and getting off the bus at school).

Staff should have a key for the top gate padlock and should lock it after their class have gone through. Staff should ensure that all pupils correctly use their seat belts on the bus and behave appropriately on the journey to the Pool.

At the venue, staff should line pupils up for orderly entry to the facility and should supervise changing. If a male and a female teacher are present this is straightforward. If there are only female teachers present they will have to ask for the door between the female changing room and the group changing room to be unlocked so that they can supervise the boys changing.

Pupils should shower a couple of minutes before their lesson begins and can then be handed over to their instructors. Staff are responsible for the behaviour of their class at all times, including



during the lesson and must make sure that they follow the rules of the Pool. They should be familiar with the Pool SOP and EAP (included in the class swimming folder). Staff should be on poolside observing their class.

At the end of the lesson, staff should ensure that pupil's shower, change, exit the facility in an orderly fashion and wait for the bus back to school. This should be done in 20 minutes maximum. Staff should once again ensure that all pupils correctly use their seat belts on the bus and behave appropriately on the 10 minute journey back to school.

If there are any problems with transport staff should follow the procedures laid out in the Policy documents related to trips (in the class swimming folder).

At the end of each term staff will need to complete a brief assessment of each pupil's progress, ability (distance swum, style, strokes etc.) and effort. This will complement the instructor's assessment which comes in the form of a chart of progressive achievements.

If staff are not sure of anything regarding swimming lessons, they should see the Head of PE.

M. Shute February 2018



Consent to Administer Medication on a Residential Educational Visit

Date of trip: _____

Name of residential trip: _____

Child's name: _____

Parent's phone Numbers:

Parent's Email:

***MEDICATION REQUIRED:**

Name of Medicine	Dosage	Time/frequency	Reason for medication

Dietary Needs:

I give permission for my child to be given over-the counter medicines such as Paracetamol (calpol), Piriton (for an allergic reaction), strepsils, travel sickness pills if necessary

Parent's signature _____

*** NB: Medicines brought by the child need to be clearly labelled with child's name, dosage and time, expiry date, batch number and in the original container.**





St. Aubyn's School

PARENTAL CONSENT FOR A SCHOOL VISIT ABROAD (JS/MS Nov 2012)
(to be distributed with an information sheet giving full details of the visit)

1. Details of visit to:

Dates: From: to

I agree to (name) taking part in this visit. I agree to his/her participation in the activities described and I acknowledge the need for him/her to behave responsibly.

2. Medical information about your child

a. Does your child have any medical conditions? YES/NO

If YES, please give brief details:

.....
.....

b. Does your child take any medication YES/NO

If YES, please give brief details:

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.....

c. Please outline any special dietary requirements of your child:

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.....

d. To the best of your knowledge, has your son/daughter been in contact with any infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

YES/NO

If YES, please give brief details:

.....
.....

e. Is your son/daughter allergic to anything? YES/NO

If YES, please specify:



.....
.....

f. When did your son/daughter last have a tetanus injection?

.....

I will inform the Group Leader as soon as possible of any changes in circumstances between now and the commencement of the journey.

3. Declaration

I agree to my son/daughter receiving treatment/medication in the event of him/her becoming unwell or injured and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Contact telephone numbers:

Work: Home:

Home Address:

.....

Alternative emergency contact:

Name: Telephone number:

Address:

.....

.....

Name of family Doctor: Telephone number:

Address:

.....

Signed: Date:

Full name (capitals): Relationship to child:

THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE RETAINED IN THE SCHOOL OFFICE.