

Policy Owner	Marcus Shute
Approving Body	Board of Governors
Date Approved	February 2022
Effective Date	March 2022
Review date	February 2025



# **Health and Safety of Pupils on Educational Visits (HASPEV) Procedures**

**St Aubyn's (Woodford Green) School Trust**





## **Approval**

Our programme for off-site educational visits (trips, fieldwork, residential etc.) is planned a year in advance and they should be listed in the Curriculum Directory. All requests for off-site educational visits should be made to a member of SMT for approval and entry into the School calendar. Trips abroad will often need two terms of planning.

An 'Application for the Approval of an Educational Visit, including Risk Assessment' (AAEVRA) (see Appendix 1) should be completed and submitted at least seven days prior to the educational visit taking place (local trips) or two weeks in the case of residential and trips abroad. The AAEVRA is available from the Educational Visits Coordinator (EVC) and from the School Network. It requires detailed information about the educational visit to ensure that all safety factors have been considered. It's format is based on the content of the guidance in the 2018 DfE document, 'Health and Safety on Educational Visits'.

Once completed, the AAEVRA needs to be checked by the relevant Head of Department and the EVC. Finally, approval for the trip needs to be given by the Head. At this stage, the EVC will scan the AAEVRA and email a copy to the Group Leader and the other staff attending the educational visit. The Group Leader (and possibly other staff) will keep a copy of the completed AAEVRA on an electronic device (eg iPad, phone, laptop) which they can access during the educational visit. They must delete the AAEVRA when they return.

## **Communication**

In addition to the School calendar, all off-site educational visits will be included on the Week Ahead sheet for all staff. Staff should be informed of those pupils who will be missing their lessons. Heads of Department will need to be involved in organising staffing and making the necessary cover arrangements. The School Office staff will be given full details in the form of access to 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 Nurses will also need to be informed about who will be going out so that they can make the necessary arrangements (detailed later).

## **Information to and from Parents**

Parents must be sent details of the off-site educational visit well in advance. There is a template (Appendix 5) for these letters in the Trips folder on the School Network. 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 should be given for residential trips and trips abroad.



Parents give their consent in writing for their child to attend off-site educational visits when their child starts at St. Aubyn's. Parents of Nursery children have to give written consent for each individual trip. Written consent should also be given for educational visits that need a higher level of risk assessment and/or are outside normal School hours.

For residential trips and trips abroad parents should complete the consent form (Appendix 6) On such trips pupils 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. A phone call home at other times 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' for trips outside of School hours

### **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 (Appendices 3 & 4).

A charged 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 should be taken on the trip. 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.

Charged mobile phones, at least one electronic device containing the completed AAEVRA and sufficient First Aid kits should be taken by staff.

### **Staff Responsibilities**

The Group Leader should ensure that staff attending an 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 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.

Each staff member would normally have a group for checking when head counts are required. 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' must 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 must be held by each staff member 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.

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.

When external companies are used to provide off-site activities the Group Leader should check whether that company has appropriate safety standards. They should check for the Learning Outside the Classroom (LOtC) Quality Badge. If an organisation does not hold the badge, the Group Leader must check that they're an appropriate organisation to use. This could include checking:

- their insurance
- that they meet legal requirements
- their health and safety and emergency policies
- their risk assessments
- control measures
- their use of vehicles
- staff competence



- safeguarding
- accommodation
- any sub-contracting arrangements they have
- that they have a licence where needed

The School should have an agreement with them that makes it clear what everyone is responsible for. This is especially important if they'll be taking over supervision of the children.

Organisations need a licence to provide some adventure activities. Organisations who hold the LOtC Quality Badge should hold a licence for the activity they provide. Some will hold the Adventure Activities Licensing Authority (AALA) License

When planning watersports, consider the need for instructors and lifeguards. Group Leaders should take particular care when using hotel swimming pools and other water leisure activities which may not have a trained lifeguard.

### **Trips Abroad**

Trips abroad can have extra risks and need a higher level of risk assessment. Group Leaders should make sure any organisation that is providing activities holds the LOtC Quality badge or similar local accreditation.

If the trip includes significant risks, such as challenging terrain, going to remote places or extreme climates, follow the guide to the British Standard for adventurous activities outside the United Kingdom as the basis for the planning and risk assessment. Organisations employed by the School should follow this too. If they have LOtC Quality Badge then they follow this standard.

Schools should consider the Foreign and Commonwealth Office's detailed guidance on safer adventure travel and volunteering overseas when organising adventure visits abroad. A teachers' pack is also available.

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. 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. Auby'n'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 10) for tube journeys.

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

## **MS January 2022**





## Appendix

1 'Approval of an Educational Visit, including Risk Assessment' Form (AAEVRA)

2 – Procedures in the Event of a Disaster during an Educational Visit

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

4 – Swimming Lesson Risk Assessment and Procedures

5 – Template Letter to Parents re Educational Visits

6– Parental Consent Form for a Residential Educational Visit (including visits abroad)





## Appendix 1 - St. Aubyn's School - Application for the Approval of an Educational Visit (including Risk Assessment and COVID Protocols)

Updated August 2021 M. Shute

The Group Leader should complete this form once the preparations are complete and should allow seven days for it to be checked and signed by their Head of Department, the Educational Visits Coordinator (EVC) and the Headmaster. The visit should have already been approved in principle and should ideally appear in the School calendar. The Head of Department should be regularly updated on the progress of preparations. All parents need to be informed of the details of the visit. Parental consent is required for Nursery pupils to attend an off-site visit, for all visits outside normal School hours and for visits involving high risk activities.

**For ease of scanning please do not staple these pages**

Place(s) to be visited: Enter text.	Address: Enter text.
Telephone Number: Enter text.	Contact Name: Enter text.
Purpose of visit & specific educational objectives: Enter text.	
Group: Enter text.	Date of visit: Enter text.
Group Leader: Enter text.	
Total number of Pupils: Enter text. <b>(attach lists please)</b>	

### Timings

Departure from St. Aubyn's: Enter text.      Estimated arrival at venue: Enter text.

Departure from venue: Enter text.      Estimated return to St. Aubyn's: Enter text.

### Activity Provider/Venue Details

Name: [Click here to enter text.](#)      Are they reputable? (Evidence) Enter text.

Adventure Activities Licensing Authority License Number (if applicable): Enter text.

Do they have the Learning Outside the Classroom Quality Badge? Enter text.

Activity Provider Staff DBS Checks confirmed (if applicable): Enter text.

**Check and attach their COVID Risk Assessment/procedures**

### Staff and Other Adults

Ideal adult/pupil ratios vary based on many factors. DCSF recommends: Foundation Stage 1:5 or less, Years 1-3 1:6, Years 4-6 1:10-15, KS3 1:15-20, abroad 1:10.



If the group splits during the day, it is essential that there is at least one staff member with a working mobile phone in each sub-group. The School mobile phone (07824 161278) can be booked in advance from the Account Assistant's Office if it is required.

Staff name	Role & responsibilities during visit	Mobile phone number (if applicable)	First aider? Yes or No
Enter text.	Group Leader	Enter text.	Enter text.
Enter text.	Deputy Group Leader	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.	Enter text.

**Foundation Stage visits must have a member of staff with a paediatric first aid qualification in attendance.**

Other adult name	Role & responsibilities during visit	Mobile phone number (if applicable)	First aider? Yes or No
Enter text.	Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.	Enter text.

Total number of staff and other adults: Enter text.

**Other adults (eg parent helpers) should be approved by the Headmaster. Continue on a separate page if necessary.**

**All staff going on the trip should be briefed about their responsibilities and made aware of the relevant details of this completed form.**

#### Finances

Cost of Transport: £ Enter text.

Cost of Entrance/fees: £ Enter text.

Extra Insurance \*: £ Enter text. **Check with Business Manager whether this is required**

Insurance Company Name: Enter text.

Policy number: Enter text.

Other cost(s) (**please specify**): £ Enter text.

Total Cost: £ Enter text. Suggested pocket money (if applicable): £ Enter text.

Cost per pupil: £ Enter text. Contribution from parents (if applicable): £ Enter text.

Confirm that the venue/organisers have received payment, if required: Yes/No

#### Transport

Mode of Transport: Enter text.

Name of Company: Enter text.

**Check and attach the transport company's COVID protocols/risk assessment**

Telephone Number: Enter text.

Contact Name: Enter text.

Outline of Route (note or attach directions/map): Enter text.

Has this been confirmed with the transport company? Enter text.



Generic Risk Assessment

Potential hazard	Group at risk & possible consequences	Action needed to minimise risk	Applicable? Yes or No
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.	Enter text.
Vehicle Breakdown	All – collision resulting in injury/death	Everyone must safely leave the vehicle to assemble in a safe place eg behind a barrier next to the hard shoulder	Enter text.
<b>NB If a coach breaks down the Group Leader must arrange for the coach company to expedite repairs or a replacement coach.</b>			
Fire/ other emergency at venue	All – injury, death	Brief pupils on arrival re emergency procedures/exits and meeting points.	Enter text.
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.	Enter text.
Losing a pupil	Pupils – fear, injury, abduction.	School contact cards to be issued to pupils for venues where risk is high. 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 (eg policeman), calmly explain who you are and who you are with, phone School.	Enter text.
COVID transmission	All – illness, death	Regular handwashing and/or sanitising. Understand the COVID protocols/risk assessment of the venue and/or activity provider. Other measures (if applicable) as recommended by DfE based on the Government roadmap	Enter text.
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.	Enter text.
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. Safest route to be worked out and identified to all prior to departure. Use pedestrian crossings if possible.	Enter text.
Travel sickness	All - sickness	Advise everyone to take precautionary medication if they suffer from travel sickness. Take sick bags.	Enter text.
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.	Enter text.
Food allergy	Pupils - sickness, allergic reaction, death	Ensure that pupil's dietary information is taken and adhered to.	Enter text.
Escalators	All – Injury, death	Pupils briefed beforehand. Staff member to lead. Pupils directed to a position at the top/bottom (no waiting).	Enter text.



Event Specific Risk Assessment

Existing knowledge of place(s) to be visited: Enter text.

Pre-Inspection visit date (if applicable): Enter text.

Potential hazard	Group at risk & possible consequences	Action needed to minimise risk
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.

Continue on a separate page if necessary.

Please attach additional any venue specific risk assessments.

Students who may need extra supervision or who may be at greater risk

	Reason	Action needed to minimise risk to these students
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.

Continue on a separate page if necessary.

**Ongoing Risk Assessment – Be prepared to adapt procedures to suit changing circumstances.**

Checklist

	Yes or No
Letter, with consent slip (if applicable), sent to all parents (copy attached)	Enter text.
All permission slips received (Nursery, high risk and outside School hours)	Enter text.
Memo (attached) sent to School Nurse informing her of the visit and requesting First Aid kit(s) and any medical information	Enter text.
Pupil lists including groupings, medical and dietary requirements lists (attached)	Enter text.
Memo sent to Catering Manager advising of the visit & detailing lunch arrangements, including requests for packed lunches if necessary	Enter text.
Photos of everyone (trips abroad)	Enter text.

**Parent/Carer Contact info and Pupil Medical & Dietary info will be given to the Group Leader with this completed form.**

Declaration of Group Leader



I have read the HASPEV Procedures document (available on the School website and in the Staff Documents 'Policies' folder on the network) and agree to conform with the requirements therein. I declare that the information I have given is correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Name: \_\_\_\_\_

Declaration of Head of Department and EVC - I have studied this application and I am happy with its contents.

HoD Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Name: \_\_\_\_\_

EVC Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Name: \_\_\_\_\_

From the Headmaster - I have studied this application and I am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Name: \_\_\_\_\_

**When approval is given, the EVC will scan this completed form. The scanned form and any other relevant documents will be sent to the Group Leader and other staff attending the trip as appropriate. The Group Leader should complete and return the evaluation form, including details of any incidents, to the EVC within one week of the trip's conclusion.**

Emergency Contact Phone Numbers

School: 0208 504 1577	Sportshall: 0208 559 0676
Headmaster: 07717 752390	Deputy Head: 07827 442782
Deputy Head (Curric): 07827 442801	Bursar: 07717 752064

\* School's Insurance Cover is with Hettle Andrews (0121 423 6200) and underwritten by Allianz Insurance plc Policy Number 32/SZ/29011963

General or Medical Emergency: +44 (0)1483 265696 24 hours 7 days a week

Minibus Breakdown: QBE - 0800 389 1708 (Accident, Windscreen, Breakdown)  
 Minibus European Assistance: 0800 42 43 24 44 France: 04 72 17 12 03  
 Other locations 00 33 472 17 12 03

Staff Member 'on call' (for visits out of School Hours): \_\_\_\_\_

Final Checklist – Complete just before departure

First Aid Kit	
Lunches	
Toilets	
Inhalers/Medication	
Tickets/Maps/Venue Info	
Registers - Inform Office of Absent Children	
Safety Briefing	
Children placed into groups and medical information noted	
Groups copied for staff	
Charged Mobile Phone	
Money	







## **Appendix 2 - 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 January 2022**



## Appendix 3 - 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, sufficient and specific staffing, 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, parents/carers 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.

Staff organising fixtures should email the Deputy Head (admin) to check the details. The Deputy Head (admin) will ask a member of Office staff to email details to parents/carers and inform the Nurse (requesting relevant medical info) and the Catering Manager (for food allergy info). 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.

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



### Morning of Fixture

Check squad member's availability. This process should involve the captain and vice-captain.

### Prior to Fixture

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

Make sure that all required medication, as indicated by the Nurse, has been collected. Make sure that snacks and/or team teas (if required) will be ready.

**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 or PE Department phone can be booked for this. The School office should know the number if they need to call during the fixture. Staff need to take parent contact details, medical information and dietary requirements information in whatever format they wish but must keep this sensitive information safe. Parents can take their own children but cannot take other children without parental permission being given to staff.

When pupils visit the toilet off site, they should go in pairs (minimum).

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.



		<p>Staff to lead, follow and be equally spread along the line. Staff to supervise all road crossing.          High visibility vests are available.          Safest route to be worked out and identified to all prior to departure.          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) and be aware of those children who have dietary restrictions. St. Aubyn’s staff should take responsibility for St. Aubyn’s children and opposition staff should take responsibility for their children.

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, 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 January 2022**



## **Appendix 4 - 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 asthma allergy box 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 January 2022





## Appendix 5 - Template Letter to Parents re Educational Visits

Date

Dear Parents/Carers

??? (e.g. Year 1) will be visiting ??? (e.g. Royal Gunpowder Mills), ??? (e.g. Waltham Abbey) as part of their ??? (e.g. History Project), on ??? Day/Date. The children will be ??? (e.g. travelling by Coach) and will be supervised all day by ??? (e.g. the Year 1 teachers and 3 teaching assistants).

During the course of the day the children will ??? (e.g. take part in many different workshops. These will include watching a re-enactment of the story of the Gunpowder Plot, finding out what food was eaten by the plotters, making a Guy Fawkes lantern, writing secret messages and learning about pastimes and entertainment of the period.)

Mention any additional safety (eg COVID) protocols.

It promises to be an exciting and enjoyable day! (Optional enthusiastic comment!)

Children will need to wear ??? (e.g. full school uniform) for the trip and should be prepared for the weather conditions by bringing ??? (e.g. a coat, hat, scarf and gloves if required) and will also need to bring ??? (e.g. their pencil case). Pick up/drop off arrangements/timings? (e.g. brought to school and picked up at the normal times). Lunch arrangements? (e.g. Packed lunches will be provided).

If you have any questions please do not hesitate to contact me.

Best wishes,

Yours sincerely

???????? (Group Leader)

**Residentials** - Details of insurance and contact information should be given for residential trips and trips abroad. Parents should be given the Consent form (HASPEV Procedures Appendix 6).



**Appendix 6 -**

**Parental Consent Form for a Residential Educational Visit (including visits abroad)**

Trip Destination: \_\_\_\_\_ Dates: From \_\_\_\_\_ to \_\_\_\_\_

Child's name: \_\_\_\_\_ Child's Class: \_\_\_\_\_

Does your child have any medical conditions and/or allergies? YES/NO

If YES, please provide details: \_\_\_\_\_

Medication Required:

Name of Medicine	Dosage	Time/frequency	Reason for medication

Please indicate any **medical or religious** dietary requirements that your child has:  
.....

To the best of your knowledge, has your son/daughter been in contact with any infectious diseases recently? YES/NO

If YES, please give brief details: .....

When did your son/daughter last have a tetanus injection? This would have been as part of their pre-school booster. ....

**Contact telephone numbers (during the trip):**

Parent 1 Name/email/contact numbers: .....

.....

Parent 2 Name/email/contact numbers: .....



.....

Alternative emergency contact name/number: .....

Name/number of family Doctor: .....

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

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

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.

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

Parent 1 signature : \_\_\_\_\_ Date: \_\_\_\_\_

Parent 2 signature : \_\_\_\_\_ Date: \_\_\_\_\_

**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.**

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

**T. Middlehurst/S. Dempsey January 2024**

