



Kings' School

## Off-Site Activities Policy

Policy Reviewed by:	JMS	January 2021
Approved by:	Pupil Support Committee	May 2021
Endorsed by:	FGB	May 2021
To be Reviewed	3 Yearly	May 2024

## Policy for the organisation of off-site trips and activities

### **1. Introduction**

#### 1.1 Aim

To provide a broad and balanced curriculum that incorporates a range of opportunities and challenges, which are accessible to all.

#### 1.2 Objective

Continuing the range of extra-curricular activities that are accessible to all pupils.

### **2. Policy Statement**

2.1 To ensure that all off-site activities organised by staff at Kings' School conform to the guidelines and check list set out by Hampshire County Council (HCC) in the April 2019 edition of "Off Site Activities: HCC Supplementary Guidance 2019. National Guidance and HCC Supplementary Guidance 2019". (<https://evolve.edufocus.co.uk/evco10/docs.asp>)

N.B. The guidance notes should be taken as representing the minimum requirement. A copy of the Guidelines ("Off-Site Activities" 2019) may be found both in the Staff Workroom and Main Office. The Educational Visits Co-ordinator (EVC) also has a copy. Staff organising visits and other off-site activities are strongly advised to refer to these Guidelines for points specific to the activity being undertaken. In addition, these Guidelines are regularly updated and can also be found at National Guidance and HCC Supplementary Guidance 2019.

(<https://evolve.edufocus.co.uk/evco10/docs.asp>)

2.2 These Procedures apply to every activity organised by Kings' School that takes place away from the school site, irrespective of when the activity takes place.

2.3 All activities should:

- Have significant educational value
- Be suitable for the ages, abilities and aptitudes of the pupils concerned
- Be available and accessible to all who wish to participate, irrespective of special educational or medical needs, physical disability, ethnic origin, gender or religion
- Not interfere unduly with the normal work of the pupils

2.4 Group Leaders should ensure that every effort is made to include all pupils, whilst retaining the integrity of the trip, staff and pupils and maintaining the safety of everyone in the group.

## Regulations and Procedures for the organisation of off-site trips and activities

### 1. Regulations

#### Supervision

- 1.1 Supervision must be adequate and all activities must be supervised by at least one member of Kings' School staff.
- 1.2 The Group Leader is the person with overall responsibility for all aspects of the trip. The Group Leader should be a member of staff whose experience and ability matches the objectives and demands of leading the activity.
- 1.3 The standard of behaviour expected of staff will be no different from behaviour expected within school, in line with the Staff Code of Practice.
- 1.4 All adults must be properly briefed during the visit. In addition, for residential or hazardous activities, the Group Leader should organise a pre-visit meeting with accompanying staff to assess risk and supervision strategies.
- 1.5 During the planning stages, special attention should be given to pupils who have special education or physical needs. The Group Leader should consult with the Head of Pupil Support to address any additional safety measures, support or supervision that may be required. Parents/carers may need to be consulted if any further issues are identified following the completion of parental consent forms.
- 1.6 Activities within 60 miles radius - ratio 1 adult to 20 pupils.
- 1.7 Activities beyond 60 miles radius or over 1 hour travel from the base - ratio 1 adult to 12 pupils (minimum 2 adults per group, this includes visits to London).
- 1.8 Activities which are residential or deemed to be in open country (close to water or away from roads and buildings). Such activities are deemed to be 'Hazardous Pursuits' (section 7) – ratio 1 adult to 12 pupils.
- 1.9 It is strongly recommended that all groups be accompanied by a minimum of two adults and that where groups contain both boys and girls, there is an adult of each sex. This is a requirement on residential visits.
- 1.10 Group Leaders should consider whether groups should be accompanied by the necessary number of adults plus one to ensure that satisfactory supervision would remain in case of illness, accident or mishap.
- 1.11 Staff responsible for off-site activities where the adult supervision will include adults who are not members of staff, must consult and comply with the regulations, National Guidance and HCC Supplementary Guidance 2019. (<https://evolve.edufocus.co.uk/evco10/docs.asp>)
- 1.12 All off-site activities must be supervised by Kings' School staff. The Group Leader must offer the opportunity to participate to all Kings' School staff in the first instance.

Only when no member of the Kings' School staff is available to assist, may the Group Leader, in exceptional circumstances, obtain the support of non-Kings' School staff for the supervisory team.

Group Leaders, who wish to take additional non-Kings' School staff, must seek the permission of the Headteacher.

#### Untrained adults

Use of parents/assisting adults - before they are used on visits, it is imperative that their role in the specific venture is explained to them and appropriate preparation given. Untrained adults should not

be solely responsible for groups in high risk situations, e.g. by a sheer drop, by deep water, etc. Senior Leaders should ensure that they have adequate witnessed evidence before authorising untrained adults to exercise significant pastoral responsibility.

## DBS checks

It is a requirement that DBS checks are run on all adults, who are not teachers or youth workers currently employed by Hampshire County Council, who may have unsupervised contact with young people. All new appointments will be DBS checked by the Disclosure and Baring Service. Details of the procedure are included in the Manual of Personnel Practice available in all schools and youth offices. (<https://evolve.edufocus.co.uk/evco6/docs.asp>)

- 1.13 During all trips and activities, the Group Leader must arrange for the registration of pupils at regular intervals. This should include the beginning and end of individual journeys and moving between phases of non-direct and direct supervision.
- 1.14 On occasion, a lower level of supervision might be acceptable, e.g. when small groups or senior pupils are:
  - Being transferred to a sports centre in a mini bus
  - Visiting a local school, library, theatre, enclosed sports facilities or similar establishment
  - Engaged in work experience or field work
  - Taking part in a social activity organised by the school.
- 1.15 Lower levels of supervision must be authorised by the EVC.
- 1.16 Higher levels of supervision are usually necessary for activities involving vulnerable pupils or a hazardous pursuit.
- 1.17 Regular contact must be kept with pupils who are enjoying non-direct supervision e.g. at a theme park or on a visit to a town. Pupils should only be allowed non-direct supervision within a strictly defined area and should be given firm guidelines as to the behaviour expected. They should be aware of where members of staff may be found at all times. In addition, the Group Leader should be mindful of the different risks the environment may present with changing weather conditions or different times of the day and adjust supervision or frequency of registration intervals accordingly.
- 1.18 It is strongly recommended that pupils are instructed to remain in groups of at least 3 at all times.
- 1.19 The school and parents must be given details of how pupils are to be supervised; this includes supervision during the evening and at night on residential visits. (See [National Guidance and HCC Supplementary Guidance 2019](#). (<https://evolve.edufocus.co.uk/evco10/docs.asp> )
- 1.20 All relevant checklists should be carefully read by every member of staff participating in the trip.

## **2. Procedures (Appendix 1)**

### 2.1. Approval

The Headteacher's approval must be sought before any bookings, letters or deposits are made. This is done by completing Form 1 (Appendix 2) and passing this to the member of the Senior Leadership Team (SLT) with responsibility for this area. This Senior Leader will then seek the Headteacher's approval. Only the Headteacher, acting on behalf of the Governing Body, is able to approve the organisation of such activities.

- 2.2. Form 1 should be submitted at least 8 weeks prior to the departure date(s). If this procedure is not followed, then SLT have the option to cancel the proposed trip. Once approved, Form 1 should be signed by SLT and then passed to the EVC administrator. (In addition, for approval of residential or hazardous pursuits, see Section 7).

2.3. To confirm all the trip/activity details, Form 2, with signed and completed Risk Assessment and full itinerary (Appendix 3/8) is required to be completed at least 2 weeks prior to the date of departure. Form 2 should be signed and dated by the relevant line manager, EVC and Headteacher.

#### 2.4 Residential Trips, School Approval

Similar to 2.2, before any arrangements for a residential activity are made, SLT's approval must be obtained prior to the academic year in which it is expected to take place for placement in the calendar.

#### 2.5 Pupil Approval (or Disapproval) / Staff Allocation

No pupil should be accepted onto a trip or activity until appropriate approval has been given.

A list of those who wish to participate must be approved by the relevant Head of Year and member of the SLT.

In any letter to parents, it should be noted that the school has the right to withdraw any pupil from the list of participants (Appendix 5/6).

If a pupil has been involved in any serious breaches of school rules, they must not be allowed to participate in any off-site activity until the school is confident that any potential risk to others or themselves has been significantly reduced. This decision is always at the Headteacher's discretion.

In the event of a trip or activity becoming over-subscribed, the Group Leader should select pupils' names 'out of a hat'. Remaining unsuccessful pupils should subsequently form a numbered waiting list. For future trips, priority must be given to pupils who have not been on earlier visits. The EVC administrator will keep a record of unsuccessful pupils and advise future group leaders accordingly.

The Group Leader must then invite all teaching and non-teaching staff to participate, clearly outlining the particular demands of the trip. Once compiled, this list of staff is then passed to SLT. Based on previous participation, ability, experience, subject knowledge and operational logistics, SLT will then appoint appropriate staffing. For residential activities, the Group Leader may select one member of staff to act as their deputy.

#### 2.6 Pupils in Years 10 and 11

Wherever possible, extra-curricular trips and activities should take place either outside of the school day or contained within the lesson time of the subject area organising the activity.

In exceptional circumstances, when an activity:

- Directly relates to the content of a GCSE course
- Provides an opportunity for enrichment for a significant number of pupils
- Has no possibility of taking place at another time

It then may be agreed that pupils are able to be absent from the lessons of other subjects in order to allow for the activity to take place.

When staff wish to organise activities that will impact on the teaching time of other subjects in Years 10 and 11, the Group Leader should have made him/herself aware of the subjects that would be affected by the pupils' potential absence. Wherever possible, if the scale of the trip allows, the Group Leader should include plans for pupils to catch up work they have missed in other subject's lessons.

The only PE fixtures for which pupils may miss all or part of a lesson are those relating to National or County level competitions where light during winter months; distance; or scheduling would make it impractical for matches to be held after school.

### 3. Charges

3.1 Charges cannot be insisted upon for activities which take place during the school day. A voluntary contribution may be requested from parents but no child may be excluded because his/her parents

refuse to make such a contribution. However, if insufficient voluntary contributions are received, and the trip becomes financially unsustainable it may be necessary to cancel the activity in such circumstances (National Guidance and HCC Supplementary Guidance 2019).

(<https://evolve.edufocus.co.uk/evco10/docs.asp> )

3.2 It is at the schools' discretion to request a voluntary contribution for activities which take place during the school day. As long as these activities:

- Are an optional extra
- Are not necessary to meet the requirements of the National Curriculum
- Are not required to complete the syllabus for an approved public examination
- Are not required to fulfil any other statutory educational obligations.

3.3 Where a visit or activity is a direct requirement of an approved public examination or is necessary if the school is to meet its statutory educational obligations, it should be funded from the schools' own resources.

3.4 When organising trips and activities, group leaders should be mindful of keeping overall costs to a minimum. Trips and activities should avoid elitism and be as financially accessible as possible. More expensive events should offer a cheaper alternative experience. Whilst budgeting, Group Leaders should explore providing capacity to subsidise pupils in genuine financial hardship and the utilisation of alternative funding streams such as the Pupil Premium Grant (PPG).

3.5 Whilst budgeting, the Group Leaders should include a small contingency fund to meet any unforeseen expenses. This should include any ParentPay administration costs.

3.6 At the conclusion of an activity and after all costs have been met, should an unintentional surplus result where that surplus exceeds £20 per pupil, parents will receive an e-mail notifying them of the surplus, inviting them to request a refund or donate the amount to the school. Once this process is complete, if a trip budget remains substantially in surplus, a proportion of this amount may be re-located to appropriate pupil centred projects within the school.

#### **4. Letters to Parents (Appendix 4/5/6)**

4.1 The letter must contain the following information:

- Dates
- Times of departure and return
- Method of travel (if appropriate)
- Destination with full address and telephone number
- The name of Group Leader
- The aim and purpose of the visit, the activities planned, any hazardous or adventurous activity clearly specified
- The nature of supervision
- How cost fits into legal charging policy (see Charges 3)
- A request for parental consent

The Educational Visit Information, Electronic Medical and Consent Form [here](#) should be used for residential visits.

#### **5. Record of Groups Off-Site**

5.1 It is the Group Leader's responsibility to ensure that all accompanying adults have group lists. Group Leaders and accompanying staff must carry these with them at all times. These lists should show:

- Who is in their group
- Who is travelling in each vehicle

- The name and telephone number of the contact person/s who can be contacted in an emergency
- Full details of pupils & staff names, telephone numbers and any medical issues
- For overseas visits, a copy of all pupil and staff passports should be taken prior to departure and kept with the Group Leader during the visit. These copies must be destroyed when the trip or visit is concluded.

5.2 The Group Leader must also ensure that there is a contact person available throughout the period that the group is off-site. In addition, an accurate list of participants with the Group Leader's mobile telephone number must be forwarded to the EVC prior to the visit.

5.3 If the visit involves an overnight stay, there must be two contact people.

5.4 The contact person/s must have:

- Details of how and where the Group Leader may be contacted
- The names of all participants, including adults
- The distribution of pupils and staff if in separate groups or vehicles
- The itinerary
- The names and telephone numbers of any travel company (including coach company) involved

- Access to parental home contacts for all involved (including adults)

Details of the HCC Emergency Planning Team representative in the event of an emergency.  
<https://evolve.edufocus.co.uk/evco10/docs.asp>

A copy of the Risk Assessment and the Emergency Plan including a copy of 'Emergency Procedures' (National Guidance and HCC Supplementary Guidance 2019).  
<https://evolve.edufocus.co.uk/evco10/docs.asp> )

- In the event of an accident occurring during a trip or activity, on return to school the Group Leader must complete a Pupil or Staff Accident Form.

## 6. Risk Assessment (Appendix 8 & 12)

6.1 A formal Risk Assessment must be carried out by the Group Leader in advance of a trip or activity. This action is regardless of any previous visit. They should identify hazards, assess and evaluate risks and develop control measures to either eliminate hazards or reduce the risk. Risk should be assessed using the HSE 5 steps Risk Assessment document (Appendix 9).

6.2 Staff and pupils must not be placed in situations which expose them to unacceptable levels of risk. Safety must always be the prime consideration. If the risk cannot be reduced or contained by control measures, then the visit must not take place.

6.3 Risk Assessments should anticipate the risks that could be encountered, through careful examination of what can cause harm.

6.4 Risk Assessments should enable competent staff to describe pro-actively whether enough precautions have already been taken or if more control measures should be introduced to prevent harm.

6.5 Risk Assessments should always take into account the individual needs of both staff and pupils.

6.6 When completing a Risk Assessment, Group Leaders must consider the following:

- Identification of hazards and who is exposed to them
- An evaluation of the risk and decide if existing precautions are acceptable
- The extent to which activities are matched to individuals, group and venue
- The quality/suitability of any facilities and equipment

- Safety of travel arrangements (If travelling by coach any breakdown on the hard shoulder, pupils should remain in the vehicle. The Group Leader should alert the emergency services)
- The experience/qualification of accompanying staff. This should include centre or tour company staff
- Staff/pupil ratios
- Seasonal, environmental, time of day or weather conditions
- Effective staff communication e.g. mobile phones
- Emergency Procedures
- The specific medical needs of pupils involved in the visit together with any reasonable steps that can be taken to meet those needs
- Any medical needs of accompanying staff which may need to be mitigated against in order to ensure the success of the trip or activity.

6.7 Findings should be recorded, accompanying staff should be briefed and made aware of their responsibilities, before and during activities. It is important that all members of staff receive clear and unambiguous information/instructions at all times. During the activity, there should be continual assessment of risk and if the level of risk changes then the continuation of the activity should be reassessed. During subsequent visits, this Risk Assessment should be reviewed and amended where necessary.

6.8 During the Covid – 19 global pandemic, risk assessments should give special consideration to both local authority and DfE guidance. (Department for Education guidelines) (Appendix 10)

## **7. Residential Visits/Hazardous Pursuits/Large Cities**

7.1 Unless the arrangements are organised by one of HCC's Centres for Outdoor Education, all such visits must submit an application to the HCC Outdoor Education Department through the EVOLVE website at least 8 weeks before the date of the trip. All visits to large cities e.g. Southampton, London should be logged in advance with EVOLVE.

(<https://evolve.edufocus.co.uk/evco10/docs.asp> )

7.2 An electronic medical questionnaire must be completed by the parent/guardian of every pupil. Relevant information should be passed to host families in the case of exchange visits. These medical details should be collated on a central list which must be readily at hand to the Group Leader at all times. (Appendix 4 Online Form [here](#)).

The pre-visit planning documentation should detail specific arrangements to ongoing individual medical needs of pupils. This should include checking accompanying staff are appropriately trained or experienced.

7.3 For residential trips, the Group Leader should organise a pre-visit meeting with parents and pupils to set out clear expectations of appropriate pupil behaviour whilst on the trip.

7.4 Group leaders must ensure that they retain, readily to hand at all times, details of the names, addresses and telephone numbers of all the participants' parents/carers. Duplicate sets of this information with full details of the programme and details for contacting the HCC Emergency Planning Team, should be held by the contact person/s. These documents need to be kept securely so no third party has access.

During residential visits, Group Leaders must maintain an accurate rooming log for both staff and pupils. In addition, pupils must always be segregated into same sex rooms.

7.5 Everyone should be aware of the Fire Drill Procedures for hotels/hostels.

7.6 When taking a party abroad, Group Leaders must ensure that they have clear instructions as to what to do in an emergency, including details for contacting the Children's Services emergency number:



Daytime: Outdoor Education, PE and Sport: 01962 876218  
24 hrs: Emergency Planning Team: 07623 960259

7.7 For trips near water, rivers, ponds or the sea, the Group Leader should carry two reserve rescue 'throw bags'. All accompanying adults should be briefed on the use of these bags.

## **8. Transport**

8.1 If travelling by coach, quotations must be sought from three different companies.

Seatbelts must be fitted to the front seats and rear centre seat of all coaches manufactured since 1988 (E Registration). They must be used by all passengers under 14 and it is the driver's responsibility to see that this regulation is complied with. For pupils over 14, the driver must tell passengers that seatbelts should be worn but the responsibility then rests with the passenger.

It is essential that supervising staff are spread throughout the coach and are not sitting together. This is a legal requirement under some EU countries' legislation.

8.2 Private Cars

It is essential that the driver (both HCC employees and voluntary helpers) checks his/her insurance and confirms this to the Headteacher. Drivers should be asked to notify their Insurance Company that they will occasionally use their car for the voluntary transport of pupils. Staff should not transport a single individual pupil in their vehicle.

8.3 Mini Buses

When using a mini bus, there should be a second adult, besides the driver, unless the pupils form a known cohesive group such as a games team on a short, local journey.

Staff must read and comply with the advice given on National Guidance and HCC Supplementary Guidance 2019 (<https://evolve.edufocus.co.uk/evco10/docs.asp>).

8.4 Ferries

A clear base must be established which should be supervised at all times. Pupils must listen to the instructions for any emergency evacuation of the ship before being allowed to leave the group. Pupils must not be allowed to wander "wherever"; all areas which should not be visited without an adult should be identified.

9. Insurance

9.1 Groups are normally covered by the County Council's arrangements. Additional cover is sometimes required where there are special factors, e.g. for visits to the USA. From the 1<sup>st</sup> April 2021, any cancellation costs arising due to COVID related issues may not be covered by insurance. In such circumstances the school, in turn, may not be able to refund lost payments. Insurance details can be found on teacher resources/whole school/trips and activities. It is also available on the school website for parents/guardians to view.

9.2 Groups travelling overseas should ensure that members have obtained a Global Health Insurance Card (GHIC). A photocopy is not acceptable.

9.3 Car insurance (see HCC Off-Site Activities Regulations and Guidelines <https://evolve.edufocus.co.uk/evco6/docs.asp>).

9.4 Additional guidelines for Adventure activities can be found within Appendix 9

**10. Emergency Plan**

10.1 There must be an agreed emergency plan which can be put into action in case of a serious accident or incident. The Group Leader and Emergency Contact should follow 'Emergency Procedures' National Guidance and HCC Supplementary Guidance 2019 (<https://evolve.edufocus.co.uk/evco10/docs.asp> )

10.2 An emergency is defined as an accident or incident which results in severe anxiety or injury to pupils and/or staff.

10.3 Action to be taken by the Group Leader

- Stay calm - assess the situation, protect the group from further injury or danger, render first aid or other service as appropriate.
- Call emergency services
  - state the nature of the emergency
  - give your name, address/location and telephone number, followed by:
    - the location of the incident
    - the nature of the incident
    - the names of the individuals involved
    - the condition of those involved and where they are located.
- Phone school or emergency contact (as soon as possible) with:
  - clear information about the situation
  - your location
  - your actions to date
  - your telephone number
  - a request to the receiver to alert your senior leaders.
- If it is not possible to reach your school/emergency contact person, telephone the emergency number:

HCC: Daytime: Hampshire Outdoor Service: 01962 876218

24 hrs: Emergency Planning Team: 07623 960259

PCC: Daytime: City Contact Officer: 023 9284 1717

24 hrs: Children's Services Emergency Support Team: 07985 870667

SCC: Daytime: Children's Services: 023 8083 3272

24 hrs: Children's Services out-of-hours service: 023 8083 3675

Hampshire Outdoor Service offers advice and guidance to any of the above during work hours on 01962 876218.

- It is probable staff and pupils will be in a state of shock, therefore:
  - Remove remainder of the group to some secure accommodation and place under the care of a member of staff able to protect them from the attention of the press/media if necessary.
  - Request the police to assist or ask for direct support from your school
  - Calm and comfort the pupils and arrange for their evacuation.
- Do not make any statements to the press/media or allow anyone else to make statements other than expressions of sympathy.
- Do not allow group members to text or telephone home or friends until contact has been made with school senior staff, the Press Office or Children's Services senior managers
- Retain all equipment involved in an unaltered condition.
- Do not allow anyone to see any group member without an independent witness being present. (No-one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.) Refer all press/media enquiries to the Media Centres: HCC 01962 845626 / PCC:023 9268 8073/ SCC 023 8083 2001 / WBC 01635 519125, or via the emergency contacts above.

10.4 Action to be taken by the Emergency Contact (Appendix 7)

- Record the telephone number of the Group Leader. Listen carefully and write down:
  - what happened
  - to whom
  - where

- when
- what has happened since the incident?
- Inform the Headteacher of the relevant details as soon as possible.
- If agreed or as necessary, telephone the Children's Services emergency number as follows:

**HCC:** Daytime: Hampshire Outdoor Service: 01962 876218

24 hrs: Emergency Planning Team: 07623 960259

**PCC:** Daytime: City Contact Officer: 023 9284 1717

24 hrs: Children's Services Emergency Support Team: 07985 870667

**SCC:** Daytime: Children's Services: 023 8083 3272

24 hrs: Children's Services out-of-hours service: 023 8083 3675

Hampshire Outdoor Service offers advice and guidance to any of the above during work hours on 01962 876218.

- Not only must the parents of any injured pupils be notified as a priority, but arrangements should be made for all parents to be contacted regarding the safety of their particular child(ren).
- If necessary, assistance should be given to transport parents to their injured child if he/she is hospitalised.
- If necessary, an incident centre should be established as soon as possible at school.
- Refer all press/media enquiries to the Media Centres: HCC 01962 845626 / PCC:023 9268 8073/ SCC 023 8083 2001 / WBC 01635 519125, or via the emergency contacts above.

#### 10.5 Actions to be taken by the Headteacher

The Headteacher will inform the Chair of Governors of the incident. If appropriate, they will arrange for the school buildings and the Main Office to be opened as an incident centre. This may involve the creation of an emergency telephone line available only to emergency services. In addition, rooms may need to be allocated for waiting parents or relatives.

### 11. General Aspects

- 11.1 At swimming pools, if there is no qualified lifesaver on duty, there must be a qualified lifesaver member of staff in the party, for that depth of pool, if the children are to be allowed to use it.
- 11.2 A First Aid Kit should be carried at all times. The Group Leader should check the kit is complete. In addition, the Group Leader should appoint one member of staff to coordinate the collection and distribution of medicines.
- 11.3 Pre-visits are always desirable and are essential when there is the possibility of environmental safety factors in the area to be visited.
- 11.4 In advance of the trip, the Group Leader must forward the group list to the School's Welfare Assistant. The Welfare Assistant should then advise the Group Leader of any additional medical concerns or extra medication that should be held with accompanying staff e.g. epi-pens. The Group Leader will identify the nominated competent member of staff who will be responsible for the administration of such medication – eg epi-pens. In addition, the Welfare Assistant should inform the Group Leader of any pupils who are entitled to Free School Meals (FSM).
- 11.5 FSM pupils should be provided with a packed lunch for all visits which take place during the school day.
- 11.6 When planning a visit to a theme park, the Group Leader must visit the site in advance in order to assess the risks. Group Leaders must ensure that:
- All areas/activities inappropriate for the group are identified
  - All areas/activities which can only be visited with an adult are identified
  - Appropriate levels of supervision are determined
  - Group gathering areas are identified.

There should be a member of staff on duty at a pre-arranged place throughout the visit.

11.7 Staff organising visits to commercial centres/activity centres must read and comply with the advice given by the HCC Regulations and Guidelines.

11.8 In order to exercise their duty of care, the Group Leader must ensure the pupils' safe dismissal and departure from their supervision, at the end of a trip or activity.

If arrangements for the safe return home of a pupil breaks down, (e.g. a parent fails to arrive, or late bus fails to arrive at appointed time etc.) the Group Leader must attempt to telephone the pupil's home to make alternative arrangements. The pupil will be placed in the care of the School Site Supervisor/Assistant who will allocate them a safe area in the school until the parent arrives. The Site Supervisor will liaise with SLT as necessary if problems remain unresolved.

11.9 Group Leaders and accompany staff should avoid using their own cameras to take photographs of pupils. In addition, they should not share personal details and telephone numbers with the pupils or their parents. This includes forming social media groups such as Facebook or WhatsApp. Group Leaders can obtain school electronic devices, such as phones, cameras or tablets from the EVC administrator in advance, prior to departure.

11.10 The Group Leader and accompanying members of staff are legally and morally responsible for the safety and well-being of the pupils in their care at all times throughout the duration of any school trip.

In practice, this means that every member of staff needs to be fully capable of discharging that duty of care; they might, for instance, need to be able to speak to a parent, respond to an emergency or drive a car.

Once pupils are in their rooms/accommodation and asleep, it is permissible for staff to consume a limited quantity of alcohol, as long as this does not conflict with their responsibility outlined above.

**ACTIVITIES PROCEDURES**

This document provides a sequential guide for organising a trip or activity. For a more detailed guide please see **teacher resources/whole school/policies/off-site activities**

**Complete and submit Form 1 to SLT**

- No bookings made
- No letters sent
- No deposits taken
- At least 8 weeks prior to event
- When possible this should be done in the academic year preceding the event. Where individuals or departments organise multiple events, these should be submitted together.
- At the early pre-planning stage. Group Leader should consider section 2.3/2.4 of the school policy.



- SLT Check Cover/Calendar
- SLT Approval
- Form 1 passed to EVC administrator
- EVC administrator informs Group Leader



- Group Leader books activity
- Group Leader letter approved by SLT
- Group Leader advertises and promotes the event to pupils and all teaching and non-teaching staff.
- EVC administrator collects and collates responses from pupils



- EVC administrator submits provisional list of interested pupils to appropriate Head of Year/s (HOY) for advice/approval using HOY approval form.
- Group Leader submits list of interested staff to SLT for consideration.



- For hazardous and residential activities, Group Leader completes and submits online EVOLVE form at least 8 weeks before proposed activity.



- Group Leader informs pupils and staff of their selection.
- EVC administrator collects and collates payments & pupil online forms e.g. medical.
- Group Leader liases with EVC administrator to monitor progress of all aspects of the activity.
- It is the Group Leaders responsibility to intervene within this process as appropriate. E.g. chasing late payments or missing forms.



- At least 2 week before offsite activities Group Leader completes and submits Form 2 with signed and completed Risk Assesment, HOY Approval Form and full intinary to the EVC administrator.

FORM 1  
APPENDIX 2



**KINGS' SCHOOL, WINCHESTER**  
**PROPOSED TRIP or ACTIVITY**

This form must be submitted to SLT at least 8 working weeks before the event. No letters should be sent, bookings or deposits made before approval.

All group leaders should have read and understood the school policy and procedures for 'Off-site Activities'.

**PROPOSAL**

Activity: .....  
(Please consider PD inclusion, including access and cost)

Educational Objective: .....  
(Aims/intended outcome)

Department: .....Date(s): .....

Place: .....

Off-Site: Yes/No Residential: Yes/No

Time:  
START .....FINISH.....  
(Including estimated time of departure)

Group Leader: ... Year/Teaching Group: .....

No. of Staff:.....Number of Pupils:.....

Travel method: .....Cost per pupil/s: .....

Cost Overall - .....

Date of Submission: .....

**APPROVAL**

SLT Check:           Tick  
 ..... Date: .....

Cover Check            ..... Date: .....

Calendar Check:    ..... Date: .....



**KINGS' SCHOOL, WINCHESTER**

**Offsite Activity Details**

This must be submitted at least 2 working weeks before the event together with the Risk Assessment. The HCC EVOLVE Approval if appropriate e.g. hazardous/residential activities, must be submitted to HCC at least 8 weeks prior to event. [www.hampshireoutdoors.com](http://www.hampshireoutdoors.com)

<b>Activity:</b> .....		<b>Department:</b> .....	
<b>Place:</b> .....		<b>Date(s):</b> .....	
<b>Hazardous: Yes / No</b>		<b>Residential: Yes / No</b>	
<b>Group Leader:</b> .....	<b>Deputy Leader:</b> (residential only).....		
<b>Other Staff:</b> .....			
<b>Time Start:</b> .....		<b>Time Finish:</b> .....	
<b>I have read and understood Kings' School Policy and Procedures for 'Off-site Activities'.</b>			
<b>Date:</b> .....		<b>Signed:</b> .....	

<b>Check List</b>	Tick
Approved letter attached	
Itinerary/Risk Assessment attached	
Encourage PPG pupils	
HOY Pupil Approval sheet attached	
Booked medical kit(s) (Matron)	
List of pupils in Main Office (including details of, Group Leaders, Venue and Transport Company's contact phone numbers)	
Pupil medical backgrounds listed	
Accompany adults medical needs checked	
Check pupil medical conditions/medication (Matron)	
Check FSM list (Matron)	
Group Leader emergency contact	Tel:
Established dress code	

**Out of hours staff contact/s**

1. **Name:** ..... **Tel. No.** .....

2. **Name:** ..... **Tel. No.** .....

At least one SLT, Only residentials require two contacts. In emergencies SLT must be contacted.

Submission Date: .....

SLT Line Manager: ..... Date: .....

EVC: ..... Date: .....

Head teacher Approval: ..... Date: .....

## APPENDIX 4

(Suggested letter for visits/activities taking place within school hours).

Dear Parent/Guardian,

I am hoping to organise a visit to..... for pupils in.....  
on.....

(You will need to state how this fits in with your syllabus/scheme of work for this particular group).

Travel will be by..... leaving school at ..... and returning to school by..... Please ensure that your child is collected from the School or that he or she is capable of making their own way home. The group will be accompanied by:

(Staff) and by

(Parents or other adults)

Your child will need a packed lunch and full School uniform must be worn.

In order to cover the cost of the visit, it will be necessary to ask for a voluntary contribution of £..... I am sure that you will understand that the visit may not take place unless sufficient voluntary contributions are received since we have no alternative source of funding. Parents who are in genuine financial hardship, should contact the appropriate Head of Year in confidence.

If a pupil is, or has been involved, in any serious breaches of school rules, in line with policy, the school reserves the right to withdraw any pupil from the list of participants.

In addition, I should be grateful if you would complete the reply slip and consent form and return them to me by.....

Yours faithfully,  
**Group Leader**

---

**(NAME OF VISIT AND DATE)**

To be returned to.....

Pupil's Name..... Tutor Group .....

I give permission for my child to take part in the above visit.

Preferred method of payment subject to my child securing a place on the trip (please tick below)

I will pay by ParentPay/cash  My child is eligible to apply for PPG funding Yes/No

(Please note PPG Funding may only meet part of the overall balance)

Any further information (e.g. health matters) of which staff should be aware.

My emergency contact telephone number is: .....

Signed..... Parent/Guardian Date .....



**APPENDIX 5**

(Suggested letter for visits/activities taking place outside school hours)

Dear Parent/Guardian,

I am hoping to organise a visit to ..... for pupils in ..... on .....

Travel will be by..... leaving school at ..... and returning to school by..... Please ensure that your child is collected from the School or that he or she is capable of making their own way home. The group will be accompanied by:

(Staff) and by

(Parents or other adults)

Your child will need a packed lunch.

The cost of this visit will be ..... (under the terms of the Education Reform Act, this is an optional activity for which we are allowed to charge). Parents who are in genuine financial hardship, should contact the appropriate Head of Year in confidence.

If a pupil is, or has been, involved in any serious breaches of school rules, in line with policy, the school reserves the right to withdraw any pupil from the list of participants.

I should be grateful if you would complete the reply slip and consent form and return them to me by.....

Yours faithfully,

Group Leader

---

**NAME OF VISIT AND DATE**

To be returned to.....

Pupil's Name..... Tutor Group .....

I give permission for my child to take part in the above visit.

Preferred method of payment subject to my child securing a place on the trip (please tick below)

I will pay by ParentPay/cash

My child is eligible to apply for PPG funding Yes/No

(Please note PPG Funding may only meet part of the overall balance)

Any further information (e.g. health matters) of which staff should be aware.

My emergency contact telephone number is: .....

Signed..... Parent/Guardian Date .....

**APPENDIX 6**

(Suggested letter for visits/activities confirming place and requesting payment)

Dear Parent/Guardian

**Name of Trip**

I am pleased to inform you that your child has secured a provisional place on the .....  
..... Trip.

Payment of £..... can now be paid via Parent Pay or other method before ..... Please log on to Parent Pay via the Kings' School website.

The trip will leave Kings' at ..... and return at ..... Pupils should be in school uniform. If your child is entitled to free school meals, a packed lunch will be provided. It is our expectation that your child take responsibility for any school work they may miss, whilst on the trip and make every effort to catch up.

Yours faithfully

**Group Leader**

-----Name of Trip

Pupils Name.....Tutor Group.....

Emergency Contact No.....

Any further information (e.g. health matters) of which staff should be aware.

.....

Failure to pay by the deadline date may result in your child losing the opportunity to be considered for this trip/activity.

I give consent for my child's photograph to be used in displays and other educational presentations (names will not be used)

YES / NO

Signed (Parent/Guardian).....

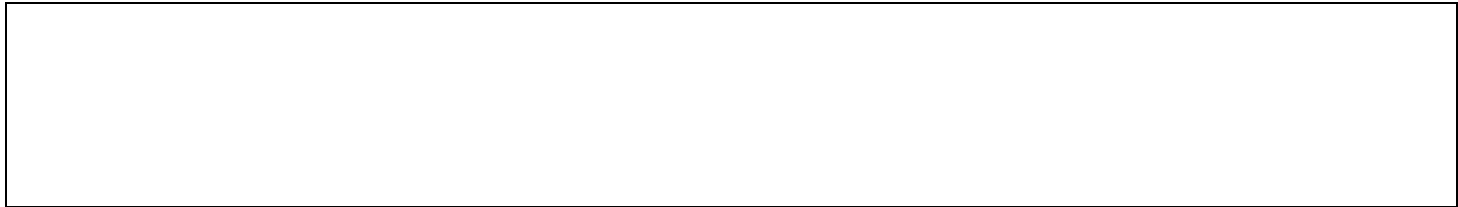
**APPENDIX 7**

**First Response Visit Trip Emergency Telephone Record**

This document is designed to ensure that in an initial telephone discussion between a Group Leader in trouble and their designated Emergency Contact, both parties have the same document to look at and thereby ensure

that all key factors are recorded. The document should be kept to hand by all those designated as an Emergency Contact and also carried by Group Leaders and Deputy Group Leaders. Where pupils are being supervised remotely for significant periods of time, they may also require this (or similar) document. Complete all cells.

<b>Name of Caller</b>	<b>Role of Caller</b> (Group Leader/Deputy Group Leader/Accompany Staff)
<b>Caller's telephone number</b>	<b>Time of this call</b> <b>Time of the incident</b>
<b>Visit Trip Number and age of party</b>	<b>Other leaders at the scene</b>
<b>Present Location</b>	<b>Is the group staying put or moving to a new location?</b>
<b>Nature and time of the Incident or Emergency</b>	
<b>Names of any casualties and their injuries</b>	<b>Names of any party members sent to seek assistance</b>
<b>Is the rest of the party safe and likely to remain safe?</b>	
<b>Weather conditions including any threatening environmental factors</b>	
<b>Emergency Services required?</b> <b>Already alerted? At what time?</b>	
<b>Caller's proposed action plan</b>	



## APPENDIX 8

### HSE 5 STEPS RISK ASSESSMENT

Answer all the generic questions highlighting the most appropriate answer (read down the columns), then complete the specific risk assessment form on the next page.

	<b>The activity is...</b>	<b>The participants ...</b>	<b>The activity leader ...</b>	<b>The environment is...</b>	<b>First aid and emergency support are...</b>	<b>Weather changes...</b>
<b>1</b>	Within the everyday experiences of the individuals	Are very experienced with an appropriate level of understanding	Is very experienced in leading this activity and qualified at the	A local, well known location – urban or rural with predictable hazards	Available at the activity site. Establishment staff have appropriate in-date qualifications	Will have no effect on the group

			appropriate level			
2	Outside the everyday experience of the individual but some tasks have familiar aspects	Are regularly exposed to the activity with an adequate level of understanding	Regularly participates in this type of activity but may have minimal qualifications and little leadership experience	Less well known – urban or rural with hazards that could change quickly	Available at the activity site. Establishment staff have minimal or lapsed first aid qualifications	Are appropriate to the activity. Any changes will have minimal effect but will not affect safety
3	Outside the everyday experience of the individual but competency has been achieved in training (Evidence of training will be required by EVC)	Have some exposure to the activity with experience at a recreational level and some understanding	Has had some exposure to the activity as a leader, is a recreational participant and may have only minimal qualifications in this activity	Relatively unfamiliar – potentially complex urban or rural; in the UK, Europe or US; industrial or residential	Available at the activity site. Establishment staff have generic competence	Could lead to problems if the group is not adequately prepared with training and equipment
4	Outside the everyday experience of the individual but training has been given (evidence of training will be required by EVC)	Have very occasional exposure to the activity with some experience at an introductory level and limited understanding	Has had very occasional experience to the activity as a leader, limited experience as a participant and has no qualifications	Within close proximity to water, cliffs, beaches, steep or high ground, or other novel hazardous topographical or environmental features	Not readily available at the activity site. Establishment staff have in-date First Aid qualifications (evidence will be required by EVC)	Could cause serious problems if the group has not achieved a level of competency in the activity or are not adequately equipped
5	Outside the experience of the individual with no training prior to the trip	Are absolute novices with no experience of the activity	Has no experience of the activity in a leadership capacity with some experience as a participant	Outside Europe or the US; wilderness, or an area classed as advanced by NGBs	Not readily available at the activity site. Establishment staff have no first aid qualifications	Could have serious repercussions for the group

**Add up the total of your answers – Highlight outcome**

<b>6 – 10 LOW RISK</b>	<b>11 – 19 MEDIUM RISK</b>	<b>20 – 25 HIGH RISK</b>	<b>25 – 30 UNACCEPTABLE RISK</b>
	Evidence will be required to show you have recognised the risk and made provision for control of risk	Further discussion with EVC is required. Changes will need to be made to lower the overall risk	Further discussion with head teacher and EVC to establish why risk is unacceptable. Changes will need to be made to lower the risk

## **APPENDIX 9**

### **INSURANCE**

Where a Provider is offering Adventure activities (eg, climbing, watersports, mountain activities, cycling, archery, etc), they will have a statutory responsibility to ensure they adhere to all national and best practice requirements regarding the teaching and provision of those activities. Many watersports, mountain activities and off the ground activities will fall within the scope of the **Adventure Activities Licensing Scheme (AALS)**, which requires that the Provider holds a licence following inspection. This is a legal requirement for those providers, and they cannot operate or offer charged activities to young people under 18 without it. The licence confirms that the provider is following nationally agreed systems and processes in relation to safe practice for those specific activities.

Where a provider offers activities which do not fall within scope of AALS (e.g. archery, cycling, low ropes, etc.), the provider may hold an alternative, non-statutory, accreditation, such as an **Adventure Mark Award (AMA)** or a Learning Outside the Classroom **Quality Badge (LOtC QB)**. Both confirm the provider adheres to nationally agreed criteria for safe practice. Where the provider offers no adventure activities, but is involved in providing travel and tour packages, they may be a member of the **School Travel Forum (STF)** or the **Expedition Providers Association (ETA)**. Again, the accreditation confirms adherence to nationally agreed good practice.

When choosing providers, staff should ensure the provider holds the relevant accreditations. To do so, you should consult the list of Registered Providers within the EVOLVE system. These providers have been checked by the Hampshire Outdoor Service to ensure compliance with both statutory accreditations (AALS) where required, other accreditations of best practice where relevant, and adherence to National Governing Body qualification systems, as well as Public Liability Insurance levels and adherence to Hampshire's expectations regarding staff and instructor qualifications, risk assessments and operating procedures.

## **APPENDIX 10**

### **COVID – 19 GUIDELINES**

- All pupils and staff will be required to wear masks whilst travelling to and from venues, following the school's COVID - 19 procedures at all times.
- All pupils and staff should use hand sanitiser upon boarding and/or disembarking.  
Transportation
- Vehicles must be cleaned between each journey. Pupils and staff must sit in the same seat on the journey back to school.
- Pupils must only travel in the same Year Group bubbles.
- Group Leaders should take PPE equipment on the trip or activity. If a pupil were to become ill or develop symptoms whilst out of school, a PPE clothed member of staff will stay with the pupil, whilst parents are contacted and arrangements are made for them to be collected and taken home.
- Group Leaders with more than 6 pupils in their group should be aware that large groups in public places can cause anxiety to the general public.
- As much as possible, all equipment used must be regularly cleaned and sanitised.

**KINGS' SCHOOL TRIP/ ACTIVITY BUDGET FORM**

**APPENDIX 11**



TRIP / ACTIVITY NAME:	
DATE OF ACTIVITY:	
LOCATION OF TRIP:	
NUMBER OF PUPILS:	

**TRIP OUTGOINGS**

(a) TRAVEL:	
BUS	
FLIGHTS	
TRAIN	
MINIBUS	
OTHER (including food)	
(b) COST OF VENUE	
(c) COST OF EQUIPMENT	
(d) <b>TOTAL OUTGOINGS</b> (a+b+c)	

**TRIP INCOMINGS**

<b>(e) ESTIMATED COST PER PUPIL</b>	
<b>(f) ESTIMATED INCOME OF TRIP</b> (cost per pupil x number of pupils)	
<b>(g) PARENTPAY CHARGES</b> (1.275% of estimated income)	
<b>(h) CONTINGENCY</b> f-(d+g) <i>Note: This value should be at least 10% of your estimated income. If not, please amend (e).</i>	



**RISK ASSESSMENT AND RISK MANAGEMENT RECORD FOR OFF-SITE ACTIVITIES AND EDUCATIONAL VISITS**

<b>Leader</b>	<b>Other Staff</b>	<b>Location</b>	<b>Date</b>	<b>Group Size:</b>	<b>Ratio</b>

Benefits (aims, objectives, intended outcomes?)		Who might be at risk? (Pupils, Staff, Volunteers)			
Identifying the hazards – assessing the risk		Risk rating (H,M,L)	Control measures – reducing the risk		Risk rating outcome (H,M,L)
Site and its environment					
Group (accommodation, instructed time, safeguarding ect)					
Individual Significant Needs (Please name pupils) e.g. SEN, Mobility issues, Medical  Pupils					

Accompanying Staff			
Leader and activity arrangements			
Transport			
Variations: Record any additional assessments and control measures here if this sheet is used as a generic risk assessment.			

Alternative plans (Plan 'B' / Plan 'C')

Emergency contacts – take the emergency action cards with you!      Group details – ensure you have full details close to hand

<p>Ongoing risk assessment</p> <ol style="list-style-type: none"> <li>1. Apply the control measures</li> <li>2. Monitor how effective they are</li> <li>3. Change, adapt, revise as required</li> </ol>	<p>Examples</p> <ul style="list-style-type: none"> <li>monitor the weather</li> <li>monitor group and leaders response and motivation</li> <li>monitor water / river levels</li> <li>monitor behaviour</li> <li>monitor traffic on road</li> <li>assess group risk awareness in different environments</li> <li>monitor conditions underfoot</li> <li>monitor the response of your supporting adults</li> </ul>
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<p><b>Completed/Date:</b> .....</p> <p><b>Group Leader:</b> .....</p>	<p><b>Date:</b> .....</p> <p><b>SLT Line Manager:</b>.....</p> <p><b>EVC</b> .....</p>	<p><b>Date:</b> .....</p> <p><b>Head of Establishment:</b> .....</p>
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This document is based upon the HSE 5 Step Risk Assessment  
1= Identify the hazards

2= Decide who might be harmed and how

3= Evaluate the risks and decide on precautions

4= Record your significant findings

5=Review your assessment and update if necessary