



MAYVILLE
HIGH SCHOOL
Founded in 1897

TRIPS & VISITS POLICY

This is a whole school policy and is applicable to all pupils and staff, including those in the EYFS and Wyvern.

Permission must be sought from the Headteacher and a risk assessment must be carried out for any trip or visit. This policy should be read in conjunction with the Risk Assessment Policy, Health and Safety Policy, Safeguarding Policy, First Aid Policy, and Critical Incident Management Policy.

GUIDANCE FOR STAFF UNDERTAKING OFFSITE ACTIVITIES AND TRIPS

Mayville High School believes that pupils can derive considerable educational and social benefit from experiencing visits away from the school site. In particular, they have the opportunity to undergo experiences not available in the classroom.

Visits help to develop a pupil's investigative skills and longer visits encourage independence.

The following advice and requirements are aimed at ensuring the confidence of staff and the safety of pupils whilst these activities are undertaken.

In 2011, in England, HASPEV (1998) was replaced by the DfE guidance document Health and Safety: Department for Education Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies. It is the view of Mayville High School that this is an extremely brief summary of the law relating to school visits, an outline of employer and employee duties, health and safety policies and reporting injuries. It is felt that it fails to provide anything like the level of detailed good practice guidance found in HASPEV. Therefore, Mayville High School will continue to seek its general guidance from HASPEV.

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

For more current guidance, Mayville High School will use the authoritative information and guidance contained on the website of the Outdoor Education Advisers' Panel (OEAP). <https://oeapng.info/>

This pack includes:

- Steps to be taken when planning a trip
- Checklist for leaders
- Risk assessment for all trips
- Sporting activities
- Generic minibus safety form and Code of Behaviour
- Sample forms

Aims & Objectives

- To give all children a wide range of high-quality learning experiences outside of the classroom.
- To provide school staff with easily accessible advice, guidance and resources as well as professional development opportunities.
- To promote the general understanding of the unique contribution that school trips can make to children's lives.
- To encourage parents and carers to support school trips.
- To encourage partnerships between schools, local providers and other organisations over visits and off-site activities.

In deciding if a visit application merits approval the school will consider the following:

- There are clear and justifiable objectives for the visit
- The visit leader is sufficiently responsible and capable of taking charge of the particular visit
- Parental notification and consent has been undertaken.
- Supporting staff are aware of the visit objectives and have been prepared, briefed or involved in the planning as appropriate
- All transport arrangements have been adequately assessed
- The venue is either known to or the visit leader has undertaken a pre-visit in order to assess the suitability of the site and to enable risk assessment(s) to be produced. Occasionally, for a distant destination, this process may be replaced by information and advice received from other sources. Where this is the case, the risk assessments must take this into account and the leader must be sufficiently experienced
- Written risk assessments and measures to control the risks must be completed fully
- A check must be made to ensure that any provider has their own published risk assessments and public liability insurance of at least £5 million
- Consideration must be given to deciding if contractual insurance is necessary for participants and staff and for informing parents about any cover applying to the visit
- An emergency procedure is in place, which includes means by which Mayville High School and the group are able to contact each other
- What are the teaching implications due to staff and pupil absence due to the visit?
- Can the trip be undertaken at a more convenient time during the academic year?
- Has this class/group been absent from school too frequently due to trips?
- Where trips are funded by parents, is it clashing with another paid for trip?
- Is the trip within the agreed list of annual trips and or within the allocated budget

STEPS TO BE TAKEN WHEN PLANNING A TRIP

Mayville believes that its pupils gain considerable benefit from being taken off-site for educational experiences, but the overriding concern at all times must be the safety of the pupils concerned. Whether the visit is to a local park or includes a residential stay in the United Kingdom or abroad, it is essential that

formal planning takes place before setting off.

Teachers must feel confident that they are sufficiently trained to take reasonable care of their own and others' safety. Teachers have a duty of care for their pupils. The duty is to act in loco parentis, which means in place of the pupil's parents. The standard of care is that of an ordinarily careful parent in the same circumstances as the teacher. The activity, age, intelligence and physical ability of the pupils determine the standard of care required. If you say you have specialist knowledge (such as a sports qualification) your duty of care will be higher in relation to that activity.

If you have any concerns, discuss these with the Educational Visits Coordinator (EVC)

STEPS TO BE TAKEN

Swans - Lower I (EYFS)

All Early Years Foundation Stage (EYFS) Trips must have parental permission for every individual offsite outing.

- a) Fill out a trip request form and obtain written approval from Headteacher or the Educational Visits Coordinator EVC (Appendix F)
- b) Organise appropriate staffing
- c) Complete risk assessment for trip (Appendix A) and send it to the EVC no later than 1 week prior to the trip.
- d) Book a minibus with the office if needed.
- e) Prior to departure of the trip the group leader must have all permissions and medical information on all attending and share it with the office.

Upper I - Upper V

- a) Fill out a trip request form and obtain written approval from the Headteacher, SMT and the School Office. This will check for availability in staff timetables, minibuses and the school calendar. (Appendix F)
- b) Organise appropriate staffing
- c) Complete the risk assessment for trip (Appendix A) and send it to the EVC no later than 1 week prior to the trip and no later than 4 weeks prior to a residential trip.
- d) Book a minibus with the office if needed.
- e) Prior to departure of the trip, the group leader must have all permissions and medical information on all attending.
- f) We annually gain approval from parents for local and regular trips. These are regular outings for PE lessons to Cockelshell and Wimbledon Park and any local outings within walking distance of the school, so no permission is needed. However, an email is needed to inform them that their child is attending an outing.
- g) A trip request form and risk assessment is also needed for any trip, including local trips if you are taking pupils offsite that are out of their regular timetabled sessions.

2. Day trips that are not classed as local and Residential trips (additional parental approval must be gained for all)

- a) Investigate the trip thoroughly. Obtain brochures, talk to providers or other staff who may have undertaken that or a similar activity. Discuss the idea with your head of department. If possible,

undertake an exploratory visit.

- b) Cost the trip, decide possible dates, draft an initial letter, obtain agreement of accompanying staff and pass all details to the Headteacher for approval. All Mayville staff have an enhanced DBS certificate.

If adult volunteers are to accompany the trip, they must receive similar clearance. Mixed gender groups should have supervising staff of both genders for any overnight stay.

- c) The headteacher will give outline approval.

- d) The organisation of the trip may commence.

- e) Prior to the departure of the trip the group leader must have all permissions and medical information on all attending.

- f) Risk assessments must be completed. (Appendix B)

- g) For residential visits, a pre-departure meeting with parents must be organised. They need to know –

- Detailed travel arrangements
- Safety issues
- Emergency procedures
- Insurance arrangements
- Documentation required
- Payment for trip and spending money
- Accompanying adults
- Medicine and Diet
- Plan of Activities
- Clothing/equipment that will be required
- Collection arrangements
- Any plans for remote supervision

- h) Where the School is using an external activity provider, it will ensure evidence is provided of the LOTC Quality Badge, which is given to organisations that meet nationally recognised standards. Where the organisation does not hold the badge, the school will check that they are an appropriate organisation to use. This will include checking:

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

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

When planning an activity involving caving, climbing, trekking, skiing or water sports the School will check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales)).

- i) Emergency telephone numbers of parents and any medical or other details must be obtained. Parents must sign a consent form for their child to receive emergency medical treatment, including anaesthesia and blood transfusion. (Please see the school office)
- j) Copies of risk assessments, names of those taking part, emergency telephone numbers, copy of consent/indemnity forms must be left with the School Office before departure.
- k) The group leader's records should include:
 - the risk assessment form(s)
 - letters to parents
 - consent and, where appropriate, indemnity forms
 - notes of pre-trip staff meetings
 - notes of pre-trip parents meetings
 - accident record forms
 - emergency contact details/health details of pupils.
 - Check that the activities you are taking part in do not need additional paperwork/Waivers to be signed by parents. Following the latest guidance.
- l) Ensure accompanying staff are aware of their responsibilities
- m) Prepare pupils for the trip – Pupils must clearly understand what is expected of them and what standard of behaviour is required. They must be aware of potential hazards and how to deal with them. Where possible, pupils should be involved in assessing risks.
- n) It is the responsibility of the staff attending the trip to inform other staff members/trip leaders of any medical issues or medication they are taking in case of an emergency. Next of kin details are kept in the school office for staff.

The School takes very seriously the need to safeguard both the adults and pupils on school trips. The Headteacher will inform the trip leader of any health concerns pertaining to an accompanying member of staff in advance of the trip going out

TIME SCALES FOR PAPERWORK

Trip requests must be sent at the earliest possible time after checking the school calendar and the availability of staff.

Once the trip request has been approved, the Risk Assessment must be completed with as much information as possible and sent to EVC no later than 1 week prior to the trip, 4 weeks prior to a residential trip. This must include up-to-date external risk assessments for the venue and any added information on the itinerary and activities taking place. This will allow for a full checking and signing off process to happen.

CHECKLIST FOR STAFF LEADING A TRIP

Destination of Trip Date

Pupil's Year Group Boys Girls

Group Leader Signed

Booking completed (including transport)/trip costed	
Letter to parents offering trip (under Headteacher's signature) (Send to KMB to email parents)	
Trip request form completed and sent to LM (Seniors), SG (Juniors) and KMB	
Replies received from parents/carers of giving consent, details of medical conditions, dietary matters, emergency contact details (Received online Google consent form KMB)	
Accompanying adults arranged to provide appropriate supervision including at least 1 member of staff who is first aid qualified	
Meeting with parents arranged for residential trips	
Meeting held – information supplied to parents not attending (Residential only)	
Form of consent and indemnity signed by parent. (Both parents or all legal guardians must sign for abroad trips) - This includes any additional waivers needed at some centres.	
Activity/venue vetted for safety (download external RA's send to LW, upload to folder)	
Accommodation checked and rooming list sorted/ layout organised.	
All health and safety information/Risk Assessments undertaken and sent to LW & KMB within a week before the trip is due to commence / 4 weeks before a residential.	
Pupils prepared for visit – meeting and clear instructions as to behaviour and expectations, use of mobile phones etc.	
Equipment for trip prepared	
Staff trained as appropriate	
First aid kit ready to take	
School Mobile telephone available	
Minibus checked (if being used)/drivers arranged/full tank of fuel)	
Coach firm vetted (if being used) – drivers DBS?	
Emergency procedures drafted	
Arrangements made for obtaining collective passport or organisation of individual passports. (Residential only)	
Telephone numbers of destination notified to Office e.g. hotel / museum etc.	
Collection of passports, visas, GHIC (Residential only)	
Copies of the above lodged with the office	

RISK ASSESSMENT FOR ALL SCHOOL TRIPS

Please also see the Risk Assessment Policy.

Why Risk Assessment?

The Management of Health and Safety Regulations 1999 impose the obligation to carry out risk assessments. This means that every employer (including schools) is required to make a suitable and sufficient assessment of

- Risk to health and safety of employees whilst at work
- Risk to others (such as pupils and voluntary assistants) arising out of or in connection with, the conduct of the school (including school trips)

What is Risk Assessment?

Risk Assessment is a technique for preventing accidents and ill health by helping people to think about what could go wrong and think of ways to prevent problems.

A risk assessment for a visit need not be complex, but it should be comprehensive.

A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Pupils or other members of staff must not be placed in situations which expose them to an unacceptable level of risk, safety must always be the prime consideration.

Five Steps to Risk Assessment

- 1) What are the Hazards?
- 2) Who might be affected by them?
- 3) Evaluate the likelihood of risk and what safety measures need to be put in place to reduce risks to an acceptable level.
- 4) Record your findings
- 5) Review your assessment and revise it if necessary.

1) What are the hazards?

The group leader should take the following factors into consideration when assessing the hazards.

- The type of activity/visits to be undertaken
- The location, routes and modes of transport
- The competence, experience and qualifications of supervisory staff or organisation running an activity (for Outdoor Adventurous Education – only use a provider holding a licence from the Adventure Activities Licensing authority).
- The ratio of the teachers and supervisory staff to pupils
- The nature of the venue, accommodation and food
- The pupils age, competence, fitness, temperament and suitability of the activity for the group or individuals within the group
- The special educational or medical needs of pupils
- The quality and suitability of available equipment
- Seasonal conditions, weather and timing

- Emergency procedures – including first aid
- How to cope when a pupils becomes unable or unwilling to continue
- On trips abroad, inability to speak or understand a foreign language.
- The competence and experience of staff leading the trip.

2) Who might be harmed and how?

- Pupils or staff getting lost or injured
- Members of the public

2) What might be affected and how?

- Money, valuables or equipment being lost or stolen
- On trips abroad – loss of required documentation

3) Evaluate the 'Risk'

The group leader must work out how likely it is that someone will be harmed by the hazard identified and decide whether the existing precautions are adequate or whether more should be done.

It is impossible in life to reduce all risks to zero but the group leader must ensure that risks are reduced to an acceptable level by asking

- Elimination - Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?
- Can it be substituted, or controlled in a different way, can PPE be used etc.
- IF THE RISK CANNOT BE CONTROLLED THE ACTIVITY MUST NOT BE UNDERTAKEN

4) Record your findings

The group leader must provide evidence that he or she has considered potential risks appropriately. Take the following action –

- If you are using an external organisation, ensure that you obtain copies of their risk assessments and that you read them and consider them appropriate for your group.
- Ensure that all those involved with supervising the school trip are supplied with a copy of the risk assessment. It is the basis upon which the health and safety aspects of the trip are organised.

Try to keep your risk assessment documents simple and easy to follow.

Copies of all Risk Assessments must be left with the School Office and The Health and Safety Officer/EVC. As well as a copy of the risk assessment held with each member of staff on the trip in case of emergencies.

5) Review your assessment and revise it if necessary.

During your trip, and following it, review the risk assessment and modify for future use.

RISK ASSESSMENT FORMS

Use the Mayville High School Risk Assessment Forms as a basic guide, but fuller information may be added, along with risk assessments compiled by organisation or venue of visit. (Appendix A for day trips and Appendix B for residential and abroad trips)

EXPLORATORY/ASSESSMENT VISIT

An exploratory visit should ideally be made by any teacher who is to lead a group abroad or on a residential visit, or who is to lead a group in an outdoor activity such as trekking in a location which is not familiar to them. This will enable them to make a more secure assessment of potential risks.

If this is not feasible, then the group leader must consider how to make an assessment of the risks. If the trip is being arranged via an organisation, their own risk assessments will be available, while information about an area may be available from the internet. Contacting other schools who have visited the area may also be a source of information.

During the exploratory visit check –

- Accommodation – the group should ideally have adjoining rooms with teachers' quarters next to the pupils.
- Bathroom and welfare facilities are adequate and separate private facilities for staff.
- Check that there is appropriate and safe heating and ventilation.
- Security arrangements to stop unauthorised visitors.
- Balconies should be stable, windows secure and electrical connections safe.
- Where possible pupils should not be lodged in ground floor rooms.
- There should be recreational accommodation/facilities for the group.
- Facilities and equipment provided by the venue
- Emergency procedures (After arrival ensure pupils are aware of fire & emergency evacuation procedures – enquire about the possibility of conducting a drill.)
- Equipment it may be necessary to take with the group
- Any significant factors about the location.
- If undertaking a trip through another organisation check their insurance, experience and qualifications of activity instructors, appropriate licences are held etc.

FIRST AID

First Aid should form part of the risk assessment. On any kind of visit an adult member of the group should have as a minimum the one day first aid training provided by the school.

The group leader must ensure that an adequate first aid kit is taken. If a student requires emergency medical attention, the school will always try and contact the parent, even if they have already given their permission.

Additional medication should be taken with spares if needed. There must be a member of staff on a residential trip qualified to administer medication and all permissions are signed by parents or careers.

Emergency medication must be carried at all times by the pupils and/or the staff depending on the age of the pupil. There must always be back up emergency medications for residential trips. eg. Epi-pens and inhalers.

SAFE USE OF THE MINIBUS/COACHES

Follow minibus code of behaviour & Follow code for coach travel Appendix C

LEVELS OF SUPERVISION REQUIRED

This is just a guide. All ratios depend on the individual class/pupil needs and staff experience and depending on the activity that is to be undertaken.

You must have at least one 1st aider and two staff per trip – (except fixtures and travelling to areas where you may have instructors etc)

Class	Walking (local eg. Church, seafront, Wimbledon park)	Travelling in the minibus and day trips Includes PE lessons at CCSC	Residentials & Abroad (must have male & female staff)	Trips to London or high risk areas or high risk activity.
SEND	1:1	1:1	1:1	1:1
Wyvern <i>*Each individual trip will need assessing on pupils attending</i>	1:3	1:3	N/A	1:1
SWANS	1:2	No minibus travel	N/A	N/A
KESTRELS	1:4	1:4	N/A	N/A
LOWER I	1:6	1:6	N/A	N/A
UPPER I	1:6	1:6	N/A	1:5
LOWER II	1:6	1:6	N/A	1:5
UPPER II	1:8	1:10	N/A	1:6
LOWER III	1:8	1:10	1:8	1:6
MIDDLE III	1:8	1:10	1:8	1:8
UPPER III	1:8	1:10	1:8	1:8
REMOVE	1:20	1:20	1:10	1:10
LOWER IV	1:20	1:20	1:10	1:10
UPPER IV	1:20	1:20	1:10	1:10
LOWER V	1:20	1:20	1:10	1:10
UPPER V	1:20	1:20	1:10	1:10

(Note specific recommendations regarding sporting activities).

The group leader should create a structured supervision plan and ensure that all pupils and adults on the trip know and understand their particular responsibilities.

There should be a minimum of 2 staff on any **residential trip** and these should reflect the make-up of the group, i.e. if a mixed gender trip there must be a male and a female member of staff.

REMOTE SUPERVISION

The aim of visits for older pupils (senior school only) may encourage independence and investigative skills. The group leader should establish during the planning stage of the visit whether the pupils are competent in remote supervision and should ENSURE PARENTS have AGREED to this part of the visit. Only allow remote supervision where you are certain that pupils have sufficient training, experience and maturity to be left without direct supervision. Pupils should not be allowed to be in groups less than four, with regular check in times and told to stay together unless in case of emergency two can go to get help.. Consider the make-up of groups – friendship groups may not be best practice!

Some adventurous activities – such as those under the Duke of Edinburgh awards – require pupils to work in small groups without direct supervision. Particular attention needs to be given to the information provided to pupils before supervision can be withdrawn. Pupils must always know what to do in an emergency and be fully briefed before the activity.

Withdrawal of direct supervision should be a four stage process –

- Accompanying the group
- Shadowing the group
- Checking regularly at agreed locations
- Checking occasionally at agreed locations.

As a minimum, pupils on remote supervision should have the following:-

- Telephone numbers and emergency contacts if lost
- At least one mobile phone (possible use of tracking apps if appropriate)
- Money
- Maps and plans and any other information for them to act effectively
- Location of local telephones and the appropriate coins
- A knowledge of how to summon help (particularly if abroad)
- A knowledge of out of bounds areas or activities
- Identity cards and a rendezvous point.

GENERAL POINTS

The basic procedure for all trips is that there should be a member of staff in the lead of a group and a member of staff at the rear. A register of pupils must be taken at the start of the trip and regular counting of pupils should take place to ensure appropriate numbers are maintained. At the end of a trip pupils should be released to parents or as otherwise agreed, but departure should be noted on the register.

IN THE EVENT OF AN ACCIDENT OR INCIDENT

The group leader must keep calm and take immediate steps to ensure the wellbeing of all pupils within the

group. The group leader must call the base contact and follow advice about calling emergency services unless there is immediate danger. The base contact will contact parents and inform them of the situation. The base

contact will also offer advice on what to do with the group and how to deal with the situation at hand. They will also contact the Headteacher and EVC who must be informed of any incident on a trip as soon as possible. The Headteacher may request to keep in direct contact with the group leader.

The group leader must make a written record as soon as possible after the incident recording his or her version of events and all action taken to minimise harm and protect pupils. (Appendix D)

Using the trips evaluation form, visits are evaluated after completion and records of incidents, accidents and near misses kept.

The group leader and/ or the base contact may need to reference the Critical Incident Management Policy.

TRIPS EVALUATION FORM

The 'Trips Evaluation' Google form should be completed within 28 days from the return date of any trip, whilst facts are fresh in the mind. This must also include a detailed reflection of any incidents/accidents arising. All accidents must be written up onto schoolbase on return.

These are automatically submitted to the Headteacher and the Health and Safety Officer for counter reflection, who will also include a brief summary in an annual report to the Trustee Board.

The completed form should be stored with the associated risk assessment and consulted before any subsequent trip to the same/similar venue is planned.

[Evaluation Form Link](#)

SPORTING ACTIVITIES

Mayville High School has its own playing fields at Cockleshell. Transport to and from the venue is by foot or minibus, depending on distance and coaches are used when larger numbers of pupils are to be

transported. The normal rules regarding crossing of roads, minibus safety and coach regulations are to be followed.

All sports staff are to carry a school mobile telephone and this should be on and with the member of staff at all times during off-site trips.

In the Senior School it is assessed as acceptable that one member of staff from the sports department accompanies a pupil group during curriculum time. In the Junior Department children should not normally leave the school site without two members of staff being in attendance, one of whom should be an experienced sports teacher. The exception to this is when taking a group of pupils to Wimbledon Park Sports Centre, although, where possible the group should be accompanied by another adult to and from the Centre.

Generic risk assessments for all regular sports activities are to be completed by the senior member of sports staff in each section of the school and these are to be countersigned by the Headteacher and HSO. Reviews of these risk assessments must be undertaken annually.

Sports staff are responsible for ensuring that pupils are changed for and after sports in a safe and controlled manner. Where they are not personally able to supervise this, they must ensure that adult supervision is available.

Minibuses may be driven by an authorised member of staff without further adult support to take and return pupils from sporting venues in the Junior and Senior Departments during curriculum time. An adult, other than the driver, must always accompany Pre-Prep minibus trips. The School is entirely compliant with the

correct licensing for minibuses and drivers.

There is an annual ski trip which is always very popular and the School checks that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales.) and all relevant insurance is up to date.

Off-site fixtures

Letters, emails or google forms must be sent to parents informing them of the details of the event, timings, location, mobile telephone number of accompanying staff member. Permission slips or verbal permission must be obtained. The permission form contains information about collection, health matters and emergency contact details. These details must be taken with the trip leader. The School Office will have a copy of the information for the use of the designated school contact (normally the Headteacher, EVC or other members of the senior management team). The accompanying member of staff must ensure that he or she are aware who is the designated school contact for their trips and know their contact details. Mayville High School pupils must always be supervised by a member of the school staff or an approved school coach.

Senior pupils may be accompanied by one member of staff, where possible junior pupils attending matches not local to Portsmouth, should be accompanied by two members of staff, or one member of staff with an approved adult (i.e. a parent)

LISTS OF ITEMS TO TAKE IN TRIP LEADER FIELD FILE / RUCKSACK

- ☐ First Aid Kit
- ☐ Medications, including back up emergency medications
- ☐ School mobile phone (with a charging pack if needed)
- ☐ List of pupils mobile numbers (Seniors)
- ☐ Emergency card for pupils with school numbers on including school mobile
- ☐ Itinerary
- ☐ Risk Assessment (Copy for each member of staff)
- ☐ Pupil Lists/ Registers
- ☐ Travel groups
- ☐ External provider contacts
- ☐ Pupil emergency contacts
- ☐ Staff emergency contacts and life threatening information (e.g. Allergies)
- ☐ Pupil and staff dietary and medical forms (school base print out)
- ☐ Travel Insurance documents
- ☐ Pupil and staff passport information
- ☐ Visit emergency plan - lost child procedures, plan B option, contingency fund plan

Appendix A

Risk Assessment for:

Date of Trip: Class/es involved:

Total number of children: Staff involved:

First Aider: Time and return time of trip:

What are the hazards?	Who might be harmed and how?	What are you doing already to control the risks?	Do you need to do anything else to control this risk?	Action by who?	Action by when? (date or timescale)	Done Risk rating H/M/L
Pupils attending with any concerns? Medical alerts SEND Behavioural	Pupils Please add specific pupils that may have needs?	<i>Ratios...</i> <i>Medication to be packed...</i> <i>To avoid sitting with...</i> <i>Techniques needed to deal with...</i> <i>Procedure of dropping and collecting pupils with teachers responsible</i>				
Weather conditions – Would they affect the trip?		<i>Do you need any considerations - footwear, clothing etc</i>				
Transport		<i>How are you getting there? Walking, bus? You can say to consult the Minibus RA</i>				
Emergency Procedure If it all goes wrong / incident happens what will you do?		<i>eg. Cancel trip and return to school. Phone office and ask for parents to be collected etc.</i>				
Activities - What are you doing?						

Likelihood	Severity			
		Minor	Moderate	Major
	Probable	Medium	High	High
	Possible	Low	Medium	High
	Unlikely	Low	Low	Medium

Written by: Date written:

Checked by: Date:

Next review:

Appendix B

Trips/ visits / RESIDENTIAL / ABROAD TRIP RISK ASSESSMENT

ICE - School office - tel: 023 9273 4847

out of school hours -

Person on call:

School mobile phone numbers (please highlight the one you take):

Phone 1: 07510 894685

Phone 2: 07546 667079

Mayville High School, 35-37 St Simons Road, Southsea, Portsmouth, PO5 2PE

Date of filling out form:

Name of Trip Leader: Emergency tel no

Visit to:	
Date of Trip:	
Date of pre-visit:	
Is it a hazardous pursuit?	Yes or No (delete) <i>If Yes, attach a sheet to explain precautions in place. Use a separate consent form. AALA licensing checked? LOTC badge?</i>
Purpose of the visit/trip/ subject:	
Number of pupils:	
Class(es) involved:	
Tour operator (if applicable):	
Address of venue/s:	
Telephone no of venue/s:	
If in school time are any pupils left behind? Has supervision been made for them?	
Have all staff organised cover (lessons/ duties?)	
Names of ALL staff attending	
Mode of transport:	
Time and place of departure:	
Return Time:	
Recommended Dress:	<i>School Uniform. Reason if not uniform suitable? overnight stay?</i>
Has a letter been emailed to parents about the trip? (Please attach)	
Has a first aid box/bag/ trip rucksack been taken?	
Have you checked medical notes on all persons attending trip?	

Has a risk assessment for the venue been checked and any other additional risk assessments for activities been seen and added to trip folder.	
For pupils year 7 and above create a whats app group on the school phone	<i>Have numbers of all pupils' phones been added to school phone whats app group?</i>

Signed (Trip Leader) Date

Approved by Head:

LIST OF PARTICIPANTS FORM

Please list the vehicle in which they are travelling.

Contact Name: Telephone no

Vehicle 1 – Driver/s – Adult Passengers –	Vehicle 1 – Driver/s – Adult Passengers –	Vehicle 1 – Driver/s – Adult Passengers –
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
9.	9.	9.
10.	10.	10.
11.	11.	11.
12.	12.	12.
13.	13.	13.
14.	14.	14.
15.	15.	15.
16.	16.	16.

List of individual travel groups when away: (eg. Visiting a museum, amusement park etc)

Make sure you have pupils mobile phone numbers noted and if they are older than 13 they can have a trip 'whatsapp' group using the school mobile phone number.

Pupil list with passport numbers attached. (if applicable)

Please fill this out as well as taking medical print out from School base.

PUPIL SAFEGUARDING (including behaviour and medical issues) RISK ASSESSMENT		
Pupil w/concerns	Risks – to themselves and others	Risk control measures

Itinerary -

Day 1

Day 2

Day 3

Day 4

Travel Groups for visiting attractions:

Group 1 - Teacher -

Group 2 - Teacher -

Group 3 - Teacher -

Group 4 - Teacher -

RISK ASSESSMENT

Assessor: Date

Answer all the generic questions highlighting the most appropriate answer (read down the columns), then complete the specific risk assessment form as needed. **(highlight chosen box)**

	The activity is...	The participants...	The activity leader...	The environment is...	First aid and emergency support are...	Weather changes...
1.	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 appropriate level	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
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**

6 – 10 LOW RISK Just complete Part 2 RA on next page	11 – 19 MEDIUM RISK Evidence will be required to show you have recognised the risk and made provision for control of risk if not already covered in Part 2 RA on next page.	20 – 25 HIGH RISK Further discussion with EVC is required. Changes will need to be made to lower the overall risk	6 – 10 LOW RISK Further discussion with Head teacher and EVC to establish why risk is unacceptable. Changes will need to be made to lower the risk
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RISK ASSESSMENT FOR:

Group Size: Ratio:

Who might be harmed? (Delete as appropriate)

Children/Pupils

Staff

Public

Contractors

Area identified	Hazard	Action to control risks <i>(Add additional controls and delete what doesn't apply for your trip)</i>	Who will carry out the action?	Is the risk adequately controlled? Risk rating H/M/L
Site and its environment		• Consider possible weather conditions and plan appropriate programme, clothing and equipment (warm and waterproof clothing and, in summer, sun protection) • Plan for participants who may/do not bring suitable kit & check before departure and/or bring spares • Daily weather forecast obtained and plans adjusted accordingly		
Group / special needs / accommodation / down time / safeguarding		• Ensure supervising staff are competent and understand their roles • Ratios in line with School policy 1:12 (for visits > 60 miles) The aim should be to have working groups of 6-12 pupils. • Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc.) • Discuss itinerary and arrangements with participants • Briefing to all on what to do if separated from group • Brief participants on appropriate interaction with members of public • Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups		

Leader and activity arrangements.		IF REMOTE SUPERVISION IS PROPOSED: • Check location is suitable for this mode of supervision • Ensure participants sufficiently briefed and competent (any individual for whom indirect supervision not suitable must be directly supervised) • Clear guidelines and emergency procedures set and understood • Participants remain in pairs or groups (e.g. buddy system - each responsible for named other) • Rendezvous points and times set • Participants know how to contact staff • Staff understand they are still responsible Parents informed and consent given STAFF CHILDREN • If staff or volunteers' families join group, group supervision must not be compromised • Staff children are similar age to group and supervised with participants or separate supervision must be arranged LATE RETURN • Return is pre-planned and parents are informed where to collect participants from (or it is pre-agreed with parents that older participants will walk home) • Suitable arrangements are made for any participants whose parents/guardians fail to collect them • Inform asap office or Head of any delays		
Transport School Minibuses / coach / train / aeroplane / walking <i>(Will go with transport RA for company being used)</i>		• 1 driver and additional staff if possible. • Driver ensures seatbelts are used • Ensure vehicle does not exceed max load permitted (people & luggage). See DVLA guidelines. • Luggage in vehicle securely fastened and clear of aisles • Children under 12 and less than 1.35m (4'5") tall must have booster seats if travelling in cars. • Air bags must be turned off if there are children in the front seats. • No booster seats in the front seats • Driver must read and follow procedures re minibuses – please check with LW if you are unsure • Care always taken to park in suitable place for disembarkation • Close supervision and head counts during any breaks in journey and getting in and out of bus • Pupils are not allowed mobile phones on them during transportation • Plan journey and assess weather conditions prior to driving. Avoid travelling in extreme weather conditions, only travel if necessary. • Modify driving style to suit road and weather conditions - allow for additional braking distances, travelling time and suitable breaks. • Prepare for adverse weather conditions i.e. blanket, torch, mobile phone, all weather clothing, and suitable footwear. • All vehicles used for activity journeys are designated 'No Smoking'		

DRIVING Competency / Distraction / Defective checks / Fatigue / Violence Driving abroad Any travel on foot		• Current driving licence, valid for the type of vehicle to be driven. Validity checks conducted by Bursar/HSO and periodically thereafter • Traffic regulations and speed limits must be adhered in line with the Highway Code. • Traffic offences must be reported to Bursar at the earliest opportunity. • Seat belts must be worn. • Driving under the influence of alcohol/drugs is prohibited. • Passengers to report to Head immediately if driver is suspected to be under the influence of alcohol/drugs • Only pupils or staff to be carried on activity journeys. • Mobile phones prohibited whilst driving unless used with 'hands free' device. Phones with 'hands free' device must only be used if essential, call duration should be kept to a minimum and only when safe to do so. Preferably phone will be on silent or switched off whilst driving unless used as SAT NAV • No eating or drinking whilst driving. • Set 'satnav' destination prior to driving and adjust radio whilst stationary • Drivers must conduct pre-use checks and pay heed to warning signs. • Defects must be remedied and reported immediately. • Plan journey and ensure prepared for emergency scenarios. Stay calm in the event of a breakdown/accident, use warning lights and where practicable move away from the vehicle to a safe area • Alternate driving responsibilities where possible. • Plan journey, allow for regular breaks (recommendation is to rest 15 minutes for every 2 hours). • Driver to ensure medication does not present side effects. Do not drive if unfit to do so. • Stop driving if feeling tired. • Take regular postural breaks, stretching and exercise in the vehicle when stationary • Avoid confrontation and do not use horn or lights as a reprimand. • Keep doors locked when driving in built up areas. • Stop and contact police for assistance. • Avoid parking illegally or in an anti-social fashion. • Keep valuables out of sight. • Deploy immobiliser and alarm where fitted • Seatbelts worn at all times • Children under 12 and less than 1.35m (4'5") tall must have booster seats in a car. • Route pre planned • Supervision on pavements, roads and especially crossing of any fast roads is pre-planned. (Often best to cross in lines parallel to road, adult at each end; large groups split into smaller waves.) • Participants are briefed on hazards and behaviour required Avoid walking on roads with no pavement but if necessary, usually safest to face on-coming traffic and to wear Hi Viz jackets if available. Driving abroad - Competent drivers only! • Follow rules of the country eg. Lights on all the time, hi vis jacket under seat, torch, GB sticker on vehicle. Children under 12 not aloud in the front, Drive on the right in Europe apart from (UK, Malta, Cyprus & Rep Ireland) • Winter tyres/ chains • Emergency equipment • Cash for tolls • Check speed limits (Km/h) • Check website for rules & regs https://www.gov.uk/tachographs		
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First aid arrangements kit / trained		• At least one leader with each group is first aid trained, or paediatric first aid trained for under 5's. • Leaders know how to call emergency services • Participants and parents are reminded to bring individual medication and this is kept securely • First aid and travel sickness equipment carried • Mobile phones carried. • Emergency contacts with line Office/headteacher and parents arranged • Personal medication is carried by pupil/adult		
Other factors • The establishment has an emergency plan for dealing with an incident during a visit. • Contact details of parents/guardians and the nominated emergency contact person and medical details are carried by the group leader. The emergency contact person in School will have ready access to additional contact details for all participants on the trip. • Leader and head/establishment contact has instructions as to what to do in an emergency. • For visits to cities or areas with high security alerts, check available sources of reliable information e.g. Home/Foreign Office, police, BBC and transport providers. Complete specific risk assessment, inform and consult parents.				
Alternative plans (Plan 'B'/Plan 'C') • eg. head back to school and cancel/rearrange trip, different pick up point etc.				
Emergency contacts – take the emergency action cards with you! Group details – ensure you have full details close to hand. Base contacts: 1) Name___School Office___Jo Carter (Heads PA) _____ No. _ 023 9273 4847 ____ ex 2232___ 2) Name___School Office___Lucy Willett (EVC) _____ No. _ 023 9273 4847 ____ ex 2234___				
Ongoing risk management		Examples • monitor the weather • monitor water/river levels • monitor traffic on road • monitor conditions underfoot	• monitor group and leaders response and motivation • monitor behaviour • assess group risk awareness in different environments • monitor the response of your supporting adults	
1. Apply the control measures 2. Monitor how effective they are 3. Change, adapt, revise as required				
Final / completed	Head of establishment and EVC (H&S officer)			
Signed:	Head Teacher			
Signed:	EVC			

This document is based upon the HSE 5 Steps to 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

Appendix C

MINIBUS CODE OF BEHAVIOUR

The responsibility for the safety of minibuses lies with the Site Manager, nonetheless drivers must ensure that all doors are unlocked, there is a first aid kit, all seat belts are operational and indication lights are working before setting out on a journey. Drivers must carry a mobile phone. The ratio for Nursery/Kestrels/ Reception pupils is two staff not including the driver and one member of staff in addition to the driver for pupils in Years 1 and 2. The ratio for Junior pupils is a minimum of one member of staff who may be the driver within the city boundaries but two members of staff, one of whom may be the driver for journeys beyond the city boundaries. The ratio for senior pupils is a minimum of one member of staff who may be the driver – on longer trips it is desirable that two members of staff accompany pupils. Where this is not possible, the Headteacher must be informed and appropriate risk assessment measures carried out.

On arrival the appropriate levels of supervision as designated in the Trips Policy should be followed.

- Pupils may only enter minibuses when staff direct them to do so
- Pupils should not be left unattended on minibuses
- When pupils enter minibuses they must immediately be seated and put on their seat belts.
- They must remain seated and facing the front throughout the journey.
- Pupils must not shout out
- Pupils must not make faces/gestures at people inside or outside the minibus.
- Normal school rules apply within the minibus, e.g. the use of bad language is forbidden, pupils must show respect for the driver and each other.
- No food is to be eaten in the minibus.
- No pupils may unfasten their seat belts until the minibus has stopped and they have been directed to do so by the driver.
- It is the responsibility of the driver to ensure that the minibus is left in a clean and tidy condition – ensuring that no objects are left behind.

PLEASE ENSURE THE ABOVE IS ADHERED TO IN ORDER TO AVOID ACCIDENTS

COACH CODE OF BEHAVIOUR

Mayville will only hire coaches that are fully equipped with seat belts and provided by a reputable company who follow current legislation.

Pre-prep pupils must be accompanied on coaches on the minimum ratio of 1:10. Junior pupils must be accompanied by a minimum of two members of Mayville staff for journeys within the city boundaries and must follow the ratio of 1:10 for trips beyond the city boundaries. Senior pupils must be accompanied on the ratio of 1:20 within the city boundaries, additional staff should accompany pupils on longer journeys.

On arrival the appropriate levels of supervision as designated in the Trips Policy should be followed.

- Pupils may only enter the coach when staff direct them to do so
- One member of staff must be responsible for counting pupils on and off the coach.
- Pupils should not be left unattended on the coach
- When pupils enter the coach they must immediately be seated and put on their seat belts.
- They must remain seated and facing the front throughout the journey.
- Pupils must not shout out
- Pupils must not make faces/gestures at people inside or outside the coach.
- Normal school rules apply within the coach, e.g. the use of bad language is forbidden, pupils must show respect for the driver and each other.
- No food is to be eaten on the coach without permission of staff and never on trips within the city boundary.
- No pupils may unfasten their seat belts until the coach has stopped and they have been directed to do so by the driver or member of staff.
- It is the responsibility of Mayville staff to ensure that the coach is left in a clean and tidy condition – ensuring that no items are left behind.

Appendix D

IN THE EVENT OF AN ACCIDENT INVOLVING A MINIBUS

Please ensure the following details are completed and handed to the office immediately.

Date:

Name

Name of other party

Address

.....

.....

Tel No

Mobile

Name of insurance company

Reg No of other vehicle involved

Reg No of vehicle you are driving

Description of incident (please draw a map if possible)

Appendix E

FORM OF CONSENT AND INDEMNITY

This form must be signed by a parent or guardian of all pupils going on trips or excursions organised by the School.

DATES AND DETAILS OF TRIP –

NAME OF PUPIL

CONSENT I accept the schools offer to take my daughter/son
named above on the trip described above.

INDEMNITY In return I hereby indemnify the governors and any
member of staff involved against:

- (1) any claim made against them/him/her by a third party directly or indirectly arising out of any act or default of my daughter/son, and
- (2) any costs and expenses reasonably incurred and/or other sums disbursed by them/him/her on behalf of my daughter/son during or as a result of the trip and
- (3) any loss to them/him/her arising from damage to or loss of property or personal injury contributed to or caused by any act or default of my daughter/son.

PROVIDED: (1) that the indemnity shall not extend to any claim, damages, costs or expenses in so far as the governors or any member of staff shall be entitled to be indemnified under any policy of insurance, and

(2) that the member of staff shall not be shown to have acted negligently or irresponsibly.

INSURANCE Travel insurance has been arranged by

SANCTIONS I agree that at the discretion of the school my daughter/son may be sent home at my expense if his/her behaviour fails to meet the standards required by the school.

MEDICAL I agree to authorise members of staff during the course of the trip to approve such medical treatment for my daughter/son as is deemed necessary in an emergency and/or upon the advice of a qualified medical practitioner.

Any medical condition from which my daughter/ward/son is suffering to my knowledge is described in a separate form, which also sets out any special medical (such as drugs or other treatment) and dietary requirements.

Signed Date

Appendix F

SENIOR TRIP REQUEST 2025-26

Please complete with as much information as possible.

This does not have to be specific at this time.

Trip	
Purpose	
Proposed Dates and times No Wednesday after school minibuses available due to fixtures No Thursday due to PE commitments	
Year Group(s)	
Number of pupils	
Number of Staff required: Who? First Aider? Ratios	
Cost Per pupil Who is meeting this cost?	
Transport Required	
CS Cover Check	
Finance Check	
KMB Diary Check	
KMB Transport Check	
LWi Risk Assessment Check	
LM sign off checks done	
SG Trip Permission	

Appendix G

Trip Evaluations - Fill in the Google Form for all trips

https://docs.google.com/forms/d/e/1FAIpQLSfyvyeYs1JBmGO4VeI4Gn8CPAmlySlR_UqMLIAHsXTBREcSXA/viewform