

## Health and Safety “H&S” Code of Practice

### TRIPS & EXCURSIONS

#### Purpose

Health and Safety is an important consideration for all within Wingate School. The School will take all reasonable steps to provide a safe and suitable environment for students, staff and visitors.

Wingate School understands that trips and excursions can be an enriching part of the curriculum and the opportunity for staff and students to interact and learn in different environments. The School must take all reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety, both on or off school premises. We understand that teachers organising and taking part in school visits off-site accept responsibility for the care and welfare of pupils and they act in loco parentis.

Each part of the school has one official trip each year but these are sometimes supplemented by other shorter trips if the Head of each part of the School feels they are of academic or social benefit for the students.

#### Responsibilities:

The School will ensure:

- Any trip or excursion is initially discussed with the Head
- That any trip or excursion has been fully Risk Assessed and recorded
- Parental permission is obtained prior to the trip
- There is a named trip or group leader who is ultimately responsible for all actions prior to and during the trip
- The trip leader has completed a thorough Risk Assessment in accordance with the Risk Assessment Policy & Procedure
- The Head has checked all documentation is correct and signed off on the trip
- On the day of the trip the trip leader is fully briefed and aware of any H&S issues
- Trip leaders should be aware and briefed on any student requiring medication prior to leaving school. The trip leader must be provided with the medication and clear instructions when and how they administer it
- If a Trip Leader is uncomfortable with issuing medication then one of the child's parent must accompany them on the trip or the child does not attend the trip (see also First Aid and Medication Policy)
- Should an accident happen on a trip then an Accident & Incident Report Form must be filed immediately on return to school
- If the incident or accident is considered serious by the trip leader, they should call an ambulance and then contact the school immediately
- Wherever possible a First Aid trained member of staff to attend the trip
- The office has an accurate list of staff, students and any adults attending the trip
- The trip leader has a First Aid kit
- Coaches hired by the school must have seat belts fitted, adults should ensure that they are used and children are seated at all times
- Adults supporting the trip who are not DBS checked are not left unsupervised by staff (Safeguarding Policy). ALL trip volunteers must read, understand and sign the 'Trip Volunteer Code of Conduct' agreement before leaving on the trip

#### Ratio of Adults to Pupils:

These ratios are to be adhered to if an excursion is purely run from and by the school.

However, if an excursion uses an official and recognised company who provide their own supervisors, then these can be adjusted with prior agreement from the Head:-

- Nursery; a minimum of one adult for up to 5 pupils
- Reception, Year 1 & Year 2; a minimum of one adult for up to 7 pupils
- Year 3 to Year 6; a minimum of one adult for up to 10 pupils
- Years 7 to 13; a minimum of one adult for up to 15 pupils
- International excursions or residential trips; a minimum of one adult to 10 pupils and if mixed sexes, one male and one

female teacher even if less than 10 pupils

**International Excursions or Residential Trips off Tenerife:**

Wherever possible, reputable, registered student travel companies should be used when foreign trips are taking place.

The school will ensure:

- The trip leader is appointed from the outset with clear knowledge and understanding of the complexities and responsibilities of organising such trips
- That all necessary precautions and any eventualities have been suitably planned for (as far as reasonably practicable)
- That staff going on the trip are fully briefed as to their responsibilities

The Trip Leader will ensure:

- That all reasonable safety and safeguarding issues have been taken into consideration during planning and whilst on the residential trip
- That there are contingency plans in place for any eventuality (as far as reasonably practicable)
- That the adult to pupil ratios are strictly adhered to (1 - 10)
- That the rules above for local trips have also been followed
- That all pupils and parents have signed a Behaviour Contract accepting their responsibilities whilst away from home

Alcohol consumption on residential trips:

**No pupils**, even Sixth Formers over the age of 18, are not allowed to consume any alcohol on school organised residential trips. Staff to follow the signed Staff Code of Conduct at all times.

Mr M Howells  
Head of Wingate School

Date of review: September 2022