

WHOLE SCHOOL POLICY TO SAFEGUARD AND PROMOTE THE HEALTH AND SAFETY OF PUPILS ON ACTIVITIES OUTSIDE THE SCHOOL

This policy was revised in September 2011 in line with the School's Policy Review Schedule which ensures all policies are kept up to date and replaces that updated in 2010.

The Whole School refers to all staff and students at Lavant House in the junior and senior school which includes: Pre-Prep School/Key Stage 1), Prep. School (Key Stage 2); Middle School (Key Stage 3); Senior School (Key Stage 4) and the Sixth Form (Key Stage 5).

The Early Years/Foundation Stage (EYFS) has a separate policy. (included at the end of this document).

1. Introduction

2.

Lavant House is committed to recognising and providing opportunities for pupils to thrive under the Every Child Matters framework:

- Being healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Social and economic well-being

The school provides many opportunities for its pupils to enrich and enhance their learning through participation in carefully-planned off-site educational visits, recognising as it does the value which its pupils derive from a broad range of such ventures, including residential activities, environmental studies, sport, physical and cultural activities, business visits, conference and adventurous activities.

It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to the statutory procedures. Off-site educational visits must be well managed, the information communicated to all relevant parties and the responsibilities of both those in charge and those pupils participating fully recognised.

This document outlines the specific policies and procedures for Lavant House. It is informed by the advice and guidance provided by:

- West Sussex County Council Local Educational Authority's *Regulations and Notes of Guidance for Off-site Activities*.
- The Health and Safety Executive in conjunction with the DfE's published *Health and Safety Responsibility and Powers* statutory document.
- The DfE's document *Health and Safety of Pupils on Educational Visits (HASPEV)*
- Supplementary guidance published by the DfE's.

LAVANT HOUSE
PARENTAL TRAVEL INDEMNITY FORM
IN RESPECT OF PUPIL TRANSPORT TO AND FROM SCHOOL

In consideration of Lavant House School arranging transport to convey and return my daughter, I understand and accept that it shall be my responsibility to deliver my daughter to a designated pickup point and to see her safely onto the vehicle. Alternatively, if I allow my daughter to make her own way, the school's responsibility shall not start until she boards the vehicle.

UNLESS YOU INDICATE 'YES' below, if uncollected at the designated drop off point, your daughter will be allowed to await collection on her own or make her own way home.

	Yes or No
I wish my daughter to be returned to School to await collection.	<input type="checkbox"/>
Any other specific instructions	
<hr/>	

The school's responsibility "in loco parentis" starts when a pupil boards the transport under the above arrangements and ceases, similarly, when the transport is vacated.

A termly charge for this service shall be payable through the school fee account at rates published from time to time.

Casual Users

School transport may also be used, if space permits, on a casual user basis, in which case a charge per journey will be made. No girl will, however, be carried unless and until this undertaking has been duly signed.

Signature..... Print name
.....

Daughter's Name Form Date:
.....

Please retain one copy for your records and return a signed copy to the school.
A separate form to be completed for each child.

2. Roles and Responsibilities

The Head Teacher is responsible for approving all off-site educational visits, which is recorded through the use of an internal checklist and this paperwork is checked termly by the Governor responsible for Health and Safety.

The Educational Visits Coordinator (EVC), Mrs Hannah Rice, ensures that all off-site activities follow the correct procedures. The EVC will monitor the written risk assessments to ensure good practice. In addition the following responsibilities and duties are undertaken:

- Support the Group Leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Ensure that CRB disclosures are in place where necessary.
- Arrange emergency contact and draw up proper procedures to be followed in such an event.
- Keep records and make reports of accidents and 'near misses'.
- Review and regularly monitor procedures.

(See more detailed checklist below)

The Group Leader is responsible for identifying the purpose of the visit and following the Checklist for Off-site Activities. A risk assessment is necessary for all off-site visits. Significant risks and their control measures will need to be discussed with the Headmistress and recorded and filed with the EVC. This will take account of

- Generic risks.
- Event specific risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader's competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose of the visit and the risk assessment control measures.
- Participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose of the visit and understand expectations of behaviour.



Employers' Liability (Compulsory Insurance) Act 1969

CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations) one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy)

Policy Number	NE01000095
Name of policyholder	Lavant House School Educational Trust Limited
Date of commencement of insurance policy	From: 00.01 Local Standard Time on 29 September 2011
Date of expiry of insurance policy	To: 24.00 Local Standard Time on 28 September 2012

We hereby certify that subject to paragraph 2

1 the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b); and

2(a) the minimum amount of cover provided by this policy is no less than £5 million (c)

Signed on behalf of Ecclesiastical Insurance Office plc (Authorised Insurer)

Notes

- (a) Where the employer is a company to which regulation 3 (2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4 (6) of the Regulations.
- (c) See regulation 3 (1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

IMPORTANT NOTICE TO POLICYHOLDERS

Under the terms of the Employers' Liability (Compulsory Insurance) (Amendment) Regulations 2008 the requirement to display a certificate is satisfied if it is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form.

SCHEDULE OF INSURANCE

Policy No: 7T00128364

Certificate No: PL/41036/11

Insured : Lavant House School Educational Trust Limited

Business : School, College or Educational Establishment including Property Owners**Period of Insurance :** From: 00.01 Local Standard Time on 29th September 2011
To: 24.00 Local Standard Time on 28th September 2012**Address of Main School Premises :** Lavant House, West Lavant, Chichester, W Sussex, PO18 9AB

Total Premium :	£4,311.00
Insurance Premium Tax :	£ 258.66
Total Amount Payable:	£4,569.66

		Limit of Indemnity
Section 1	Public/Products Liability	
	d) Any one Event	£20,000,000
	e) All Events happening during any Period of insurance in respect of products supplied	£20,000,000
	f) All incidents considered to have occurred during any Period of Insurance in respect of pollution or contamination of buildings or other structures or of water or land or of the atmosphere	£20,000,000
	Insured's Contribution	£250 in respect of each event in respect of loss or damage to material property
Section 2	Legal Defence Costs	
	All Events happening during any Period of Insurance	£250,000
Section 3	Additional Liabilities - Legionellosis	
	All Events happening during any Period of Insurance	£20,000,000
	Retroactive Date:	See Exclusion 5
Section 4	Additional Liabilities - Abuse	
	All claims in the aggregate during any Period of Insurance	£5,000,000
	Retroactive Date:	29th September 2003
Section 5 & 6	Professional Indemnity & Directors and Officers	
	All claims in the aggregate during any Period of Insurance	£2,000,000
	Retroactive Date applicable to Section 5 only	See Exclusion 11
	Insured's Contribution	£250 in respect of each and every claim in respect of Insurance Clauses 1 and 3 in respect of Section 5
Section 7	Hirers' Liability	£2,000,000
	Any One Event	

Signature

Marsh Ltd
 Education Practice
 Capital House
 1-5 Perry Mount Road
 Haywards Heath
 West Sussex RH16 3SY

Date 11th August 2011

3. Guidance Notes for Off-site Educational Visits

To ensure proper good practice and compliance with the necessary regulations it is expected that all Group Leaders will familiarise themselves with the published advice and guidance. The 'Checklist for Off-site Activities' enshrines the procedures to be followed.

In order to plan an off-site activity the EVC should be involved at an early stage in discussing plans. Routine or local visits such as games matches need to be planned ahead also. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved. The signature of the Headmistress indicating her approval of the activity is required on the 'Checklist for Off-site Activities'.

Parental Consent. Copies of the forms must be lodged in the Main Office, available for the Emergency Contact.

Evaluation report. On return the Group Leader must report to the EVC and/or the Headmistress. Where necessary, an evaluation report should be completed in order to achieve any learning about a 'near miss' or where an incident took place but (fortunately) did not require the completion of an accident/incident report. A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessments undertaken.

Risk Assessment Forms should be completed and a copy lodged with the EVC. These and evaluation reports are kept on file by the EVC and are available for consultation by Group Leaders planning similar visits. External providers will have their own risk assessment documents which should also be consulted.

4. Appendices

(i) Checklist for Off-site Activities

(ii) Risk Assessment Form

General Advice

The DfE booklet 'Health and Safety of Pupils on Educational Visits' contains much useful information and helpful checklists. There is a copy in MS office and it can be downloaded from the Teachernet website.

The school's Educational Visits Coordinator (EVC) is Hannah Rice.

1. Seek permission from the Headmistress (all Senior School and significant Junior School visits) or Head of Juniors (minor Junior School visits). Ask other staff if activity is likely to affect their lessons or extra-curricular activities.
2. Gather information about the activity and venue. Make a preliminary visit if possible.
3. Work out costs. Include a transport cost if using a school minibus. Check to make sure everything is included.
4. Fill in the **Checklist for off-site activities form** (which provides a useful checklist) and **risk assessment** and pass to the Head. These go on to the Bursar, also. An additional copy of the risk assessment should be lodged with the EVC. After being sanctioned by the Headmistress and Bursar, the form will be passed onto the EVC, who will make copies.
5. Ensure adequate staffing levels. These will vary with age of pupils and type of activity. There must be sufficient staffing to cope with an emergency.
6. At least one member of staff on the visit should have a First Aid qualification (the one day certificate is adequate). A First Aid kit should be taken.
7. Staff should be equipped with at least one fully-charged mobile phone.
8. Ensure staff are suitably experienced and qualified for the activity.
9. If parents accompany a trip they must understand that the staff leader is in charge and parents must accept the staff leader's authority. If parents are taking responsibility for any pupils (i.e. not just coming as extra participants) they should have appropriate CRB checks.
10. Check insurance requirements with the Bursar.
11. Send letter to parents with permission slip and medical form if appropriate. (NB **all** letters to parents must go through the office and be seen by the Head)

12. For residential visits arrange a briefing session for parents some time before the trip.

13. Brief pupils thoroughly regarding
 - standards of behaviour
 - suitable dress
 - any special equipment
 - contact arrangements
 - emergency procedures

14. Leave details of trip, staff, and pupils involved with the office. Include all contact details.

15. Take all parent contact details and medical information with staff leader on visit.

16. All staff involved should be fully briefed on any pupil with a disability or a medical need.

17. For residential visits, check accommodation on arrival and insist that any problems, particularly with regard to safety, are dealt with promptly.

18. Drivers of school minibuses must be familiar with and obey the school transport policy. Girls must wear seatbelts and stay in their seats while the bus is moving.

19. For residential activities and other significant trips, debriefing notes should be written as soon as possible afterwards and passed to the Head and to the EVC.

Update to procedure for organising an off-site activity

Any member of staff who wishes to organise an off-site activity should adhere to the following procedure:

1. Obtain a Checklist for Off-Site Activities from the file of Staff Forms. This should be filled out in as much detail as possible, in conjunction with the Educational Visits Co-ordinator, *if need be*.
2. It should then be passed on to the school Bursar (Margot Lowe) for her authorisation; the Bursar will then pass it on to the Head (Kate Bartholomew) for her overall authorisation.
3. The Head will then pass the Checklist on to the EVC (Hannah Rice) so she has an overall picture of the trips taking place and can look through the form for anything that has been omitted, cross-reference with pupil medical information and if necessary she can highlight any concerns.
4. The EVC will then make a copy of the form to give to the Office, will return the form to the activity organiser and will file the form in the school EVC file after the event has taken place.
5. The activity organizer should keep hold of the form until the event has taken place, and should ensure that the back of the Checklist is filled in before returning it to the EVC. They should make a copy for their own records if they wish.
6. Steps 1-3 should be followed in the same way for the Risk Assessment form, which can be obtained from the file of Staff Forms. The EVC will ensure that a copy of the Risk Assessment form is given to the Bursar for the school's records.
7. The EVC will ensure that she has an overall picture of visits that *are* taking place and *will* take place outside the school premises. Informal conversations/ discussions will take place between the organiser(s) and the EVC, in advance of the event to ascertain the suitability of the leader(s) (experience/qualifications etc) and to gauge whether the leader(s) is confident/competent to lead the visit. These informal discussions will be carried out in addition to the paperwork already filled in and will be used to identify any concerns that the leader(s) or EVC may have or gain further insight into details provided on the paperwork. The EVC will seek to clarify any points where insufficient detail has been given, at this time.
8. In the event of significant visits (residential, overseas or adventurous) the EVC will arrange at least one longer formal meeting to discuss details and arrangements with the members of staff involved.

Revised September 2011
Review September 2012