



## **HARMONIZE ACADEMY**

# **PROMOTING THE HEALTH AND SAFETY OF STUDENTS ON OUTSIDE TRIPS POLICY**

<b>POLICY WRITTEN BY:</b>	<b>PRINCIPAL</b>
<b>DATE POLICY PREPARED:</b>	<b>MARCH 2013</b>
<b>DATE FIRST RATIFIED BY GOVERNING BODY:</b>	<b>APRIL 2013</b>
<b>DATE POLICY REVIEWED:</b>	<b>OCTOBER 2019</b>
<b>DATE FOR NEXT REVIEW:</b>	<b>OCTOBER 2022</b>

**Trust, Respect, Compassion, Forgiveness**

# **PROMOTING THE HEALTH AND SAFETY OF HARMONIZE STUDENTS ON OUTSIDE VISITS AND TRIPS**

## **1) Introduction**

Harmonize Academy believes that learning experiences away from our building are an essential component of the Harmonize curriculum. Our educational trips and visits are many and varied, but with a clear purpose offering Harmonize students opportunities for self-development and to extend their learning in ways that are not possible inside Harmonize Academy building.

It is Harmonize Academy's duty to ensure that all trips and visits are efficiently and effectively managed and that the health, safety and welfare of students, staff and any volunteers are maintained at the highest possible levels and in accordance with national good practice, including the guidelines provided by the DFE in 'Health and Safety of Pupils on Educational Visits' 1998.

## **2) Responsibilities**

The Harmonize Academy Vice-Principal has the overall responsibility of overseeing all visits and trips and ensuring that they are prepared and conducted by Harmonize staff in accordance with the required standards. For each trip or visit, the Vice-Principal appoints a suitably experienced and trained member of Harmonize staff to undertake the role of Trip Organiser.

The Trip Organizer is responsible for the supervision and conduct of the trip or visit and for ensuring the health and safety of the group. The Trip Organizer is responsible for preparing a Risk Assessment using the approved Harmonize Academy form for the trip or visit and for getting it approved in advance by the Harmonize Academy Health and Safety Officer.

## **3) Staff to pupil ratios**

It is important to have a high enough ratio of Harmonize staff to students for every visit or trip. As a minimum, there must be one member of staff for six students and where possible, at least one male member of staff if there are male students and at least one female member of staff if there are female students. One of the staff on the trip or visit must have current First Aid qualifications and must take a first aid box that has been checked in advance, on the trip or visit.

## **4) Parental Approval**

The consent of parents, guardians or carers for all the trips and visits to be undertaken as part of the Harmonize curriculum is obtained in writing when students join Harmonize Academy. Without such approval, Harmonize students are not allowed to go on any external visits or trips. Parents, guardians or carers are also required to provide up to date emergency contact and medical information so that the appropriate first aid arrangements can be put in place.

## **5) Pupil Behaviour**

In advance of trips and visits, students are reminded of the standards of behaviour that are expected from all Harmonize students on trips and visits. In the event of negative behaviour, the sanctions outlined in the Harmonize Promoting Good Behaviour Policy shall be applied

## **6) Travel Arrangements**

The Trip Organiser takes responsibility for making arrangements for travel. Only authorised drivers will be permitted to drive the Harmonize Academy mini-bus and in the event of this being unavailable only reputable companies are used for transport.

## **7) Pre-Visit Evaluation**

In advance of a Harmonize trip or visit, a suitably trained member of the Harmonize staff team visits the location in advance to assess its suitability for Harmonize students. Feedback on the visit is passed to the Vice-Principal.

### **Note:**

This policy document complements the following Harmonize Academy Policies:

- Safeguarding Policy
- Health & Safety Policy
- Minibus Policy
- Drugs Policy

Appendix 1: School Trip Booking Form

Appendix 2: Outside Trips Risk assessment Template

## APPLICATION PROCESS FOR OUT OF HOURS SCHOOL TRIPS/VISITS

- Ask Liz Cunningham (Education Trips Co-ordinator) for a visit approval form.
- Complete the form in full and return to Liz Cunningham to be approved by Marie McConville.
- Once initially approved – you will be informed to complete the full visit application form on the staff shared drive and email to Helena Mulhearn to begin the process for your Parent/Carer Consent Letter.
- Give a copy of the full visit application form to Helena Mulhearn who will draft a letter to be forwarded to Marie McConville and Carl Parkinson for approval, once approved the letter will be signed by Marie McConville and Helena will send it back to you and post out to parents/carers.
- Please allow at least 1 working week for letters to be approved and signed. Whilst we fully appreciate that we are all extremely busy and some things do crop up last minute, the process does require a certain amount of time and we would imagine that most trips/activities/sessions are known in advance.
- **DO NOT** submit a full visit application form until completed in full (including all staff / student attendees, attach risk assessments, itinerary, draft parent letter etc) as this will be returned to you if not complete.
- **REMEMBER** a **qualified first aider** must be included on your staff attendee list.
- Once submitted to Liz Cunningham, the form will be checked and submitted to Marie McConville for approval.
- **IMPORTANT** – Before any visit commences, the trip organiser is responsible for providing a copy of all attendee emergency contacts (staff and students) and any relevant medical information to Liz Cunningham so a copy can be left with the reception and a member of SLT in the event of any emergency. If you require any assistance with this, please contact Liz Cunningham.
- For all standard trips, please allow 21 days before the date of the visit for the full process to be completed (non-negotiable).
- **RISK ASSESSMENTS:** A full risk assessment must be completed in advance. The Outside Trips Risk Assessment Template is in the Staff Handbook.
- The LA 'School Improvement Liverpool' Visit and Activity Planning Tool can be used where advice or guidance is required <https://www.schoolimprovementliverpool.co.uk/teams-Education-Vists>.

*Educational visits and school trips help enhance the social, personal and emotional development of all learners and encourage children and young people to engage with the public and places.*

*The EVOLVE approval system is an online tool for planning and managing educational visits, on-site activities, after school clubs and sports fixtures.*

*It helps schools, colleges, trusts and Local Authorities to improve and simplify the process of planning, approving, monitoring, evaluating and reporting all learning which takes place outside of the classroom.*

*It is proven to reduce paperwork, simplify procedures, produce self-review and inspection preparation data, and improve staff confidence in that they automatically follow both employer, and National Guidelines.*

**Trips cannot go ahead without this permission**

# APPENDIX 1

## SCHOOL TRIP BOOKING FORM

<b>Harmonize Academy Enrichment Activities Outside Trips</b>		
		<b>Checklist</b>
<b>Lead Teacher</b>		
<b>Contact Number</b>		
<b>Date of Trip</b>		
<b>Trip Destination</b>		
<b>Year Groups</b>		
<b>Number of Student Places</b>		
<b>Risk Assessment Undertaken:</b>		
<b>Address</b>		
<b>Contact Details</b>		
<b>Harmonize Academy Contact Numbers</b>	T. 0151 203 1934 M. 07983 460815	
<b>Parental permission required</b>		
<b>Reply Slips returned</b>		
<b>Staff Attending</b>		
<b>First Aider</b>		
<b>Travel Arrangements</b>		
<b>Travel Company if applicable</b>		
<b>Departure Time from School</b>		
<b>Pick-up Time from Venue</b>		
<b>Return to School Time</b>		
<b>Lunch Arrangements</b>		
<b>Petty Cash Requested: Details</b>		
<b>Student Travel to and from school details if different to usual</b>		
<b>Agreed by Liz Cunningham</b>	YES / NO	
<b>Costs</b>		
<b>Invoice details for:</b>		
Venue		
Travel		
Other		
<b>Authorised by: (MMC/CP)</b>		



## APPENDIX 2

### OUTSIDE TRIPS RISK ASSESSMENT TEMPLATE

Harmonize Academy Outside Trips Risk Assessment			Destination: Staff Ratio: 1: 6		Activity:  Date of Trip:		
					.....Date.....Principal, Mrs Marie McConville		
Identify the Hazards	Who might be harmed and how?	Evaluate the risks. What precautions are necessary?	Risk Rating H = High M = Medium L = Low	Record your findings Have they been implemented?	Review your assessment and update if necessary	Person responsible	Signature and date completed
Fire	<b>All Students/Staff</b>	All staff to be aware of fire procedures and check that students/staff follow them. Be familiar with fire exit positions. Fire Marshalls to be present on trip				<b>Staff fire marshal</b> ( )	
Falls, injury, trips and slips	<b>All Students/Staff</b>	Supervision by staff, obtain information of potential hazards and implement necessary precautions. Activities related injuries.					
Safeguarding – becoming separated from group or lost	<b>All Students/Staff</b>	Separated from the group: A meeting place will be agreed – ( ) has mobile and school numbers					
Noise Levels	<b>General public</b>	Noise levels to be controlled by staff. Be aware of general public and don't spoil their enjoyment					
Incident requiring medical treatment	<b>All Students/Staff</b>	First aiders to oversee any medical attention needed ( ) and given by centre staff. Ambulance to be called if necessary. Each first aider to carry first aid kit and mobile phone. Escape routes identified by ( ) in relation to indoor facilities.				<b>First Aiders</b> ( )	

Facility conditions / Weather conditions/ Clothing requirements	<b>All Students/Staff</b>					<b>First Aiders ( )</b>	
Verbal/physical abuse	<b>Staff/general public/ Activity centre staff / other school staff and students</b>	Students will be advised of the Behaviour Policy and staff need to ensure that they adhere to this while on the trip					
Travel Delete as appropriate	<b>Staff / students travelling by:</b>  <ul style="list-style-type: none"> <li>• Minibus</li> <li>• Taxi</li> <li>• Coach</li> <li>• Public Transport</li> <li>• On foot</li> <li>• Other.....</li> </ul>	All students to be seated with seat belts fastened before departure. Driver to pull over in event of any disruptive or dangerous behaviour and deal with this before continuing journey.					
Emergency conditions for an evacuation	<b>Staff/students</b>	Escape routes identified. Evacuation to be communicated between all staff using mobile phones – students to be supervised to follow evacuation procedures					
Alcohol/drugs/ cigarettes	<b>Staff/students/ general public</b>	All students to be searched before they get on coach – any drugs/alcohol/cigarettes will be confiscated					

**Assessment carried out by:**

..... Date .....Review Date .....

**Trip Organiser:**

..... Date .....Review Date .....

**Site Manager/HSO, Mr Michael Kearns**

..... Date .....Review Date.....