



PUTNEY  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

# Health and Safety of Pupils on School Visits

## Health and Safety of Pupils on School Visits

### **Number of Staff**

The guidelines are:

#### SENIOR DEPARTMENT

- a) A non-residential visit (e.g. to a theatre): 1 staff to 20 pupils plus 1 extra
- b) Journeys abroad or residential trips: 1 staff to 10 pupils plus 1 extra

#### JUNIOR SCHOOL including EYFS

- a) A non-residential visit (e.g. to a theatre): **Rec to Yr 3 1:6 Yr 4 to Yr 6 1:10**
- b) Journeys abroad or residential trips: **Yr 4 to Yr 6 1:10 plus 2 extra**

**All staff / volunteers must be DBS checked**

**More staff will be required if any girl/staff on the journey suffers from a medical condition which could cause difficulty.**

**ALL TRIPS MUST BE FULLY RISK ASSESSED IN ADVANCE OF THE TRIP – These are then working documents and may be amended if things change whilst the trip is away.**

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of the girls' education at the school. However, parents will be told, by specific communication or through the school calendar, when their daughter is not on school premises and any extra safety measures in place. Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours.

### **In addition, for residential trips**

- A member of staff who is a First Aider should accompany residential trips.
- A photocopy of passport details must be held by the group leader.
- Full details of the itinerary, emergency contact numbers, and a copy of the paperwork must be given to the two nominated contact members of staff and the school office.
- An up-to-date photo of all girls must be taken on the trip.
- All girls must be given a card to carry at all times which includes contact details of the hotel/hostel and the staff mobile numbers. This should include instructions in a foreign language where necessary. They should also have a detailed map of the area showing the location of the hotel.
- All parents should be invited to a briefing meeting at least a week before the trip leaves – Staff must go over the 'Emergency Procedures' in this meeting (Please read through Appendix 2 at the Parent Briefing meeting).
- All staff and parent helpers going on the trip must attend a briefing session with the Deputy Head Pastoral before the trip leaves and this should be arranged by the trip leader.

### **Code of Conduct and General Behaviour**

- On all trips girls are to be in groups of FOUR minimum. This enables one to stay to assist a fellow pupil in difficulty whilst the other two can go together to get help.
- Girls must be strictly supervised while waiting for transport, during travel, and for the duration of the trip/visit. They must remain seated and wearing seat-belts whilst the coach is moving. The staff must decide whether eating or singing is allowed, and if the radio is to be played.
- No chewing gum is allowed.
- Litter must be collected before girls are allowed to leave the coach.
- Under Trust guidelines, whilst some staff may be at the front, there must be at least one member of staff at the back of a coach on any lengthy journey. Staff should periodically turn round/walk down the coach to check on the behaviour of the pupils (staff must not put themselves at risk whilst doing

this). Staff should check the coach for lost property when all the pupils have alighted. Encourage girls to thank the driver and staff.

- Pupils who do not attend outings must attend school as usual. Staff should arrange for them to join other classes if applicable.

- **Alcohol.** No alcohol may be bought or consumed by pupils on non-residential school trips.

On residential trips, provided parental consent has been given beforehand, Sixth Formers may have one glass of wine, or similar, with their evening meal. No alcohol may be consumed without the supervision of staff or families. No alcohol may be consumed in bedrooms.

- **Swimming.** No pupil is allowed in water unless a qualified Life Saver is on duty. The exception to this is that Year 10 and above may use hotel swimming pools provided parental consent has been received beforehand AND a member of staff / adult is present. They must be competent swimmers and obey all the rules of the pool.

### **Emergency Procedure for Residential Trips**

Copies of the Consent Forms are held by the party organiser for all school trips.

In the case of an emergency the Leader or staff member in charge of a sub-group would:

- Establish the nature and extent of the emergency.
- Make sure all other members of the party are accounted for and are safe.
- Ensure that an adult from the party accompanies any casualties to hospital.
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base.'

**The Leader or staff member in charge of a sub-group out of immediate contact with the Leader should:**

- a) Establish the nature and extent of the emergency.**
- b) Establish the extent of any injuries and administer appropriate first aid.**
- c) Establish the name(s) of the injured and call whichever emergency services are required.**
- d) Make sure all other members of the party are accounted for and are safe.**
- e) Advise other staff of the incident and that the emergency procedures are in operation.**
- f) Ensure that an adult from the party accompanies casualties to hospital.**

**In the event of a major incident ensure that you have a list of the casualties, which hospital they have been taken to and the name of the staff member accompanying them.**

- g) Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base.**
- h) Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for.**
- i) Where possible control access to telephones until contact is made with the Head, emergency contact point or designated senior member of staff and until they have had time to contact those directly involved. Give full details of the incident:**

**Name**

**Nature, date and time of incident**

**Location of incident**

**Details of injuries**

**Names and telephone numbers of those involved**

**Action taken so far**

**Telephone numbers for future communication**