



RADLEY

## **School Trips**

**March 2025**

# Safety and Supervision of School Trips Policy

Radley College seeks to support Dons who arrange trips, both within the UK and overseas, whether of a cultural, language, sporting, adventurous/challenging or social nature. Some trips are essential for pupils' curricular study; others aim to enhance the pupils' learning experience but are not essential.

Supervision, safety and behaviour must be to the highest standard. To ensure this, the following rules and guidelines are issued in order to minimize problems.

## Duty of care

According to the law, the duty of care on a College trip rests with the Warden and Council. This duty is delegated to:

- Deputy Head (Co-Curricular) for ensuring the trip is approved and signed off in line with the benefit to students.
- Executive Assistant to Bursar for obtaining approval from the Bursar and Warden, once approved/signed off by the Deputy Head (Co-Curricular) as well as communication of College insurance cover as required and informing Accounts.
- Accounts Assistant for ensuring funds are in place and insurance charges to students have been made.
- Trip Leaders manage both the educational and safety aspects of the trip by:
  - a) submitting the relevant trip approval forms to the Bursar's Executive Assistant.
  - b) submitting a suitable and sufficient risk assessment to the H&S Manager.
  - c) liaising with the Health Centre and Tutors on attending Trip Students medical and pastoral information.
- Health and Safety Manager for ensuring a suitable and sufficient risk assessment has been approved and signed off.
- Health Centre for ensuring suitable and sufficient medical pack is provided to Trip Leaders prior to the trip.

## Trip Leaders

The Trip Leader and accompanying staff must intervene if they consider the students' safety to be at risk e.g., stop or talk to the activity organiser or driver.

The Trip Leader should ensure that they or the designated deputy is always the last person to leave the coach/train/airport etc., thereby ensuring that all students are accounted for before the next stage of the trip.

The Trip Leader must ensure that an 'on duty' don can respond in the event of any emergency requiring adult presence.

For any incident on a school trip, the Trip Leader must inform:

- a) the student's Tutor
- b) the Sub Warden

- c) Deputy Head (Co-Curricular)
- d) Health and Safety Manager
- e) Executive Assistant to Bursar for insurance claims within 1 week of return
- f) Warden for all serious incidents

Trip Leaders are expected to set up a meeting with the Health and Safety Manager for a general trip debrief following a local or international overnight trip and to discuss any incidents.

### **Non-Radley Adults**

If an adult who is not a member of staff is accompanying the trip, then they must have an up to date and valid DBS check, authorised by the HR department. This can take a while to process; the Trip Leader must contact HR at least 3 (three) months before the trip.

### **Host families**

If a trip includes hosted accommodation for pupils, then advice should be sought from the HR department about the most up to date legislation from KCSIE.

The College is obliged to carry out DBS checks on parents who will be hosting students visiting from overseas. There is no charge for this. Regarding the suitability of host families looking after Radley College pupils when they travel abroad, the Trip Leader will seek assurances from the partner schools that they are satisfied that those families engaging in the exchange programme are suitable in terms of meeting the criteria applied in a UK DBS check.

### **Missing College commitments**

Any trips which involve missing lessons need permission from the Deputy Head (Academic); any trips which involve missing Co-Curricular Priority Time need permission from the Deputy Head (Co-Curricular); the Chaplain should be aware of any trips which involve missing Chapel.

### **Costs**

Trip costs may need to be billed to a student's account. Trip Leaders should consult with Accounts and the Deputy Head (Co-Curricular) in this case, and consent from parents will need to be received in writing.

### **Risk Assessments**

All Trip Leaders and accompanying adults must ensure they have read and understood the relevant risk assessment before and during the trip. Dynamic risk assessments must be carried out daily as situations like bad weather or flight delays could impact planned activities. The Trip Leader must keep all adults informed of alternative plans and meeting points.

## **Students details on ISAMS**

Every effort is made to keep ISAMS up to date; however, details are constantly changing. The Trip Leader must confirm all student information is the most up to date. If information needs updating, please inform Database Manager.

## **Coach Travel**

Coaches can be booked via the Academic Office. If a don needs to use a different company, please ask them to check accreditation.

## **Girls on trips**

Gender must not be a barrier to the curriculum. If there is a girl taking part in an overnight trip, then this should be referenced in the risk assessment. Part of the risk mitigation should be that boys and girls are accommodated separately. There is no requirement that a female member of staff is present, but parents should be made aware of the arrangements for supervision and accommodation.

## **Alcohol on trips (Staff and students)**

Consumption of alcohol should not take place on the way to, or return from, a trip. For example, staff should not be drinking alcohol on a coach returning from an away match. Any consumption of alcohol by students or staff should consider:

- the local law
- the negative effect of alcohol on the ability of participants to take part in the trip, and of leaders or helpers to carry out their responsibilities.
- the time taken after drinking for someone to be free of the effects of alcohol.
- Students should always be supervised by a suitable number of alcohol-free staff according to numbers of pupils (and certainly a minimum of one). This is especially important for overnight and foreign trips. So, if staff are to drink alcohol:
  - there should be sufficient staff to allow some to be 'off duty' without adversely affecting supervision levels or the ability to deal with an emergency, including the possible need to drive.
  - staff who do drink should do so in moderation and be fit to return to duty at the appropriate time.
  - the 'duty rota' should not unfairly penalise any staff who choose not to drink.

## **Trip Planning:**

### **1. Low Risk Outings (same day UK residential trips)**

A same day UK residential Trips form needs to be completed on the SharePoint Trips site for trips that do not require an overnight stay and are within term time, e.g. Form Master outings, departmental outings where boys are in a group supervised for most of the time, e.g. outings to the theatre.

Trip Leaders must:

- a. Access Staff Hub (SharePoint site) Trips page where all relevant trip information is held
- b. Complete the Low-risk outings form (MS form) on the Trips Site on SharePoint.
- c. Follow the video tutorial, 'Trip Information Export' to gather a list of all students attending the Trip, from ISAMS.
- d. Check medical + dietary requirements of the pupils from - ISAMS. Please refer to the Health Centre for details of any confidential medical information not visible on ISAMS. Plan accordingly.
- e. Check any medical and dietary requirements of the adults. Plan accordingly.
- f. Ensure they have a list of emergency phone numbers of the CMT and save the Deputy Head (Co-Curricular)'s phone number.
- g. ensure their mobile phone is charged.
- h. Inform the Deputy Head (Co-Curricular) and relevant Tutors if the Absences list has changed. This may have to be done before departure, or en route via mobile technology.
- i. confirm that staff: student ratio is at least 1:15. If not consult with the Deputy Head (Co-Curricular);
- j. Be aware of the College's serious incident procedure found ***on SharePoint Trips Site***; on the trip, the trip leader must:
  - Take overall responsibility for ALL participants.
  - Brief staff and students as appropriate, including:
    - Aims of the trip.
    - Expectations.
    - issuing emergency telephone number, or other contact information.
    - Timings (as appropriate);
  - Ensure that headcounts are done as appropriate (as a minimum at the start, end and as required in between);
  - Refer any incidents to Deputy Head (Co-Curricular) and [healthandsafety@radley.org.uk](mailto:healthandsafety@radley.org.uk) for follow-up at the Health & Safety Committee.
  - Refer any insurance issues to the Executive Assistant to the Bursar for insurance claims within 1 week of return

## **Sports Fixtures:**

The Trip Leader must:

- List the students on SOCS. This should be posted on the 'details' section of the Fixtures, Teams and Results (SchoolSports) section of the college website, ideally by 6pm the night before the fixture.

- Ensure that all coaches have a list of all boys in the squad, with their medical requirements, in the medi-bag at all times. Please check medical/dietary conditions and see the Health Centre as appropriate.
- On an outward journey, dons should register their team and check with the boys if they have alternative return arrangements (e.g. picked up by parents for a privi). On return journey, dons must register their team prior to departure from the location. Parents should inform Tutors of any other travel arrangements in advance and should see their son's coach in person if they are taking them directly from an away fixture. Tutors will use the appropriate absence code on ISAMS to detail a pupil's mode of transport if they are taking a privi.

**Training camps at Radley** (not requiring an overnight stay):

- 1) produce a full risk assessment (after consultation with the Health and Safety Manager). This should include consideration of any relevant medical issues and consultation with the Health Centre;
- 2) gain written/e-mail parental consent. If the trip was incident free then consent forms should be kept for one year following the trip. If there was a serious incident (e.g. behavioural, accident, medical) relating to the boy then the consent form should be kept for six years following the trip. If a reply is sent via e-mail to give parents' permission, it must be from a recognised parental email address (which can be found on ISAMS);
- 3) Internal communication informing the relevant Social team, Catering and Housekeeping should also be conducted by the training camp leader.

2. Medium to High-risk Activities (Same day UK residential trips)

*e.g.* Trips to London where boys are travelling by public transport, departmental outings where boys will not always be closely supervised.

Trip Leaders must:

- a. Produce an itinerary for the trip to the Deputy Head (Co-curricular)
- b. Confirm that there is a staff: pupil ratio of at least 1:15. If not consult with the Deputy Head (Co-Curricular).
- c. Complete the medium to high-risk activities form (MS form) on the Trips Site on SharePoint.
- d. Follow the video tutorial, 'Trip Information Export' to gather a list of all students attending the Trip, from ISAMS.

Outdoor Activity Trips

*e.g.*, Diving, paintballing, go-karting, Youlbury, high ropes, climbing.

Trip leaders must:

- a. Gain authorisation from the Deputy Head (Co-Curricular) for the trip to go ahead.
- b. Produce an itinerary for the trip for Deputy Head (Co-Curricular).
- c. Confirm that there is a staff: pupil ratio of at least 1:15. If not consult with Deputy Head (Co-Curricular)
- d. Complete the medium to high-risk activities form (MS form) on the Trips Site on SharePoint.

- e. Follow the video tutorial, 'Trip Information Export' to gather a list of all students attending the Trip, from ISAMS.
- f. Produce a full, signed risk assessment (after consultation with the Health and Safety Manager, and MiC Adventurous Activities). This should include consideration of any relevant medical issues.
- g. Gain written/e mail parental consent (this can be done online: liaise with Director of Digital Strategy) as follows:
  - For day trips to adventurous activities a parental email consent will suffice.
  - For overnight or other trips, a consent form is required. (SharePoint, Trips, Planning your Trips, Consent Forms). Parents must be informed of aims of the trip, all activities (especially riskier ones), types of supervision of the boys (e.g., direct, close, remote).
- h. Consent forms should be kept for one year following the trip if the trip was incident free.
- i. If there was a serious incident (e.g. behavioural, accident, medical) relating to the student, then the consent form should be kept for six years following the trip.
- j. If an Adventure Activities Centre is being used then the Trip Leader is responsible for completing checks on licensing of the Centre (Adventure Activities Licensing Regulations 2004), which should also be kept for three years.

## **ABSENCE FROM COLLEGE COMMITMENTS**

### **Away Match travel guidance**

Every effort should be made to avoid impact on teaching time, including requesting later start times (within reason) from schools, planning meal requirements carefully (i.e., ordering packed lunches), allowing boys to wear sports kit in class, if necessary, etc. Sometimes, however, this is unavoidable. Boys should not leave lessons part-way through; they should not be asked to leave five-minutes early in order to be at the bus on time (departure times should reflect this).

### Mid-week matches

In normal circumstances mid-week matches should not require lessons to be missed, unless there are exceptional circumstances that require this. National competitions and other events where Radley is not able to influence the date and time may in some circumstances require boys to miss lessons. If absence from lessons will be required in order to be able to play a fixture / enter a competition then permission should be sought from the Deputy Head Co-Curricular during the planning stage, before the entry is submitted to the calendar.

### Saturday matches

Absence is not expected before 12pm and this should be avoided where possible. Matches against some schools will, however, require an earlier departure (Tonbridge, Oundle and Sherborne).

Certain sports (Cricket 1<sup>st</sup> XI, or Hockey with staggered start times due to Astro availability, or Rowing with staggered race times, for example) will require more absence. Specific permission is not required for Saturdays in such circumstances, though consideration should always be given to how best to preserve boys' time in the classroom where possible.

### Absence from Co-Curricular activities

Radley is a busy place with a lot going on that benefits the boys. If you are planning an event that will create a clash with a co-curricular activity happening in protected 'priority time' (i.e. a boy's sport option, music rehearsal times or drama priority time), you should ask the Director of Sport, Music or Drama about this clash and how it can be managed in advance of placing the entry on SOCS in the calendar.

Where possible, efforts should be made to avoid leave times before 2.30pm on Tuesdays or Thursdays, though it is understood that this may not be possible. Coaches of teams in home fixtures on Tuesdays and Thursdays are asked not to arrange warm-up times before 2.30pm.

A reminder that the various rehearsal times can be found in the front pages of the calendar. Pupils' involvement in Co-Curricular activities can be found through Participation Reports or Active Activities registers (both on SOCS).

### Chapel

It is appropriate to seek the Chaplain's permission in advance should you be overseeing an event that takes boys out of Chapel.



## Prep

Where possible, we encourage academic evening activities to begin from 20:30

### 3. Overnight Trip (U.K. or Abroad)

An overnight Trips form needs to be completed on the SharePoint Trips site for trips that require an overnight stay and are within or out of term time, e.g., Politics trip to U.S.A., Hockey Training Camp.

Trip Leaders must:

- a) Complete a school trip approval form (do not continue until approval has been given by the Deputy Head (Co-Curricular), The Bursar and The Warden)
- b) If the trip is approved, complete the overnight Trips form (MS forms) on the Trips Site on SharePoint.
- c) Follow the video tutorial, 'Trip Information Export' to gather a list of all students attending the Trip, from ISAMS.
- d) If a volunteer is required to attend a trip, liaise with HR 3 (three) months before the trip as DBS clearance can take longer to process.
- e) Check medical + dietary requirements of the pupils from ISAMS. Please refer to the Health Centre for details of any confidential medical information not visible on ISAMS.
- f) Check any medical and dietary requirements of the adults. Plan accordingly.
- g) ensure they have a list of emergency phone numbers of the CMT and save the Deputy Head (Co-Curricular)'s phone number.
- h) Ensure their mobile phone is charged and works abroad.
- i) Inform the Deputy Head (Co-Curricular), Executive Assistant to the Bursar and relevant Tutors if the Absences list has changed. This may have to be done before departure, or en route via mobile technology.
- j) Confirm that staff: student ratio is at least 1:15. If not consult with Deputy Head (Co-Curricular).
- k) Be aware of the College's serious incident procedure found **on *SharePoint Trips Site***; on the trip, the trip leader must:
  - Take overall responsibility for ALL participants.
  - Brief staff and students as appropriate, including:
    - Aims of the trip
    - Expectations
    - issuing emergency telephone number, or other contact information
    - Timings (as appropriate)
  - Ensure that headcounts are done as appropriate (as a minimum at the start, end and as required in between)
  - Refer any incidents to Deputy Head (Co-Curricular) and [healthandsafety@radley.org.uk](mailto:healthandsafety@radley.org.uk) for follow-up at the Health & Safety Committee.

### **12-18 months before trip:**

- a. If a don has an idea for a trip, s/he should speak with the Deputy Head (Co-Curricular) and the Warden. A School Trip Approval form can be found on the Staff Hub / Trips pages and must be completed and authorised by Deputy Head (Co-Curricular), the Warden and the Bursar. If the trip is approved, it will go into the 'Trips under consideration' section of the website.
- b. As soon as the trip has been approved as set out above, a Parental consent form, School Trips Code of conduct and UKVI Statement of Responsibility must be sent to parents to be completed. These forms can be sent to parents digitally (liaise with Director of Digital Strategy). Consent forms should be kept for six years following the trip.
- c. All school trips are automatically covered by the College's insurance policy, please check with the Executive Assistant to the Bursar for the rate specific to your trip, i.e. destination, length of trip and a charge will be levied to reflect this. If you believe you need additional insurance to cover anything specific, please get in touch with the Executive Assistant to the Bursar who will liaise with the College insurance to secure the additional cover required and confirm cost.
- d. All letters to parents giving details of the trip should be seen by Deputy Head (Co-Curricular). No precise costs should be committed until after the School Trip Approval form has been signed off. However, it is reasonable to give parents an indication of overall cost.
- e. Once the trip has been approved, the accounts department will open a separate account for the trip/re-use the same account code for recurring trips. Thereafter all receipts and payments will be handled by them. At this stage, please tell Deputy Head (Co-Curricular) that it is going ahead, and the trip will be moved to 'Confirmed Trips' on the website. No trip should incur expenditure prior to monies being received from parents. For example, the Bursary cannot guarantee to permit flight bookings until sufficient deposit monies have been received to cover. The Trip Leader should liaise with the Accounts Assistant to establish the best way of collecting charges from parents, many of whom have direct debits set up with the College.
- f. Under no circumstances are dons to accept payment into their own bank accounts and no tickets to be issued to boys or parents who have not paid the full cost of the trip.

### **6 months before trip:**

- a) Health issues should be considered in consultation with the Health Centre. These should include:
  - Immunisations
  - the acquisition of first aid kits
  - any special health or dietary needs of the pupils on the trip: pupils who normally take medication whilst at Radley must continue to take their medication during a school trip.
  - checking whether parents have given permission for emergency medical procedures to be carried out.

### **2 months before departure:**

#### Trip Pack

Information required for a school trip must be submitted to the Executive Assistant to the Bursar.

These completed packs will be saved to the relevant SharePoint folder for CMT.

The Trip Pack can be found in [Trip Pack](#) and includes:

- [Appendix 1 School Trip Approval Form V1.2 revised ABH060224.docx](#)
  - [Parental Consent Forms Overnight trips Code of conduct.docx](#)
  - [Trip Itinerary.docx](#)
- a) List of boys going. This is most easily accessed from ISAMS – please follow the video tutorial on SharePoint, Trips, planning your Trip, which should include:
- a. Boys' mobile numbers. It is strongly advised that, where possible, boys have mobile phones which work in the country being visited.
  - b. Parents' names and contact details (home, mobile, e mail)
  - c. Passport number (confirm on ISAMS as passport details will be updated as necessary)
  - d. Health and dietary information from ISAMS and with consultation with the Health Centre; NB students who normally take medication whilst at Radley must continue to take their medication during a school trip.
- b) Insurance policy details.
- c) Full risk assessment signed by Trip leader, Deputy Head (Co-Curricular) and the Health and Safety Manager.

### **Visas for pupils who are resident outside the UK.**

Our advice is that pupils who normally reside outside the UK should obtain a visa for travel within Europe or other countries.

Issues around permission to enter EU countries need to be carefully considered by organisers of trips well in advance and as part of initial planning as previous arrangements to facilitate this have been removed with effect from 1 October 2021. All pupils who are non-EU nationals will be required to obtain a Schengen visa to travel to Europe.

It is the responsibility of the pupil's parents/guardians to apply for a visa [although the College will seek to support this in so far as reasonably possible].

Trip Leaders should also check visa requirements for other (non-EU) countries as a matter of priority.

In the event of students being denied entry into the visiting country, the Trip Leader along with parents/guardians, should have a contingency plan in place to ensure that there are no safeguarding issues.

### **Checklist for trip leaders**

#### Before departure

- Ensure accompanying staff/volunteers have the knowledge and skills to ensure the safety of the children on the trip.
- Non-Radley staff have required DBS clearance (arrange 3 months prior to Trip with HR)
- Any accompanying staff/volunteers understand their roles on the trip.
- Students on the trip understand the expectations and the Code of Conduct.
- Be aware, as far as possible, of the laws relating to students in the host country.

- Ensure the contact abroad has fully understood and meets the trip requirements.
- Students have completed the necessary documentation for travel abroad.
- The Trip Resumé has been submitted to the Executive assistant to the Bursar.
- Ensure complete understanding of the procedures to deal with an emergency in the country being visited.
- Have all CMT emergency contact details.
- Have a mobile phone enabled for international calls and sufficient funds to deal with an emergency.
- Have a plan B in case the itinerary/plan A needs to be changed.

#### During the trip

- Students have been made aware of any significant hazards and potentially dangerous areas e.g. No-go areas, geographical hazards?
- Check the fire procedures and brief staff and students accordingly.
- Established an effective means of conducting regular checks on students e.g. Headcounts, tick ins.

#### After the trip

- Meet with the Health and Safety manager to feedback on any incidents and discuss possible changes required to risk assessments for future trips.

#### **Serious Incident Procedure** (to be taken on the trip)

Staff taking trips must be aware of the procedure in the case of an emergency and apply it as below:

- Establish nature and extent of the emergency.
- Make sure that all members of the party are accounted for and safe.
- If there are injuries establish their extent and administer first aid, if trained.
- Identify and communicate names of the injured and call to inform relevant emergency services, confirm a rendezvous point and sending two people to meet them.
- Advise other trip staff of the incident and that emergency procedures are in operation.
- Ensure that an adult from the party accompanies casualties to hospital.
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base, if necessary.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all students are accounted for.
- Control access to telephones (especially students) until full contact (not just answering machine message) is made with the Sub Warden or another member of the CMT and until they have had time to contact those directly involved. Pass 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).
- Provide telephone numbers for future communication and identify alternate telephone numbers in case telephone lines become jammed.

- The school will liaise with the Trip Leader about contacting parents of those involved. In serious incidents the parents of all party members should be informed. In the event of the death of a pupil, refer to *Policy on the death of a pupil*.
- Media: the Warden will act as the point of contact with the media to whom all involved should direct questions. No one else should speak to the media. Under no circumstances should the name of any casualty be divulged to the media.
- The Trip Leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition.
- Legal liability should not be discussed or admitted.
- All accident forms should be completed and insurers and HSE or Local Authority Inspectors should be contacted.

### **Policy on the death of a pupil (to be taken on the trip)**

The following is intended to be an aide memoire of important actions to ensure that important considerations are not missed out in the emotion of a serious incident. The exact actions may vary depending on the nature of the incident.

### **Immediate Action**

Trip Leader:

- Ensures that no other individuals are at risk and attends to any other serious injuries. If alone then they should send for help from another adult, or another member of staff informs the emergency services, or another member of staff talks to other students.
- Informs students that the Warden will be ringing the parents. Ask them not to pass on any information until then.
- Seek assistance from another teacher / PHM to help look after students whilst passing on information to the Warden.
- Informs the Warden (or, in his absence, the Sub Warden; or, in his absence Deputy Head (Co-Curricular). Notes should be taken on:
  - The details of the incident, including time and place
  - Which other people were present (pupils, members of staff and others).
- Take steps to get hold of any relevant documentation such as risk assessment forms.

The Warden:

- Prepares a press holding statement.
- Informs the relevant Tutor and the Chaplain (making it clear that the parents have not yet been informed).
- Contacts the parents of the deceased boy. If at all possible, he should meet them.
- Informs the Chairman of Council and together they should begin to consider whether any action should be taken with regard to the teacher involved. This may, if necessary, involve suspension from duty pending investigation.
- Informs the CMT and all Tutors.
- Talks to Common Room and explains what can and cannot be said.

The Tutor:

- a) Informs the sub-tutor and PHM (making it clear whether the parents have been informed).
- b) Calls parents of boys who witnessed the event and close friends of the boy.
- c) Locks the boy's room.

The Bursar:

- a) Ensures that no inappropriate letters (which may cause distress) get accidentally posted to the parents.

#### **Action within 24-48 hours of the incident**

- a) The Warden and Tutor write a letter of condolence to the parents of the deceased boy.
- b) The Warden writes to all parents informing them of the incident if he feels this is appropriate.
- c) At an appropriate time, the Warden holds a school assembly to inform the school of what has happened. Common Room to attend. This is likely to be followed up with Social assemblies.
- d) The Deputy Head Pastoral informs the School Counsellor. It may be necessary to arrange additional counselling support.
- e) If it seems appropriate then Tutors may inform certain boys and parents that boys may book time with the School Counsellor (but it should not be automatically assumed that all those involved need counselling – in many cases the best way for a boy to grieve is for him to be with his friends and to talk about the incident in his own time and in his own way).
- f) A group including the Warden, Chaplain and Tutor meet to decide how best to allow members of the school to mourn. This should take into consideration the parents' wishes and may include a pupil presence at the funeral, a special remembrance service in Chapel and an opportunity to donate to a nominated charity.

#### **Further action**

- a) Bursar writes to the parents about financial matters (insurance etc.)
- b) Tutor double-checks that all school databases have been updated.
- c) Tutor plans for boy's possessions to be returned to parents.