



2024-2025

## Hampstead Fine Arts

### Trips Policy

#### Including Supervision of Trips Policy

Hampstead Fine Arts provides an activities programme for its students, based on several criteria. It is the College's aim to broaden the educational and cultural experience of all our students, and each proposed trip is judged on its individual merits. Expectations from a trip may include that students will:

- be able to apply and experience things learned in the classroom
- experience new cultural or art forms
- be encouraged to accept responsibility and independence
- be helped to bond as a group and improve social skills
- enjoy themselves and have fun
- benefit from good value for money

#### Booking Procedure

In order to ensure that the trip is organised as well as possible and safety issues are taken into account, the following procedure should be followed:

- Staff to log on to EVOLVE website and click on to add a new visit.
- Proposed trips must be approved by the Principal/ Head via **EVOLVE** after submission.
- All residential and overseas trips must be approved by Principal/Head and Governors via **EVOLVE** after submission.
- **EVOLVE** is linked to college iSams system with all information of students for visit forms.
- Once approval has been given, proposed trips should be summarized by the organiser (Trip Leader) on Evolve, the online trip management system integrated with the iSams system.
- The Trip Leader must complete the relevant details, including the dates, times, itinerary, and list of attendees, in the **Evolve** system. All supporting documentation (e.g., risk assessments, invoices, booking information) must also be uploaded onto Evolve at least two weeks before the trip date.
- The Events Visit Coordinator will review and approve the details in **Evolve** and ensure there are no clashes with other events or resource requirements. Staff will get updates via email on the approval via **Evolve**. **Please continue to check your Evolve account.**
- Parents and students will be notified of the trip and its cost/payment details via **EVOLVE** with consent. Travel arrangements and scheduling remain the responsibility of the Trip Leader.
- **EVOLVE** will add approved trips to the College Calendar and update iSAMS accordingly.

- Permission will be sought from parents/guardians for all trips. For Lower School students in Years 9, 10, and 11, permission will be sought for students to make their own way home if necessary.
- All teachers supervising trips must leave cover work for any missed classes.
- Further details of the role and duties of the Trip Leader are outlined in the following sections.

## Forms and Paperwork

*All Staff are required to log on to EVOLVE to book any trips/visits and fill the visit forms.*

The correct Risk Assessment form should be filled out for each type of trip, e.g. London Theatre, Museum/Gallery, London walking tour. A Trips Accident Record Sheet should also be taken on each trip to record any accidents that occur. This should be transferred to the College accident book at the earliest opportunity should any accidents occur.

A comprehensive list of students attending the trip must be kept by the Trip Leader. This must be updated accordingly before confirming the final list on immediate return so that students can be invoiced accordingly.

Trip Leaders should ensure they keep full financial records and pass it on to the **Bursar** immediately after the trip. This includes quotes and invoices provided during research or booking, and receipts of any extra expenses incurred on trips so they can be reimbursed.

## Risk Assessments

All trips must have a full risk assessment completed by the Trip Leader and approved by the Principal/Head via **EVOLVE**. Many visitor attractions provide their own risk assessments online or through their education departments (copies of which should be obtained by the Trip Leader and added to the risk assessment form on **Evolve**). Trip Leaders should read and adapt these as necessary to reflect the specific circumstances of each trip. They should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are required to reduce risks to an acceptable level?
- What is the contingency plan in case of emergencies?
- Check insurance is in place and up to date

Exploratory visits, wherever possible and if appropriate, should be made by the Trip Leader, or by another member of staff going on the trip, in order to familiarise themselves and make a proper assessment of its suitability.

The standard staff: student ratio for trips at Fine Arts is 1:10. This surpasses the DfE recommendations and has been decided to ensure high levels of supervision, behaviour and safety on trips. At least two members of staff should accompany trips with Years 9, 10 & 11. If the trip involves students of more than one gender, then the trip should be supervised by staff of more than one gender. In addition, some venues issue their own guidelines or requirements regarding student-staff ratios.

Trip leaders should ensure that all staff and students are aware of the travel plans, that there should be at least one first aid trained staff member attending if students are leaving from college grounds and follow emergency procedures, and that all members of the party have the trips mobile number and the College phone number in case of emergency.

### *THE SAFETY OF ALL STUDENTS IS OF PARAMOUNT IMPORTANCE*

#### **Information**

Parents of all students attending a Trip should be informed of the date, location, purpose, benefit, and cost of the trip. This should be provided by the Trip Leader via **EVOLVE** no less than two weeks before the trip. This will also seek parental confirmation for any student who plans to **make alternative travel arrangements to/from the trip**.

Parental consent is needed for all Trips taken by Years 9, 10 & 11. Written parental consent must be obtained for all Year groups for visits abroad, swimming, adventure activities, residential visits, and visits incorporating remote supervision. Parents should be given as much information as possible about the nature of the trip and the activities that are likely to be on offer.

In the case of students with learning difficulties or disabilities, extra staff are made available as appropriate to cater for and attend to individual needs. All staff are informed about specific individuals with medical needs (**iSAMS/EVOLVE**).

#### **SUPERVISION**

The Trip Leader has overall responsibility for the group at all times. With groups of over ten students, supervisory roles will be delegated to other staff in the group.

#### **Trip Leader must ensure:**

- that each supervisor knows which students they are responsible for
- that each student knows which supervisor is responsible for them
- that all supervisors and students are aware of the expected standards of behaviour
- that the Trips Phone which they have collected from the Reception is fully charged and on

at all times, and that they have contact numbers for each of the Supervisors on the trip and for each student

- that each Supervisor, where possible, has a first aid kit to hand during the trip
- that all travel arrangements are confirmed with each Supervisor and student, and that any students with alternative travel arrangements have permission from their parent/guardian to do so.

**It is essential for each supervisor to:**

- have a reasonable prior knowledge of the students, including any special educational or medical needs, or disabilities
- have access to a list/register of all group members
- directly supervise the students (except during remote supervision) - particularly important when they are mingling with the public and may not be easily identified
- regularly check that the entire group is present through head counts, particularly when boarding transport or leaving any venue.
- have a clear plan of the activity to be undertaken and its educational objectives
- have the means to contact the Trip Leader/other supervisors if needing help (mobile phone numbers should be exchanged; if this is not possible, the College can be used as intermediary between supervisors on the trip)
- have prior knowledge of the venue locations and the travel plans
- anticipate a potential risk by recognising a hazard, by arriving, where necessary, at the point of hazard before the students do, and acting promptly where necessary
- continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members, and the suitability of the prevailing conditions
- be competent to exercise appropriate control of the group and to ensure that all students abide by the agreed standards of behaviour
- clearly understand the emergency procedures and be able to carry them out
- have appropriate access to First Aid (Trip Leaders should collect the first aid kits from the head of Health and Safety, provide them to Supervisors, and then return them after the trip).

**Each student should:**

- have the Trips phone and College numbers to hand
- know who their supervisor is at any given time
- have been given clear, understandable and appropriate instructions
- rarely - if ever - be on their own
- alert the supervisor if someone is missing or in difficulty
- have a meeting place to return to, or an instruction to remain where

they are, if separated

- understand and accept the expected standards of behaviour.

## **Travel**

We encourage teachers to plan trips using public transport as far as possible, except when to do so would be prohibitively expensive or deemed unsafe. The most frequently used method is rail. Trip Leaders must ensure that:

- students are aware of the time and destination of the train
- students sit together in the train and are ready for head counts and ticket checks
- students are supervised when boarding and leaving
- standards of behaviour are met and the public are not affected adversely

A driver cannot safely drive and supervise children at the same time. When travelling by coach or minibus Trip Leaders should ensure that:

- the vehicle has seat belts and that all students and staff wear them
- there is adequate supervision at all times
- students are occupied on long journeys
- evacuation procedures are understood by everyone and emergency exits are known and kept clear
- there are rest stops as necessary
- standards of behaviour are met

## **BEFORE DEPARTING**

These are non-exhaustive suggestions which apply to most types of Trips. Consideration should be made for each individual instance and is the responsibility of the Trip Leader.

Collect a Trips phone + charger from Reception

- This mobile phone is to be kept by the Trip Leader for the duration of the trip, and is the **only** number which students should be given to call in the case of emergencies or separation during the trip
- The Trip Leader and Supervisors should exchange phone numbers with each other, to facilitate quick communication between groups

Collect a First Aid kit (one for each group of ten students if possible) from the head of Health and Safety:

- These First Aid Kits are small enough to be carried easily, should be available to each group of 10 students in case of a medical emergency

Make sure that the Trip Leader and Supervisors have access to information on each student regarding medical conditions, dietary requirements, allergies, etc.:

- These might be needed in case the groups are separated and an accident occurs.

Check weather forecast:

- to inform decisions on appropriate clothing
- to highlight any dangers such as flash floods, high winds etc.

Check travel arrangements:

- to confirm times and meeting points with contracted travel providers  
e.g. coach companies
- to be sure of no last-minute changes to train lines, tube strikes etc.

Seek local knowledge of potential hazards:

- to avoid areas of heavy traffic or congestion when going by foot
- to be aware of difficult terrain

## **Have a Plan B**

- good forward planning will always include alternative plans in case the itinerary needs to be changed
- Trip Leaders faced with potential difficulties will feel more confident to change the itinerary if a pre-assessed alternative is available
- regardless of whether alternatives have been pre-assessed, always take time to reassess risks if the itinerary changes

## **Behaviour problems, illness or injury**

- poor behaviour may be reduced by ensuring that students are informed of, and agree to, standards of behaviour before (or at least at the beginning of) the visit
- educational visits can be a good opportunity for school staff to get to know students away from the confines of the College. But the Trip Leader should resist any temptation to accept lower standards of behaviour. The different hazards that students may be exposed to away from the school will require them to observe standards of behaviour that are at least as high as, or higher than, in the classroom
- if one adult has to give prolonged attention to one group member, the Trip Leader should reassess the supervisory roles of the other adults to ensure that all members of the group know who is responsible for them. Activities may need to be amended until the other adult

can give full attention to the group.

- Trip Leaders should trust their own knowledge of the students and use their professional judgement ▪ this may include challenging a Trip Leader where the Trip Leader's knowledge of the group is superior, or intervening to prompt a change of plan

### **Ongoing risk assessment**

Risk assessment does not end when the visit begins! Changes to the itinerary, changes to the weather, incidents (whether minor or major), staff illness – all or any of these may bring students face to face with unexpected hazards or difficulties and give rise to the need to re-assess risk.

The Trip Leader (and other adults with responsibility) must continue to make judgements and decisions with regard to risk as the visit is taking place. They should be informed by the generic- visit or site-specific risk assessments.

## **EMERGENCY PROCEDURES**

### **Preparation**

By their nature, emergencies are usually unexpected. But careful crisis planning can mitigate the trauma of being caught up in an emergency.

In all cases, Trip Leaders should:

- agree an emergency action plan before the trip
- ensure that all supervisors know what action to take if there is a problem
- spend time explaining arrangements to the students
- if appropriate, advise students and staff about the dangers of over-exertion in the heat and of dehydration, which can cause headache, dizziness and nausea. In warm climates, keep fluid levels high, take extra salt and wear loose, lightweight clothing – preferably made of cotton or other natural fibres; use suitably factored sun protection creams and sun hats/glasses ▪ check before the trip if permission from parents/guardians is in place for emergency medical treatment

On residential trips, Trip Leaders should:

- hold evening briefings with supervisors to discuss issues for the next day
- hold, or ensure that other adults in the group hold, up-to-date competence in First Aid and other life saving competence as necessary for the activities

- ensure that the **First Aid kit** is properly stocked and accessible-Contact Health & Safety Manager if there are any issues.
- ensure that all students' medical needs (e.g. asthma, diabetes, and anaphylaxis (EpiPen/Asthma Pump is carried by student)) are known and that staff are competent to handle them. Be aware that some diseases are more common in some countries; know what to do and what preventative action to take if a group member becomes infected.
- if abroad, know where the nearest British Embassy or Consulate is located and their telephone number. Depending on the age of the students, it may be appropriate to ensure that they have this information to hand.

### **Emergency procedures framework during the visit**

Between 8.30 am and 6:00 pm the first point of contact should be the College Office. For overnight or residential trips, the Trip Leader should contact the Principal or Head (who should also be contacted in the case of emergencies at night).

If an emergency occurs on a College visit the Trip Leader should maintain or resume control of the group overall. The immediate reaction in the case of an emergency should be:

- establish the nature and extent of the emergency as quickly as possible
- ensure that all the group are safe and looked after
- establish the names of any casualties and get immediate medical attention
- ensure that a teacher accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together
- notify the police if necessary

At this point the Trip Leader should:

- ensure that all group members who need to know are aware of the incident
- inform the College contact and provider/tour operator (as appropriate), with full details of the time, date, nature and cause of accident, names of casualties and details of their injuries; action taken so far; action yet to be taken and by whom.
- write down accurately and as soon as possible all relevant facts including witness details and preserve any vital evidence
- complete an Accident Report form as soon as possible
- keep receipts for any expenses incurred – insurers will require these

At this point the College contact should:

- notify parents, providing as full a factual account of the incident as possible



- notify insurers, especially if medical assistance is required
- notify the British Embassy/Consulate if an emergency occurs abroad
- ascertain phone numbers for future calls. Try not to rely solely on mobile phones.

***No-one in the group should speak to the media.*** Names of those involved in the incident should not be given to the media as this could cause distress to their families. Refer media enquiries to a designated media contact at College, or the Principal or the Head.

## **ADVICE ON SPECIFIC ACTIVITIES**

### **Coastal visits**

The Trip Leader will want to bear the following points in mind when assessing

the risks of a coastal activity:

- tides, rip tides and sandbanks are potential hazards; timings and exit routes

should be checked

- group members should be aware of warning signs and flags
- establish a base on the beach to which members of the group may return if separated
- look out for hazards such as glass, barbed wire and sewage outflows etc
- some of a group's time on a beach may be recreational. Trip Leaders should consider which areas of the terrain are out of bounds and whether the risk assessment allows swimming in the sea.
- cliff tops can be highly dangerous for school groups even during daylight. The group should keep to a safe distance from the cliff edge at all times – a “buffer zone” between the students and the hazard. Be aware that cliff falls can mean that cliff paths stop abruptly at the cliff edge
- the local coastguard, harbour master, lifeguard or tourist information office can provide information and advice on the nature and location of hazards

### **Swimming in the sea or other natural waters**

Swimming and paddling or otherwise in a river, canal, sea or lake should never be allowed as an impromptu activity. In water activities should take place only when a proper risk assessment has been completed and proper measures put in, to control the risks. The activities should be formal and supervised.

It is good practice that, wherever possible, Trip Leaders seek out recognised bathing areas that have official supervision, i.e. qualified lifeguard cover. But even then Trip Leaders should be aware that students might mingle with members of the public and be lost to view. Students should always be in sight and within reasonable reach of supervisors.

The Trip Leader should:

- ascertain for themselves the level of the students' swimming ability
- check the weather
- be aware of local conditions, e.g. currents, weeds, rip tides, shelving, uneven or unstable bottom – using local information from the lifeguard, coastguard, harbourmaster, police or tourist information office
- beware of rocks, breakwaters and other potential hazards
- look out for warning signs and flags:
  - o red flag means it is unsafe to swim
  - o yellow flag means lifeguards are on patrol in the area between the flags
  - o black and white flag means it is an area used by surfers and not suitable for swimming
- designate a safe area of water for use by the group
- brief the group about the limits of the swimming area
- avoid crowded beaches where it is harder to see students
- be aware of the dangerous effects of sudden immersion in cold water
- be aware of the dangers of paddling, especially for young students
- ensure that students have not eaten (at least half an hour) before swimming
- ensure the activity is suitable for the students, especially those with special needs or disabilities
- adopt and explain the signals of distress and recall
- ensure that buoyancy aids, lifejackets etc are used where appropriate
- carry out regular head counts
- be aware that it is not always possible to tell when someone is in difficulties
- always follow the advice or directions of a lifeguard
- never swim themselves unless it is to help a child in distress
- not join in any of the children's games
- ensure that no child is allowed to wade out or swim further than his or her waist height
- nevertheless, be aware that it is possible to drown in one's own depth, and to act immediately when a child appears to be in difficulties
- ensure that children leave the water immediately if they get too cold, especially if toes and fingers look blue or feel numb - could suggest the onset of hypothermia

- recognise that a child in difficulty is unlikely to wave or shout – all of their energies will be in trying to keep afloat

It is good practice for the Trip Leader, or another designated adult in the group, to hold a relevant life saving award, especially where lifeguard cover may not be available. For further advice contact the: The Royal Lifesaving Society UK Tel: 01789 773994

<http://www.lifesavers.org.uk/>

## NOTES FOR GUIDANCE

### Completing the Trips Form

All forms are to be completed on the **Evolve portal**. There is guidance on filling out trips form here: <https://evolve.edufocus.co.uk/go/help/guidebookcontents.asp?guideid=8&categoryid=1>

### Completing the Risk Assessment

A risk assessment is nothing more than a careful examination of what, during your visit, could cause people harm, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill.

*Hazard means anything that can cause harm. Risk is the chance, whether great or slight, that somebody will be harmed by the hazard.*

### Identify the possible hazards during the visit

- Look at what could reasonably be expected to cause harm. Concentrate on significant hazards which could result in serious harm or affect several people.

### Who might be harmed and how?

- Include all students and staff, including any supervising adults, attending the trip.

### Evaluate the risks

- Consider how likely it is that each hazard could cause harm. This will determine whether or not you need to do more to reduce the risk. Even after all the precautions have been taken, some risk usually remains. You need to decide whether the remaining risk is high, medium or low.

### What precautions are to be taken to prevent these hazards?

- List the precautions you will take to prevent any possible hazard.

The Health and Safety Manager has generic risk assessments for regular activities, which can be used if appropriate. These can be adapted accordingly should this be necessary for specific venues/locations that you may be visiting.

If you need any further help or guidance completing the risk assessment please ask the Trips Coordinator/Health & Safety Manager.

## FURTHER INFORMATION

- *Health & Safety of students on Educational Visits (HASPEV)* + supplement  
<http://www.teachernet.gov.uk/visits> ▪ *Health & Safety: Responsibilities & Powers*  
<http://www.teachernet.gov.uk/responsibilities> ▪ *Guidance on First Aid for Schools*  
<http://www.teachernet.gov.uk/firstaid>
- *Supporting students with Medical Needs: A Good Practice Guide*  
<http://www.teachernet.gov.uk/medical> ▪ *Safety Education Guidance* Leaflet  
<http://www.teachernet.gov.uk/safetyeducationguidance> ▪ *A Guide to Risk Assessment Requirements* - <http://www.hse.gov.uk/pubns/indg218.pdf>
- *Avoiding ill health at open farms: Advice to teachers* AIS23 (28 June 2000) of advice mentioned in *HASPEV* ▪ *Five Steps to Risk Assessment*  
(<http://www.hse.gov.uk/pubns/indg163.pdf>)
- Information on adventure activity providers - Adventure Activities Licensing Scheme  
<http://www.aala.org.uk> ▪ British Activity Holiday Ass, 22 Green Lane, Hersham, Surrey, KT12 5HD. Tel 01932 252994 [www.baha.org.uk](http://www.baha.org.uk) ▪ *Get Safe for Summer* - Amateur Swimming Association [www.asa-awards.co.uk](http://www.asa-awards.co.uk)
- Royal Lifesaving Soc UK, River Hs, High St, Broom, Warks B50 4HN Tel 01789 773994  
[www.lifesavers.org.uk](http://www.lifesavers.org.uk) ▪ *Minibus Safety: A Code of Practice* - RoSPA and others 2002  
[www.rospace.com/pdfs/road/minibus.pdf](http://www.rospace.com/pdfs/road/minibus.pdf) ▪ *Safe and Responsible Expeditions and Guidelines for Youth Expeditions* - Young Explorers' Trust, c/o RGS-IBG Expedition Advisory Centre  
<http://www.rgs.org/eacpubs>
- Royal Geographical - advice, information, training for overseas expeditions Tel 020 75913030  
[www.rgs.org/eac](http://www.rgs.org/eac) ▪ Independent Schools' Adventure Activities Association (ISAAA) - help, support + advice [www.malcol.org/isaaa/](http://www.malcol.org/isaaa/) ▪ The Duke of Edinburgh's Award - its own clear structure, procedures and guidelines <http://www.theaward.org/> ▪ Transport for London - free transport for school groups on underground, buses, Thameslink and Docklands Light Railway. Tel Advice line 0207 918 3954 website: [www.tfl.gov.uk/schoolparty](http://www.tfl.gov.uk/schoolparty)
- *The Waterways Code* and *The Waterways Code for Boaters* - [hq@britishwaterways.co.uk](mailto:hq@britishwaterways.co.uk) Tel 01923 201120 ▪ The Suzy Lamplugh Trust - guidance on personal safety, booklets + courses  
<http://www.suzylamplugh.org> ▪ The OCR (Oxford Cambridge RSA) 'Off-Site Safety Management Scheme' - training courses for organisers of off-site visits (this is exam-based and can be combined with practical experience)  
<http://www.ocr.org.uk/schemes/ownbrand/examined/offsite/Offindex.htm>

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Reviewed by: SI