



External Visits Safety and Supervision: Policy & Guidance

Including all of the Pre-Prep Department and Early Years Foundation Stage

RHJ/JERA/JGC

Last Updated September 2021

Review and Amendment Record

Date	Person Conducting the Review	Changes Made
13/9/21	JERA	Added in section 23: onsite high risk activity consent added in; added in section 19: Covid-19 considerations; amendment to section 24: to reflect where the school insurance policy is held
24/9/21	JGC	Amended sections 7, 11, 13, 17, 22, 28 for Pre-prep relevance; additional appendices added

External Visits – Safety and Supervision

Scope

1. Summer Fields aims to provide a broad educational experience which is not confined to the classroom. With this in mind, the School aims to organise trips which are interesting, enjoyable and safe.
2. This policy and guidance directs the School's approach to planning and supervising external visits. The intent is to provide simple yet robust formulae that delivers safety but not at the sacrifice of adventure. It should provide staff the confidence to willingly volunteer and enjoy the planning and leading of trips outside of the School.
3. The coordination of trips is a collaborative effort that sees the School's administrative staff providing appropriate and coordinated support to the Trip Leaders.

Objectives

4. To ensure that all Summer Fields Trips are planned safely and with efficiency.
5. To ensure that the School meets its regulatory responsibilities.

Roles and Responsibilities

6. **Headmaster** will:
 - Ensure that there are sufficient resources and priority placed for the adequate provision of first aid to the School.
 - Personally review and authorise all residential visits and trips that involve High Risk activities to ensure that all appropriate risks have been identified and mitigated to acceptable levels.
7. **Deputy Headmaster / Head of Pre-prep** will:
 - Specify the curriculum based external visit programme.
 - Secure appropriate funding and manage in year expenditure.
 - Schedule trips and identify Trip Leaders.
 - Personally review and authorise all curricular based visits to ensure that all appropriate risks have been identified and mitigated to acceptable levels.
 - Review external visits against requirement and adjust where necessary.
8. **Head of Activities, Head of Boarding & Deputy Head Pastoral** will:
 - Specify the non-curriculum based external visit programme in the prep school.
 - Secure appropriate funding and manage in year expenditure.
 - Schedule trips and identify Trip Leaders, in collaboration with the EVC
 - Personally review and authorise all non-curricular based trips to ensure that all appropriate risks have been identified and mitigated to acceptable levels.
 - Review external visits against requirement and adjust where necessary.
9. **External Visits Coordinator (EVC)** will:
 - Maintain the School's External Visits Policy and Guidance.
 - Schedule trips and identify Trip Leaders, in collaboration with Deputy Head

- Maintain the External Visits Programme that combines both Curriculum and Non Curriculum external visits. To be published in the Black Hole.
- Provide assistance and ensure the Trip leaders are planning and leading trips in accordance with policy and regulatory requirement.
- Manage expenditure against the budget agreed for the academic year.
- Attend the Health & Safety Committee.

10. **Trip Leaders** will:

- Ensure that the planning is done effectively and that the trip is conducted in accordance with the Summer Fields External Visits – Safety and Supervision Policy and Guidance.
- Ensure that the trip documentation is appropriately authorised.
- Ensure that external trips are safe and that they meet the stated academic or non-curricular requirement.

11. **School Secretary / Pre-prep secretary & EVC** will:

- Ensure that all boys have in date enduring consent forms as detailed at Appendix 1.
- Ensure that high risk, chargeable and/or residential activity consent forms for high risk, chargeable and/or residential activities are sent to parents when necessary with a clear deadline for return.
- Compile the nominal roles for all designated external trips as via the school trips programme on Evolve.
- Book coaches when requested to do so.

12. **Domestic Bursar** will:

- Ensure that all insurance and licence requirements are in place for all service providers.
- Provide assistance and support to the EVC and Trip Leaders in assessing and managing risks related to external visits.

Curriculum Based External Visits

13. Summer Fields has a scheme of educational trips for year-groups. These form part of the School's own provision and are linked to the academic or PSHE curriculum. There are two types of year-group trip:

- **Day trips.** Generally, (but not exclusively) there will be one per term for each year group in the Prep school and one per half term for each year group in the Pre-prep, covering a wide variety of academic subjects or experiences.
- **Residential trips.** There is one residential for each year-group per academic year. In addition, all boys in Year 8 attend the Leavers' Trip, and some also the Somme Battlefield Tour. In the Pre-prep, the year 3 pupils will attend one leaver's trip which may include a residential night.

Non - Curriculum Based External Visits

14. Boys go on trips out of school for a variety of other reasons: sports fixtures, paid sports coaching, choir trips, visits to senior schools, weekend activities, Expeditions Day and medical appointments.

Staffing of Trips

15. All staff are encouraged to take part in trips, particularly if the academic content lies within their subject area, or if they are pastorally or academically involved with the year-group in question. Whilst away from Summer Fields with pupils, staff are always in loco parentis, and are expected to be guided by common sense, professionalism and experience.

Risk Assessments

16. Visit Specific Risk Assessments are not normally required for local visits or routine day trips in the Prep school. In these cases, staff should have consulted the relevant Generic Risk Assessments.
17. In the Pre-prep, a Visit Specific Risk Assessment is carried out for each trip, taking into account the activity or location, and the age range of the children.
18. A trip which involves an element of risk not already referred to in the GRA File needs to be properly assessed and a Visit Specific Risk Assessment included which is proportionate to the activity. When planning an activity involving caving, climbing, trekking, skiing or water sports, a check must always be made and recorded that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.
19. All trips will be carried out in line with relevant Coronavirus and government guidelines and regulations in place at that time of taking the educational visit. A full and thorough risk assessment will be undertaken to ensure that trips can be undertaken safely and this may include the observation of social distancing, the wearing of masks, hand washing and any other procedures to keep staff and students safe.

Parental Consent

20. The parents of all prep boys at Summer Fields complete digitally an enduring Standing Consent Form for routine curriculum and activities that are not high risk. This covers the majority of trips undertaken at Summer Fields and endures throughout their time at Summer Fields. The format for this is provided at Appendix 1.
21. For activities of a high-risk nature, however, separate and specific parental consent will be required. The format for this is provided at Appendix 2.
22. For Pre-prep boys, parents complete a consent form for termly activities and/or trips. See Appendix 4. An accompanying email will detail travel arrangements, dates and timings.
23. For organised activities of a high-risk nature that take place onsite at school, including Prusik climbing, crate stacking and tree climbing, and activities on the River Cherwell including kayaking, canoeing and stand-up paddle boarding, a specific parental consent will be sought from all parents in the prep school which will cover their son's time at Summer Fields (see Appendix 6).

Insurance

24. Most educational trips and visits are covered by the school's insurance providers. A copy of the policy is held in the Bursary and can be made available for reference if required.
25. Certain adventure-style/high-risk activities are not covered. These might include activities such as mountain-biking, skiing, hill-walking above 300ft, climbing, swimming in lakes, rivers or the sea, fairground rides and attractions (including bouncy castles), flying, racing and motor sports. For activities of these types, staff must provide evidence that suitable insurance is in place (very often this is organised by the activity provider).

26. In order to safeguard young people both transport providers and service providers are to provide written assurances that suitable safety management systems are in place and that appropriate operating procedures are followed.

Staff to Pupil Ratios

27. Pupil ratios should be based on the risk assessment, they should always be discussed and agreed in advance in consultation with the EVC and Operations Director. Ratios may be dependent on other considerations such as length of journey, age of boys and experience of pupils and leaders. Ratios will be higher for certain types of high-risk activity.
28. The following *minimum* ratios are recommended:

Type of Trip	Staffing Ratios	Authorisation
Pre-prep EYFS – if low risk environments EYFS – if higher risk environments Years 1 and 2 Year 3	1 staff per 6 boys 1 staff per 4 boys 1 staff per 8 boys 1 staff per 10 boys	Head of Pre-prep Head of Pre-prep Head of Pre-prep Head of Pre-prep
Low risk environments <i>(e.g. museums, theatres or ‘contained’ venues)</i>	1 staff per form	Deputy Head for curricular based trips Head of Activities/Deputy Head Pastoral for non-curricular trips
Medium risk environments <i>(e.g. city centres)</i>	1 staff per 10 boys	Deputy Head for curricular based trips Head of Activities/Deputy Head Pastoral for non-curricular trips
High risk environments <i>(e.g. adventure-style activities or mountain environments)</i>	1 staff per 8 boys	Headmaster
Residential Trips	1 staff per 10 boys	Headmaster

Table 1 – Staffing Ratios and Authorisation

External Visits Authorisation

29. External visits are to be authorised as above, as indicated in Table 1.

Planning Process

30. External visits in prep are planned and coordinated using Evolve, the Summer Fields External Visits manager. It is the responsibility of the trip leader to begin a new folder for each trip, filling in trip information and providing his/her requirements in the relevant sections. The EVC and School Secretary are available to help.
31. In the Pre-prep, the organisation of trips is the responsibility of the trip leader, who creates a folder on the school system. Risk assessments must be saved in here, along with any other relevant information. Trip consent is collated by Pre-prep secretary and passed on to class teachers. The Pre-prep secretary will also manage folders for trips to hold all relevant information including the contact details of all parents/carers whose children are on the trip. See appendix 5 for trips checklist which should also be completed prior to departure on the trip.

Supporting Documentation

32. Support and guidance is provided via the following Educational Forms and Processes. The process for producing the documentation necessary for trips begins in Evolve.

External Visits Protocol

33. More specific guidance and external visits protocol can be found at Appendix 3.

Appendices:

1. Summer Fields Standing Parental Consent Letter and Form.
(sent electronically via Evolve)
2. Summer Fields Parental Consent Form - High Risk and Chargeable Activities.
(sent electronically via Evolve)
3. Summer Fields Guidance and External Visits Protocol.
4. Example of trip consent form for Pre-prep.
5. Pre-prep checklist for trip leader to complete.
6. Example of onsite high risk activity consent (prep).

Circulation for comment and input:

Health and Safety Committee, Headmaster, Deputy Headmaster, Operations Director, Senior Sister, Head of Activities, Director of Studies, Director of Sport, Domestic Bursar, Clerk of Works, Head of Grounds, School Keeper, Senior Sister.

Publication:

Hard copies: Policies file in Staff Room, all Lodges, Staff Handbook, Cyber Copies to SF policies cc All Staff

Appendix 1 - Summer Fields Standing Parental Consent Form



Summer Fields School Consent for External Visits

Dear Parents and Guardians

In order to simplify the process of obtaining consent for educational visits, please could we ask you to complete a single consent form for routine events which will cover your son's time here at Summer Fields. The form will be held by our administration team and will be used whenever your child attends one day, non-residential educational visits, including sporting fixtures and other school events. These form part of the School's provision; there is no extra cost for you. Details will be included in the School Calendar; in some cases, further information may be sent to you or posted on the parent portal of the school website, with links to the weekly newsletters.

Each boy will also take part in several residential and/or overseas visits whilst at Summer Fields; again, these form part of the School's provision. In addition, optional trips and activities may be offered (including higher-risk adventure-style expeditions) which would entail an extra charge. For all these, we are required to ask you to complete a termly form giving your consent to your son taking part in specific events, as well as your approval to the cost (if applicable) being added to the school bill.

Please note, the School cannot allow a pupil to attend any visit or activity unless a completed and signed consent form has been received.

The School's Policy and Guidance for external visits is posted on the website. Information about pupils' medical conditions, dietary requirements and emergency contact details will be taken from the School database. It is therefore essential this information is up to date, as without it the School may not be able to allow a pupil to participate. If your child's medical or dietary circumstances change, please let the School Nurse know by emailing sister@summerfields.com. Your contact details are based on the annual return; please do notify the School Office of any amendments.

With many thanks for your understanding.

Yours faithfully,

Summer Fields Educational Visits Co-ordinator (EVC)



Summer Fields Standing Consent Form

Academic external visits, off site sport and activities (all low risk and non-chargeable)

Name of Pupil:	Year:	Tutor:
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Please complete and submit this consent form as soon as possible.

By signing this form I give permission for my son to take part in educational visits that take place away from the main school site which are authorised by Summer Fields School and follow the School's External Visits Policy and Guidance for the supervision of pupils.

I give permission for my son to be given first aid or urgent medical treatment during any such activity if deemed necessary by the member of staff in charge.

Please note the following important information before signing this form:

The trips and activities covered by this consent form include all one day, non-residential visits, offsite sport and activities of a low risk nature within the UK, which take place during the school day, school holidays or at weekends.

Details of these trips will be included in the School Calendar; in some cases, further information may be sent to you or posted on the parent portal of the school website.

This consent form does not cover any trip that carries high risk or where there is additional cost to be added to the school bill. For these trips you will receive a specific consent forms.

Medical/ dietary information

All medical and dietary information relating to your son will be taken from our database. It is essential this information is up to date. If the School has reason to believe this is not the case, your child may not be able to participate in the planned visit. If your child's medical circumstances change, please notify the School Sister by email at sister@summerfields.com immediately to ensure the record is up to date.

Parental contact details during trips

Parental contact details will also be sourced from our database. Please ensure the group leader of any trip is informed if you will not be available on your usual contact number on the day of the trip. If your contact details change permanently, please contact the School Office. Although regrettable, there are occasions when it may not be possible to accommodate persons with particular or extensive conditions or special needs in some activities, since their health and safety may be placed at unacceptable risk. In such cases the decision of the Headmaster is final.

Consent Form for the duration of the time my son is enrolled at Summer Fields

I agree to**(name)**, taking part in one day non-residential visits, offsite sport and activities within the UK which take place during the school day, school holidays or at weekends. I have read the information provided and agree to keep the School up to date with medical, dietary and contact information. I am aware the School has a detailed policy on the safe running of educational visits, including sport and activities, which I can obtain from the School. I am also aware the School's educational visits are always well organised with particular attention paid to health and safety. I understand there can be no absolute guarantee of safety, but appreciate that visit leaders retain the same legal responsibility for pupils as they have in school and will do everything that is reasonably practical to ensure the safety of everyone on the visit. I understand that while the school staff in charge will take all reasonable care of the pupils, they cannot necessarily be held responsible for any loss, damage or injury suffered by my son which occurs as a result of this activity. I give permission for my son to be given first aid or urgent medical treatment during any such activity if deemed necessary by the member of staff in charge.

Signed: **Date:**

Relationship to pupil:

Appendix 2 - Summer Fields Parental Consent Form - High Risk and Chargeable Activities.



Summer Fields Consent Form - High Risk, Chargeable and/or Residential Activities

<p>Michaelmas Term 2015</p> <p>This consent form must be returned to the School Office by 15th September 2015</p>		
Name of Pupil:	Year:	Tutor:
Activity description In Chronological Order		Consent Yes / No
Type of Consent: Date: Description: Link to providers website: Constraints to attendance: Cost to be billed:		
Type of Consent: Date: Description: Link to providers website: Constraints to attendance: Cost to be billed:		

By signing this form I give permission for my son to take part in the high risk/chargeable/residential visits indicated above. The visits are authorised by Summer Fields School and follows the School's External Visits Policy and Guidance for the supervision of pupils.

I give permission for my son to be given first aid or urgent medical treatment during any such activity if deemed necessary by the member of staff in charge. The outline information and link to the providers' website is provided above.

Consent

I agree to (name)

taking part in high risk, chargeable and or residential activities as detailed above. I have read the information provided and agree to keep the School up to date with medical, dietary and contact information. I am aware the School has a detailed policy on the safe running of educational visits, including sport and activities, which I can obtain from the School. I am also aware the School's activities are always well organised with particular attention paid to health and safety. I understand there can be no absolute guarantee of safety but appreciate the visit leaders retain the same legal responsibility for pupils as they have in school and will do everything that is reasonably practical to ensure the safety of everyone on the visit. I understand that while the school staff in charge will take all reasonable care of the pupils they cannot necessarily be held responsible for any loss, damage or injury suffered by my son which occurs as a result of this activity. I give permission for my son to be given first aid or urgent medical treatment during any such activity if deemed necessary by the member of staff in charge.

Signed: **Date:**

Relationship to pupil:

Appendix 3 - Safety and Supervision on External Visits

General Requirements

1. Staff Responsibilities

- Trip leaders should ensure that there are enough accompanying staff to ensure effective supervision. The recommended ratios are provided in the External Visits – Safety and Supervision Policy and Guidance.
- It is important that all staff going on a trip are fully briefed and understand their specific roles and responsibilities (over and above those mentioned in this policy).
- The Trip Leader is to review the Risk Assessment and make sure that all risks are effectively identified and mitigated to acceptable levels.
- Staff should carry a mobile phone and have the emergency contact list appropriate for the trip.

2. Planning

- Planners should be guided by the process found in the External Visits – Safety and Supervision Policy and Guidance.
- Pre-site visits should be conducted and recorded wherever possible/necessary.
- Cover requests (including duties) should be made well in advance.

3. Medication

- All staff should have access to a list of boys' medical conditions and be aware of what action to take in a related medical emergency (Sister will provide information on boys' medical conditions and give instructions on the administration of medication).
- At least one member of staff should have a relevant and current First Aid qualification on trips where no First Aid provision is already in place.
- A First Aid kit should be taken on all trips. (In venues where First-Aid provision is already likely to be in place, a small First-Aid pack is sufficient)
- Medication / First Aid treatment provided to the boys should be recorded. If medication needs to be handed out for pre-existing conditions, staff should make a record of what they have administered

4. Food. If food or meals need to be taken during a trip:

- Group leaders must ensure that provision is made for boys with special dietary requirements (information will be included in the nominal role details and where necessary further guidance obtained from Domestic Bursar).
- If a trip is late returning, staff should inform the School Kitchens directly.

5. **Emergencies.** Staff should take the following steps:

- Make sure the boys are safe and accounted for (and follow the emergency procedures of the venue concerned if applicable).
- Contact the police and emergency services if this has not already been done, and if necessary appoint an assistant to accompany any casualty to hospital.
- Contact the school to give details of any casualties/injuries and the name of the A&E hospital.
- Take notes of the incident when the situation is under control and take the names and addresses of witnesses.

6. **Please note:**

- Staff should not contact parents directly; this will be done from the School.
- Staff should not talk to the Press or other media, who should be directed to the HM.
- Staff should not discuss or admit legal responsibility
- For all accidents/injury of a serious kind, staff should complete an incident or accident report form as soon as possible

In the event of an emergency, it is the staff's first duty to ensure the safety of the boys.

Appendix 4
Example of trip consent form for Pre-prep

Michaelmas Trip Consent Form - Year 2

We have arranged for Willow Class to take a trip during Michaelmas Term to Millets Farm Falconry on Tuesday 5th October.

If you are happy for your son to attend this trip, please complete his name and the tick box below to give consent.

Please complete the form by Thursday 30th September.

* Required

1. Name of son(s) *

2. I confirm that I am happy for my son(s) to attend the trip to Millets Farm Falconry of the 5th October. *

Yes

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

 Microsoft Forms

9/24/2021

Appendix 5 - Pre-prep checklist for trip leader to complete:

Trip location:	
Date of trip:	
Staff leader:	

Task to be completed	How long before trip?	Date completed:
Workshops or sessions booked	1 month minimum	
Cost of trip including transport to JGC	1 month	
Parents made aware of the trip and permissions collected	2 weeks	
Pre visit arranged if necessary	2 weeks	
Packed lunches/snacks arranged through the kitchen	2 weeks	
Transport organisation	1 month if coaches 1 week if school	
Staffing ratios checked and additional staff arranged	1 week minimum	
Risk assessment completed and signed off with JGC	1 week	
Ensure specialist staff and Peripatetic teachers alerted to trip if applicable	1 week	
Groups allocated for children and staff	Day before	
Itinerary and maps (if needed) printed	Day before	
Emergency contact details printed	On the day	
First aid and medicines arranged	On the day	
Wrist bands collected	On the day	
Briefing with staff on trip	On the day	
Safety briefing with children	On the day	
Risk assessment printed and information left with JGC/KAW	On the day	
Post trip simple evaluation emailed to JGC	Up to 1 week after the trip	

Staffing ratios: EYFS – 1:6 minimum (must have at least 2 members of staff), if higher risk then 1:4 minimum

Year 1 and 2 - 1:8 minimum (must have at least 2 members of staff)

Year 3 – 1:10 minimum (must have at least 2 members of staff)

Appendix 6 Example of onsite high risk activity consent (prep)

ELECTRONIC FORMS - CONSENT: ONSITE HIGH RISK ACTIVITIES

[Back to Available Forms](#)

For onsite high risk activities

*** Name:**

Sultan Abiola-Peller

By submitting this form I give permission for:

my son, named above, to take part in the onsite high risk activities indicated below. The activities are authorised by Summer Fields School and follows the School's External Visits Policy and Guidance for the supervision of pupils. The activities will be led by staff with the appropriate qualifications. I give permission for my son to be given first aid or urgent medical treatment during any such activity if deemed necessary by the member of staff in charge.

I give consent for my son to participate in the following onsite high risk activities (please tick) for the duration of his time at Summer Fields:

Prusik climbing, Crate stacking and Tree Climbing with climbing equipment

Kayaking, Canoeing and Stand Up Paddle Boarding on the River Cherwell

Consent Form for the duration of the time my son is enrolled at Summer Fields:

I agree to my son taking part in onsite high risk activities as detailed above. I agree to keep the School up to date with medical, dietary and contact information. I am aware the School has a detailed policy on the safe running of educational visits, including sport and activities, which I can obtain from the School. I am also aware the School's activities are always well organised with particular attention paid to health and safety. I understand there can be no absolute guarantee of safety but appreciate the activity leaders retain the same legal responsibility for pupils as they have in school and will do everything that is reasonably practical to ensure the safety of everyone participating in the activity. I understand that while the school staff in charge will take all reasonable care of the pupils they cannot necessarily be held responsible for any loss, damage or injury suffered by my son which occurs as a result of this activity. I give permission for my son to be given first aid or urgent medical treatment during any such activity if deemed necessary by the member of staff in charge.

I agree to the above and give my consent.

Date

-- -- ----

Time stamped

-- : --

*** Name**

*** Relationship to Pupil**