

The purpose of this policy is to set out the procedures and practices to be followed by organisers and participants taking part in off-site excursions and activities. This policy should be read in conjunction with the current guidance from the DfE and the HSE the [‘Health & safety - Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies’](#) and the [‘School trips and outdoor learning activities’](#).

Parental consent to off-site excursions and activities

Written consent from parents is not required for students to take part in the majority of off-site activities organised by a school as most of these activities take place during school hours and are a normal part of a child’s education at school.

Written consent is usually only requested for activities that need a higher level of risk management and some that take place outside school hours. Concord Summer School issues a Parental Agreement Form which will be sent to parents to sign before the summer programme begins. This will cover a child’s participation in a number of activities throughout the summer course at Concord. These will include adventure activities and off-site which take place at any time.

Health and Safety

The group leader of each excursion or activity is responsible for the participating students throughout the entire event. This duty of care means that the leader must act in the same way as a responsible parent. They should also act in a professional manner, taking all reasonable measures to ensure that everyone under their control and supervision is safe and protected from unacceptable risks. This duty of care remains throughout the whole excursion or activity. It cannot be delegated to anyone else.

Individual Responsibilities

The group leader should demonstrate to the Health & Safety Officer during initial discussions about the excursion or activity clear evidence of their ability to manage the excursion or activity and an ability to review the needs of the event and assess risks of locations, groups and leaders.

Child Protection

All adults accompanying a trip or activity must have child protection clearance.

First Aid

All group leaders must have in-date first aid training, unless there is immediate access to medical support at the location of the visit. A first aid kit should be carried on all off-site activities.

Transport

The usual form of transport for school visits should be either the school minibus or a hired coach through a reputable coach company. Private cars may be used only when specifically cleared by the Bursar. All students will return to the College with no 'drop offs' being allowed.

Risk Assessment

A written assessment is not required for every activity. Group leaders should assume they only need to carry out a written risk assessment in certain circumstances. Some activities, especially those happening away from school such as adventure activities including canoeing, sailing, climbing, mountain biking or similar, involve higher levels of risk. In these cases an assessment of significant risks should be carried out. The group leader assessing the risks must understand the risks and be familiar with the activity that is planned. A risk assessment is not needed every time the school takes students to a local venue such as a swimming pool, park or museum.

Leaders are expected to undertake continual risk assessments during the activity to recognise that unforeseen events can introduce new risks for which a change of plan may be necessary.

Once a risk assessment is completed for a site or type of visit it should be possible for this to be used for future visits of a similar nature or to the same place.

Supervision and Ratios

It is important that all students are safely cared for and supervised as appropriate on all excursions but also allowing them some independence commensurate with their age and general maturity. The staff:student ratio also needs to be correct. When determining what this should be the following factors have to be considered:

- Gender, age, level of English and ability of the students
- The nature of the excursion
- The experience of the adult staff members
- Duration and nature of the journey
- Requirements of the location being visited
- Competence and behaviour of the students
- First aid cover

The recommended ratio of leaders to students is as follows:

1 adult for every 10 - 15 pupils in school year 6 (10-11)

1 adult for every 15 - 20 pupils in school year 7 (11+) onwards.

Students attending Concord College Summer School generally only visit the country for short periods of time and therefore could have a low understanding of British culture, the English language, and are less independent than students who have spent a long time in the country.

Age (years)	Supervision Requirement
10-13	Supervised, mandatory
14+	Unsupervised, parental discretion

- Students aged 13 and under will be supervised by a member of staff at all times.
- Students aged 14+ will be supervised unless parents/guardians have agreed otherwise (and the Concord College Safeguarding Team are in agreement); in this case, they should meet a member of staff at an agreed point at regular times according to the location of the excursion.

In all cases, parents/guardians must have completed the Supervision Requirement form indicating their preferred supervision level. Where parents/guardians have selected unsupervised, the College will make the final decision on whether the student's general maturity, ability and English level is adequate to allow them to be safely unsupervised on the excursion. The College's decision will be final but will be reviewed for each excursion as necessary.

When the excursion includes an attraction the supervision ratio within the attraction stays the same. During the excursion the following will apply:

- All students will be supervised on the coach journey to the venue
- All students will have contact details of the trip leader
- All students will have a map of the place being visited
- All students will be shown where the meeting point is where a member of staff will be located throughout the duration of the trip
- All students will have a card with contact details to show a retail/shop assistant, police etc if they need help
- Unsupervised students will be required to check in at the meeting point at designated times throughout the trip and **must** will remain in a minimum student group size of 4

Accident and Emergency Procedures

Group leaders should carry College mobile phones at all times. The numbers should be given to all participants to enable them to contact the leaders in an emergency situation.

Details of the excursion/activity form (parent consent form, medical information form, list of students and staff with emergency contact numbers) must be held by a member of staff at the College. This would normally be the duty staff. The group leader should contact this member of staff in the event of an accident or an emergency and the duty staff would then notify a senior member of the management team, who would give instruction as to what action should be taken.