



The British International
School of Brussels

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Health & Safety of Pupils on Activities outside the school Policy

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Introduction

This policy is written taking note of the DfES Health and safety advice on legal duties and powers February 2014.

This policy should be read alongside the School's Educational Visits' Policy, Health and Safety Policy, First Aid policy, Child Protection Policy.

This policy is intended to;

- establish and maintain safe working procedures among staff and pupils;
- teach safety as part of pupils' duties where appropriate;
- ensure that pupils benefit from the same level of safety for activities outside the school as they would receive within the school.

Relevant School Aims

- sustain a friendly, safe and interesting environment that stimulates and encourages the fascination of learning.
- develop good home-school interaction and together improve the quality of learning.
- ensure that our children follow a well planned and stimulating programme of study, with a wide variety of learning opportunities, that increases knowledge and promotes understanding.
- work with the children to attain the high standards that we expect from them in all aspects of life in school.
- enable the children to make a positive contribution to our multicultural society and to enjoy life, appreciating and coping with its disappointments and triumphs.

Appendices

The school's procedures for fire and emergency evacuation
Map showing evacuation routes

Health and safety on activities outside school

a) Responsibilities for visits, including pupils' behaviour.

The Headteacher will ensure that Educational Visits comply with Belgian legislation, regulations and guidance and the School's own Health and Safety policy.

The Headteacher will ensure that every Educational Visit will have a Group Leader who has been approved by him. Responsibility for the co-ordination of any visit will be the responsibility of the department co-ordinator.

The Headteacher will ensure that the Group Leader is competent to plan, undertake and supervise activities and to monitor/assess the risks throughout the visit. If the Headteacher takes part in the visit as a group member/Supervisor, he will follow the instructions of the Group Leader who will have sole charge of the visit.

The Group Leader is the teacher responsible for the planning, undertaking and supervision of Educational Visits delegated to him/her by the Headteacher including the completion of the trips form, risk assessment and costings, and for obtaining specialist advice where appropriate to enable visits to be undertaken safely.

The Group Leader is responsible for helping the School to manage risks posed by Educational Visits.

The Group Leader will make arrangements for another appropriately qualified person to join the party and take over his/her responsibilities in the event of the incapacity of or injury to the Group Leader.

The Group Leader, acting with any other teachers, adult volunteers and the pupils on the visit, will be responsible for the good behaviour and conduct of the pupils during the educational visit.

b) Planning visits, including risk assessments and first aid.

The relevant department co-ordinator will ensure that risk assessment(s) for the planned Educational Visit has been completed and appropriate health and safety measures are in place.

The relevant department co-ordinator will ensure those who are conducting the risk assessments have the necessary knowledge, skills and experience to do so.

The Group Leader has responsibility for the planning of the Educational Visit including the preparation of proper risk assessment(s).

The Group Leader will ensure that there is sufficient first aid provision on each visit from appropriately qualified personnel, have a good working knowledge of first aid and be aware of and adhere to the School's First Aid Policy.

c) Supervision, including ratios and vetting checks.

The Headteacher will ensure that any relevant qualifications claimed by the Group Leader or other relevant members of the group have been checked and verified and are up to date.

The Headteacher will ensure that any adult members of staff and volunteers are properly vetted. This includes checking that appropriate child protection checks and procedures apply to any staff employed by Rippledown House (all of whom are CRB checked) or any other organisation working with the school's pupils on another site.

The Group Leader will be responsible for the vetting and Police record checking of any adults who are not already employees of the School, who will attend the visit.

Supervision during an educational visit is the responsibility of the Group Leader and can be close or remote but must always be 24 hours a day.

There shall be an adequate ratio of adults to supervise pupils during the Educational Visit. This ratio should be according to the Educational Visits policy but any deviation from this may derive from the risk assessment undertaken and the risk factors identified.

Where appropriate there should be provision within the ratio for a different Supervisor or competent adult, in the event of an emergency or incident, to:

- deal with any emergency or incident;
- seek emergency and/or medical assistance;
- supervise the remainder of the party.

The ratio is specified in the Educational Visits policy as at least two adults for a class visit of Key Stage 2 and one adult to 4 children in Key Stage 1.

For overnight stays, residential visits or visits outside of Belgium at least two of the adults will be Employees. Mixed gender group should preferably have at least one male and one female supervisor.

d) Preparing pupils, including special and medical needs.

The Group Leader will prepare pupils, teachers, supervisors and volunteers in advance of the visit.

Medical information regarding pupils will be requested from the School Office in accordance with the Educational Visits' policy, and on consent forms to be returned by parents/guardians before the visit.

The Group Leader will appraise himself/herself of pupils' special educational or medical needs which may be relevant to the Educational Visit and liaise with other teachers in respect of pupils' special educational or medical needs and their suitability to attend the Educational Visit.

Where there are doubts over the inclusion of a pupil on the grounds of disability, special educational or medical needs, ethnic origin, religion or gender, there will be consultation between the School, the Pupil and the Parents.

If despite making reasonable adjustments there remains a significant, unmanageable and unacceptable risk to the health and safety of pupils or anyone else on the Educational Visit, it may be reasonable to exclude a pupil from the visit on those grounds.

e) Communicating with parents.

The Group Leader will provide adequate information to parents regarding the Educational Visit in order to obtain informed parental consent, and obtain their consent where appropriate.

Written consent from at least one Parent should be obtained in respect of:

- transport and travel arrangements;
- off-site activities that will extend beyond the normal start and finish of the School day;
- overnight and residential stays;
- activities during School holiday period or during weekends;
- visits outside Belgium ;
- Hazardous Activities, swimming and other water activities and activities at water margins;
- activities for which risk assessment has shown a significant risk;
- all activities where supervision will be exercised by an External Provider
- emergency and other medical treatment which may become necessary for the safety and well-being of the pupil.

Parents should be told that if they require cover for specific events (for example repatriation to somewhere other than Belgium) they must make their own arrangements.

Parents should be informed that the school cannot accept liability for the failure of insurance for reasons beyond the control of the School or where the School has made reasonable enquiries and exercised reasonable care.

f) Types of visit.

Visits can be non-residential or residential, either of which may be abroad. In addition either of these may be classified wholly or partially as a Hazardous Activity.

Anyone who leads a Hazardous Activity will have attained an adequate standard of competence and experience in the activities undertaken. Where possible this will be verified by reference to accepted standards of competence such as national governing bodies. The level of qualification required should be matched to the relevant hazards and risks associated with that activity and specific advice can be obtained from the relevant federations or associations and from <http://www.aala.org.uk> in respect of Licensed Activities.

The Group Leader should check if UK External Providers are required to have a licence to provide Licensed Activities and, if so, that they hold a current licence at www.aals.org.uk/.

If an External Provider is used, the Group Leader should ensure that they are competent and should endeavour to use a Quality Badge Scheme member or other accredited providers, wherever possible. More details can be found relating to the Quality Badge Scheme can be found at <http://www.lotc.org.uk/>.

If the Group Leader is not leading the activity he/she should agree with the External Provider their respective roles and in particular who is going to be responsible for pupils during the activity and for what period of time.

Prior to commencement of any Hazardous Activity, whether licensable or not, the Group Leader should be fully satisfied with arrangements for health and safety.

In the event that he/she is not satisfied he will consider whether it is appropriate to abort the activity and whether it is safe and/or appropriate to undertake Plan B.

g) Visits abroad.

Visits abroad may take place if the correct permissions are obtained in accordance with the Educational Visits' Policy. Group Leaders should take special notice of ensuring pupils are aware of and are sensitive to any local codes and customs.

The Group Leader will ensure that each pupil has their passport and other travel documents before embarking on an Educational Visit outside of Belgium. Wherever possible, one of the Supervisors should be able to speak and read the language of the country visited, or at the very least be able to hold a basic conversation and know what to say in an emergency.

It is advisable for pupils to carry a note in the relevant foreign language in case they get lost asking the reader to reunite them with group and/or take them to the police station. They should also carry the Group Leader's name and contact number.

The Group Leader must ensure that each pupil knows:
that s/he may not bring into or take out of the United Kingdom: animals, insects, vegetable matter, flick knives, real or imitation firearms or other prohibited items;
that any pupil bitten by an animal must seek medical treatment immediately.

The Group Leader must have the name, address and telephone number of "home" for each pupil both in the UK and in any other country visited.

h) Emergency procedures.

The Group Leader will obtain and carry emergency telephone numbers and details of emergency and communicate with the Headteacher and/or directly with parents during the visit, where appropriate.

Written consent from at least one Parent should be obtained in respect of: emergency and other medical treatment which may become necessary for the safety and well-being of the pupil.

The Group Leader will ensure that there is a plan for emergencies and ensure that everyone on the Educational Visit is aware of the arrangements in the event of an emergency.

The Group Leader will take immediate steps to terminate the visit if the risk to the health or safety of the pupils or anyone else on the Educational Visit is at risk.

The Group Leader has the full authority of the Headteacher and has the right to return any pupil home if, after consideration of all relevant matters, s/he is of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the Parent.

The Group Leader will provide an emergency contact telephone number if appropriate. This is especially important for any residential visits.

All members of the Educational Visit should be aware of the action that they should take in the event of an emergency, particularly where there is a risk of death, personal injury, damage to property or involvement with the police.

In the event of an emergency all members of the group should;

- assess the nature and extent of the emergency;
- take immediate action to safeguard themselves and other members of the group;
- remain calm;
- summon emergency assistance and/or medical assistance and/or inform the police, if appropriate;
- if there are casualties ensure that they are accompanied and that the remainder of the group is adequately supervised;
- follow the recording procedures below.

Recording Procedures Following an Incident

The Group Leader should ensure that the incident is properly recorded and that the Headteacher is contacted as soon as reasonably practicable.

Pupils: Any death or incident where a pupil is taken from the accident site to hospital should be reported to the appropriate national authority (Health and Safety Executive in the UK) and must be recorded.

Employees: Any death or serious injury or disease to any Employee or accident which prevents the injured person for doing their normal work for 3 days should be reported to Groupe S and must be recorded.

Under no circumstances should anyone make a statement to the press or any admission of liability for any occurrence other than on legal advice.

Any statements to the police, HM Revenue and Customs or other officials should only be made in the presence of a lawyer and on his/her advice.

Where a claim might be brought following theft or other loss, the local police must be informed.

The Group Leader should note down the name, address and reference of the official and the time and date the report is made and written confirmation should be obtained from the official if practicable.