

Driving and Trips Policy

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Approved by: Graham Chambers

Educational visits are not treated separately from other aspects of health and safety. This policy is to ensure the safeguarding and promotion of the welfare, health and safety of pupils on activities outside the Triple Skillz setting and to promote good behaviour on these activities.

The C.E.O Graham Chambers will give advice on anything related to residential or day trips and has more detailed information available for staff on planning, required procedures and example paperwork.

Legal Implications

The legal implications are well known but worthy of clear statement: The member of staff in charge is "in loco parentis" and has a duty of care to all members of the party. The C.E.O has a responsibility for ensuring appropriate leadership, proper planning and organisation.

Planning

- The staff member in charge (Party Leader) has overall responsibility for the supervision and conduct of the trip, should have regard to the health and safety of the party and in accordance to Triple Skillz regulations, guidelines and policies.
- The Party Leader must be a full time, experienced member of staff. Ideally, the Party Leader should have prior experience of the type of visit to be arranged.
- The Party leader should have a clearly designated deputy.
- Evidence of expenditure and income should be kept and regularly checked with the account details.
- Ideally, the leader will have a first aid qualification; if not, this should be available within the leadership of the group as a whole and a First Aid kit appropriate to the visit must be carried at all times, including on the journey.
- Risk assessment analysis should be evaluated for every school trip.
- Mixed parties should be accompanied by at least one male and one female staff member whenever possible.
- Where adults other than Triple Skillz staff are accompanying the trip, the number of Triple Skillz staff should be more than half of the minimum number supervisors required.
- A DBS check must be made for all such adults, as well as any parents accompanying the party, otherwise they must never be left in sole charge of learners, for their own and the learners protection.
- The role of staff whose children are in the party should be considered and all parties made aware of the arrangements and their responsibilities.

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- Parents must be fully informed (in writing) about the proposed trip before they are asked for their consent.
- Remind parents that learners cannot be taken on a trip if their written permission is not received by Triple Skillz beforehand and give yourself lots of time to chase parents who forget to submit it to you.
- A copy of all permission slips and risk assessments will be provided to the school or Partnership that the learner is on role with.
- Learners should be briefed to ensure they clearly understand what is expected of them and what the trip will entail. In addition, Learners should clearly understand what standards of behaviour are expected from them and why rules must be followed.
- In addition, details about relevant foreign culture/customs, issues about ringing home (how to avoid causing concern or confusion at home), emergency procedures and rendezvous procedures and discussions about banned items not being brought on the trip and from being purchased during the trip may also be included.
- If there is to be any remote supervision, pupils must be made aware of ground rules and the size of groups to go around in.
- The party leader should carry at least one emergency contact for each of the pupils and member of staff on the trip.

Residential trips abroad

- Party leaders of new residential trips are asked to undertake an exploratory visit as part of the visit/site specific risk assessment, which will assist with pre-planning. If this is not possible, information/advice could also be sought from others involved in previous visits or from reliable local guides.
- When using a commercial travel agents specialising in school journeys, is important that party leaders carry out due diligence and ensure the agents are members of ABTA (Association of British Travel Agents).

Staffing Ratios

It is recommended that there should be sufficient staff to cope with an emergency. The guidelines are:

- Abroad: 1:4 [with a minimum of two adult leaders]
- Other residential: 1:4
- Other visits:1:4 [where the element of risk is normal to that in everyday life]

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of the learner's education at Triple Skillz. However, parents should be told where their child will be when not on Triple Skillz site and of any extra safety measures required. Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside education hours.

Disability and Special Education Needs

The party leader should make every effort to include disabled pupils and pupils with special educational or medical needs on educational visits, whilst maintaining the safety of everyone in the group. Special needs of any kind will be taken into consideration in the risk assessments and planning undertaken in advance of the visit and appropriate measures will be implemented.

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Written Risk Assessments

These should be completed, as appropriate well before the trip - formal assessments of the foreseeable risks that might be met on a trip and the actions to be put in place to prevent or reduce the risk. Pupils must not be placed in situations which expose them to an unreasonable level of risk. Safety must always be the prime consideration.

Dynamic Risk Assessment

The party leader and other staff should monitor the risks throughout the trip and take appropriate action as necessary e.g. risks may need to be reassessed in the light of changing weather, new safety warnings, illnesses, behavioural problems or emergencies.

Reporting dangerous occurrences

Where actual injury is sustained the normal reporting procedure must be undertaken immediately on return to Triple Skillz. In grave situations a preliminary verbal report should have already been given. Useful lessons can be learnt from "near misses" which may help the safety of future parties.

Use of Private cars

Written consent of parents is required when private cars feature in travel arrangements. Drivers must have suitable insurance which covers use on Triple Skillz business and specifically use to transport pupils. It is the responsibility of staff members to maintain professional boundaries at all times (further guidance can be found below). The following checks and rules should be completed and adhered to:

- Safety checks on the car completed before it is used to transport students.
- First aid kit is stored in the car and checked to make sure it has been restocked.
- Seat belts are worn by the driver and all passengers at all times.
- Where there is a male staff driver, female students sit in the back on the opposite side – only a male student can use the front seat if the car is full.
- Where there is a female staff driver, male students sit in the back on the opposite side – only a female student can use the front seat if the car is full.
- Business Insurance, MOT and Tax all up to date and in place.
- No smoking or vaping by staff or students in the car at any time.
- Staff should not use handheld devices whilst driving.
- Staff should not make or receive any personal calls whilst in the car with students.
- Staff should not allow students to link their phones to the car, for example in order to play music.
- Conversations within the car should be kept professional and appropriate and staff should be careful not to reveal any personal information.
- Staff should not drive to their own homes whilst students are in the car with them.
- Staff should not make any personal errands or visits whilst students are in the car with them.

Minibuses

Staff should be experienced drivers, usually over 25 years of age, and for certain vehicles must have passed the relevant PCV test. Drivers Maximum loading capacities must be observed and, in addition to the driver and front seat passengers. Staff must not take risks if a fault develops. All drivers must be strictly within the law. Staff are expected to inform Triple Skillz of any previous motoring convictions or health problems affecting driving.

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- Safety checks on the minibus completed before it is used to transport students.
- First aid kit is stored in the minibus and checked to make sure it has been restocked.
- Seat belts are worn by the driver and all passengers at all times.
- Where there is a male staff driver, female students sit in the back on the opposite side – only a male student can use the front seat if the minibus is full.
- Where there is a female staff driver, male students sit in the back on the opposite side – only a female student can use the front seat if the minibus is full.
- Business Insurance, MOT and Tax all up to date and in place – this is the responsibility of Triple Skillz.
- No smoking or vaping by staff or students in the car at any time.
- Staff should not use handheld devices whilst driving.
- Staff should not make or receive any personal calls whilst in the minibus with students.
- Staff should not allow students to link their phones to the minibus, for example in order to play music.
- Conversations within the minibus should be kept professional and appropriate and staff should be careful not to reveal any personal information.
- Staff should not drive to their own homes whilst students are in the minibus with them.
- Staff should not make any personal errands or visits whilst students are in the minibus with them.

Coach Travel

If travelling by coach the party leader will hire a coach company approved for school trips for example Ausden Clarke. Seats belts to be worn at all times with staff members sitting at different locations throughout the coach for appropriate supervision. If the coach has a toilet this is the only reason that students are able to move around the coach whilst the coach is moving.

Seat Belts

All passengers must wear seat belts in all vehicles at all times.

Information to parents

Clear written information must be given to parents and their written consent obtained. This information should set out the following, requiring response on the signed and dated pro-forma.

- nature of activity and accommodation.
- where and when it is to occur.
- equipment, kit required, travel arrangements.
- cost (including non-refundable portion as deposit).
- any special higher risk activity to be offered in programme requiring special consent.
- request for dietary and medical details and inclusion of written consent for emergency treatment.
- indemnity clause on reply slip and details of limits of insurance cover.
- commitment to provide balance of fee by stated dated on reply slip.
- date for return of reply slips with deposits if required.
- times and place of departure and return – parents must have agreed to meet their child on return.

- modes and duration of travel including the name of any travel company.
- the level of supervision including any times when remote supervision may take place.
- details of accommodation with security and supervisory arrangements.
- details of provision for medical needs and procedures for pupils who become ill.
- names of leader, of other staff and of other accompanying adults.
- details of the activities planned.
- standards of behaviour expected in respect of; alcohol, sexual behaviour, smoking and general group discipline including prohibited items. This information may take the form of a code of conduct which parents should sign.
- details of insurance taken out for the party as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover.
- information on clothing and equipment to be taken.
- spending money to be taken and arrangements for safekeeping and issue of pocket money.
- the trip's policy on the use of mobile phones.
- arrangements for medication their child is taking and what is required if staff are to administer their medication.
- contact phone numbers in case of emergencies.

Emergency Procedures

Leaders in charge of pupils during a trip have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Leaders should not hesitate to act in an emergency and to take life-saving action in an extreme situation. The party leader would normally take charge in an emergency and would need to ensure that emergency procedures are in place. However, in certain situations, it may be more appropriate to have a more experienced member of staff on the trip take charge of the emergency and the party leader look after the rest of the party. All staff involved in the trip should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency. Should an emergency occur:

- establish the nature and extent of the emergency as quickly as possible;
- ensure that the party is safe, accounted for by a roll call, kept together and adequately supervised at all times;
- summon the appropriate emergency services;
- establish the names of any casualties and get immediate medical attention for them;
- if the party is abroad, notify the British Embassy/Consulate and the local police;
- ensure that pupils are accompanied to hospital or police station by a member of staff;
- ensure that, although pupils may wish to reassure parents, they should not be allowed to make direct telephone or other forms of contact in the immediate aftermath of an incident. At that stage full details may not be available and inaccurate information might cause unnecessary speculation and anxiety for relatives and others at home.
- as soon as it is practical the pupil's mobile phones should be collected but left switched on. We should not attempt to prevent parents and children contacting each other; merely try to ensure that incorrect and sensationalised information is not being disseminated. If an incoming call from parents is received, the pupil should be allowed to answer this under staff supervision.

- parents of the pupils directly involved should be contacted as soon as full details are known. Full cooperation should be given if the parents of those directly involved wish to travel to their child, provided that the child is in a place of safety and the emergency services allow.
- ensure no one in the party speaks to the media.
- the name of any casualty or pupil involved should not be given to the media.
- collect details of the incident to pass on to the establishment, which should include nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far, including where casualties have been taken and action yet to be taken and by whom.
- write down accurately and as soon as possible all relevant facts and witness details and preserve vital evidence.
- keep a written account of all events, times and contacts after the incident.
- complete an accident report form as soon as possible.
- liaise with the representative of the tour operator if one is being used.
- ensure no one in the party discusses the incident or legal liability with anyone outside the party.
- report the incident using appropriate forms, if necessary. The emergency contact's main responsibilities are to ensure that the party leader is in control of the situation, establish if any assistance is required from other sources and if necessary, arrange for a senior member of staff to go out to take control or assist, contact parents if required, notify insurers, especially if medical assistance is required and contact any other relevant body.

Missing person procedure

Should a young person go missing whilst on a trip or whilst being transported by a member of Triple Skillz staff, the following procedure should be followed:

- The trip leader and/or the safeguarding lead should be informed immediately.
- The grounds and/or vicinity of the location should be searched by staff members.
- If the young person is not located within 15 minutes of going missing parents/carer should be called in order for them to try and contact the young person.
- The young person's school/partnership should also be contacted at this point, where a discussion should take place between the school and the safeguarding lead to determine at what point the police should be called.
- In the event of being abroad or in a location unfamiliar to the young person, support from the establishment being attended should also be obtained. Police should also be informed of the young person's missing status within an hour.
- Staff should speak to any other students on the trip or in the transport to see if they have any information on the missing student's whereabouts.
- Staff should document everything they have done to try and locate the student, including any conversation between staff members as well as any other agencies.

General advice

The smooth running and general happiness of the party and its leaders will be greatly helped by adherence to the following general points. While these may not appear to be directly linked with safety, poor organisation in these aspects can quickly lead to accident or injury.

- Maintenance of agreed standards of behaviour when the party is travelling, often for long periods in confined spaces. Good food and adequate halts are a big help.

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- Maintenance of good order in hotel/hostel accommodation and awareness of emergency evacuation procedures. A sensible checking routine is needed, dependent on daily/evening activities. This can be effective without being onerous.
- Brief party about avoiding general public including involvement/conflict with other school groups nearby. Not always possible but desirable.
- Avoidance of drunken behaviour and illegal drinking especially on trips abroad. This can pose a major threat.
- Minor crime - ranging from shoplifting to stuffing of coin in slot machines with inappropriate foreign currency, to smuggling goods and illegal articles. Be aware of the possibilities and sensitive to signs of problems.
- Where group activities are involved - sensible choice of individuals in the group with clear instructions and emergency routine/phone number for all times.