



Haileybury  
International Summer School

# Haileybury International Summer School Excursion Policy

Policy date:	April 2024
Date of next review:	April 2025
Owner:	Summer School Director
Intended audience:	Summer School Pupils, Parents, Staff
Location:	Summer School Website, Summer School Handbook

## **1. Scope**

- 1.1. The Haileybury International Summer School ('Summer School') recognises the importance of school excursions for pupils' educational, social, and moral development. The purpose of this Policy is to ensure that school excursions are undertaken as safely as reasonably possible while retaining the enjoyment and educational or social value of the activity. To this end, the careful preparation and supervision of school excursions are essential. Many of the roles detailed below overlap to some extent to ensure that all aspects are fully considered before the start of the excursion.
- 1.2. While the complete eradication of risk is impossible, this Policy aims to ensure that excursions are well planned, that all foreseeable risks have been considered, and safety measures are put in place. All staff on a school visit owe a duty of care to act in the manner of a prudent parent in exercising their responsibilities towards the pupils. The first consideration at all times is the safety of participants.

## **2. Practicalities**

- 2.1. This Policy ensures that:

- The purpose of any visit is clearly understood and is the focal point for any arrangements made.
- All visits have prior approval before going ahead.
- Any pupils with protected characteristics as defined by the Equality Act (2010) are not excluded.
- Adequate provisions and arrangements have been included for all pupils with special needs during educational visits.
- A suitable Excursion Leader is appointed for each type of visit, irrespective of the nature and duration.
- Any selected Excursion Leader has the relevant qualifications (where appropriate), skills, experience and abilities suitable for the responsibilities placed upon them.
- Only appropriate venues and locations are selected, which are well-known and/or have been adequately assessed beforehand.
- Only competent persons for supervisory roles are selected and have been suitably vetted and cleared in line with the Summer School's safeguarding procedures.
- Educational excursions are arranged only where the risks have been assessed and reduced to as low as reasonably practicable beforehand.
- Effective levels of supervision are provided at all times appropriate to the numbers and age group(s) of the pupils.
- Those whose behaviour represents a threat to the health and safety of themselves and those around them are excluded.

- 2.2. Arrangements

The following arrangements and activities are in place in order to meet the above requirements:

- A comprehensive risk assessment system and procedure to identify risks to the health and safety of all those who attend an educational visit and to determine the necessary precautions required to adequately control the risks.

- All museums, destination activities and sites have provided risk assessments that our Head of Health and Safety has approved. All destinations have been visited by a member of staff.
- Some museum visits will involve hands-on workshops with museum staff. Haileybury has copies of the museums' safeguarding policies and Haileybury staff will also join the workshops.
- A set of procedures to be followed in the event of an emergency or any unpredicted event that may threaten the health and safety of anyone during the visit.
- We further risk assess the entire excursion to include arriving and departing destinations, any walking parts of the tour etc. All staff members carry copies of the risk assessment on the excursion.
- A reporting procedure for any accidents or incidents that may occur on the visit and for observed conditions that may lead to such incidents.
- A system for providing feedback on the experiences of all educational visits that enables improvements and enhancements of future visits to be considered.
- There will be at least one member of staff who is First Aid qualified and will carry a mini first aid kit.
- Provision of relevant, more detailed and updated internal guidelines, checklists and procedures to ensure a safe and successful visit
- Itineraries and schedules for all proposed travel and activities
- Appropriate and adequate provision of information and instruction to all those who require them
- Appropriate mobile communication methods, systems and equipment, including pupil and parent contact details
- The assessment and provision of a licensed transport provider and adequately maintained transport vehicles wherever and whenever required.
- The assessment of appropriate modes of travel and provisions for alternative arrangements in the event of an emergency.

### **3. Responsibilities**

#### **3.1. Summer School Director**

- Coordinates and oversees all issues and controls regarding excursions and is the liaison between all appropriate parties during the planning and organisation. This includes the need to ensure that the requirements of this Policy are carried out and that any problems or difficulties in meeting these requirements are reported.
- Responsible for ensuring that any systems and procedures laid down for dealing with educational visits and the selection of suitable persons and organisations involved follow this Policy's requirements and are entirely in place before the commencement of any educational visit.
- Responsible for ensuring that feedback is obtained from all educational visits and utilised, where practicable, to both enhance and improve any future arrangements and selection processes.
- Delegates specific tasks to other staff members and ensures that such delegation is appropriate and clearly understood.
- Reserves the right to exclude any pupil from participating in an excursion or any part of the excursion. This authority is delegated to the Excursion Leader, who is authorised to forbid

the pupil from participating at any time during the excursion if it becomes clear that the pupil is either incapable or insufficiently responsible for undertaking all or any part of the excursion or activities.

### 3.2. Excursion Leader

- The Excursion Leader will be in charge of the whole excursion. There will be a coach leaders and staff ratio of at least 1:7 on museum/walking excursions and at least 1:12 on excursions to a single, enclosed destination (e.g. a theme park). Registers will be taken regularly throughout the day.
- When instructed and delegated to by the responsible person named in this Policy, the Excursion Leader will plan the proposed visit, taking into account the health and safety risks that may arise before, during and after the visit.
- To appoint, where considered appropriate, any competent deputy or deputies in support of any visit.
- To ensure that as much relevant information is obtained on any proposed visit, venue and location to enable an appropriate risk assessment to be carried out. This may include an exploratory visit beforehand.
- To ensure that the needs of all those included on the visit are assessed and provided for.
- To ensure that the risk assessment(s) also determine the appropriate level of supervision, first aiders and any other specifically trained and/or experienced personnel.
- To ensure that all equipment and materials required for a visit are adequate and arrangements are made to store them safely and correctly.
- To brief all group members on the main elements of the visit, the standards expected and the roles and responsibilities of all prior to commencing the visit.
- To finalise all details and arrangements with the responsible person named in this Policy.

### 3.3. Pupils

- Must dress and behave sensibly and strive to meet the expectations placed upon them.
- Must follow the instructions given to them by any accompanying adults.
- Must not take any unnecessary risks or place their fellow pupils at unnecessary risk.
- Report to any supervising adult any concerns they may have during the visit and, in particular, if and when they are asked to partake in any activities.
- All pupils will wear a lanyard and Haileybury ID card which has the emergency number on it. Pupils will also have a booklet that details the itinerary and gives the phone number of the Excursion Leader. All staff and pupils will carry a Haileybury backpack and wear a Haileybury cap which enables easy identification.
- During shopping time after walking tours and at theme parks, pupils aged 14 and over might be allowed some time to explore in groups of at least three as long as they report back to a member of staff every 30-45 minutes. Pupils aged 13 and under must stay with a member of staff at all times.

## 4. Transport

- 4.1. The Summer School Director will consider the transport needs of any excursions. The Summer School will use a preapproved coach company and transport.

## **5. Incident where the group is separated, e.g. terrorism incident**

- Excursion leaders should make sure all staff know what to do in a terrorist incident or some other incident that causes the group to become separated or in danger.
- Follow all instructions from emergency services.
- Staff should ensure groups and other staff know where to meet in case of an incident, e.g. a high profile point if the group disperses. This should be done at the start of the excursion and also during the excursion.
- Groups should stay together, particularly in more vulnerable/likely places, e.g. a major city – it is best not to split into too many smaller groups. Also, consider carefully whether it is safe to allow groups to split up into different locations.
- If there is an incident, fewer groups and staying together will make it easier to look after everyone and deal with any injuries.
- At any time, e.g. in a shopping centre, where you allow pupils to move around on their own, they must know where to meet in case of an emergency and carry their information card with them to get help if needed. Consider carefully whether it is safe to allow pupils to move around on their own – consider their age and make sure they stay in groups of three or more. If you are unsure, do not allow them to move around unsupervised.
- In general, please remind staff and pupils to be vigilant and stay safe.
- If there is an incident, once it is safe to do so, contact the School or duty member to update them on what is happening and the support you need.
- In the event of a terrorist attack, the Government has issued that the best practice is to RUN – HIDE – TELL. <https://www.gov.uk/government/publications/stay-safe-film>

## **6. Rules applying to excursions**

- Summer School rules are to be strictly adhered to throughout a school excursion.
- Every pupil should have a current copy of the rules, these are available in the Summer School Pupil Handbook.
- Further copies are obtainable from the School Office. In particular, pupils' attention should be drawn to the following rules:
  - The purchase and/or consumption of alcohol on a school excursion is expressly forbidden for pupils.
  - Whilst the law regarding the purchase and consumption of alcohol may be more relaxed in other countries, the rule concerning alcohol will be consistently applied by staff.
  - Pupils are forbidden to purchase alcohol on their return as a gift for parents.
  - Staff are not permitted to purchase and store alcohol for pupils.

## **7. Smoking**

- 7.1. Smoking is forbidden at all times on school excursions.

## **8. Forbidden items**

- 8.1. The following items may not be brought, or purchased, on a school excursion :
- Fireworks, matches, cigarette lighters.

- Knives, guns, catapults and similar offensive weapons.
- Cigarettes and other smoking materials (including shisha and e-cigarettes).
- Any illegal substances.
- Pornographic material.
- E-cigarettes and shisha pens.
- Solvents.

## **9. Illegal substances**

- 9.1. Any drug-related offence, including the possession, use or distribution of illegal substances or any drug paraphernalia, is regarded extremely seriously.
- 9.2. Any pupil who disregards English law with regard to illegal substances cannot expect to continue their course at Summer School.

## **10. Behaviour**

- The highest standards of behaviour are expected from all pupils on an excursion.
- Whilst on a School excursion pupils are representing the Summer School and, as such, are expected to display good manners, common sense, honesty and consideration for others.
- Social media use must be entirely appropriate and not bring the Summer School into disrepute.
- Pupils should not take unnecessary risks and should be sensitive to local customs and cultures.
- The instructions of staff should be followed at all times. This is particularly important during the journey and with regard to reporting times, evening curfews and bedtimes.
- Poor behaviour brings the Summer School into disrepute and is unacceptable.

## **11. Related documents**

- Haileybury International Summer School First Aid Policy and Procedures.
- Haileybury International Summer School Health and Safety Policy.
- Haileybury International Summer School Safeguarding Policy.

<b>Version history</b>		
<b>Date</b>	<b>Reviewed by</b>	<b>Notes</b>
August 2021	Summer School Director	New policy
April 2024	Summer School Director and Commercial Operations Director	Reviewed