

Priory School

Policy on Disaster Occurring on a School Trip

This Policy should be read in conjunction with the School's policies on Health and Safety and Child Protection, and has regard to the DfE Guidance 'Health and Safety Advice for Schools'.

In order to cover the possibility of a disaster occurring involving Priory School pupils and accompanying staff while on a school trip (whether in the UK or abroad), the following procedures should be followed:

All excursions must be led by an appropriately experienced member of staff, who is responsible for, and has full authority over, the safety and behaviour of the pupils and the welfare of both pupils and accompanying staff. A nominated deputy leader must also be appointed.

A staff / pupil ratio of 1:10, with both male and female teachers involved if possible – at least one of whom should be a trained first-aider – is required.

Initially, official approval must be obtained from the Principal or other senior manager, who will satisfy him/herself that all necessary planning and risk assessment procedures have been implemented.

In the case of an overseas trip, advice must be sought as to its advisability from appropriate embassies or government departments.

A. Preliminary Planning

The teacher in charge must, **at least two weeks before the trip,**

- a) provide a detailed itinerary and programme of activities, copies to go to all parents / guardians, the school office / Principal, staff accompanying.
- b) Obtain written permission from all parents / guardians.
- c) Compile a file containing all contact details of pupils and accompanying staff, together with any relevant medical information.
- d) Provide a First Aid kit.
- e) Conduct a full risk assessment, to be signed off by the Principal or a senior manager.
- f) If the site to be visited is deemed to be at risk of danger, steps are to be taken in accordance with Section B, points f to l below.

B Action to be taken by the teacher in charge (or his/her deputy in case he/she is disabled by the incident) in the event of a disaster occurring

- a) Ensure that all those injured and those still mobile if injured are moved to safety, bearing in mind the possible risk of further injury to those disabled by the incident if they are moved.
- b) Telephone emergency services immediately.

- c) Administer first aid to those injured **if safe to do so**.
- d) Make those immobilised by the incident as safe and comfortable as possible.
- e) Ensure that one member of staff accompanies casualties to hospital.
- f) Contact the Principal as soon as possible, with full details of the incident.
- g) Place an immediate embargo on the use of private phones until the Principal has been informed and has had time to contact the family members of those involved under the School's **communications protocol** (*see appendix*).
- h) Make all arrangements for the safe return of all pupils and staff to their accommodation base, and back home if it is deemed that the tour cannot continue.
- i) The member of staff in charge of the tour or, if disabled by the incident, his/her deputy must provide a fully detailed written report of the incident as soon as possible to the Principal; this should include contact detail of any witnesses if possible in case of any legal or insurance issues that may arise.
- j) Legal liability must never be admitted or even discussed.
- k) Any contact with the press or broadcasting media is to be dealt with **SOLELY** by the Principal.
- l) All communication with insurers, the Health and Safety Executive, emergency services authorities and relevant arms of the local authority is to be handled by the Principal.

Appendix

Authorised by the Principal, Mr E J Matyjaszek

January 2018