



# The Priory School of Our Lady Of Walsingham



## School Trip Disaster Policy

Reviewed by: Executive Committee

On: .....

Next review due: September 2024

Signature of Principal .....

## School Trip Disaster Policy

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

*This policy also applies to the EYFS.*

**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 recommended staff / pupil ratio of 1:10, with both male and female teachers involved – 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 (to aid disaster or emergency planning)**

In accordance with the Priory School Trip Planning Checklist, the teacher in charge must:

- 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 or emergency 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.

### C. Communications Protocol

1. The School Communication Protocol is a procedure to be adopted where, in the event of an incident on a School trip, communication must be made to all parents/guardians who have children on the trip.
2. In the event of an incident where it is necessary to confirm the safety of children to parents/guardians, the School will act as the immediate and sole conduit of all information to parents.
3. The member of staff in charge of the trip will communicate by mobile phone direct to the Principal or a designated senior manager.
4. The Principal or designated senior manager will then email directly to a pre-set-up address group of trip parents, outlining exactly what has happened. A notice as appropriate will be posted on the Home Page of the School's website.
5. All communication will then be solely between the Principal or designated senior manager and the tour leader, who will relay information direct to the pupils on the trip as appropriate. Parents/ guardians will not communicate directly with staff assisting on the trip – only with the tour leader, and only if approval has been granted by the Principal or designated senior manager.
6. Pupils may be supplied with their mobile phones only for the purpose of communicating directly with their parents/guardians, and for no other purpose. Phones handed out must then immediately be returned to the tour leader. Any use of social media by pupils, staff or parents/guardians is strictly prohibited until so approved by the Principal or designated senior manager. This is to cover the possibility of any legal issues that may arise. 7.
7. This protocol will be issued to all parents/guardians of children on the trip if considered by the Principal or designated senior manager to be appropriate. It concerns only information about an incident where speed and certainty of information is critical to allay anxiety or effect assistance

Authorised by the Principal, Mr David EJJ Lloyd

September 2023



# Priory School Trip Planning



Proposed Trip:		Proposed Date of Trip:	
Year Group(s) Involved:		Name of Trip Leader:	
Step	Timing	Action	Date Completed
1	As far in advance as possible	Seek initial permission with DEJL/Execs for trip to go ahead Check with KW that this date is not already booked. Agree calendar date and advise MA/NA	
2	As far in advance as possible	Book venue and arrange transport. Notify KW Provide costing. Ask KW for approval. Complete a full Risk Assessment and send to KW/DEJL for checking – file in office. Complete an Absence Request form Ensure adequate staffing is available, paying attention to gender balance and necessary student- teacher ratios.	
3	At least three weeks before the trip	Draft letter to parents and send to KW/DEJL for proof reading. Ensure permission obtained via email - info includes: <ul style="list-style-type: none"><li>• Child's full name</li><li>• Method of payment BACS details including with reference</li><li>• Telephone contact details for the day of the trip</li><li>• Medical alerts</li><li>• Clear date by which returns are needed.</li></ul>	
4	At least month before the trip	Confirm with DEJL/KW that trip is viable. Send letters to parents Office collate full register and store contact details as returns come in	
5	One week before trip	Follow up on any non-returns Check with NA that payments have been made	
6	School day prior to the trip	Meet with students and issue clear instructions. Include: <ul style="list-style-type: none"><li>• When, where they are to meet</li><li>• Uniform requirements</li><li>• Expectations of behaviour</li><li>• Safety procedures</li><li>• Reminder to take medicines if necessary</li><li>• School mobile phone number on which students can contact you if they become separated from the group.</li></ul> Collect school phone and first aid kit from the Office.	
7	On day of trip	Take register Leave or email a copy of completed register, contact number and expected time of return with KW in office.  Ensure that trip pack is taken including <ul style="list-style-type: none"><li>• Risk Assessment</li><li>• Parental contact details</li><li>• Medical lists and alerts</li></ul>	



## Initial Trip Request Form



Do not proceed until this document is submitted and the trip agreed.

Trip Leader	
Destination & Duration	
Method of Travel	
Nature of Trip inc. any Adventurous Activities	
Proposed Dates	
Number of School Days Absent	
Tour Operator	
Year Groups	
Number of Staff	
Names of Staff	
Estimated Cost of Trip (pp)	
Other Relevant Information	

Requested and signed by Trip Leader:

Date:

Agreed and signed by DEJJL, ES or AB:

Date: