



CHELTENHAM
PREP SCHOOL

Cheltenham College Preparatory School and EYFS Welfare, Health & Safety on School Trips Policy

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Approver: Noll Jenkins

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Introduction

Cheltenham Prep (including EYFS) places a high value on fieldwork, excursions, visits and other organised trips: they are of enormous benefit. It is a central part of the ethos of Cheltenham Prep to provide the opportunity for educational visits and school excursions. Pupils' physical and moral safety is of paramount concern.

Cheltenham Prep accepts that trips, visits and outdoor activities cannot be completely without risk but it requires that those staff in charge take all reasonable precautions to protect the health, safety and welfare of pupils and staff, and minimise the risk of untoward or dangerous situations (in accordance with DCSF Guidance *Health and Safety of Pupils on Educational Visits*). For more information, please copy and paste the link below into your Internet address bar.

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits>

Trips and Visits

Cheltenham Prep regularly takes pupils on day trips to historic sites, museums, galleries, natural features etc. to support the curriculum in a range of subjects. In addition there are theatre trips for older pupils in Cheltenham Prep.

In addition to day trips pupils have the opportunity to experience each of the following:

Overnight stays include MFL trips to France and the ski trip for Years 5 to 8.. Sports Tours have seen annual trips to Guernsey, Rosslyn Park Sevens and pre-season cricket training in Spain. There have also been tours to Dublin, Cork and Barbados as part of a tour programme for selected pupils in Years 7 and 8. These tours are for boys and girls. These sports tours have alternated with a Music/Cultural Tour, which have visited destinations such as Annecy (France), Rome (Italy), Vienna (Austria) and Sicily.

Outdoor education (on and off site) includes residential stays at activity centres for Years 4 to 8 as part of 'Activity Week' in the summer term. Boarders enjoy a wide range of activities evenings and weekends for which parental consent is sought.

There is more about the trips, visits and activities that are available to pupils and parents on the web site, the prospectus, through letters, and at parents' briefings. All trip details are sent to parents and guardians by clarion email or via the EVOLVE on-line trip management system to ensure access to correct information for all.

Information on planned trips and activities

The Cheltenham Prep calendar lists the trips and visits due to take place over the coming term together with a list of planned home and away sports fixtures. Details for specific trips are sent to all parents in advance with details of approximate cost, where applicable, although the majority of trip costs are already built into the general fee structure with no extra charge required.

This is designed to help parents plan holidays and plan financially and minimises trips clashes and helps to ensure equality of opportunity for boys and girls across all Year groups.

Planning a trip

Staff planning a residential trip are asked to complete a trip a proposal by February half term for the following academic year. Proposals are submitted electronically or in hard copy to the (Assistant Head Compliance & Outreach). At this stage details should include destination, duration, dates, academic fulfillment (the stated objective to the trip), cost, proposed staffing and a brief outline of the planned activities. Before the end of the Spring term the Assistant Head Compliance & Outreach consider proposals and agree on which are to be presented to parents and pupils. The Assistant Head Compliance & Outreach and DH(P) (Deputy Head – Pastoral) are expected to provide variety and equality of opportunity in the trips and tours on offer. The final decision rests with the Head.

The final list is published to the parents before the end of the academic year to allow them to plan for the coming year.

Communication of the trip then rests with the trip organiser who works with the Assistant Head (Compliance & Outreach). The following steps are guidelines to trip organisers and are usually collated and entered using the on-line EVOLVE (trips management) system:

Write to parents outlining details of the trip and asking for expressions of interest. At this point the Assistant Head (Compliance & Outreach), trip organiser and DH(P) will decide on the viability of the trip.

If agreed to proceed then inspection visits, venue bookings, initial deposits from parents and risk assessments are undertaken. The timescale for this depends on the trip type but for overseas ventures this stage should be reached 6-12 months prior to departure.

The trip leader is then required to complete documentation confirming dates, pupil and parents briefing is arranged, usually 2 to 3 weeks prior to departure. At or before this meeting final balances of payment are paid, parental consents are collected. Where possible all staff involved in the trip are asked to attend this meeting.

Prior to departure pupils are briefed on the objectives of the trip, the expected standards of behaviour and for some trips parents and pupils sign a code of conduct. Pupils are told of any special safety measures that are in place and it is explained that these measures are for their benefit. Pupils are told what to do if they become separated from the groups, which member of staff is responsible for their group and any emergency procedures are discussed. This information is repeated several times at intervals during the trip depending on the age of the pupils. Where children are operating in a second language parents or fluent peers are asked to help with disseminating this information.

Pupils are made aware of basic safety rules when using transport and this is repeated regularly throughout the trip.

Parents and pupils are given every opportunity to ask questions and are encouraged to provide all relevant information regarding the pupil's participation in the trip.

Planning transport

This is organised in conjunction with the Bursary/Accounts Administrator who makes the transport bookings for Cheltenham Prep. Coaches are hired and it is the responsibility of the trip organiser to ensure coaches have seat belts. Minibuses are booked through the College Transport Manager and requests made via the transport database. All Cheltenham Prep drivers must have completed a driving assessment before driving any College vehicle. All other transport is booked through reputable hire companies.

Overseas trips

Cheltenham Prep overseas trips use reputable tour operators who are asked to provide contact details of previous

schools who have used their services. These operators are able to supply details of local legislation, details of vaccinations and visas required and insurance. Where possible they are asked to provide a full time member of staff to join the group in the host country. For trips to European countries native speakers who are members of Cheltenham College staff are asked to attend. Passports are collected in advance and any applicable pupils are asked to obtain any visas for foreign travel themselves. This is not the responsibility of the school.

Prior to departure a duplicate of the organiser file is left with the DH(P), Assistant Head (Compliance & Outreach) or other senior member of staff who is designated as the UK contact for the duration of the trip. This person is required to hold a full passport valid for travel and be prepared to join the group in an emergency. This file contains details of group, medical conditions, passport photocopies, ticket copies, insurance documents, parental consent forms and parental contact details. For group leaders this also contains details of the nearest UK Embassy, nearest hospital and local emergency phone numbers.

First Aid

Requests for first aid kits should be made to the Cheltenham College Health Centre two weeks prior to departure detailing any special requirements for a particular destination. Sports first aid kits are stocked with sufficient supplies for the duration of the trip and for tours some of these supplies may need packing and storing separately.

All minibuses carry first aid kits and all trip leaders are required to identify a designed first aid person with appropriate qualifications for the trip.

Supervision, staff ratios and vetting checks

Ratios of staff supervision vary according to the age, ability, gender, medical requirements of the group and the activities involved. Cheltenham Prep supervision ratios follow DCSF Guidance (*Health and Safety of Pupils on Educational Visits*). Staff attending trips are employees of Cheltenham College and have enhanced DBS checks undertaken prior to commencement of employment.

The following staff : pupil ratios are observed:

- ☐ 1:4 for EYFS
- ☐ 1:6 for Years 1-3
- ☐ 1:10 for Years 4-6
- ☐ 1:15/20 for Years 7&8 (depending on the trip and level of supervision required)
- ☐ Residential trips will always have a minimum of 1:10

Trip leaders are expected to have assisted on trips of a similar nature prior to leading a trip.

Staff drinking alcohol on a school trip

Staff should always be in a position to be able to fulfil supervisory duties at any time, should the need arise. Staff should not drink in front of children/pupils, at all, under the age of 16.

Staff need to be alert to the potential for an emergency situation to arise at any time, day or night. Therefore designated staff should not drink when on duty. The number of staff designated to be on duty at any time, will depend on the ratio of pupils: staff on the trip, and also the nature of the trip itself. It is the trip leader's responsibility to choose the designated ratio of duty staff for the trip and to ensure this is actioned and cover is adequate.

Consent

Cheltenham Prep requires parents' specific, individual written consent if pupils are on a trip or visit that involves an overnight stay, an overseas visit or extra cost. Cheltenham Prep cannot take a pupil without a completed and signed consent form, including contact in an emergency. This form is sent well in advance and must reach the school at least three working days before the start of the trip.

Insurance

The School arranges insurance cover to ensure that school trips are adequately protected from losses through

cancellation, delayed departure, lost luggage, medical and associated expenses, personal accident and personal effects. All overseas trip organisers are required to consult with the Finance Bursar, whilst planning a trip, to ensure that any potential exclusions, such as winter sports and hazardous activities are suitably covered.

Risk Assessment and Safety

For high-risk trips (Residential, Overseas and Adventurous), risk assessments must be completed at least two-weeks before the departure date to enable time for the safeguarding and due diligence assessments.

Staff leading any off-site activity are required to complete a trip plan electronically using 'Evolve' (trip management system) for their trip or activity, which includes identification of significant risks and control measures to reduce those risks; this will be checked with The Assistant Head (Compliance & Outreach) for their approval. The risk assessment primarily covers activity details, venue and accommodation, transport, medical details and foreign travel documentation. In addition to this record on the Cheltenham Prep database hard copy is held by the UK contact (normally the DH(P)) for the duration of the trip. Any external providers of a service are also asked to supply their own risk assessments prior to confirmation of booking.

Safety is our top priority. Cheltenham Prep expects parents to support it in ensuring that pupils follow the instructions given either by a member of staff, or by a qualified instructor, and uses the proper equipment. The College reserves the right to send pupils home early at their parents' expense, if they decline to follow reasonable instructions given for their own safety or do not follow the College's rules, regulations and policies.

Where a pupil has identified behavioural issues or vulnerabilities, these should be assessed, given the nature of the trip and appropriate controls put in place and recorded on the risk assessment. Advice and guidance can be sought about individual pupil concerns from House Parents, DSL, Tutors and Health Centre.

In specific cases an individual (pupil) risk assessment may be appropriate.

Each case will be determined on its merits, The school reserves the right to decide whether a child is able to attend a trip.

Emergency procedures

Where tour operators are used they are asked to provide detail of their emergency procedures. In all other cases emergency procedures are set out as part of the risk assessment. All staff attending the trip are told who will take charge in the event of an emergency, usually the trip leader, and who will take charge if that person is unable to do so. In the event of an emergency the trip leader will assess the situation, safeguard uninjured members of the group, ensure the casualty is attended to, inform the emergency services if required and inform the DH(P) or home contact. The DH(P), Assistant Head (Compliance & Outreach) or Jim Onions (Health & Safety Officer) will talk this through with all the staff attending in a pre-departure meeting. At this meeting all staff will be told their responsibilities in the event of an emergency or major incident. One member of staff will be identified to record any details of the incident, as it happens to provide as accurate an account as possible. All emergency contact details are programmed into all staff phones at this stage.

The trip leader will be required to manage the situation on the trip with assistance from attending staff. The DH(P) will be expected to contact the Head, insurers and notify the tour operator. In the event of serious incident members of Cheltenham Prep will convene to manage the incident from school (Crisis Management Team). The Crisis Management Team will likely consist of the following: Head, Senior Deputy Head, Deputy Head (Pastoral), Assistant Head (Compliance & Outreach), College Health & Safety Officer and/or Head of Boarding (in the event of boarders being present on the trip).

No member of the party or Cheltenham College should talk to the media at any point or discuss liability for the incident with other parties.

Reports of serious incidents should be provided to Assistant Head (Compliance & Outreach), DH(P) and Head as soon as possible on return from the trip.