

KHALSA SECONDARY ACADEMY STAFF POLICIES

EDUCATIONAL VISITS POLICY (S09)

DATE APPROVED:	June 2013
DATE FOR REVIEW:	June 2015
APPROVED BY:	SITE/ICT COMMITTEE

This policy will apply to all pupils of Khalsa Secondary Academy:

This policy is designed to ensure that students stay safe and healthy on school visits.

- The policy has been written in accordance with current DfE Guidance: Health and Safety of Pupils on educational Visits and ROSPA guidelines. (www.rospea.org.uk/safetyeducation/schooltrips)

Every effort will be made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender, religion etc.

Policy objectives

- To detail the procedures required when organising a school trip.
- To define the type of trips that should be encouraged to take place.
- To identify the roles of trip organisers, accompanying staff and students.
- To identify the standards expected from all participating in school trips.
- To identify the types of work to be completed on school trip.
- To make trips enjoyable for both staff and pupils
- To ensure parents that the child's safety is paramount in planning a school visit

Types of school trip

Students at Khalsa Secondary Academy will be actively encouraged to attend the many types of school trips that are offered, these are listed below

- Short visit, close to school
- Visiting a place of educational interest some distance from school
- Visits to other schools
- Residential visits

Charging for visits

The Principal may not impose a charge on parents for any visit that occurs during school hours. The Principal may, however, ask for a voluntary contribution. Parents should be made aware that the contribution is not compulsory, and the children of parents who do not contribute may not be discriminated against. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up. Charging parents for an optional extra visit may not include an element of subsidy in respect of other pupils whose families do not meet the full charge. The Principal may, however, charge parents for board and lodging on residential visits as well as the full costs when a visit is deemed to be an 'optional extra'. An optional extra falls wholly or mainly outside school hours; does not form part of the National Curriculum; is not in scope of the statutory requirements relating to religious education.

Where charges are made by the governing body for optional extras, parents may apply for a remission for the whole or part of the charges if in receipt of the following state benefits
Income support

- Family credit
- Income based job seekers allowance
- Disability working allowance

Banking arrangements will be made using Facility CMIS to separate the visit's receipts from other accounts.

Roles and responsibility

Overall guidelines

- The overall responsibility of any trip will rest with the Principal
- Each trip will have a designated member
- All trips will be led by a qualified teacher preferably the class teacher
- All Group Leaders **and Deputy leaders** must have completed a preparatory visit, and be fully aware of the area to be visited.
- All other adults must be aware of their individual roles and responsibilities

These duties apply to all school visits. Teachers and other staff in charge of pupils have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

Specific Responsibilities

Governing body

The governing body will satisfy themselves that:-

- the risk assessment has been carried out,
- appropriate safety measures are in place
- training needs have been addressed.
- the visit has a specific and stated objective;
- plans comply with regulations and guidelines, including the school's health and safety policy
- the /group leader reports back after the visit;
- they are informed about visits well in advance;
- assess proposals for certain types of visit, which should include visits involving an overnight stay, activities which may contain some challenge e.g camping, residential visits, or travel outside the UK,
- If the school is leading an adventure activity, the governing body must ensure that the group leader and other supervisors are suitably competent to lead or instruct pupils in the activity, bearing in mind that some pupils may be novices.
Competences should be demonstrated by holding the relevant National Governing Body (NGB) award where it exists.

The Principal

The Principal should ensure that:-

- The group leader is competent to monitor the risks throughout the visit;

- adequate child protection procedures are in place;
- all necessary actions have been completed before the visit begins;
- the risk assessment has been completed and appropriate safety measures are in place;
- training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;
- the group leader has experience in supervising the age groups going on the visit and will organise the group effectively;
- the group leader or another teacher is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place
- group leaders are allowed sufficient time to organise visits properly;
- non-teacher supervisors on the visit are appropriate people to supervise children.
- ratio of supervisors to pupils is appropriate.
- governing body has approved the visit, if appropriate;
- parents have signed consent forms;
- arrangements have been made for the medical needs and special educational needs of all the pupils;
- adequate first-aid provision will be available;
- the mode of travel is appropriate;
- travel times out and back are known including pick-up and drop-off points;
- there is adequate and relevant insurance cover.
- they have the address and phone number of the visit's venue and have a contact name;
- a school contact has been nominated (this may be the Principal) and the group leader has details;
- the group leader, group supervisors and nominated school contact have a copy of the agreed emergency procedures;
- the group leader, group supervisors and nominated school contact have the names of all the adults and pupils travelling in the group, and the contact details of parents and the teachers' and other supervisors' next of kin;
- there is a contingency plan for any delays including a late return home.

Group leader

A teacher as the group leader, will have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The group leader will be appointed or approved by the Principal or the governing body.

The group leader should:

- obtain the Principal's prior agreement before any off-site visit takes place;
 - follow the governing body regulations, guidelines and policies;
 - appoint a deputy;
 - clearly define each group supervisor's role and ensure all tasks have been assigned;
 - be able to control and lead pupils of the relevant age range;
 - be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity will take place
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- be aware of child protection issues;
 - ensure that adequate first-aid provision will be available;
 - undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
 - undertake and complete a comprehensive risk assessment.
 - review regularly undertaken visits/activities and advise Principal where adjustments may be necessary;

- ensure that teachers and other supervisors are fully aware of what the proposed visit involves;
- have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- ensure the ratio of supervisors to pupils is appropriate for the needs of the group.
- consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;
- ensure that group supervisors have details of the school contact;
- ensure that group supervisors and the school contact have a copy of the emergency procedures;
- ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- observe the guidance set out for teachers and other adults;

Teachers

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Where it is appropriate the school will ensure that DBS screening is available for volunteer adult Staff

- All staff must be made aware that they are responsible for all children at all times and must, therefore behave in a responsible manner.
- All adults must be aware of their individual responsibilities on the trip
- All staff must agree to a code of conduct and behave in line with their contract
- All staff will hold a fully serviceable mobile phone at all times, to be used in the event of an emergency

The group leader will take overall responsibility for reporting back on staff behaviour as part of the overall evaluation of the trip. Any disciplinary action will be assessed and acted on by the Principal on the return to school.

Teachers on school-led visits act as employees of the governing body, whether the visit takes place within normal hours or outside those hours, by agreement with the Principal and governors. Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They should:

- follow the instructions of the group leader and help with control and discipline;
- consider stopping the visit or the activity, notifying the group leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable.
- all supervisors should be aware of any pupils who may require closer supervision, such as those with special needs or those likely to cause trouble. Teachers retain responsibility for the group at all times.

Adult volunteers

Non-teacher adults on the visit should be clear about their roles and responsibilities during the visit.

Non-teacher adults acting as supervisors must:

- do their best to ensure the health and safety of everyone in the group;
- not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
- follow the instructions of the group leader and teacher supervisors and help with control and discipline;
- speak to the group leader or teacher supervisors if concerned about the health or safety of pupils at any time during the visit.

Pupils

The group leader should make it clear to pupils that they must not take unnecessary risks;

- follow the instructions of the leader and other supervisors including those at the venue of the visit;
- dress, behave sensibly and responsibly and be sensitive to local codes and customs;
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways wherever possible.

Pupils should understand:

- the aims and objectives of the visit/activity;
- the background information about the place to be visited;
- how to avoid specific dangers and why they should follow rules;
- why safety precautions are in place;
- why special safety precautions are in place for anyone with disabilities;
- what standard of behaviour is expected from pupils;
- who is responsible for the group;
- what to do if approached by anyone from outside the group;
- rendezvous procedures;
- what to do if separated from the group;
- emergency procedures.

The group leader must ensure that the pupils are capable of undertaking the proposed activity. Pupils should be encouraged to take on challenges during adventurous activities but should not be coerced into activities of which they have a genuine fear

The group leader should decide how information is provided, but must ensure that the pupils understand key safety information. For some pupils on overnight visits it will be their first experience away from home on their own and in the close company of other pupils.

For residential visits all group members should must the address and telephone number of the accommodation in case an individual becomes separated.

Where visits involve multiple activities with differing requirements each activity will need to be assessed and separate information provided.

- Pupils should be aware of who is responsible in any instances where the group leader has delegated responsibility to another member of staff or instructor.
- If at any time there is a change in the planned schedule new activities should be assessed and pupils provided with the appropriate information.
- It is important that pupils are told not to go off on their own

It is expected that all normal school codes of dress and behaviour will be imposed on any trip. Specific arrangements regarding each trip should be discussed with the Principal before the trip goes ahead. It is recognised that in many cases, for example, the wearing of school uniform would be totally inappropriate, but the policy on jewellery would still apply. It is the responsibility of the trip organiser and accompanying members of staff to ensure such standards are complied with. The students and staff must be aware that they are representing the school at all times and are, therefore, responsible for ensuring that they do not, at any time or under any circumstances, bring the school into disrepute. The school does not wish to stifle the enjoyment of trips, but just wishes to ensure the good behaviour and safety of everyone participating in them.

Parents

- Parents should be able to make an informed decision on whether their child should go on the visit.
- The Principal should ensure that parents are given sufficient information in writing and are invited to any briefing sessions.
- The group leader should ensure that parents have early written information about the costs of the visit. .
- Parents should be given enough time to prepare financially for the visit. It may be useful to break the costs down into subheads such as travel, hostel, meals etc.
- The class teacher will tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct.
- Parents will be asked to agree the arrangements for sending a pupil home early and who will meet the cost.
- Special arrangements will be made if necessary for parents for whom English is a second language.

- Parents will need to provide the group leader with emergency contact number(s);
- Sign the consent form giving the school information about their child's emotional, psychological and physical health which might be relevant to the visit (by means of the consent form).

- For regular out of hours clubs, school teams and nearby visits, parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents will be given the timetable (*or just information*) for the activities that pupils are involved in and will be informed [by letter/phone call/through their son/daughter] if an activity has to be cancelled. This will normally be updated each term.

For any visit lasting a day or more or involving significant travel, or adventurous activity parents will be asked to sign a letter, which consents to their son/daughter taking part. The school will have a standard model letter, which should be used for this purpose.

If parents withhold consent absolutely the pupil will not be taken on the visit but the curricular aims of the visit will be delivered to the pupil in some other way wherever possible. If the parents give a conditional consent the Principal will consider whether the pupil may be taken on the visit or not.

A parental consent form must be completed for each pupil in the group.

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all residential *visits* parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

Communication with parents during residential trips

The class telephone tree will be activated to inform parents of the safe arrival of their children to the initial destination. The same method will be used to inform parents of the expected arrival time on the return trip. Parents must be given details of the places that the children will be staying at so that they can communicate in an emergency.

Medical consent

This will form part of the parental consent form. Parents will be asked to agree to the pupil's receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this, it may be necessary to withdraw the child from the visit - given the additional responsibility this would entail for the group leader.

Doctors can be expected to carry out necessary emergency treatment without parental consent.

Group members should be made aware that travel sickness tablets should only be administered to a pupil with previous authorisation from the parents;

Planning Visits

The Principal must be satisfied that the person planning the visit is competent to do so and has the necessary relevant experience

A risk assessments will be carried out by the group leader and completed before the visit and approved by the Principal.

Before booking a visit, the group leader will obtain a written or documentary assurance that tour operators(when such are used) have themselves assessed the risks and have appropriate safety measures in place.

The group leader should take the following factors into consideration when assessing the risks:

- the type of visit/activity and the level at which it is being undertaken;
- the location, routes and modes of transport;
- the competence, experience and qualifications of supervisory staff;
- the ratios of teachers and supervisory staff to pupils;
- the group members' age, competence, fitness and temperament and the suitability of the activity;

- the special educational or medical needs of pupils;
- the quality and suitability of available equipment;
- seasonal conditions, weather and timing;
- emergency procedures;
- how to cope when a pupil becomes unable or unwilling to continue;
- the need to monitor the risks throughout the visit.

Exploratory visit

An exploratory visit will be made by any teacher who is to lead a group in an activity or location that is not familiar to them to ensure that:-

- at first hand that the venue is suitable to meet the aims and objectives of the school visit;
- obtain names and addresses of other schools who have used the venue;
- obtain advice from the manager;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff and pupils in the group;
- become familiar with the area before taking a group of young people there.
- If in the last resort an exploratory visit is not feasible then the group leader will need to consider how to complete an adequate assessment of the risks. A minimum measure will be taken to obtain specific information by letter from the venue, from other schools who have recently visited it, and from local organisations such as tourist boards.
- When new groups of pupils are taken to the same location each year, as some factors will change from year to year, a new risk assessment will be carried out .
- supervision ratios;
- contingency measures for enforced change of plan or late return;

A risk assessment for a visit

For all trips a risk assessment must be completed beforehand and submitted to the Principal. This should be completed by the group leader two months prior to the trip and distributed to other adults before the trip. This high regard for health and safety issues does not have to stifle the adventurous spirit of trips and visits but should create an environment which breeds confidence and success.

Whether the visit is to a local park, museum or swimming pool, or includes residential stay in the UK or abroad, it is essential that formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them.

A risk assessment will be carried out by the group leader. This will be completed well before the visit, and approved by the Principal.

The risk assessment will be based on the following considerations:

- what are the hazards?
- who might be affected by them?
- what safety measures need to be in place to reduce risks to an acceptable level?
- can the group leader put the safety measures in place?

- what steps will be taken in an emergency?

The person carrying out the risk assessment will record it and give copies to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks.

Frequent visits to local venues such as swimming pools will not need a risk assessment every time. A generic assessment of the risks of such visits will be made at regular intervals, with careful monitoring taking place. The group leader and other supervisors will monitor the risks throughout the visit and take appropriate action as necessary

First Aid

First aid will form part of the risk assessment. Before undertaking any off-site activities the group leader will assess the levels of first aid needed. On any kind of visit the group leader will ensure that an adequate first-aid box is taken. For adventurous activities, visits abroad or residential visits at least one of the group's teachers will be a fully-trained first-aider. All adults in the group will be informed how to contact the emergency services.

The minimum first-aid provision for a visit will be:

- a suitably stocked first-aid box;
- a person appointed to be in charge of first-aid

arrangements. Other considerations will include:

- the numbers in the group and the nature of the activity;
- the likely injuries and how effective first aid would be;
- the distance of the nearest hospital.

The group leader will ensure that the First aid is available and accessible at all times.

The following will be minimum contents for a travelling first-aid box where no special risk has been identified:

- a leaflet giving general advice on first aid;
- six individually wrapped sterile adhesive dressings;
- one large sterile medicated wound dressing approximately 18 cm x 18 cm;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves;
- a resuscitator (for hygienic mouth to mouth resuscitation) would also be useful.

Supervision Ratios

It is important to have a high enough ratio of adult supervisors to pupils for any visit.

The factors to take into consideration include:

- age and ability of group;
- pupils with special educational or medical needs;
- nature of activities;
- experience of adults in off-site supervision;
- duration and nature of the journey;
- type of any accommodation;
- competence of staff, both general and on specific activities; requirements of the organisation/location to be visited; competence and behaviour of pupils;
- first aid cover.

The lowest ratio must be: 1 adult to 12 children

Wherever possible this ratios will be improved. No residential trip will run with less than three adults.

Where a high adult pupil ratio is required Parents/volunteers will be used to supplement the supervision ratio. They will be carefully selected, known to the school/ pupil group and always DBS checked

The Principal recommend safe supervision levels at a swimming pool for their pupils. A minimum ratio should be 1 adult to 12 pupils in school years 4 to 6, For pupils in school year 3 and below the ratio will be 1 adult to 6 pupils

Teachers will monitor the risks of regular swimming activities and adjust supervision levels for their individual groups as necessary

Regular head counts must take place on all trips, especially when leaving any venue. All adults must carry a list of all pupils and adults in the visit at all times. The Group Leader will establish a rendezvous point and inform children and adults what to do if they get separated. Visible and easily recognisable article of clothing should be worn in common by pupils, for example school uniform

Transport

The group leader must give careful thought to planning transport. The main factors to consider include:

- passenger safety;
- the competence and training of the driver to drive
- the proposed vehicle and whether the driver holds the appropriate valid licence;
- number of driving hours required for the journey and length of the driver's day (including non driving hours);
- capacity and experience of driver to maintain concentration - whether more than one driver is needed to avoid driver fatigue;
- type of journey - will the visit take place locally or will it include long distance driving ie motorways?
- traffic conditions;
- contingency funds and arrangements in case of breakdown/emergency;
- appropriate insurance cover;
- journey time and distance;
- stopping points on long journeys for toilet and refreshments;
- supervision.

Legislation

The employer, i e the governing body in schools, will satisfy themselves that all travel arrangements, including the hire of private coaches or buses, are suitable for the nature of the visit. In practice the Principal will normally carry out these checks.

The driver is responsible for the vehicle during the visit.

Seat belts: All minibuses and coaches must be fitted with a seat belt for each child. The seats must face forward and seat restraints must comply with legal requirements.

Supervision on transport

The group leader is responsible for the party at all times including maintaining good discipline.

All group members must be made aware of the position of the emergency door and first aid and anti-fire equipment on transport. The group leader must also be aware of alternative routes or means of travel in the event of delay or cancellation.

Factors that the group leaders will consider;-

- level of supervision that will be necessary on double decker buses/coaches - one supervisor on each deck should be appropriate in normal circumstances;
- safety when crossing roads as part of the journey the group leader should ensure that pupils know how to observe the safety rules
- Appropriate supervision and discipline maintained at all times.
- Pupils made aware of what to do in an emergency and where emergency procedures are displayed;
- ensure that the party can travel together; safety of pupils whilst waiting at pick-up and drop-off points and when getting on or off transport
- safety while on stops or rests during the journey -
- plan with the driver sufficient stops at suitable areas to ensure the safety of all group members including the driver.
- Drivers of buses and coaches comply with legislation covering maximum periods of driving and minimum rest periods;
- safety of the group in the event of an accident or breakdown - the group must remain under the direct supervision of the group leader or other teachers at all times
- head counts, by the group leader or another delegated teacher or supervisor, should always be carried out when the group is getting off or onto transport;
- responsibility for checking that seat belts are fastened;
- pupils made aware that they are not allowed access to the driving area at any time;

The Principal is responsible for ensuring that coaches and buses are hired from a reputable company and that the operators have the appropriate public service vehicle (PSV) operators' licence. When booking transport, the group leader should ensure that seat belts are available for pupils. If any of the group use a wheelchair, the group leader must ensure that transport used has appropriate access and securing facilities. It may be appropriate to use portable ramps.

Parents' agreement must be sought (on the consent form) for their children to be carried in other parents' cars.

Minibuses have a maximum capacity of 16 seated passengers plus the driver.

They must comply with the various regulations about construction and fittings. A forward facing seat with seat belt must be provided for each child. The minibus driver must be qualified to drive a minibus and have a valid and clean driving licence ensure that any teachers driving a minibus are competent and have undertaken suitable training to do so;

Emergency Procedures

Emergency procedures are an essential part of planning a school visit. The main factors to consider include:

- ensuring that the group leader is in control of the emergency and establishing if any assistance is required
- details of parents' contact numbers are available at all times
- parents are kept as well informed as possible at all stages of the emergency;
- The school contact will act as a link between the group and chair of governors and arrange for the group to receive assistance, if necessary;

The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

All incidents and accidents occurring on a visit will be reported back through the school systems using appropriate forms.

Insurance

The Business Manager is responsible for appropriate insurance cover and advise parents of which responsibilities the school accepts and the scope of any insurance cover the school is to arrange. The insurance cover must detail:

- employers liability;
- public liability;
- personal accident cover for teachers, other adults, and pupils;
- costs of medical treatment;
- specialised risk activities (often excluded from standard policies) and the costs of evacuation for medical reasons when abroad;
- damage to or loss of hired equipment (check the wording of the hire agreement); programmed and non-programmed activities;
- transport and accommodation expenses in case of emergency;
- compensation against cancellation or delay;
- compensation for loss of baggage and personal effects including money;
- legal assistance in the recovery of claims; and failure or bankruptcy of the travel company.
- obtain insurance cover for activities abroad and activities of a potentially hazardous nature. The group leader will scrutinise carefully the list of exclusions in the policy. If there is any doubt about the cover the insurer should be asked for clarification. The group leader should ascertain the details of the insurance held by the tour operator.
- Additional cover may be necessary for participants with medical conditions. The group leader will check this with the insurance company before departure.
- Some parents may cancel their child's place in the visit. The group leader will forward any cancellations to the insurer/operator as soon as possible, in writing, if a replacement is not available.
- When hiring coaches etc the group leader will check that the company used has appropriate insurance.
- Use of school/private vehicles: the group leader will check that the insurance policy for the school minibus is appropriate to the journey. The Principal will ensure other adults using their own cars to carry pupils on school visits are properly licensed and that the insurance covers its use on school business.

Types of Visits

If considering the use of a swimming pool not used before or monitoring the hazards of a regularly used pool it is advisable to observe and check the following:

- is there constant pool supervision by a sufficient
- number of qualified lifeguards?
- where there is no lifeguard the group leader will stay at the poolside at a raised location. In such circumstances, the group leader, or a designated teacher, should have a relevant life saving award and be accompanied by an appropriate number of supervisors;
- is the water temperature appropriate?

- are there signs clearly indicating the depth – is there a shallow end and is the water shallow enough?
- does the pool cater for pupils with disabilities?
- does the deep end allow for safe diving?
- is there a poolside telephone?
- are there a resuscitator and other pieces of first aid and rescue equipment, and is there someone trained to use them?
- is there a changing room for each sex?
- does the pool cater for pupils with disabilities?
- does the pool cater for any particular religious or cultural factors?
- are the changing and showering facilities safe and hygienic?
- can clothes be stored securely?
- have the pupils been instructed how to behave in and around the water?

Farm visits

Farms can be dangerous even for the people who work on them. The risks to be assessed will include those arising from the misuse of farm machinery and the hazards associated with *E coli*

The trip organiser will check that the farm is well-managed; that it has a good reputation for safety standards and animal welfare; and that it maintains good washing facilities and clean grounds and public areas.

There are some basic safety rules.

- Never let pupils:
 - place their faces against the animals or put their hands in their own mouths after feeding the animals;
 - eat until they have washed their hands;
 - sample any animal foodstuffs;
 - drink from farm taps (other than in designated public facilities);
 - ride on tractors or other machines;
 - play in the farm area.

Residential visits

The ratio for residential visits is 1 teacher for every 10 pupils. Issues for the group leader to consider include the following:

- the group should ideally have adjoining rooms
- with teachers' quarters next to the pupils' – the leader should obtain a floor plan of the rooms reserved for the group's use in advance;
- there must be separate male and female sleeping/bathroom facilities for pupils and adults;
- the immediate accommodation area should be exclusively for the group's use;
- ensure there is appropriate and safe heating and ventilation;
- ensure that the whole group are aware of the lay-out of its fire precautions/ its regulations and routine, and that everyone can identify key personnel;
- the manager of the accommodation should be asked for assurances that the staff, including temporary workers, have been checked as suitable for work with young people
- locks on doors must work in the group's rooms but appropriate access should be available to teachers at all times;
- there should be drying facilities;

- there should be adequate space for storing clothes, luggage, equipment etc, and for the safe keeping of valuables;
- adequate lighting - it is advisable to bring a torch;
- there should be provision for pupils with special needs and those who fall sick;
- the fire alarm must be audible throughout the accommodation;
- the hotel/hostel should be able to meet any particular cultural or religious needs of the group;
- there should be an appropriate number of group supervisors on standby duty during the night.
- before booking a hostel/hotel abroad, the group leader should confirm it has fire exits and lifts with
- inner doors and that it meets local regulations. After arrival at any accommodation it is essential to carry out a fire drill as soon as possible.

Manifesto summary

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

These , often the most memorable learning experiences, help us to make sense of the world around us by making links between feelings and learning. They stay with us into adulthood and affect our behaviour, lifestyle and work. They influence our values and the decisions we make. They allow us to transfer learning experienced outside to the classroom and vice versa.

Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn.

These experiences can take place in the school grounds; local nature reserves and wild places; city farms and parks; streetscapes; field study centres; farms and the countryside; remote wild and adventurous places; heritage and cultural sites; zoos and botanic gardens; places of worship; museums, theatres, galleries and music venues; and on cultural, language and fieldwork visits abroad.

Summary – Check list

The planning procedures are designed to ensure that the following standards are adhered to

1. Trips are of a suitable educational nature.
2. The safety of both staff and students is assured.
3. The trips are financially sound.
4. That all students have equal access to all trips.
5. Senior Staff and the Governing Body approve all trips.

To ensure that these standards are compiled with all staff should follow the following stage of planning:

PLANNING THE VISIT

This page charts the likely stages of planning a visit.

Outline proposal to Principal, seeking approval in principle. Proposals might include:

- Visit's objectives
- Likely date, duration, venue.
- Pupil group, staffing.
- Resources, estimates of cost (Check compliance with Academy purchasing policy)

(Proposals for longer visits may need to be made before the start of the relevant academic year)

Planning

- Contact venue. Is it suitable for the group?
- What are the transport options?
- Who would lead the group and who would help to supervise it?
- Who would pay for the visit?
- Risk assessment, exploratory visit

Substantive proposal to principal via educational visits co-ordinator), Details of dates, risk assessment, emergency procedures, transport, insurance, costs, group membership, staffing

Shorter Visits

- Obtain approval and parental consent for visits
- Inform parents as necessary of shorter routine visits
- Brief pupils
- Go on visit monitoring the risks at all times

Residential and abroad

Obtain approval for the visit subject to satisfactory preparation

Final Preparation

- Information to and from parents. Briefing evening (meet the supervisors).
- Brief pupils. Deposits/ full payments by parents.
- Parental consent forms completed.

- Submit EV form to Educational visits co-ordinator for Approval by Vice Principal Business / Principal / Governors.

Go on visit monitoring the risks at all times

Evaluate

2.1 PLANNING CHECKLIST FOR OFF-SITE ACTIVITIES

This checklist is to help the Principal and the party leader to ensure:

- The health, safety and welfare of young people and staff
- The maximum educational benefit to pupils
- Effective management, planning, organisation and leadership.

The checklist may be an aide-memoire and note pad to be used by the party leader or could provide a formal record for the Principal or Governors. It may therefore be used by the Principal to decide whether final approval for a visit is given.

1. Party Leader

Is there a clearly identified party leader, sufficiently experienced and competent to assess the risks and manage the proposed visit or activity?

2. Purpose

Is there a clearly identified purpose for the whole programme and any of its constituent part, appropriate to the age and ability of the group?

3. Risk Assessment

Has the party leader assessed the risk involved in all aspects of the visit or activity and recorded the significant findings.

4. Location

Is the proposed location of the visit suitable for the activity to be undertaken and manageable for the group?

5. Advice

Have you sought advice from someone with expertise or technical competence where there is uncertainty about safe practice? This may be a member of staff who has a co-ordinating role for off-site activities within our establishment or Governing body H&S Team

6. Approval

Does the proposed activity fall within Category B or C? If so, it will also need to be subject to cross checking by the Principal/Governing Body at the planning stage with at least 25 school day's notice. Where the activity has been cross checked, have you taken appropriate actions to address feedback?

7. Venue

Does the visit involve adventurous activities booked through commercial, charitable or private providers? If so, have you forwarded a copy of the EV Form Section 1? Is there a contact name, address and telephone number known for the visit venue?

8. Staff

Are members of staff, instructors or adult volunteers leading adventurous activities suitably qualified and experienced, i.e. competent to do so?

Have members of staff or adult volunteers all been vetted regarding child protection?

Does staffing include male and female supervision where necessary?

First Aid – Have you suitably qualified staff attending the trip?

9. Staff/Pupil Ratio

Will the group have an acceptable staff/pupil ratio necessary for the activities proposed? Do plans and staffing ratios reflect the needs of people with disabilities?

10. Preliminary Visit

Has the party leader made a preliminary visit to the site or centre to be visited, to check arrangements? (e.g. travel times, accesses and permission, facilities and equipment, leisure or recreational facilities for residential stays, support staff, guides or programmes of work,

potential health and safety issues, security, shelter, toilets, cost, accommodation, contingency arrangements, references from previous users.)

If not, has action been taken to ensure the party leader is aware of potential hazards and opportunities?

11. Parental Consent

Has parental consent been obtained for the visit as a whole and for any hazardous activities which are planned?

12. The Programme

Do young people and staff have the appropriate clothing and equipment necessary for the activities proposed and allowing for a range of weather conditions? If not, will another provider be offering additional appropriate equipment? Are the young people prepared for and physically capable of taking part in the proposed activity? Is the programme suitable for all the participants? Is there an alternative programme in the event of poor weather for example? Have you made adequate provision for pupils with special needs? For visits abroad have all participants valid passports, visas, vaccinations have been obtained where necessary and verification seen. Has adequate medical insurance been put in place?

13. Organisation

Are sufficient staff aware of dietary and medical needs of young people and staff? Have suitable and sufficient first aid arrangements been made?

14. Transport

Is appropriate and legal transport available?

Are there suitable and sufficient qualified drivers for any planned minibus journeys? Will departure and return times be made known to staff, young people and parents? Is there a contingency plan, in the event of a delay or early return?

15. Finance and Insurance

Have adequate arrangements been made to finance the visit and manage the finances? Is there adequate and relevant insurance cover?

16. Briefing for Young People

Will the young people be properly briefed on the activities they will undertake during the visit?

The briefing may need to include:

- Appropriate clothing and equipment
- Rendezvous procedures
- Safety risks of jewellery
- Grouping for study or supervisory purposes
- A system of recall and action in emergencies
- Agreed code of conduct and behaviour
- Significant hazards
- Relevance to prior and future learning.

17. Briefing for Staff

Will the party leader also brief adults and voluntary helpers?

The briefing may need to include:

- Anticipation of hazards and the nature of the programme
- Defining roles and responsibilities of staff
- Careful supervision, to cover the whole time away
- Standards of behaviour expected from the young people
- Regular counting of participants
- How much help to give young people in their tasks
- A list of names of people in sub groups
- Emergency procedures

18. Emergency Contact

Has a named point of contact been identified at home or at “base” in the event of an emergency, who has a contact list of the group members, including staff, and a programme of the group’s activities:

Are sufficient staff aware of procedures and relevant telephone numbers in the event of an emergency?

19. Preparation and Communication

Is there adequate time and opportunity to prepare for the visit or activity?

Have other staff and colleagues whose work may be affected been notified of planned arrangements?

20. Follow Up

Have arrangements been considered for appropriate follow up work and evaluation after the visit?

Has a report been provided for the Principal or other colleagues, where appropriate, to share positive aspects of the visit and learn from problems or incidents?

Have other records been completed relating to vehicles or equipment for example? Have financial records been completed?

Stage 1

Discuss the initial idea with the Principal and record the reasons why the trip is being organised. Trip organisers should discuss their ideas with experienced members of staff who have organised trips in the past.

If a trip is organised by a company, the details of such a company should be passed to the Principal before any provisional booking is made.

Stage 2

Decide on the number of students and the year group that will be taken. In conjunction with the Principal

If possible trips must be organised at least ONE TERM in advance and for residential trips abroad this should be ONE YEAR in advance. These trips can then be added to the calendar (please remember that Governing Body permission is required for residential and overseas trips).

If an outdoor and adventurous activity is planned a risk assessment will be required

Stage 3

Staff members who may be appropriate to accompany the trip should be selected. They should then be approached to see if they wish to take part in such a trip. It should be remembered that such trips are voluntary and members of staff are not obliged to agree to accompany students on any trips.

Stage 4

Put together some initial costing for coaches, entrance fees, accommodation, insurance and any additional costs that may occur. Organisers should take into account those students who may have financial difficulties, but who should still have access to such trips.

Stage 5

The organiser to submit proposal and detail all of the items given in Stages 1, 2, 3, and 4 aforementioned and should be tabled as an agenda item advance. If the educational or recreational visit is for more than one day's duration/or those involving an adventurous activity, then an additional form for Governing Body approval should be completed.

Stage 6

When a trip is authorised the actual date of the trip will be decided and a submission should be made to the Governing Body for approval.

Stage 7

The organiser should carry out a Risk Assessment on the trip and should complete the appropriate form

Stage 8

The organiser should complete the appropriate insurance forms

Stage 9

A draft letter to parents should be written. The method of selecting those students who are allowed to go must be clearly thought through and written out.

Stage 10

Provisional bookings should now be made with the appropriate coach companies, venues and tour operators.

Stage 11

Organisers should make arrangements with the School Office to set up the most appropriate way of collecting the payments for the trip

Stage 12

As soon as the required number are confirmed, a list of all students going on the trip should be given to the school Office.

Stage 13

An Emergency Contact Plan then needs to be organised.

This would identify a school based staff member to act as a liaison officer between the trip members, parents and the school in the event of an emergency or the need for parental or school contact. The staff must have a list of all participants' names, addresses, emergency contact numbers and any additional information that may be helpful in the event of an emergency.

The liaison officer must be known by staff, students and parents and a contact number should be made available for any time of the day or night.

Stage 14

The names of all students taking part in any trips will be collected two weeks in advance to identify any pupils with specific medical needs and to make staff aware of those needs and to plan strategies to comply with those needs. The staff will provide an appropriate first aid facility to be taken on the trip, and it would be advisable to nominate a specific member of staff responsible for first aid throughout the duration of the trip.

Stage 15

The names of those taking part in the trip will be placed on the staff notice board. Appropriate cover work for staff who will be absent should be set

Arrangements must be made to swap duty days and the team leaders notified of the arrangements.

Stage 16

In certain circumstances staff may wish to organise a pre-trip Parents' Evening to outline the plans and rules for the trip. This may also be used to answer any

questions from parents and to reassure them of their child's safety. Parents to be given an emergency number for contact.

Stage 17

The organiser must ensure that a mobile phone is carried throughout the trip and that all staff on the trip know the contact number of the liaison officer.

Stage 18

After completion of the trip a balance sheet of income against expenditure must be completed and this passed, along with receipts, to the school Office and the Governing Body auditors for checking.

**Trip proposal and information presented to the Principal
for approval**

Details of the school visit

Date of Proposal -----

Permission Granted **Date** -----

Headteacher/Governor Signature required for journeys overnight/overseas

Risk Assessment Form Completed

Name of staff ----- Date -----

Copy of risk assessment presented to the headteacher

Date -----

Letter to parents completed

Date ----- **Cover if required** -----

Emergency Contact Plan completed

Date ----- Staff-----

Outdoor Activities Form completed (if necessary)

Date ----- Staff-----

Planning a trip

Initial planning Have you read and understood the school's policy on school trip procedure?

Are you aware of your legal and moral responsibility as party leader? Make sure you know what your obligations are when in loco parentis.

Have you visited the resort before? If not, ask about inspection visits, or contact someone who has been to the location.

Are there any likely Health & Safety related to activities or accommodation? As part of your risk assessment you need to be aware of these and take appropriate action, including informing parents.

What does the cost of the trip include and exclude?

Is the trip suitable for all children? Take account of age, gender and special needs issues.

Which staff will be accompanying you? Make sure there is an appropriate balance in terms of gender, experience etc. Is there someone with a first-aid certificate?

What are the insurance arrangements, and are they sufficient? Check this out bearing in mind the activities to be undertaken.

Stage 2: set up a parent's meeting

This should be carried out within the 6 months before the trip, see appendix vii for guidance on this

Have regular team meetings and ensure all staff are consulted about arrangements Team work and leadership are vital ingredients to a successful trip

Risk Assessment

This is an example of the school risk assessment.

1. **Identify the hazards:** walk around the area to be visited and look at what could reasonably be expected to cause harm. Concentrate on significant hazards, or those that could harm several people.

2. **Decide who might be harmed and how**

3. **Evaluate the risks:** you have to decide for each significant hazard whether the risk is high (an accident likely with the possibility of serious injury or loss), medium (there is a possibility of an accident occurring causing minor injury or loss) or low (an accident is likely with control measures in place). Decide what safety measures need to be in place to get rid of the hazard, or reduce the risk so harm is unlikely. It is likely that some risk will remain after all the control measures have been put into place but this risk must be low.

record your findings and control measures: you must record the significant findings from the assessment. You must be able to demonstrate that a proper check was made.

Review and revise: this should be carried out annually or when necessary. On return to school note any hazards that arose that might affect future visits

Framework for parental briefing meeting

All parents must attend the meeting, children should also be invited This meeting should be held no more than 6 weeks before the trip All members of staff attending this trip must be present at the meeting to answer any queries At this meeting inform parents of the following:

- Details of staff accompanying the trip and their roles
- Examples of activities that the children will be involved in
- Advice on appropriate clothing and pocket money
- The itinerary including departure and arrival details
- Accommodation details including telephone number for emergencies
- A clear identification of possible risks
- A clear statement concerning discipline and appropriate sanctions
- Details of travel arrangements, including any en route accommodation.
- Emergency contact name and number at school and in the resort

EMERGENCY CONTACT PLAN

Trip date : From _____ To _____

Destination : _____

Trip organiser : _____

Mobile telephone number : _____

Nominated first aider : _____

Accommodation telephone number :

Transport company used : _____

Emergency telephone number : _____

SMT link person : _____

Emergency contact number : _____

Number of students on trip : _____

Members of staff on trip :

Names and details of students on trip

USE OF EXTERNAL PROVIDERS OF OUTDOOR AND ADVENTUROUS ACTIVITIES

Please give careful consideration to the statements below and sign in the appropriate space that the standard of service that you will meet the conditions listed. Please indicate any statements which do not apply to your provision. Space is also provided for you to detail any centre registration or approval scheme for which you hold current accreditation. Certificates and documentation should be available for inspection on request.

SECTION A : (To be completed by the group leader)

SCHOOL

ADDRESS & TELEPHONE NO

.....
.....

GROUP LEADER

NO OF YOUNG PEOPLE Male Female Age Range

NO OF ADULTS

SECTION B : (To be completed by the provider)

NAME OF CENTRE/PROVIDER

AAALA Licence Number

Issue Date Expiry Date

.....

Specified Activities

.....

.....

Other Accreditations (eg RYA, BCU).

.....

STAFFING

Staff directly supervising and taking part in organised activities are qualified with the appropriate National Governing Body at the instructor level recommended by that organisation for the activities to be undertaken. Details should be given of specific instances where this may not apply.

.....

.....

Where there is no appropriate National Governing Body or appropriate award for a particular activity, a copy of the provider's published Code of Practice, including training and assessment procedures, is enclosed.

The ratios of staff to participant for the activities conform to those recommended by the appropriate National Governing Body, or, in the absence of this, the provider's **Code of Practice.**

The staff have the experience, competence and professionalism to work with the age range and abilities of the group.
Persons involved in the administration of first aid hold relevant current qualifications.

EQUIPMENT AND RESOURCES

The premises are covered by a current fire certificate.
All equipment and resource provision are suited to task, adequately maintained and in accordance with statutory requirements and current good practice, with records dept of maintenance checks.
Vehicle and trailers are kept in a roadworthy condition, comply with existing regulations and are appropriately insured.

PROGRAMMING

There is a stated Code of Practice for each activity.
There are adequate and regular opportunities for the party leader to liaise with the provider and designated staff.
There are appropriate programme options in the event of bad weather, staff illness and other unforeseen circumstances.

GENERAL

The Centre has a comprehensive Code of Conduct for visiting groups which will be provided in advance of any booking.
There is a clear documented definition of responsibilities between providers and visiting groups regarding safety, supervision, the programme and general welfare, which will be made available to the party leader in advance of any booking.
The provider complies with relevant safety regulations including but not limited to the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992, Environmental Health requirements and has a published health and safety policy.
The provider complies with requirements for public liability insurance cover. (Currently this should be at least £5,000,000).
There are documented procedures for dealing with accidents, near misses and emergencies and that records are available for inspection.
The provider encourages responsible attitudes to the environment as an integral part of the programme.

ADDITIONAL COMMENTS

.....
.....
.....

I certify that the organisation I represent complies fully with the requirements set out above and that it will observe all the conditions during the proposed visit.

SIGNED

.....

NAME IN CAPITALS

.....
POSITION IN ORGANISATION

.....
NAME AND ADDRESS OF ORGANISATION

.....
.....

TELEPHONE FAX

Code of conduct for all members of staff for residential trips

Before joining a residential trip all adults MUST read and sign this code of conduct. Failing to adhere to this whilst on a residential trip may result in disciplinary action.

I have basic first aid training

I am prepared to join a daily meeting on the trip to reflect on the day, make a written evaluation and plan for the day ahead

Whilst in the role of supervisor my mobile phone will only be used in the event of an emergency

I will work as a member of a team, supporting the other adults on the trip and working under the leadership of the group leader

I will not consume alcohol whilst on the residential trip

Whilst in the role of supervisor I will not smoke

Signed.....

Date.....

APPLICATION FOR THE APPROVAL OF EDUCATIONAL VISITS BY PRINCIPAL/ GOVERNING BODY

Not all sections will be relevant to every proposed visit:

School/Group:

Group leader:

The group leader should complete this form as soon as possible and should have already received approval of the proposed visit in principle and should have regularly updated the head teacher on the progress of the preparations.

The group leader should obtain parental consent

When approval is given, one copy should be retained by the Principal and another by the group leader. The Principal should be informed of any subsequent changes in planning, organisation, staffing. If required, the head should seek approval from the school governors.

Purpose of visit and specific educational objectives:

-

-

-

-

-

-

-

-

-

-

Places to be visited:

-

-

-

-

-

-

-

-

-

-

Dates and times:

-

-

Date of Departure: ----- Time-----

Date of Return:----- Time:-----

Transport arrangements: Include the name of the transport company and vehicle registration number(s).

-

-

-

Organising company/agency (if any): Include licence reference number if the body is registered with the Adventure Activities Licensing Authority.

Name:-----

Address:-----

-

-

Telephone: ----- Licence No if registered:-----

Proposed cost and financial arrangements:-----

Insurance arrangements for all members of the proposed party, including voluntary helpers: Include the name of the insurance company.

Insurance Cover: Policy No:-----

Address:-----

-

Accommodation to be used:

Name: Address: :-----

Telephone Number: -----

Name of head of centre (if available):-----

Details of the programme of activities: :-----

Details of any hazardous activity and the associated planning, organisation and staffing:

:-----

Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party:

:-----

Names, relevant qualifications and specific responsibilities of other adults accompanying the party:

:-----

Name, address and telephone number of the contact person area who holds all information about the visit or journey in case of an emergency:

:-----

Existing knowledge of places to be visited and whether an exploratory visit is intended:

:-----

Size and composition of the group:

Age range:-----

Number of boys:----- Number of girls:-----

Adult to pupil ratio:----- Leader/participant ratio:-----

Information on parental consent:

Information on whether the group leader has received all consent forms duly completed and signed

:-----
-

Please attach copy of information sheet sent to parents, the parental consent form, and the risk assessment form.

Names of pupils with special educational or medical needs:

:-----

:-----

:-----

Signed: -----Date:-----

Group leader full name:-----

CONFIRMATION FROM PRINCIPAL FOR VISIT TO GO AHEAD

To be completed by the Principal

To the group leader:

I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit and approval is given.

- a. Please ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least seven days before the party is due to leave.
- b. Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns.

Signed: -----Date:-----

Principal full name:----- signature -----

A copy of the completed application form and details of any subsequent changes should be retained by the Principal. A copy should also be available for the governing body.

EMERGENCY CONTACT INFORMATION

To be completed before the visit. Copies to be held by the group leader and school home contact.

Name of group leader: -----Home Phone No:-----

Visit departure date:-----

Return information:

Date:----- Time: -----Location:-----

Group/class

Children :----- Adults:-----

Do you have an emergency contact list for everyone in the Group? YES/NO

(If no, obtain one. If yes, attach it to this sheet.)

Emergency contact information:

a. During school hours:

Principal: Tel:-----

Designated DeputyTel:-----

b. Out of school hours

Principal: Tel:-----

Designated DeputyTel:-----

c. Travel Company:

Name/Address:-----

Tel: -----

Fax----- email address

Travel Company

Rep Name:-----

Tel: ----- Fax:----- email address-----

Insurance/Emergency Assistance: Tel:----- Fax:----- email address -----

PARENTAL CONSENT FOR A SCHOOL VISIT
(to be distributed with an information sheet giving full details of the visit)

School:-.....

1. Details of visit to:

From: Date/Time-----: To: Date/Time-----:

I agree to (child's name)----- taking part in this visit and have read the information sheet.

I agree to (child's name) -----' participating in the activities described. I acknowledge the need for my child to behave responsibly.

2. Medical information about your child

a. Any conditions requiring medical treatment, including medication?
YES/NO If YES, please give brief details:

b. Please outline any special dietary requirements of your child -----

type of pain/flu relief medication your child may be given if necessary:-----

For residential visits and exchanges only

c. To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? YES/NO

If YES, please give brief details:

Is your son/daughter allergic to any medication? YES/NO

If YES, please specify: -----

e. When did your son/daughter last have a tetanus injection?-----

I will inform the Group Leader/Principal as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

3. Declaration

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers:

Work:----- Home:-----

Home address:-----

Alternative emergency contact

Name: ----- Telephone number:-----

Address:-----

Name of family doctor: ----- Telephone number:-----

Address:-----

Signed:----- Date-----

THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE RETAINED BY THE SCHOOL CONTACT

OFF-SITE SWIMMING POOL CHECKLIST

YES NO

- Is there regular testing of water quality?
- Are accurate signs displayed indicating the depth?
- Is the depth of the water less than 1.5 metres? (If so diving should not be permitted)
- Is there a resuscitator? Are the lifeguards trained in its use?
- Is there poolside rescue equipment?
- Are there a poolside telephone and an alarm?
- Is an emergency action plan displayed?
- Are normal operating procedures available?
- Is there constant pool supervision?
- Is the swimming pool room, in the case of an indoor pool, locked when not in use?
- Do the supervisors have current National Pool Lifeguard Qualifications?
- Is the number of pupils/students supervised by one qualified adult fewer than 20?
- Are the changing facilities in keeping with basic hygiene and personal safety?
- Do the pupils/students know not to leave any group member alone at any time in the pool?

GUIDANCE FOR GROUP LEADERS IF A CRITICAL INCIDENT OCCURS DURING OUT-OF-ACADEMY ACTIVITIES

Follow the actions below, as appropriate to the incident:

1. Administer first aid where appropriate.
2. Call emergency services as appropriate.
3. Contact SLT Emergency contact
4. Obtain facts and information, but do not move anything at the scene except to assist casualties.
5. Record events and actions on incident log sheet.
6. Keep a record of witnesses.
7. Establish a contact point.
8. Identify a member of staff to liaise with the Emergency Services.
9. Arrange for someone to travel with casualties to hospital where possible.
10. Account for all members of the group.
11. Inform school senior member of staff, who instigates planned Academy response to initiate critical incident procedures. Liaise regularly and request assistance on site as necessary. Discourage pupils from making contact with parents until they have been briefed and contact has been made with the on call SLT member.
12. Make arrangements for non-casualties to return to base. Try to keep the non-casualties together.
13. Liaise with Academy SLT staff and police regarding media statements. Do not make any statements to the media
14. Decide who is to speak and beware of rumour. Pupils should not talk to the media.
15. Do not discuss legal liability.

Some suggestions for a trip overseas:

16. If overseas make arrangements to return non-casualties home.
17. Help with home travel arrangements for parents of casualties to visit their children and meet with group leaders.
18. Keep copies of students' E111 forms.
19. Ensure next of kin details are readily available.
20. Ensure all competent foreign language speakers are identified - those travelling with the party and those at home.

Additional guidance and advice can be found in the DfE Publication “HEALTH & SAFETY OF PUPILS ON EDUCATIONAL VISITS EDUCATIONAL VISITS”

In the event of an incident either abroad or at home the media will bombard you with requests for a copy of the class/group photograph for publicity - **Do not** give in to these requests no matter how strongly they are put.

It is, however, useful to have a class/group photograph to hand for use by the police for initial identification purposes.

Do not issue any material until authorised to do so by either the Principal/SLT member, or officer in charge of the incident,

Visit Evaluation Form

Please complete this form within two weeks of the trip/visit **and return to Business Manager.**

Visit to					
Date					
Group leader					
	Excellent	Good	Fair	Poor	Comment
Educational value					
Transport arrangements					
Suitability of venue					
Value for money					
Pupil behaviour					
Timings					
Review of Risk Assessment – Any incidents?					
Other comments					
Worth repeating?					

Please take a copy of this form once completed to keep within your curriculum area for future reference.

Reservations/booking terms

ANY ALTERNATIVE DATES/TIMES TO BE CONSIDERED:

FULL DETAILS OF TRAVEL ARRANGEMENTS (please include times required/pickups etc)

Transport quotes/reservations (to be obtained by Business Manager)

1)

2)

3)

FULL DETAILS OF ANY ACCOMMODATION ARRANGEMENTS if applicable (please include any special requirements):

Quotes/reservations

1)

2)

3)

