

Educational Visits Policy

St James Senior Boys' School

Aims of the policy

The aims of the policy are:

- * To provide stimulus and support academic achievements.
- * To give depth to the curriculum and make an important contribution to students' physical, personal and social education.
- * To give pupils 'real-life' opportunities to undergo experiences not available in classroom.

Base Material

This policy is from the 2017/18 H+S Policy p28-49.

'Educational Visits – Procedures for Off Site Visits, including Residential Visits and any School Led Adventure Activities'

Introduction

Employees in charge of and assisting with visits must be conversant with:

- This part of the policy
- Any other school requirements detailed elsewhere
- HSE case studies
- Health and Safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies February 2014 or latest version
- 'Safe Practice in Physical Education and School Sport' - by the 'Association for Physical Education' (where appropriate)
- The requirements of the school's insurance policy.

Where the Head teacher wishes to appoint an Educational Visits Coordinator (EVC), to act on behalf of the Head Teacher the employee should be specifically competent. The level of competence required will relate to the size of the school and the types of educational visits proposed. For example the needs of a small infants' school will differ from those of a large secondary school with an active D of E Award programme. Evidence of competence will be through the experience of practical leadership over many years of outdoor education and the completion of training in risk assessment and a thorough knowledge of this part of the Policy.

All visits must be preceded by assessment of the risks involved and there must be written risk assessments¹ and/or written arrangements for individual visits. The risk assessments and arrangements must include consideration of matters such as higher risk/adventurous activities, fire precautions and fire procedures, pupil supervision including remote supervision, transport, first aid and safeguarding but these must not be complex documents. They must reflect the risk and controls in a readily understood format.

When identified as necessary, risk assessment training must be provided. Training must include information on generic assessment, specific assessment and ongoing assessment. Before the visit leaves, the party leader must brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit always bearing in mind the nature and purpose of the visit set out by the party leader.

Final authorisation for each visit, including approval of the risk assessments/arrangements, must be made by the Head Teacher. Risk assessments etc. must be 'signed off' before the visit departs and signed copies must be taken by the group leader on the visit.

General Functions Of The Head Teacher/Educational Visits Co-ordinator

The functions are to:

- Formally review own training requirements on an annual basis and report to the school health & safety co-ordinator
- Liaise with the employer to ensure that educational visits meet the employer's requirements including those of risk assessment – in doing this be aware of HSE advice – which is.....to assess real risks only... The following questions cover the main arrangements that should be in place for a visit. What are the main objectives of the visit? What is "Plan B" if the main objectives can't be achieved? What could go wrong? Does the 'risk assessment/other arrangements' cover as appropriate:
 - The main activity?
 - "Plan B"?
 - Travel arrangements?
 - Emergency procedures?
 - Staff numbers, gender and skill mixes?
 - Generic and site-specific hazards and risks (including for Plan B)?
 - Variable hazards (including environmental and participants' personal abilities and the 'cut off' points)?
 - What information will be provided for parents?
 - What consents will be sought?

¹ The 'forms' at the end of this section should be used to formalise the arrangements for visits.

- What opportunities will parents have to ask questions (including any arrangements for a parents' meeting)?
- What assurances are there of the leader(s) competencies?
- What are the communication arrangements?
- What are the arrangements for supervision, both during activities and 'free time' – is there a Code of Conduct?
- What are the arrangements for monitoring and reviewing the visit?
- Ensure the training of leaders and other adults going on visits - these may need accreditations from an awarding body - training will commonly involve risk assessment and basic first aid and administration of medicines– records are required
- Assess the competence of leaders and other adults proposed for supervision of visits– assessment may include practical observation or verification of experience
- Ensure that criminal records disclosures are in place as necessary
- Assign competent people to lead or otherwise supervise a visit
- Organise thorough induction of leaders and other employees/adults taking pupils on specific visits based on risk assessments and other written arrangements and amongst other things ensure adequate information is provided to pupils who are to go on the visits including the appropriate risk control measures within the risk assessments
- Work with group leaders to obtain the consent/permission or refusal of parents and to provide the details of the visit beforehand so that parents can give or refuse consent/ permission on a fully informed basis
- Organise the emergency arrangements and ensure there is an emergency contact for each visit
- Support the head and governors with approval and other decisions
- Keep records of individual visits including reports of accidents and near misses
- Review systems and, on occasion, monitor practice – this will involve going on visits.

Planning a Visit

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. A pre visit is usually advisable to enable the party leader to identify any potential hazards.

Employees Accompanying Visits

Wherever possible, leaders and employees accompanying the visit should be teachers employed by the school.

In general there should be a minimum of two employees accompanying visits in the ratio of not less than one to twenty pupils in senior school, one to ten pupils in junior school, one to six pupils in infant school and for EYFS there must be adherence to the statutory ratios. Except for EYFS where there must be adherence to the statutory ratios, ratios will depend upon risk assessment and the Head Teacher may make exceptions to the general rule, for instance, for games matches and for small sixth form groups.

Remember that, except for the statutory EYFS requirements, the ratios described are recommendations. The Head Teacher must ensure that ratios are adequate. When considering the ratio necessary for any particular visit the following points will be taken into account:

- The sex, ages and temperaments of the pupils involved
- The length and purposes of the visit
- The method of travel
- The nature of the locality and the activities to be undertaken
- The nature of the activities including any higher risk/adventurous activities are involved
- Any medical or special needs of any pupils taking part.

Trip supervisors accompanied by their spouse/partner and/or children should be discouraged because research indicates that this has proven to compromise the interests of the group as a whole and they should not be counted in the ratio. However, In exceptional circumstances and at the discretion of the head, trip supervisors may be accompanied by their spouse/partner and/or children where the relevant adult is not at any one time solely responsible for a group that includes their own child and where a written risk assessment specifically includes assessment and mitigation of the possible conflicts of interest especially in an emergency situation.”

If a joint visit is arranged with another school so that both schools share supervision, employees of the other school may be included in calculating the appropriate ratio.

If female pupils are going on the visit a male employee should be accompanied by a female employee and vice-versa. However if compliance would result in difficulties for small groups of pupils, the Head Teacher has discretion in this matter in the light of the nature and duration of the proposed visit and the ages of the pupils concerned. The requirement is primarily for the protection of employees.

Parent and other Adult Helpers

Whilst it is accepted that other suitable adults (who usually need to have DBS criminal records checks e.g. if accompanying any residential trip or if they are to have unsupervised access to pupils) may play a useful role in connection with accompanying school visits they should not be taken into account in the calculation of the minimum number of employees required to supervise the

group as set out above. The Head Teacher may, however, make exceptions to this general rule for instance for -

- Groups of 20 or more pupils where there are at least two employees accompanying the group
- Sixth form outings.

Parents or other suitable adults should only be allowed to accompany the visit if:

- Their inclusion is expressly approved by the Head Teacher who should reserve the right to refuse any offer of help.
- They have been informed of the nature of the visit, the risk assessments and made aware of their duties and responsibilities.

Alcohol

Adults accompanying visits should be clearly informed of the school's policy in connection with the consumption of alcohol.

Employees Conveying Pupils in Private Cars

The use of private cars, particularly pupils' private cars, should be discouraged. Before allowing an employee to use his/her own car to transport pupils, the Head Teacher must check and keep copies of the employee's:

- Driving licence (employees must bring any endorsements to the attention of the Head and the licence must be satisfactory to the Head – six points is the usual cut off point)
- MoT certificate
- Comprehensive insurance (which covers use for the purposes of his/her employers business)

Whenever employees are driving, the risk assessment relevant to the trip must also include reasonable measures to control driver fatigue.

Higher Risk/Adventurous Activities

When these are to be undertaken, the Head Teacher must ensure that appropriate employees accompanying the visit are qualified and competent (qualifications must be those approved by the sports/activity's national governing body - see AfPE 'Safe Practice in Physical Education and School Sport') and that all relevant equipment is provided to the appropriate safety standards and is properly maintained.

It is often practicable for activities to be undertaken at specialist provider centres where qualified and competent staff etc. are available. Activity centres providing caving, climbing, trekking (foot, pony, bicycle or ski) or water sports (other than rowing) and associated activities must be licensed.

Parents must be informed in writing of any higher risk/adventurous activities to be undertaken and these must be specifically mentioned when applying for travel insurance.

Shared Responsibilities

External Providers

The Head Teacher must be supplied with reassurance regarding the quality and competence of any providers used. Reassurance includes obtaining **covers** documents such as copies of providers' health and safety policies, risk assessments and information concerning the qualifications and competence of employees. Contractor Safety Evaluation Questionnaires should be used.

The providers' completed questionnaires, in particular the risk assessments, must be checked at the initial planning stage. One of the items to check is that all provider staff who will possibly come into contact with pupils have been vetted in accordance with current DfE safeguarding guidance.

Compliance with 'BS 8848: British Standard for Ventures, Field Works, Expeditions and Adventurous Activities Outside the UK' and the LOTC quality badge and are good benchmarks when relevant.

There will be times when provider staff will be primarily responsible for the pupils. These times (and in what circumstances) must be set out and agreed in writing prior to the start of the visit. Pupils must know who is in charge at any given time.

If, as in the case on some field trips, the visit is unaccompanied, then this must be made clear to parents and the Head Teacher must be satisfied with all the safety procedures.

Joint Trips with other Schools

There should be one overall party leader and the Head Teacher should be satisfied with the procedures in place for the partner school. The responsibility of employees of each school for the pupils of the other should be agreed and made clear to the pupils.

Regular Routine Curriculum Activities off the School Premises and ad hoc Short Duration Outings from Boarding Houses

These include regular activities that do not take place on the school premises. It is not necessary for parents to sign a consent form for these and the Head Teacher may take parent and other adult helpers into account when deciding on the number of supervisors required for any journey, provided an employee is in charge.

With the consent of parents, pupils considered to be sufficiently responsible, may be allowed to walk unaccompanied to where the activities are carried out.

When boarding pupils are leaving site for short periods, accompanied or not (for instance for shopping or going for a run), the pupils must use the signing 'in/out' system.

When the pupils are accompanied by an employee a mobile telephone should be taken whenever possible.

All arrangements must be included in 'departmental' risk assessments.

Remote Supervision

After careful risk assessment, guidelines must be laid down by the party leader and clearly understood by all members of the party.

- The geographical area in which pupils must stay should be clearly defined.
- Pupils must be in groups – appropriate group sizes must be determined by the group leader.
- A time limit must be set in proportion to the age of the pupils, the time of day and any other relevant factor. Anyone who returns late should understand that they will be penalised. Before dispersal, pupils must be informed of the location where an employee can be found during the whole of the period and exactly where to reassemble.
- If pupils are allowed to leave their residential accommodation, on leaving and returning pupils must register with employees
- Pupils should be reminded that in the UK it is an offence for persons to buy 'illegal substances' and for those under 18 to buy cigarettes and alcohol. Other laws apply abroad. Pupils must be clearly informed of the school's policy in connection with the consumption or use of these.
- Pupils away from home may strike up acquaintance with pupils from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation. Pupils must be clear about the school's rules of conduct in this respect.

Residential Trips

Amongst other things, the Party Leader should check the fire exits in all group overnight accommodations and must inform pupils of the locations of fire exits and of the fire procedures. If possible a fire drill should be held on the first evening before bedtime.

Exchange Visits

These usually involve pupils travelling to another country and staying with host families and may be organised by a specialist company or in conjunction with a school in that country. The following matters are relevant:

- The Head Teacher will normally expect an employee to be resident in the country during the stay and will consider whether appropriate procedures exist for contacting school and parents in case of emergency. Pupils must be given details of the employee's telephone number or other contact arrangements and it must be made clear to pupils and host families when the employee will be available at an agreed location.
- Parents must be fully informed of the arrangements and given all necessary details in connection with the host families.
- Employees should accompany pupils on both outward and return journeys in accordance with the ratios given previously. Where travel is by air, it is

acceptable for there to be a lower ratio on the flight, provided that the appropriate numbers of employees accompany the pupils to the departure gate and additional supervisors are available when the party is met by the host school or tour company representative at the point of arrival.

- Unambiguous instructions must be given to pupils concerning their own safety and any uncertainties they might have about their own safety or wellbeing.
- Host families must be informed of the procedures to be followed and the persons to contact in the event of any accidents, illnesses, problems or difficulties such as bad behaviour. Whenever an employee is advised of the illness of/accident etc. to a pupil s/he should personally investigate immediately and if the situation warrants inform the pupil's parents straight away.
- If activities are planned with another school, it is essential that the extent of responsibility of that school's staff is agreed in advance and that pupils know when the 'other' school staff are in charge and how to contact their own if based at a location remote from the pupils.

Information Concerning Visits

Parents must be fully informed in writing about the visit well in advance. If the trip is one where there could be numerous questions asked, parents and pupils should be invited to the school to discuss details with the organisers. Where possible the Head Teacher or a senior member of the teaching staff who is not involved in the visit should also attend to give an objective view and independent advice.

Written information should include the following as appropriate:

- Purpose of visit
- Accommodation type and meal arrangements
- Travel arrangements including time of return
- Activities (include remote supervision, if relevant) and visits in which pupils will be allowed to participate
- Insurance cover and name and address of insurers
- Health and hygiene requirements e.g. inoculations/safety or not of tap water
- Names of party leader and employees accompanying party and address and telephone number of party leader at destination (where there is none, for example in case of some exchange visits, details of a contact number in UK must be given)
- A contact number for the pupil must be given (if pupil staying in family it may not be possible to give this information immediately in which case further information will need to be given)

- Advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money
- Advice that the Head Teacher reserves the right to exclude a pupil from a visit on behavioural or medical grounds
- Code of conduct and details relating to standard of behaviour expected from pupils during visit, including rules of smoking and alcohol. For major visits and all residential visits a behaviour agreement should be signed by pupils. Parents should be informed that any instance of severely unacceptable behaviour may lead to the party leader informing the parent that the pupil concerned will be sent home as soon as possible and that the responsibility for paying for this including any accompaniment lies with the parents; and that the pupil may jeopardise their chances of going on another school visit. Requirements in the code could include a statement that pupils are under the jurisdiction of the school during the visit and therefore: pupils must obey the instructions of group leader and supervisors; pupils must not possess, use or purchase cigarettes/alcohol/illegal drugs or knives; pupils must take responsibility for their own possessions; pupils must use seat belts where provided and must remain seated on coaches and minibuses; pupils must not put themselves or others at risk; pupils must remain in their allocated groups; and pupils must behave and dress appropriately. (An example code appears at the end of this section.)

Consent Forms

A pupil must not be allowed to participate in a visit unless an appropriate consent form has been signed by his/her parents/guardian and returned to school.

Parents may be asked to sign a blanket consent form at the start of the pupil's time at school or at the start of each year. This may be used to cover visits such as those that will take place during day and evening times under the supervision of school staff and it may be appropriate for school sports fixtures where the school issues information to parents of the specific day-to-day arrangements, for instance by use of fixture lists/homework books etc. When blanket consent forms are used parents need to give permission for pupils to participate in any relevant visit.

A blanket consent form should not be used for any residential visits, visits abroad and any that involve any higher risk/adventurous activities.

With blanket consent forms there is no possibility of parents providing up to date medical (or contact) information. If used, the employee responsible for each visit must be provided with the details of any medical condition affecting the pupils/contact details from the school's information data base. Procedures must be drawn up to ensure these are noted by the employee concerned.

Information for Pupils

Pupils must be given clear safety instructions. They must also know who is in charge of the visit, how to behave and what to do if they get lost or into

difficulties. The following are other matters on which they may need information:

- On risks associated with the trip such as with the particular type of travel to be used.
- On considerations concerning special and/or medical needs.
- On any local customs they may meet which might surprise them and the possibility of their giving offence.
- That tap water abroad is not always safe to drink.
- In some localities abroad, that salads may need to be avoided and fruit should be carefully washed in purified water or peeled.
- That the strength of the sun should never be underestimated, especially at high altitudes, and pupils should use sun protection cream and may need a hat.
- That rabies can be transmitted by bites or scratches from infected cats, dogs, foxes and farm animals.
- Always clean hands before eating.

Emergency Procedures

Part of the written arrangements or risk assessments for the visit must include details on how to contact a designated senior member of staff, at school or otherwise, for emergency purposes. This member of staff should agree to being the 'contact' and should be provided with a list of names, addresses and telephone numbers of all staff and pupils on the visit – such information should also be lodged at a known place at school and held by the party leader. In any shared responsibility situation, the emergency procedures must be agreed in advance with the provider/other school involved.

The designated member of staff and/or parents as appropriate must be contacted if there is "no show" by any pupil.

A first aid kit and mobile phones (where appropriate pupils' mobile phone numbers should be collected) should be carried and ideally there should be trained first aid personnel in every group involved in travel. The requirements for first aid and administration of medicine should be included in the risk assessment.

Careful estimates should be made of the need for cash (in the currency of the country to be visited). Employees should have sufficient funds available in appropriate form to provide for all anticipated needs plus an emergency fund.

Serious or Fatal Injury or Lost Child and similar – Emergency Procedures

An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but all employees accompanying the party must be familiar with them and must be able to adapt them to the situation in which they find themselves and a copy of the procedures should be taken on each visit.

The party leader (or other person in charge of group if out of contact with party leader until party leader can be contacted) should:

- Establish the nature and extent of the emergency, discourage pupils from contacting their parents until they are briefed/until contact is made with the Head Teacher, emergency 'contact' or other senior employee - contact is an essential primary step
- Call whichever emergency services are required (UK 999, Europe 112, USA 911)
- Where anyone is injured have first aid administered if possible
- Make sure all other members of the party are accounted for and are safe
- Establish the full name(s) of the injured or missing
- Advise other party adults of the incident and that emergency procedures are in operation
- If possible arrange for an adult from the party to accompany any casualty to hospital. If this is not possible, ask the emergency services the name and address of the hospital concerned and write it down
- Ensure that the remainder of the party are adequately supervised throughout – it may be necessary to arrange for their early return to base
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for
- Commit to writing full details of the incident -

Name(s)

Nature, date and time of incident

Location of incident

Details of injuries etc.

Details of police who attended/witnesses names, addresses (and telephone numbers if possible)

Action taken so far

Telephone numbers for future communication.

Do not discuss matters with the media, do not discuss legal liability, do not apologise or express regret.

Procedures for Other Accidents/Incidents

Complete the school accident/incident report form or commit to writing full details as above.

Feedback

The feedback form must be completed after each visit.

Requirement – a standalone management plan for visits and activities out of school must be available in the compliance file.

Please complete this form giving all relevant details. The information given or updated by you will be referred to when the pupil participates in away sports fixtures, non-curriculum off site visits during the day or evening and similar. You will be given written information concerning these visits and asked to sign a separate short permission form to allow your son or daughter to participate.

Name of pupil:			
Form:		Pupil's mobile telephone no:	
Home address:		Home telephone no:	
		Work telephone no:	
		Mobile telephone no:	
Alternative emergency contact:			
Name:			
Address:			
Tel No:			
Medical information concerning pupil:			
a	Does the pupil have any special dietary requirements?		
b	Has the pupil suffered from any of the following?		
	Asthma or bronchitis		YES/NO
	Heart condition		YES/NO
	Fits, fainting or blackouts		YES/NO
	Severe headaches or migraine		YES/NO
	Allergies to any known drug		YES/NO
	Other allergies, e.g. food, materials		YES/NO
Other illnesses or disability not named		YES/NO	
If the answer to any of the above is YES, please give details below:			

c	Is the pupil currently vaccinated against tetanus?	YES/NO
	Date of injection	Date of booster

d	Is the pupil prone to travel sickness?		YES/NO
	If YES, please give the name of travel sickness pills normally administered (by yourself) if any.		
e	Please give your family doctor's name, address and telephone number:		
	Name:		
	Address:		
	Tel. No.:		
	Is the pupil receiving medical or surgical treatment from your family doctor or hospital and/or has he/she been given specific advice to follow in emergencies?		YES/NO
If YES, please give details below and supply a doctor's letter confirming the treatment and that your son/daughter is fit to travel.			
f	Does the pupil require medication(s)		YES/NO
	If YES please give full details below and include name of medication(s), dose and frequency of administration and if 'self-administration' is preferred.		
g	Please write here any further information which you feel may be of assistance to the staff in charge of an educational visit.		

Transport

I consent to the pupil travelling by any form of private or public transport and/or in a motor vehicle driven by the party leader or any other responsible adult member of the party who is authorized by law and duly insured to drive.

Accident/Illness

I consent to the pupil receiving medication as instructed, any first aid necessary and, emergency dental, medical or surgical treatment, including inoculations,

general or local anaesthetic, surgery or blood transfusion as considered necessary by the medical authorities present.

Remotely supervised time (usually senior school only)

I consent to the pupil having remotely supervised time in a group of pupils with the prior permission of the party leader

Personal effects of the pupil

I acknowledge that the pupil will be responsible for the safety of his/her own money and personal effects. I will not hold the school responsible for losses unless caused by the negligence of the school.

Insurance

I know of no information that may affect the insurance cover provided, the extent and limitations of which can be obtained from the school office.

Signature of parents/guardians

I, the undersigned who have parental responsibility for the above named pupil have completed the information requested above and overleaf. I have read and understood and I consent to the matters set out above and overleaf.

I agree to inform the school as soon as possible of any changes in the medical or other circumstances between now and the commencement of any journey.

Signed:

Relationship to pupil: Date:

I the above named pupil promise to observe the pupil code of conduct for visits. I will do my best to ensure the safety of myself and other members of any party. I will obey the laws of the country. I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the school.

Signed by the pupil: Date:

THIS FORM WILL BE KEPT IN THE SCHOOL OFFICE AND RELEVANT INFORMATION WILL BE TAKEN BY THE PARTY LEADER ON VISITS

Check List for Party Leader

NB. No bookings should be made until the Head has given approval for the visit/activity and the dates have been checked to avoid clashes with other events or important classes and relevant staff informed.

Proposed visit:

Day and date		Party leader	
Destination with address		Accompanying persons	
Depart	am./pm.	Year group	
Return	am./pm.	Number of pupils	
		Employee : pupil ratio	

Check list of action to be taken:

Action	Tick + date	Comment
Agreed by Head		
Checked by for feasibility		
Checked with calendar		
Checked with staff		
Initial costing done		
Parents informed in writing		
Consent/permission forms sent		
Consent/permission slips all back		
Risk assessment/arrangements* completed and signed off		
Meeting with parents arranged (complex/residential only)		Date & time:
Coach booked		
Minibus booked		Drivers:
Other transport booked		
Canteen informed		
Packed lunch ordered		
Pupil list for notice board		
Office staff advised, travel form completed		

Pupil emergency contact numbers obtained		
..... informed if out of regular school hours		
Pupil medical details obtained		
Adequate first aid cover, 'medical cover' / sick buckets etc. ordered		Nominated staff in charge of first aid:
Awareness of site prior to intended trip/activity		
Visit evaluation form ready to be completed		Complete after visit

Every non curriculum off-site activity requires a separate parental signature via one or other of the consent/permission forms.

^If the risk assessment has been carried out previously this should be thoroughly reviewed and may then be used after resigning and redating.

Action: Party Leader must keep this on file. Copy to _____ before departure.

Application for the Approval of an Educational Visit

This form should be submitted to the Head before pupils are notified or any bookings made.

Party Leader:			
Department:			
Year Group:			
Number of pupils:		Adult/Pupil ratio:	
Total number of accompanying employees including party leader:			
Names of ALL other accompanying persons: DBS criminal records checks evidence required			
Date and time of visit:			
Venue and purpose of visit:			
Details of visit, including travel arrangements, any remotely supervised time and any potentially higher risk/adventurous activities:			
Cost per pupil: A costing sheet should be submitted for residential trips			
Additional cost to School: (incl. paid cover)			
For residential Visits: Type of accommodation			
Other relevant information: <ul style="list-style-type: none"> Name of organisations, e.g. coach company, travel firm. 			

<ul style="list-style-type: none"> Awareness of site, e.g. previous visit 	
<p>Approval is given to proceed with arrangements for this visit as outlined above. N.B. Any changes to the above must be communicated to the Head for approval.</p>	
<p>Signed: Approved subject to risk assessment/other written arrangements.</p>	
<p>Date:</p>	

Risk Assessment Form – Educational visits (adapted from the School H+S policy)

Venue including address					
				Activity	
Date		Number of pupils:		Year(s):	
Party Leader + mobile no					
Person in charge of first aid/admin of meds including over the counter					
Others including names and number of staff and volunteers					
School contact					
Tel. No					
Mobile					
Assessment undertaken by					
Authorised and signed off by					
Date					
Review date					

Hazards	Consider activities to be undertaken and fire, security/safeguarding, lack of supervision, medical conditions/illnesses, transport, weather
Risk Identified (not an exhaustive list)	Consider: journey, method of transport, activities, accommodation, fire precautions, weather (winds, tides etc.), medical needs of pupils (inc over counter medications), special needs of pupils, temperament of pupils, first aid, biological/chemical hazards, man-made/natural hazards, personal safety of pupils, possible conflicts of interest specifically in an emergency situation , possible contact with animals and contraction of disease (from animals etc.) 'free' time
Risk Controls (not an exhaustive list)	Include: reference to any provider involved, risk assessments from any provider, first aid cover and measures, supervision arrangements; regular attendance checks e.g. at meal times and whenever the party is about to move from one venue to another – it is often convenient to give small group of pupils responsibility for one another, reporting to the leader if anyone is missing, lost pupil arrangements, remotely supervised time, travel, arrangements to avoid driver fatigue, past experience and Plan B with risk associated risk controls
Persons who might be harmed	Consider pupils (age, temperament etc.), employees and general public

Risk identified	Risk controls (or N/A)	Further action necessary to control risk and action plan – name employee responsible, target date and completion date	Is residual risk acceptable? y/n
Transport safety and supervision (please include breakdown plan)			
Weather Precautions			
Fire Precautions			
Food Arrangements			
Financial Precautions- Back up			
Major Medical Needs- (Include use of over the counter medicine)			
Major Special Needs			
Minor Injuries			
Major injuries- If necessary which staff will go to hospital			
Name and address of nearest hospital			
Remote Supervision			
Behaviour Management- If you have to separate pupils would you have enough staff to supervise the groups?			
Dismissal Process if pupils are not coming back to school?			
If using providers are they appropriately risk assessed/insured. (Use of contractor Evaluation form is encouraged.)			

Instances where you would not adhere to the Educational Visits Policy			

4 Pupil Missing on a School Trip

4.1 An immediate headcount will be carried out in order to ensure that all other pupils are present.

4.2 The remaining pupils will gather in a supervised designated place, or if applicable return to the coach.

4.3 An appointed teacher (not the Trip Leader or First Aider) will search the immediate vicinity. The venue manager will also be alerted.

4.4 Once one hour has passed, the Trip Leader will contact the Designated Person (usually the EVC, i.e. the Deputy Head, if someone else needs to be appointed it will be clearly stated on the Risk Assessment).

4.5 If necessary the Parents and Police will then be contacted.

4.6 The party will act in accordance with guidance from the School and the Police.

4.7 A full report will be made by the Trip Leader and submitted to the Designated Person. The report will state the reasons for the disappearance and the manner in which the school responded.

Risk Assessment Authorised by the Head

Signed:

Date:

Consent of Parent/Guardian for a Residential, Higher Risk/Adventurous, or Foreign Visit

Name of pupil: Form		Date of Birth	
Mobile phone number of pupil			
Proposed visit to		Cost of visit	
Day and date of departure		Departure time	
Day and date of return		Return time	
Travel arrangements			
Passport No. and country issued - include nationality			
European health card (EHIC) no:			
Medical information about pupil:			
Does the pupil have any conditions requiring/which may require medical treatment/medication? Delete as appropriate YES / NO		Describe and state whether self-administered or not	
Does the pupil have any allergies, e.g. to medication or specific foods?			
Does the pupil have any special dietary requirements?			
(If yes to any of the above, details must be supplied with this form)			
Contact telephone number, parent/guardian:			
Work:			
Home address:		Home:	
		Mobile:	
Alternative emergency contact:			

Name:			
Address:		Tel .No.	

Signature of parents/guardians

I, the undersigned who have parental responsibility for the above named pupil have completed the information requested above and overleaf. I have read and understood and I consent to the matters set out above and overleaf and in the visit programme or other relevant information. I agree to inform the school as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

Signed:			
Relationship to pupil:		Date:	

I the above named pupil promise to observe the pupil code of conduct for visits. I will do my best to ensure the safety of myself and other members of the party. I will obey the laws of the country I am visiting. I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the School.

Signed by the pupil:		Date:	
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- Transport

I consent to the pupil travelling by any form of private or public transport and/or in a motor vehicle driven by the party leader or any other responsible adult member of the party who is authorised by law and duly insured to drive.

- Health

I certify that to the best of my knowledge and belief the pupil is in good health and (if applicable) has received all necessary inoculations. I am aware of no reason on medical grounds why the pupil should not be a member of the party for this trip.

- Passport etc. (for foreign visits only)

I certify that the pupil has a current passport and (if applicable) all necessary visa and satisfies the entry requirements of the country to be visited, and requirements for readmission to the United Kingdom.

- Accident/Illness

I consent to the pupil receiving first aid, medication as instructed and any emergency dental, medical or surgical treatment, including inoculations, general or local anaesthetic, surgery or blood transfusion, as considered necessary by the medical authorities present.

- Remotely supervised time (usually Senior School only)

I consent to the pupil having remotely supervised free time in a group of pupils with the prior permission of the Party Leader

- Swimming and other activities

I certify that the pupil is/is not able to swim 50 meters, is/is not confident in a pool, is /is not confident in open inland water, is/is not safety conscious in water - (in each case please delete 'one' **and initial**). I agree to the pupil taking part in any/all of the activities (where applicable) contemplated as listed in the visit programme, (including, for senior school pupils only on foreign trips, drinking a modest quantity of wine with a meal), except for the following:

(N.B. all additions, deletions or amendments to entries in this box must be initialled by the parent)

- Personal Effects of the Pupil

I acknowledge that the pupil will be responsible for the safety of his/her own money and personal effects. I will not hold the school responsible for losses unless caused by the negligence of the school.

- Insurance

I understand the extent and limitations of the insurance cover provided, and know of no information that may affect the insurance.

- Code of Conduct

I understand the consequences if the pupil does not adhere to the code of conduct. (Any instance of severely unacceptable behaviour may lead to the party leader informing the parent that the pupil will be sent home as soon as possible and that the responsibility for paying for this, including any accompaniment lies with the parent. The pupil may jeopardize their chances of going on another school visit.)

THIS FORM WILL BE KEPT IN THE SCHOOL OFFICE AND A COPY WILL BE TAKEN BY THE PARTY LEADER ON ANY EDUCATIONAL VISIT

Permission Slip for Short Visit

For short visits which depart from, and return to, school during day time or evening visits such as theatre visits or similar

Visit to	
Form	Date
Time of departure	
Approx. time of return	
Transport is by	
Cost to be billed, £	
Party Leader	
Department	
Other details are as follows	

Pupil's name	
Form	
I give permission for the pupil to take part in the educational visit	
To:	On:

The pupil's emergency contact numbers and medical information are as detailed on the blanket consent form signed previously. There are no significant illnesses or conditions relevant to this pupil over and above those identified on the blanket consent form. I agree to authorize members of staff during the course of this visit to approve such medical treatment for the pupil as is deemed necessary in an emergency.

Signature of Parent/Guardian	
Date	
Please complete this slip and return to the party leader, by	

Travel Form

Purpose of visit:	
Date of visit:	
Employee organizing visit:	
Department:	
Other persons involved:	
Destination address:	
Emergency telephone number at destination:	
24 hour telephone contact number:	
Method of transport:	
Travel operator:	
Tour No. / Reference:	
Time and place of departure:	
Time and place of return:	
Flight Number/s:	
Insurance details:	
Catering staff informed:	
List of pupils and emergency contact numbers attached:	
Total cost per pupil for billing	£

Authorised Absence List

Member(s) of staff responsible:		
Nature of absence:		
Date (and time) of Departure:		
Date (and time) of Return:		
Emergency contact number:		
Mobile number(s):		
Signed:		
	(Member of staff in charge)	Head
Office received:		Kitchen received:

Name	Form	Name	Form
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Visit Evaluation Form

Please complete this form as soon as possible after your return.

Visit to					
Date					
Party leader					
	Excellent	Good	Fair	Poor	Comment
Educational value					
Transport arrangements					
Suitability of venue					
Value for money					
Pupil behavior					
Timing					
Review of Risk Assessment – Any accidents/incidents?					
Other comment					
Worth repeating?					

Example Pupil Code of Conduct for Educational Visits

School trips and visits should benefit you educationally, but they should also be enjoyable. The Pupil Code of Conduct set out below gives you the general context in which School visits will take place, so that you can understand what we require of you. This Code of Conduct applies to all School visits in general, although specific visits may have additional rules, or slight modifications of these depending on the individual context. The rules about visitors in bedrooms, for example, should be taken to apply to visitors in tents where you are on a camping expedition.

We hope that your visit is safe, beneficial, and above all enjoyable.

General Rules

- 1) The health, safety and well-being of all members of the party are essential to us. You must not do anything that puts yourself, or others, at risk. If you do, penalties will be applied. These may be, for example, being under constant direct staff supervision for the remainder of the visit, or being sent back immediately to School at your parents' expense.
- 2) You must obey all instructions given you by the teachers or by any other qualified person such as a ski instructor, an expedition guide, etc., or trip supervisor even if you feel these instructions to be unreasonable. The judgement of teachers and instructors etc. will always take precedence over the judgement of pupils.
- 3) You must abide by the laws both of our country and of any country that you are visiting. Your attention is drawn in particular to laws concerning the purchase and consumption of alcohol. You are required by the School to conform to UK licensing laws even if the laws of the country that you are in are more lenient.
- 4) You should at all times show respect; respect for teachers and other adults, respect for other pupils and their property, respect for local residents and other guests, respect for the rules laid down by any residential centre, and appropriate respect for establishments visited, especially places of worship.
- 5) Your behaviour must at all times be such that your teachers are proud to have you identified as their pupils.

Rules relating to activities

- 6) Your teacher must know at all times where you are. Arrangements for contacting teachers in an emergency, and the meeting points and times throughout the day, will be given by the teacher.
- 7) If you are allowed "free time", when you are not closely supervised, you must remain in your allocated groups. This is to allow, in case of accident or

illness, one of you to go to seek help while another stays with the pupil needing assistance.

Rules relating to accommodation

- 8) No visitors are allowed in bedrooms except for members of our School party.
- 9) No visitors are allowed in bedrooms after lights out.
- 10) You may not visit the bedrooms of anyone except other members of our School party.
- 11) You may not visit another bedroom after lights out.
- 12) Your bedroom door must be kept locked after lights out.
- 13) You must remain in your room after lights out, unless you need to summon a teacher or react to a fire/alarm.
- 14) The School has a no-drinking policy, with the exception of modest amounts with a meal where your parents authorise this. You should note that no alcohol is allowed in bedrooms.
- 15) The School has a no-smoking policy.

Health and Safety matters

- 16) The teachers will, shortly after arrival, go through with you the procedures for evacuating your room in case of fire or other emergency. You should discuss with everyone in your room the location of the nearest emergency exit/ staircase.
- 17) Many bathrooms abroad have electric sockets in them for hairdryers, etc. UK standards consider this an electrical safety hazard, and you should not use electrical appliances in bathrooms or shower rooms nor near a sink in your bedroom.
- 18) Seatbelts must always be worn where fitted.
- 19) On journeys and during activities, it will often be necessary for your teachers to count you to ensure that you are all present and safe. The quickest and easiest way of doing this is via counting groups. You may not change the counting group to which you are allocated.
- 20) If you believe that a fellow pupil is, by his/her actions, putting his/herself or others at risk, you must inform a teacher immediately. **You cannot take the responsibility of knowing this and doing nothing about it.**

Policy Written by: **Joan Stevenson H+S policy Author**
Reviewed by Nat Palmer (EVC)

Reviewed by:
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Approved by:

Date: