

## Educational Visits Policy

*“Twickenham Preparatory School seeks to create a safe, caring and happy Christian environment in which all pupils are valued and can thrive personally, socially and academically.”*

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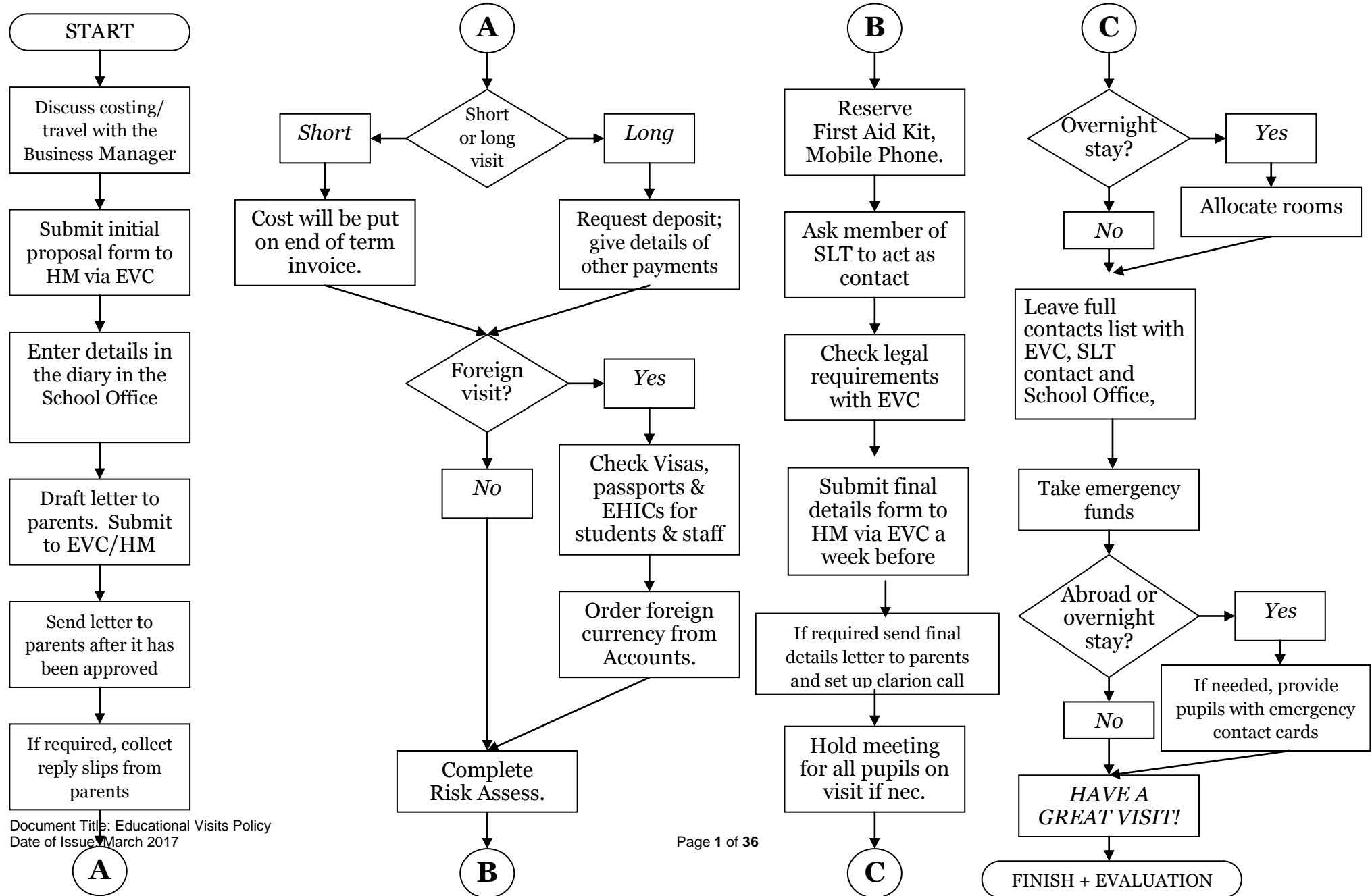
### 1. Statement of Policy

Twickenham Prep School seeks to provide education of high quality and we believe that educational visits play an important role in achieving this goal as part of a broad and balanced curriculum. The School aims to provide pupils with a range of opportunities during their years in the school in order to encourage them to extend their experience (visits to nature reserves and to historical or scientific centres); to promote personal, social and cultural development (overseas visits and museum & gallery visits); and to boost health and fitness (activity weeks and adventure weeks). Of course, very often these educational visits have a value which complements the curriculum offered to the pupils in school.

Educational visits help to fulfil the School’s ambition of promoting learning in its broadest sense, while providing an education which seeks to promote maturity in its pupils. Visits can also help boost self-esteem, self-reliance, teamwork and motivation while assisting in the development of interpersonal skills. We also believe that such opportunities promote a sense of enjoyment and adventure which will engender a life-long thirst for greater knowledge and pleasure in learning.

All visits are organised and led by experienced teachers and where companies are involved, these are always reputable. A strict set of guidelines is adhered to in their planning and conduct. An emergency contact telephone number is always made available to parents for residential trips, otherwise the School Office would always be the first point of contact.

## 2. Visit Organisation Flowchart



### **3. Residential School Trips**

If you are planning a school trip involving at least one night away, you must take the following steps.

#### **3.1 Initial Proposal**

Submit an initial proposal for a school trip to the Education Visit Co-ordinator (EVC) Mr Edwards, who will check feasibility of dates and submit to the Headmaster (HM) for initial approval.

#### **See Appendix 1**

The proposal should cover the following areas:

- Clearly identified educational aims for the visit
- Ensure the visit is appropriate to the age of the pupils
- Suitable transport arrangements
- Where applicable, suitable accommodation has been researched and reserved
- Overseas visits: measures have been taken which ensure the suitability and safety of the pupils
- Arranging a pre-visit. If not make sure the appropriate checks are made
- Staffing: consider the number and suitability of staff required;
  - Reasonableness is the main criteria but the recommended ratio is 1:10 (or 1:8 for residential). This would also depend on whether instructors are being used for activities or not. For hazardous activities a different ratio should be considered.
  - Adult helpers whose own children are included on a visit cannot participate in the supervision ratios unless their partner is also on the visit, as they would revert to the role of parent if their child is unwell or injured.
- Do the adults in the party have appropriate skills and qualifications for the visit?
  - A person who possesses sufficient technical knowledge, experience and skills to be able to carry out the specific task and prevent danger or injury arising during the course of the work or as a result of the work is deemed to have competence.
- Are all staff and adult helpers, parents and pupils aware of their role and responsibilities?

#### **See Appendix 2**

- The responsibilities of each adult helper should be clearly defined and understood before the visit.
- Seek approval of adult helpers (non-teachers) from the Headmaster/Deputy Head.
- All adult helpers require full vetting checks (including Enhanced DBS) if unsupervised. Refer to HR & Compliance Officer for vetting requirements.

#### **3.2 Financial Arrangements**

Inform the Business Manager and discuss insurance and financial arrangements. It is very important that any potential cost to the School arising

from your trip is indicated and authorised in advance of the relevant financial year.

### **3.3 Once these steps have been taken you should:**

- Draft a letter to parents, giving details of the trip and specific educational objectives.
- Submit this letter to the Headmaster via the EVC for approval.
- Issue the letter to interested parents.

### **3.4 Once your group has been identified you should:**

- Issue a further letter to parents giving as much detail as possible. Submit to the EVC before copying and distribution.
- Issue the consent form, emphasising that signatures must be given by all for whom consent needs to be obtained. (Has parental consent been obtained for staff to administer drugs/injections?)
  - Parental consent must be a **written** or **faxed** document and **not** e-mailed.
  - Consent Forms will only usually be needed for residential trips

#### **See Appendix 3**

- Request a deposit and give details of the payment schedule.
- **Arrange a meeting with parents and pupils to discuss the details of the visit including codes of behaviour (if appropriate).** An outline agenda for this meeting is available.

#### **See Appendix 4**

- Written codes of behaviour are used mostly for Years 6-8. These should be handed out and signed at this meeting. Copies should be sent to any parents not present for immediate return. Parents are also given a summary of insurance cover.

#### **See Appendix 5**

- Complete the appropriate Risk Assessment Forms and submit a copy to the EVC.

#### **See Appendix 6: Trip Risk Assessment Form**

#### **See Appendix 7: Coach Guidelines and Risk Assessment Form**

#### **See Appendix 8: Minibus Guidelines and Risk Assessment Form**

#### **See Appendix 9: Swimming Pool Checklist**

Risk assessments can be handed in with the final details form, a week before departure.

- Ensure that pupils are aware of the purpose of the visit, codes of behaviour and sanctions.
  - If a pupil has a particular medical need (eg diabetes) one member of staff should be appointed to take responsibility and oversee that pupil during the visit.

- Ensure **all** staff are aware of medical needs.
- Ensure that at least one member of staff has first aid training.
- Ensure that the first aid kit is appropriate and available.
- Liaise with the Office over mobile phones for all visits, particularly those abroad.
- Check passport and visa requirements for pupils and staff; check each individual pupil meets these requirements.
- Check vaccination requirements and ensure that each member of the party will meet these requirements.
- A member of the SLT should be responsible for liaison at TPS while you are away. NO VISIT may go ahead without a contact at TPS. The School contact should be in possession of the visit plans and parental contact details for all participants and should have these **at all times** during the visit. The Office will also have a copy of the information.
- Explain that should a pupil (or the whole group) return early, then parents must be available to collect him/her.
- Submit final details of trip to EVC on the relevant form.

### **See Appendix 10**

- In liaison with the Office, set up a Clarion Call group.

### **3.5 Shortly Before Leaving**

- Ensure Visit Leader Checklist is completed.

### **See Appendix 11**

- Collate parents' contact details, which have been supplied on the Consent Form. Please ask the Office to assist with this if you wish but do give plenty of notice.
- Collate a list of emergency numbers for the country in which you are staying and of staff contact numbers, Clarion Call details and TPS contact information.
- Collect pupils' and staff passports and European Health Insurance Cards (EHIC); make two copies of these – one for the Visit Leader and one for the TPS contact.
- Collect medical details and next of kin details from accompanying staff. These should be in a sealed envelope and are confidential to you.
- Ensure you have the telephone number of the local British Consulate/Embassy and of the country's emergency medical services; also location details of the nearest hospital.
- Provide parents with information about times and places of intermediate stops (if any) and of any changes to plans. This should be done in writing.
- Ensure parents **know they must be contactable at all times during the visit**, and that they have given full details of their contact numbers.
- Pupil briefings should take place just before the visit. Ensure pupils are clear on codes of conduct.
- Go through checklist with pupils.

### **See Appendix 12**

- Allocate rooms before the visit commences not during the journey. Take into account friendship patterns and look, as far as possible, while respecting these, to reduce the risk that might follow them. It may not be wise, though, to announce this room allocation to pupils before arriving at the destination.
- Parents should only be given the Twickenham Prep School contact number. Mobile phone numbers for staff on the visit must not be given to parents. Pupils will be given the necessary mobile numbers once the visit commences if this is deemed necessary by the Visit Leader.  
NB: if the trip is residential and supervision is constant contact numbers do not need to be issued.
- Hold a brief final meeting with the EVC to confirm arrangements.

### **3.6 Before Leaving**

You must provide a full list of:

- Accompanying staff
- Pupils on the trip
- Full contact details of all parents, including names, addresses, home, work and mobile telephone numbers and next of kin details for staff
- Mobile phone numbers of staff on the visit
- Itinerary

With

- The School Office
- The member of SLT acting as the TPS contact
- The EVC

### **3.7 During the Visit**

- Continual monitoring of hazards throughout the visit and ongoing risk assessments must be undertaken. Adapt plans and then assess risks as necessary (behaviour, weather, changes to site etc).
- All staff should have a list of pupils.
- All staff must have the numbers of the TPS contact and the School Office.
- Ensure pupils have the list of emergency contact numbers and, if applicable, a note in the relevant local language for use if they get lost or injured if this is appropriate for the trip.
- Staff should have sufficient funds for contingency plans, these should be discussed with the EVC well in advance of departure.
- Pupil numbers should be checked at appropriate and regular intervals.
- Bedtimes should be clearly established and adhered to.
- Staff rooming arrangements should be made with the supervision of the pupils in mind.
- Regular checks should be made of corridors and last thing at night. This should include knocking on bedroom doors and checking pupils are in their room.
- There should be a very clear rule about access to bedrooms so that pupils do not visit others' bedrooms after the specified time for lights out has been made clear.
- Ensure pupils know the emergency evacuation procedure of their accommodation and where to meet.
- Ensure the Code of Conduct is adhered to by every pupil.
- Pupils should be informed of the location and room number of staff bedrooms.

- The group should be warned of potential hazards on arrival or at the earliest opportunity.
- Where there is travel from the accommodation to a particular area or place of interest, tickets should, if possible, be bought for the pupils BEFORE the travel is undertaken.
- Pupils should be made aware of procedures re traffic, road crossings.
- A clear recall system should be established if the group is working away from you.
- There should be clear limits and guidelines on undirected times.
- Supervision could be close or remote depending on the activity but it is always 24 hours.
- Ensure pupils know what action to take if they become separated from the group.
- Ensure that pupils are aware of emergency procedures
- Ensure that the emergency pack and list of pupils' contact details etc are carried with the Visit Leader at all times.
- Consider stopping the visit or activity at any time if the risk to the health and safety of participants is unacceptable.

### **3.8 After the Visit**

You must complete an evaluation of the visit and submit this to the EVC.

#### **See Appendix 13**

All incidents, accidents and near-misses must be reported in writing to the EVC within 48 hours of return.

#### **See Appendix 14**

### **3.9 Summary of Steps to Follow when Organising a Residential School Visit**

- Discuss insurance, financial and travel arrangements with the Business Manager.
- Submit an initial trip proposal form to the Headmaster via the EVC.
- Draft a letter to parents giving details of the trip and submit to the Headmaster via the EVC.
- After the EVC has agreed to the letter, issue to parents.
- Request deposit and give details of payment schedule.
- Check passport and visa requirements, EHICs if abroad.
- Hold a briefing meeting with parents and pupils. Provide parents with full details including codes of behaviour, insurance cover, consent forms, requests for medical and dietary needs.
- Complete a risk assessment/s.
- Establish which member of SLT will be the emergency contact whilst you are away.
- Speak to the EVC to ensure all legal requirements have been met.
- Submit final details to the Headmaster via the EVC a week before the trip on the Final Details Form.
- Provide parents with a final letter with all details including accommodation and any change of plan. (may not be needed)
- Hold a meeting for all pupils on the visit.

- Allocate rooms.
- Leave a full list of accompanying staff, pupils, telephone numbers, TPS contact, mobile phone number with the Office, the TPS SLT contact and the EVC.
- Take emergency funds.
- Pack a first aid kit and a mobile phone.

#### 4. One Day Visits

Follow the steps outlined for residential visits as appropriate for a day visit. This will involve checking dates, costs and risk assessment/s.

- Plan your trip well ahead. At least a term before is a good guideline.
- Use the Trip Forms in the staff area under 'Educational visits'. There are two: a Proposal Form and a Final Details Form.
- The Visit Leader should have all the relevant documentation: coach booking information, medical details for pupils and emergency contact numbers, as well as the guidelines on what to do in the event of an emergency.
- The Visit Leader should ensure that the staff accompanying the trip have the relevant information for the trip and for the pupils. **They should be able to take over should anything happen to the Visit Leader.**
- Please make sure that the relevant people have copies of the information for the visit.

##### 4.1 Summary of Steps to Follow when Organising a School Day Visit

- Discuss the proposed trip with the EVC, including its objectives and dates.
- Discuss costings with the Business Manager and the Marketing & Administration Manager taking into account entrance fees and coach costs.
- Submit the Proposal Form to the Headmaster via the EVC.
- Draft a letter to parents giving details of the trip and submit to the Headmaster via the EVC.
- After the EVC has agreed to the letter, issue to parents.
- Complete a risk assessment at least one week prior to departure.
- Establish which member of SLT will be the emergency contact whilst you are away. Usually it will be the Deputy Head.
- Speak to the EVC to ensure all legal requirements have been met.
- Submit final details to the Headmaster via the EVC.
- It may be necessary to provide parents with a final letter with all details including any change of plan.
- Hold a meeting for all pupils going on the visit.
- Leave a full list of accompanying staff, pupils, telephone numbers with the Office, the TPS SLT contact and the EVC.
- Take emergency funds. Arrange these with the EVC and the Business Manager before the trip.
- Pack a first aid kit and ensure you take a mobile phone.



## **5. Emergency Procedures**

Guidance notes are available for Visit Leaders in the event of a serious accident or incident.

### **See Appendix 15**

A serious accident or incident is defined as:

- An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury;
- circumstances in which a party member is at serious risk/serious illness; or
- any situation in which the press or media might be involved.

Remember that serious accidents and incidents are extremely rare, but if one occurs it certainly makes great physical and emotional demands upon you. The guidance notes are designed to help you deal with an emergency.

Remember that you are not alone, the School will support you as much as possible.



## Appendix 1

### Proposed School Trip

To: The Headmaster (via JE)

From:

I am proposing to take a party of pupils on a school trip and I should like to request your permission. The preliminary details are as follows:

Departure date and time			
Return date and time			
Destination or outline of itinerary			
Purpose of the visit and specific educational objectives			
Visit Leader(s)			
Names of accompanying staff			
Number of Pupils		Year Group(s)	
Methods of travel			
Approximate journey times			
Is an initial meeting required for parents?			
Estimated cost per pupil	£	Cost per child: £.....	
	Entrance:		
	Travel:		
	Other:		
	Total:		
Is a cheque /deposit required? If yes, please state amount, payee and when it is needed.	Amount:		
	Payee:		
	Date needed:		
Lunch arrangements – does the Catering Manager need to be informed?			



Please supply any other information that may be relevant at this stage. **This must include, well in advance, details of any financial cost to the School which may arise from your proposed journey.**

Completed by

Date

Permission given by HM

Date

*(Following HM's signature, this form will be sent to Accounts; copies will be sent to JE, and the Visit Leader)*



## **Appendix 2**

### **Responsibilities**

#### **1. Visit Leader**

The Visit Leader has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the Pupils' health, safety and welfare.

For every off-site visit, fixture or expedition the Visit Leader must:

- Have approval to carry out the visit
- Be suitably competent to control, lead or instruct the pupils on the visit
- Be aware of Child Protection issues, ensuring all adult helpers have security clearance (enhanced CRB checked)
- Ensure adequate First Aid provision for the visit
- Undertake and complete the planning and preparation of the visit, including the briefing of pupils, parents and adult helpers
- Ensure that generic and event specific risk assessments are in place for the visit – and copies carried and referred to on the visit
- Ensure that a medical check has been completed for all participants
- Ensure that the ratio of adult helpers to pupils is appropriate for the needs of the group relative to the activity to be undertaken
- Have enough information on pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed
- Consider stopping the visit at any time if the risk to Health and Safety of participants is unacceptable
- Ensure adult helpers have details of emergency procedures and that the TPS contact and SLT contact are available at all times
- Ensure that parents have given written consent for any “one-off” visits, those for which an extra charge is being made, all adventurous activities (on or off-site) and for all overseas visits
- Ensure that all adult helpers are covered by school insurance (public liability, personal accident and vehicle insurance as necessary)

#### **2. Adult Helpers (other teachers, non-teaching staff or volunteers)**

All Adult Helpers have a responsibility to ensure the Health and Safety of pupils in their care.

They must

- Follow the instructions of the Visit Leader
- Consider stopping the visit or activity (notifying the Visit Leader) if they consider the risk to Health and Safety of any member of the group is unacceptable
- Understand clearly their individual and collective responsibilities
- Carry the appropriate emergency contact details at all times



Non-staff adult helpers must not be left in sole charge of pupils except where it has previously been agreed as part of the risk assessment.

### **3. Parents**

Parents should be able to make an informed decision on whether their child should go on the visit. The Visit Leader should ensure that parents are given sufficient information in writing and/or are invited to appropriate briefing sessions.

Parents should:

- Provide the Visit Leader with emergency contact numbers
- Sign the parental consent form
- Give the Visit Leader information about their child's emotional, psychological and physical health which might be relevant to the visit.

### **4. Pupils**

The Visit Leader will make clear to pupils their responsibilities. In addition to any specific instructions and responsibilities relating to a given visit, the following list is common to all visits.

Pupils must:

- Not take unnecessary risks
- Follow the instructions of the Visit Leader and Adult Helpers, including those at any venues of the visit
- Dress and behave sensibly and responsibly
- If abroad, be sensitive to local codes and customs
- Look out for anything that might hurt or threaten the safety of any member of the party, and tell the Visit Leader or an Adult Helper about it.

Any pupil whose behaviour may be considered a danger to themselves or to the group may be stopped from participating.

## Appendix 3

### Parental Consent Form for School Visit

If the contact details have not changed, then there is no need for parents to fill those details in. Their signature will suffice.

Visit to			
Visit Leader			
From (date/time)		To (date/time)	
Specific Activities			

1. I/We \_\_\_\_\_ agree to \_\_\_\_\_ my/our \_\_\_\_\_ child \_\_\_\_\_ (*full name*) taking part in the above-mentioned visit and, having read the information sheet and list of activities above, agree to his/her participation in any of the activities described.
2. I/We have read and support the Code of Conduct for School Visits and acknowledge the need for responsible behaviour on the part of my/our child.
3. I/We agree to reimburse the School, any member of staff or other leader for any costs and expenses reasonably incurred and/or other sums reasonably disbursed by the member of staff or other leader on behalf of my/our child named above during or as a result of the trip, including the cost of a return fare if my/our child has to be sent home as a result of his/her infringement of school rules or the Code of Conduct for School Visits.
4. Dietary Requirements
  - (a) Is your child allergic to any foods?  
**YES / NO** If YES, please specify clearly.
  - (b) Does your child have any special dietary needs?  
**YES / NO** If YES, please specify.
5. Medical Information
  - (a) Does your child suffer from any conditions requiring medical treatment, including medication?  
**YES / NO**  
If YES, please give details.
  - (b) To the best of your knowledge, has your child been in contact with any contagious or infectious diseases, or suffered from anything in the last four weeks that may be or become contagious or infectious?  
**YES / NO**

If YES, please give details.

(c) Is your child allergic to any medication?

**YES / NO**

If YES, please specify.

I/We undertake to inform the Visit Leader as soon as possible of any changes in the medical circumstances of my/our child between the date on which this form is signed and the commencement of the trip.

6. Declaration

I agree to my/our child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided, a copy of which has been given to me/us.

I may be contacted as follows:

Home Tel		Work Tel	
Mobile Tel			
Home Address			
e-mail			

If not available at above, please contact:

Name			
Home Tel		Work Tel	
Mobile Tel			
Address			



I confirm that one or other of the individuals above will always be contactable throughout the trip. I will ensure that someone is available to collect my child should the trip for any reason return early or late.

Name, address and telephone number of family doctor:

Name	
Tel	
Address	

Signed

.....

Name/s (please print)

.....

*(All persons from whom consent is necessary must sign this form)*

Date .....



## Appendix 4

### Initial Meeting with Parents &/or Pupils Possible Outline Agenda

- |  |  |
|--|--|
| <b>1. Justification<br/>Educational<br/>experience</b> | <ul style="list-style-type: none"> <li>• Explain why you are organising the visit</li> <li>• Travel</li> <li>• Study of area to be visited</li> <li>• Experience of different cultures and ways of life</li> <li>• Communal living</li> <li>• Self-reliance</li> </ul>   |
| <b>2. Centre</b>                                       | <ul style="list-style-type: none"> <li>• Show location of centre</li> <li>• Description: type of town/village<br/>recreation facilities</li> </ul>   |
| <b>3. Accommodation</b>                                | <ul style="list-style-type: none"> <li>• Description: Situation<br/>Bedrooms<br/>Recreation facilities<br/>Dining facilities</li> </ul>  |
| <b>4. Activities</b>                                   | <ul style="list-style-type: none"> <li>• Outline proposed programme including any potentially hazardous activity</li> <li>• Outline mode of travel including name of coach company</li> </ul>  |
| <b>5. Staff</b>  | <ul style="list-style-type: none"> <li>• Staff and other adults accompanying party</li> <li>• Centre instructions</li> <li>• Medical arrangements at centre</li> <li>• Arrangements for communicating with parents in case of emergency</li> </ul>   |
| <b>6. Itinerary</b>                                    | <ul style="list-style-type: none"> <li>• Date of departure</li> <li>• Journey route and mode of travel</li> </ul>  |
| <b>7. Clothing</b>                                     | <ul style="list-style-type: none"> <li>• Special clothing required</li> <li>• Options of buying, hiring or borrowing</li> </ul>  |
| <b>8. Games, music and phones</b>                      | <ul style="list-style-type: none"> <li>• Outline what can be take on the trip and when it is allowed to be used (PSPs, IPods, mobiles etc)</li> </ul>  |
| <b>9. Code of Conduct</b>                              | <ul style="list-style-type: none"> <li>• Rules</li> <li>• Sanctions</li> </ul>   |
| <b>10. Cost</b>  | <ul style="list-style-type: none"> <li>• Package cost</li> <li>• Essential extras</li> <li>• Non-essential extras</li> <li>• How payments should be made and school's policy on charging and remission where applicable</li> </ul>   |
| <b>11. Insurance</b>                                   | <ul style="list-style-type: none"> <li>• Details and costs of insurance cover</li> </ul>   |
| <b>12. Programme of arrangements</b>                   | <ul style="list-style-type: none"> <li>• Dates for                      Payment of deposits</li> <li>    Payment of balance</li> <li>    Payment of pocket money</li> <li>    Passport applications</li> </ul> |



- Arrangements for Departure
- Collection on return from journey

### **13. Commitment**

- Names accepted on payment of first deposit

**Note:** Slides/film/video of a previous visit showing the area to be visited will be of interest and can be a very suitable beginning to the meeting (or web pages of the centre if not visited before).



## **Appendix 5**

### **Code of Conduct for School Visits.**

- Pupils are expected to uphold the highest standards of behaviour at all times on a school visit and to abide by all School Rules.
- Pupils must stay in groups of no less than three at all times when off-site and given free time.
- Pupils must adhere to all deadlines and times set by staff.
- Pupils must stay in their own rooms at night after the staff member has checked their room except in a case of an emergency or if there are no toilet facilities in the room.
- Pupils must carry around with them the contact details of the staff and of the local emergency services if off-site.
- Pupils must carry ID with them if off-site.
- Parents must disclose all relevant medical history of the student and appropriate treatment.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

*The signed copy must be given to the Visit Leader, and a copy kept by the pupil.*



## Appendix 6

### Trip Risk Assessment Form

DATE OF VISIT	
MEMBER OF STAFF LEADING ACTIVITY + CONTACT DETAILS	

**WHEN COMPLETING THE ASSESSMENT FORM PLEASE BE AWARE OF THE FOLLOWING AREAS:**

<p><b>1. LIST ALL THE SIGNIFICANT HAZARDS that may be encountered on the visit.</b> (e.g. slipping/tripping, getting lost, public liability accidents, drowning, falling, illness whilst on visit, travel injuries, heat, cold, equipment failure, hazardous activities.)</p>
<p><b>2. WHAT ACTIONS HAVE YOU TAKEN TO CONTROL HAZARDS LISTED IN SECTION 1?</b> (e.g. level of training of staff, systems for recall, first aid training, travel and supervision.) (You can staple information about pupils and parents to this form.)</p>
<p><b>3. LIST OF THOSE PEOPLE <u>ESPECIALLY</u> AT RISK whilst on the visit.</b> (e.g. names of pupils, staff, members of the public. Take into account the age of the pupil, ability/knowledge, degree of self-discipline, maturity, health, medical issues.)</p>
<p><b>4. WHAT RISKS ARE NOT CONTROLLED AND WHAT PRECAUTIONS SHOULD BE TAKEN TO MONITOR THESE?</b> (e.g. personal protective equipment such as seat belts, restricted access for pupils, organisation and supervision. Revise, review and evaluate every reasonable eventuality which may take place and have an alternative plan. If in doubt, consider less risky options.)</p>
<p><b>5. CONTINUAL MONITORING OF HAZARDS THROUGHOUT VISIT.</b> (Adapt plans and then assess risks as necessary, e.g. changing weather, behaviour.) <b>NB It is a legal requirement to review risk assessments.</b></p>

Risk Assessment completed  
by

Date

This must be retained by the Visit Leader, and taken with him/her on the visit.  
A copy must be issued to, and approved by JE **at least a week** prior to departure

TRIP.....

Carried out by ..... Date .....

<b>ISSUE</b>  Refer to the guidelines on the previous page	<b>HOW TO MANAGE IT</b>  What procedures/control measures will we have?	WHO TO BE INFORMED  PLEASE TICK STAFF PARENTS PUPILS		

You must also ensure that appropriate persons are aware of any Generic procedures eg. use of minibuses or coaches. These do not need to be repeated here. The activity must only take place if the residual risk, following implementation of control measures, is deemed acceptable.



## **Appendix 7**

### **Coach Guideline and Risk Assessment**

#### **1. Guidelines**

Pupils should get on and off the coach in an orderly fashion. Staff should be aware of members of the public trying to pass on the pavement and make sure that they are inconvenienced as little as possible.

In the rare event that the pupils have to embark and disembark on the road, a member of staff should stand as a shield between the pupils and the traffic.

Before setting off the following steps should be taken:

- a head count is taken
- staff should ensure all pupils have seat belts on and they know what is expected regarding behaviour and taking care of rubbish etc
- the Visit Leader has checked the driver knows the destination and route
- once the above has been checked and everyone is sitting down, including staff, the Visit Leader will then inform the driver the group is ready to leave.

During the journey staff should ensure the following:

- pupils remain seated at all times
- noise is kept to an acceptable level
- there are no bags obstructing the gangway and emergency exits
- seatbelts are kept fastened
- those that suffer from travel sickness are seated near the front
- if a long journey, there should be regular breaks.



## Coach Risk Assessment (Generic)

Hazards Identified	Existing Controls	Residual Risks
Collision	<ol style="list-style-type: none"><li>1. Drivers to ensure adequate rest prior to driving</li><li>2. Due care and consideration</li><li>3. Seat belts to be worn at all times</li><li>4. All doors to be unlocked during the journey</li><li>5. Obey highway code</li></ol> <p>NB: if a driver is deemed unsafe. The company should be called and if necessary a replacement provided.</p>	Acceptable
Fire	<ol style="list-style-type: none"><li>1. All gangways to be kept clear of obstructions</li><li>2. Fire extinguisher carried in coach</li><li>3. All passengers are aware of the different exits</li></ol>	Acceptable
Breakdown	<ol style="list-style-type: none"><li>1. Passengers are all to be out of vehicle and off the road</li><li>2. Warning triangle sited</li><li>3. Hazard warning lights switched on</li><li>4. School informed of situation</li></ol>	Acceptable
Collision after breakdown	<ol style="list-style-type: none"><li>1. Passengers are all to be out of vehicle and off the road</li><li>2. Warning triangle sited</li><li>3. Hazard warning lights switched on</li></ol>	Acceptable
Care of passengers after collision / breakdown	<ol style="list-style-type: none"><li>1. Mobile phone to be taken on every trip</li><li>2. First Aid kit available</li><li>3. Emergency procedure to be put into operation</li></ol>	Acceptable



## **Appendix 8**

### **Minibus Guidelines (including hired minibuses) and Risk Assessment**

#### **1. General Requirements**

- By UK law, all minibuses must have forward facing seats, each fitted with a seatbelt. **It is the driver's responsibility to ensure that the seat belts are fastened.**
- Seat belts must be anchored in the correct position to the structure of the vehicle or to the seat. The seat must be securely anchored.
- A minibus equipped to carry more than 8 passengers may only be driven by a person over the age of 21 with a **D1** entitlement (which is included automatically only on licences gained before 1997). The minibus in question must carry a Small Bus Permit issued by the Traffic Office. If you passed your test after 1997, you will not have the provisional **D1** entitlement and will need to pass both theory and practical tests for **D1**.
- You will need **E** entitlement if you are towing a trailer, unless you have the old **D1**.
- The School requires all minibus drivers to undergo and pass a regular training programme.

#### **2. Before Each Visit**

Drivers of the minibuses must check that:

- The vehicle is in a roadworthy condition.
- The vehicles are regularly maintained by the Premises Manager, but a driver should do a check before driving and should inform him of any faults.
- Once you start the engine and move away you have assumed legal responsibility for the condition of the vehicle.
- They are insured to drive it. Please check with Mrs Churchman, the School Accountant.
- It carries a fire extinguisher, first aid box and red triangle and the child on board safety signs are displayed in the rear window.
- They know where the fuel cut off switch is.
- They know what to do in an emergency.
- They do not drive when taking medication which may affect their judgement.
- They do not drink alcohol if driving a minibus.
- They take into account the effects of a working day (see driver's hours/journey lengths)
- They do not exceed the maximum laden weight; drivers must take care over the amount of luggage carried with a full passenger load. The School minibuses have a maximum load capacity of 1311kg (2890lbs). This averages at approximately 12 stone (75kg) for each person travelling **inclusive** of luggage.
- Luggage stowed under seats must be made secure to ensure that in the event of collision it will not obstruct the free exit of passengers.





- Luggage is not stowed in the gangways.
- If using the trailer, take particular care in attaching, detaching and reversing. Practice is recommended before using on own.

### **3. During the Journey**

- Ensure all the doors are unlocked prior to any journey and that the side and rear doors are free of any encumbrance whilst the vehicle is in motion.
- Check that all passengers are wearing seat belts.
- Regularly check the gauges whilst driving for signs of overheating.
- Stop if there is a malfunction and ring for assistance. Details are in the minibus folder.
- Observe the highway code at all times. (Do not exceed speed limits!).
- If the fuel gauge is low, please inform the Premises Manager on return.
- After the journey leave the vehicle clean and tidy for the next user.
- When leaving the vehicle, ensure all doors and windows are locked.



### Minibus Risk Assessment (Generic)

Hazards Identified	Existing Controls	Residual Risks
Collision	<ol style="list-style-type: none"> <li>1. Qualification for drivers (BSM/RoSPA)</li> <li>2. Driving time limits (2hrs, then minimum 10 mins break)</li> <li>3. Co-driver to be used on long journeys (over 4 hrs)</li> <li>4. Drivers to ensure adequate rest prior to driving</li> <li>5. Due care and consideration</li> <li>6. Seat belts to be worn at all times</li> <li>7. All doors to be unlocked during the journey</li> <li>8. Safety checks to be carried out as per list in minibus folder prior to journey</li> <li>9. Obey highway code</li> <li>10. Regular safety checks to be carried out by the school caretaker</li> </ol>	Acceptable
Fire	<ol style="list-style-type: none"> <li>1. All gangways to be kept clear of obstructions</li> <li>2. No containerised fuel to be carried inside minibus</li> <li>3. Diesel minibus</li> <li>4. Break glass hammer available in all minibuses</li> <li>5. Fire extinguisher carried in minibus</li> </ol>	Acceptable
Breakdown	<ol style="list-style-type: none"> <li>1. Passengers are all to be out of vehicle and off the road</li> <li>2. Warning triangle sited</li> <li>3. Hazard warning lights switched on</li> <li>4. School and breakdown services to be contacted</li> </ol>	Acceptable
Collision after breakdown	<ol style="list-style-type: none"> <li>1. Passengers are all to be out of vehicle and off the road</li> <li>2. Warning triangle sited</li> <li>3. Hazard warning lights switched on</li> </ol>	Acceptable
Care of passengers after collision	<ol style="list-style-type: none"> <li>1. Mobile phone to be taken with every minibus</li> <li>2. Break glass hammer to be used in emergency</li> <li>3. First Aid kit available</li> </ol>	Acceptable
Inability of driver driving whilst under influence of drugs/alcohol	<ol style="list-style-type: none"> <li>1. No drinking &amp; driving</li> <li>2. Drivers to be aware of medication that might affect judgment</li> </ol>	Acceptable



## Appendix 9

### School Trip – Final Details

To: The Headmaster (via JE)  
From:

Departure date and time			
Return date and time			
Destination (or outline of itinerary).			
Purpose of the trip			
Visit Leader(s) and contact no.			
Names of accompanying staff and parent helpers and their contact nos.			
Number of Pupils		Year group(s)	
Methods of travel - including name and tel. no. of company			
Approximate journey times			
Lunch arrangements			
Cost per pupil	£	Cost per child: £.....	
	Entrance:		
	Travel:		
	Other:		
	Total:		
Is a briefing required for pupils and/or parents before the trip?			
Has a risk assessment form been completed? This should be handed to JE with this form one week before the trip date			



- Once approved, a copy of this form should be given to the School Accountant (CC)
- Before departure a list of pupils, the name of the member of SLT/staff responsible for liaison, a copy of this form and the risk assessment should be left with the following:
  - The Office
  - Deputy Head
  - Member of SLT/staff responsible for liaison (this only applies for overnight trips and trips outside of term time).
- I attach a copy of the programme of activities and the letter to parents.


Activities

Letter

Completed by

Date



## Appendix 10

### Visit Leader Checklist

- Travel tickets, passports and visas
  - A separate list of the travel document numbers, and photocopies of documents wherever possible to be carried by another adult in a sealed waterproof bag
- Lists of emergency numbers for the country in which you are staying and of staff contact numbers (see below). Pupils may need contact details if they are given free time in a town or resort. If unsure discuss with JE.
- Copy of contract with hotel / tour company / activity centre
- Location maps/addresses of all accommodation
- EHICs (where appropriate), Medical forms & details of significant medical histories
- Parental consent forms
- Signed pupil code of conduct forms
- SLT contact details (copy with each adult helper) – **in hand baggage**
- TPS contact details (will probably be the same as above)(copy with each adult helper) – **in hand baggage**
- Phone number of British Embassy/Consulate in country being visited
- Names, addresses and contact numbers of parents – **in hand baggage**
- Copies of list of group members and their details (one copy with each adult helper (**in hand baggage**), and several spare copies)
- Insurance policy and local contact details for claims
- Location of hospital / medical services



## **Appendix 11**

### **Checklist for Pupils**

This may be useful for trips abroad and for Years 6 - 8 if they will be doing any unsupervised activities off-site

- Who is the Visit Leader?
- How can I contact the Visit Leader & other staff?
- How should I get a message home?
- What are the address & phone number of the accommodation?
- Do I have all the relevant phone numbers?
- Do I have an emergency card in the local language?
- What should I do if I get lost or into difficulties?
- What is the written code of conduct for the visit?
- How should I behave in the country I am visiting?
- What do I do to keep my money and valuables safe?
- What are the right clothes to pack for the visit?
- Do I need to bring medication, insect repellent etc?



## Appendix 12

### Evaluation of School Visit

Destination or Itinerary			
Dates of Visit			
Purpose of Visit			
Visit Leader			
No. of Pupils		Year groups	
Other staff/supervisors			
Commercial Organisation			

**Please comment on the following features:**

Aspect	Rating (excellent, good, satisfactory, poor)	Comments
1. The Centre's pre-visit organisation		
2. Travel arrangements		
3. Content of education programme provided		
4. Instruction		



Aspect	Rating (excellent, good, satisfactory, poor)	Comments
5. Equipment		
6. Suitability of environment		
7. Accommodation – if applicable		
8. Food		
9. Evening activities – if applicable		
10. Courier/ Rep. – if applicable		
11. Pupil behaviour		
12. Any other comments		





Aspect	Rating (excellent, good, satisfactory, poor)	Comments
3. Note any injuries, damage or incidents which could have had more serious repercussions. (See accident form)		

Completed by

Date

To be returned to EVC as soon as possible after the visit is completed.



## Appendix 13

### Report of Accident or Dangerous Occurrence

Date of Incident	Time of Incident	Precise place where incident occurred	
Injured person's name	Age	Address	
Suspected nature and site of injury			
Description of the circumstances <i>(How the incident happened including any materials, equipment, machinery or vehicle involved)</i>			
What happened to the injured person after the accident <i>(Whether first aid was given, and by whom. Where injured person was taken, by what means and by whom. Whether casualty was admitted to a medical centre or hospital. Length of stay)</i>			
Others informed and when <i>(eg Police, TPS contact)</i>			
This report completed by	Name:	Signature:	
Date:			



## Appendix 14

### Guidance Notes: Serious Accident or Incident

#### 1. Be Prepared Before and During the Visit

- Carry essential contact numbers at all times.
- Ensure that you are familiar with all guidelines for off-site activities.
- Brief your group on emergency procedures before they set off.

#### 2. Care of the Group and Communication

- The first priority is the safety of other pupils and colleagues.
- Ensure safety from further danger.
- Contact local emergency services immediately and follow their advice.
- Deploy other staff/adults as effectively as possible in continuing to ensure the welfare of your group.
- **If pupils have mobiles, collect in the mobile phones from those who know what has happened so that they cannot contact anyone else just yet. Nobody must be able to phone the parents, their friends, or even their own parents until the victim's parents have been informed. Do not speak to the media.**

**The School (usually the Headmaster) will issue a statement in due course and handle the media.**

- Do not just rely upon the assurance of pupils; **get a reliable adult to check on each pupil or do it yourself. Do not miss anyone out.** You should **not** tell the pupils anything at this stage in case they should try to telephone home (this might only apply to a Year 7 or Year 8 trip).
- If some pupils have been involved in the events, then an adult must be assigned to watch over them in case one of them decides to harm him/herself. Continuity of care will be required. Ensure that no pupil leaves your supervision. You should provide them with some reassurance.
- Contact your SLT contact or the School Office.
- You should only deal with a member of the SLT, ideally the Headmaster or the Office if all are out. The following information should be given:-
  - Your name
  - Telephone number you are calling from
  - What happened
  - To whom
  - Where
  - When
  - Names of others who are hurt or involved but unharmed
  - Action taken so far
  - Action yet to be taken (and by whom)
  - If a fatality is involved, has this been confirmed?
  - By whom
  - Which local emergency services are involved

- If abroad, telephone the British Consulate/Embassy. They know what to do and will be able to help locally as well as dealing with the Foreign and Commonwealth Office. If after hours, there should be a duty officer available. The British Police will be informed through the Foreign and Commonwealth Office. This can take several hours and numerous phone calls. They will need to be able to confirm the situation with the TPS SLT contact at school. Ensure all such officials have the contact details for the TPS SLT contact that you are using.
- **In the event of a death, the police must visit the parents and inform them. In the event of a serious injury, again someone in the UK must visit them. The news cannot be broken to them over the telephone. Do NOT telephone them yourself.**
- Find out very quickly from the pupils what has happened. Do not hold an enquiry but try to ascertain the facts.
- Ensure that you have a dedicated telephone line or mobile number available and manned at all times so that you can coordinate activities and liaise with the contact back at school. One person needs to run the phone line.
- Talk to your colleagues or whoever you can get to assist you. **Meet them every 10 to 15 minutes** to review and decide what to do next.

### 3. Next Steps and General Advice

- Make a written record of all events leading up to and after the incident and preserve any evidence. *If you can, make notes as you go along.*
- Parents and relatives will naturally be anxious to establish what is happening, but do not let party members (staff or young people) telephone home until after you have made contact with your TPS SLT contact and this has been agreed.
- **Do not speak to the press or media.** Do not try to deny incorrect statements made by them. They must go through the School for information.
- Do not admit liability of any sort to anybody.
- Do not allow anyone, apart from medical services, to see any party member without an independent witness being present. The police may want to speak to pupils. An adult must be present at all times. (No one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.)
- Retain any equipment involved in an unaltered condition. If there is a minibus accident, the police will want to look at the tachograph.
- Be as compassionate as possible with anyone involved.
- If you change location, remember to let your TPS SLT contact have the new telephone number at which you can be contacted.
- Reassure **other** parents. Either you or, preferably, someone at school should phone the pupils' parents with a brief statement to say that:
  - Their own child is safe. If you phone in the early hours of the morning then it is essential to make sure that they have grasped this point first.
  - That there has been an accident.
  - Obtain a contact number for that day.



- State that the school will contact them later and give them details about their child returning home.
- They should not phone other parents yet.
- Their own child will phone them in a few hours.

**Finally, all situations are different; the SLT contact or the Headmaster will make him/herself available to offer you advice and support. Use them as much as you need.**