

## **EDUCATIONAL VISITS POLICY**

*This policy reflects the guidance and principles provided in the DCSF document The Health and Safety of Pupils on Educational Visits. Staff who are planning to take a trip or visit are required to read the DCSF document and abide by this policy.*

The main purpose of the policy is to ensure, as far as is possible, the safety of all those who are involved on school visits and expeditions and to safeguard the position of members of staff who are taking the trips. Visits are very much part of the programme of enrichment at Prior's Field and should be seen to be encouraged by this policy.

Any visit made by one or more pupils, beyond the confines of the school buildings or grounds are defined as off site. All visits must take into account pupils' disabilities and special educational needs. Pupils must not be discriminated against when planning the visit. Provision must be made to include all pupils wherever possible.

If staff are unsure about any aspect of this policy they should consult the Head, Deputy Head Curriculum or Bursar.

### **RESPONSIBILITIES**

#### *Governors*

The Governors have a legal duty to ensure, so far as is reasonably possible, the health and safety of anyone else on their premises or anyone who may be affected by their activities. This includes participation in off site visits. The Governors should:

- Ensure that there is a written procedure for off site visits which participants should follow
- Provide for the assessment of the risk of activities and the introduction of measures to control those risks
- Ensure that the mechanisms are in place to inform employees about these measures
- Satisfy themselves that systems are in place to confirm in the case of each off site visit that the risk assessment has been carried out, that appropriate safety measures are in place and that training needs have been addressed

- Check that systems are in place to ensure that the off site visit has an educational purpose and that the off site procedures are being complied with.
- Require that they are informed about less routine off site visits well in advance

### *Head*

As the responsibility for visits is delegated to the Head, her agreement or the agreement of the Deputy Head Curriculum must be obtained before a visit takes place. She will ensure that the visit leader is competent and that the off site visit policy is complied with. If the Head or Deputy Head is taking part in the visit then she should follow the instructions of the visit leader; this applies to all members of the SLT.

### *Teachers*

Teachers should take care of their own and others' Health and Safety, co-operate with the Head and Bursar over safety matters, carry out activities in accordance with training and instructions, and inform the Deputy Head Curriculum or Bursar of any serious risk. Teachers who are accompanying a visit have the responsibility to act as any reasonable, prudent parent would in the same circumstances. Teachers who have children on the trip cease to be supervisors.

### *Trip Leader*

One adult, who must be a member of PFS staff, should have overall responsibility for the visit which includes the Health and Safety of the participants. Other adults may act as additional supervisors so long as 50% of supervisors are members of staff and all non teaching staff have been approved by the Head. The visit leader is confirmed by the Head or Deputy Head Curriculum. The Trip leader should ensure that:

- the visit has specific and stated objectives
- the Head or Deputy Head Curriculum has approved the visit in advance
- a deputy is appointed where appropriate
- the school's off site educational visits policy is followed
- all accompanying supervisors are CRB cleared
- that all accompanying supervisors are aware of their role and tasks and that they are fully aware of what the visit entails
- they are able to control and lead pupils of the relevant age range
- they are competent to instruct/supervise pupils in the activities
- they are familiar with the location where the visit is taking place
- they are aware of child protection issues
- there is adequate first aid provision for the activities taking place
- there is adequate planning and preparation of the visit including briefing participants and parents (*checklist attached at Appendix 1*)
- the suitability of the participants has been assessed
- the correct supervision ratio is applied (*Appendix 2*)
- an accurate register of participants is provided
- an up to date risk assessment approved and signed by the Deputy Head Curriculum (*sample attached Appendix 4*)
- supervisors have been made aware of the risk assessments and emergency procedures

- parents and pupils have been briefed on their responsibilities
- the appropriate level of insurance cover is provided - check with the Bursar
- paperwork is fully complete and authorised by the Deputy Head Curriculum
- they are prepared to stop any activity or visit if it is deemed unsafe

### *Visit Supervisors*

Visit supervisors should:

- be clear about their roles and responsibilities during the visit
- be aware of and follow the school Off Site Educational Visits Policy
- follow the instructions of the visit leader
- speak to the visit leader immediately if they become concerned about Health and Safety at any time during the visit

### *Pupils*

The visit leader must make it clear to pupils that they must:

- not take unnecessary risks
- follow the instructions of the leader and other supervisors at all times during the visit
- dress appropriately for the activity and behave according to the school rules
- be sensitive to local codes and customs especially when abroad
- be aware of Health and Safety and tell the leader or supervisor of any concerns
- follow the pupil code of conduct (*Appendix 5*)

### *Parents*

Parents should be able to make an informed decision on whether their child should go on the visit. They should read all the written information and be invited to appropriate briefing sessions. Parents must sign the parental consent forms, provide up to date information about their child's emotional, psychological and physical health and provide emergency contact numbers for the duration of the trip

Parents and Pupils will be required to sign and agree to a Code of Conduct for all residential visits. If there is a serious infringement of the Code a pupil may be required to return home. Staff must make clear to parents the reasons for which a participant may be sent home, the travel plans for that and the cost implications. . Parents must agree the arrangements for sending a pupil home early and covering the associated costs.

### *Educational Visits Co-ordinator*

This role is undertaken by the Deputy Head Curriculum in consultation with the Bursar. She will:

- Support and advise the visit leader
- Support and advise the Head and Governors in their responsibilities re off site visits
- Check and confirm the off site visits forms with the visits leader
- Check and confirm the off site visit risk assessment with the visit leader
- Assess the competence of the leader and other supervisors in conjunction with the Head
- Confirm the emergency contact procedures with the visit leader
- Assist in induction training for off site visit leaders and supervisors

- Keep records monitor and review the school's Off Site Educational Visits Policy and off site visits

## PLANNING

1. Read off site visits policy document
2. Refer to Health and Safety of Pupils on Educational Visits (2001) (*copy is obtainable on S:Staff Share/Deputy Head Curriculum/Trips and Visits*)
3. Approval must be obtained before any contact with parents and pupils.
4. Trips will normally be planned in accordance with the Trips Checklist available on staff share, and calendared, in consultation with the Deputy Head Curriculum.
5. For all excursions a 'Trip Request' form must be completed and forwarded to the Deputy Head Curriculum for approval at least 2 weeks before the trip date. Logistical and organisational details and an approved risk assessment must be provided. (*sample attached Appendix 6*)
6. When substantive approval is given the visit may be advertised to pupils and parents

**All adults expected to attend the trip must have a valid CRB certificate obtained by the school.** Please note that these can take six weeks to be returned so additional volunteers must be recruited at the beginning of the planning process.

For hazardous activities it will be necessary to complete an additional, more detailed risk assessment. The organiser should also liaise with the venue and obtain their risk assessment and check their insurance and the qualifications of the trainers for the activity. The British Standards Institute has produced BS 8848 and this should be used to assess the quality of external providers. Ideally they should conform to this best practice standard.

On approval, copies of the front page and a list of girls must be distributed as detailed on the Trip form.

The visit leader should make sure that parents are able to contact their child via the school contact in case of an emergency at home.

A school trip mobile phone is available and should be booked as appropriate – this number may be disclosed to parents and pupils. Staff should not disclose their personal mobile numbers in line with Child Protection recommendations.

Parents must be informed in writing of any off site visit unless it is a regular part of the school curriculum which parents have already been informed about through the school contract. Parental permission must be obtained if there is a cost implication.

Visit specific parental consent must be gained for all off site visits which are not covered by the initial parental contract and will therefore include: non-routine visits, adventure activities, visits abroad, other residential visits and remote supervision activities.

Parents should be sent a letter detailing the following:

- Date and time of trip
- Purpose
- Venue
- Travel arrangements
- Group leader and other supervisors
- Dress code
- Any times when the participants will be remotely supervised
- Any other relevant information

If a private staff car is being used for transport, parental permission should be sought. The owner and driver are responsible for informing the bursar for insurance purposes and they must complete and log, a Safe Driver Self Declaration Form with the Bursar.

Pupils are not allowed to use their cars to transport themselves and/or others to and/or from school on a school visit. The school could be held liable for the competence of the driver and the road worthiness of the vehicle.

Parents should be informed that they will be contacted via Clarioncall if the visit is late returning. For residential visits parents will also be contacted to advise of safe arrival.

## **POST VISIT**

Post visit evaluation is invaluable for assessing the effectiveness and value of a visit and to help colleagues plan their visits in the future. A post evaluation report could be as simple as recording the sports results or letting colleagues know that a particular museum exhibit is worth a visit. For more significant visits and especially residential trips a more substantive critique is required. A sample form is attached for information and is available on staffshare.  
*Appendix 7*

For all visits a detailed report is required if there were any incidents and accidents while off site.

## **ISSUES THAT MUST BE CONSIDERED**

### **Competence of Visit Leaders and Supervisors**

The Head or Deputy Head Curriculum should ensure that the Leader is competent to lead the visit by assessing the Leader's experience, knowledge and appropriate qualifications relating to the visit. When the trip is residential or overseas there has to be documentary evidence of this process.

### **Duty of Care**

Negligence arises through failure to conform to the school's Off Site Educational Visits Policy and not following best practice guidelines. Charges of negligence will be easier to refute if:

1. The leader was competent and/or qualified to lead a visit
2. Appropriate and adequate supervision was provided – The School's Guidelines on Pupil Contact and Pupil Supervision remain in force at all times. The relevant section on residential trips is reproduced at *Appendix 3*
3. All reasonable steps had been taken to ensure the safety of the environment and equipment
4. The participants had been taught about the need for safety and had been warned against foolhardiness in a manner appropriate to their age, intelligence and experience.
5. The participants had been prepared and trained for the activity
6. The activity and the manner in which it was carried out were compatible with the regular and approved practice
7. A comprehensive risk assessment had been carried out documented and communicated to all concerned.
8. Parental consent forms had been signed
9. Leaders were aware of any special needs within the group and taken appropriate action
10. All procedures were carried out following organisational guidelines
11. Incidents were handled without undue delay, following the Off Site Educational Visit Policy
12. Records were kept of all the activities during the visit and ongoing risk assessments documented.

### **Transport**

The visit leader must consider and include in the risk assessment:

1. Passenger safety
2. Length of working day, driving hours and length of the visit
3. Competence, qualification and training of the driver
4. The type of journey and likely traffic conditions and weather
5. Action in the event of breakdown
6. Appropriate insurance cover
7. Journey time and distance
8. Stopping points for refreshment and comfort breaks
9. Supervision

## **Supervision on Transport**

The trip leader is responsible for the group at all times, including maintaining good discipline. The driver should not normally be responsible for supervision unless a small number of older children are involved and it is a short journey.

When considering the level of supervision the trip leader needs to consider:

1. Nature of transport, coach, minibus, double decker
2. Safety on road crossings
3. Safety on transport when pupils are able to roam ie ferries
4. Booking transport so that group can travel together
5. Safety at pick-up drop-off, and rest points
6. Safety of group in the event of an accident
7. Travel sickness and other travel related problems

During the journey the trip leader needs to ensure that:

8. Head counts are carried out when the pupils are getting on and off transport
9. A supervisor has responsibility for checking safety equipment eg wearing of seat belts
10. Pupils understand that they do not have access to the driving area at any time

School minibus – trip leaders must be aware of and abide by the school's minibus rules.

## **Private Cars**

Drivers must have read and understood the school's Safer Driver Policy and completed the Driver Self Declaration form.

## **Hire transport**

The trip leader must check with the Bursar or Facilities Manager that the hire company is reputable and that they have the appropriate licences to operate. The school has a list of companies that have been checked.

## **Media**

In the event of media contact then liaison must be made with the Head. In the event of an emergency all media enquiries must be made through the Head at school. NO Comment should be made to the media by any of the trip leaders, supervisors or pupils. **The name of any casualty must not be given to the media.** The best response is to politely direct all enquiries to the Head and pass on the school's telephone number.

## **Insurance**

The trip leader must confirm with the Bursar that the school's insurance policy covers the visit and its activities; in the unlikely event that it does not then alternative arrangements must be made. **Without appropriate insurance no activity or visit can take place.**

## **Finance**

The trip leader must ensure that the visit is financially viable and that the budgeting includes all foreseeable costs. Parents must be made fully aware of any costs they will incur, and given accurate indications of those that may additionally incur, such as those necessitated by an early return.

## **Use of external providers**

The trip leader must ensure that external providers follow best practice and in the case of adventurous activities (defined as caving, climbing, trekking and water sports) that they are legally licensed. Reputable travel agents specialising in school trips should be used wherever possible.

Copies of external providers risk assessments and licences must be obtained.

If an excursion is overseas and it is not practical for the trip leader to visit the location in advance then references should be obtained from other schools who have used the provider paying particular attention to Health and Safety issues.

**The use of an external provider does not absolve the trip leader and supervisors from responsibility; they have the final decision over any aspect of the visit, not the external provider. They must be prepared to step in at any time to stop an activity.**

## **Water**

Activities based on or near water are the cause of a high percentage of the accidents on off site visits, extra vigilance and supervision is required. This is classed as an adventurous activity and must be appropriately assessed and insured.

Swimming in a pool, sea or other body of water must not take place unless the appropriate risk assessment has been completed **prior** to the visit, appropriately qualified lifeguard(s) is/are present and that at least one lifeguard has the appropriate local knowledge. There **must be no sudden change of plan on the visit no matter how tempting.**

## **Duty Rota**

The trip leader should organise a duty rota for the visit ensuring that there is always at least one member of staff on duty at any time.

No member of staff may consume alcohol while on duty, nor prior to duty in such quantity as to impair judgement or exceed allowable levels for driving whilst on duty.

## **Mobile phones**

Trip leaders are advised to formulate a visit specific policy for the use of mobile phones by pupils on the visit. This should include their use in an emergency.

## **First Aid**

The degree of First Aid cover depends on the nature of the visit and the participants; the trip leader should assess this and ensure that appropriate cover is provided.

## **Travel Abroad**

The trip leader should be aware of:

- Visa and passport regulations – are all participants UK citizens?
- Emergency medical facilities and required documentation
- Vaccinations required and procedures for checking participants are all covered
- Insurance cover for abroad
- Driving regulations
- Foreign customs and regulations regarding children
- Travel update guidance issued by the Foreign and Commonwealth Office

It is advised that for any overseas visit the trip leader holds copies of all visas and passport and a second copy should be held back at school with the school contact.

Care should be taken to ensure that all parents with official parental obligations provide permission for the visit – beware of care orders and wards of court.

## **In Case of an Accident**

The trip leader should take a copy of the school's procedures which are attached at *Appendix 6*

*Normal School Hours:*

**The Head must be informed immediately of any serious incident away from the school involving pupils or staff. If the Head is not immediately available then the Bursar or Deputy Head Curriculum must be informed and the Head advised as soon as is reasonably practical thereafter.**

*Out of School Hours*

**The trip leader must contact in the first instance the pre-arranged Emergency Contact who will contact the Head and/or Bursar.**

**Next Review: Spring 2010**

## TRIPS AND EXCURSIONS

### General Checklist

- Obtain approval for trip including calendar entry from Deputy Head Curriculum
- Check medical list with Muffin, Deputy Pastoral & Medical Centre
- Create separate risk assessment if required for medical concerns
- Complete trips and risk assessment form – S:Staff hare/ deputy curriculum/trips and absences/ trip form
- Write letter for parents including consent form if required. Email to Sophie, Office Manager for formatting and Head to check.
- Attach letter to trip and risk assessment form
- Hand risk assessment form plus any other pertinent info eg parent letter, maps to Deputy Curriculum
- Distribute letters to parents
- Copy front sheet of Trip & Risk Assessment form to notice board in staff room, sixth form boarding, junior boarding
- Email request with full list to distribution list (deputies and Front office)
- Complete Request for Absence form to the Director of Studies
- Complete Catering request if required for packed lunches via Liz Harker, Bursar's PA
- Book trips mobile phone from Richard Hughes, Facilities Manager
- Book transport – options may include
  - Minibus – use minibus form ensuring that a PF registered driver is available and booked via the Facilities manager, Richard Hughes
  - Staff Car – parent consent required; complete Driver Self-Declaration Form to Bursar's PA
  - Coach – ensure booking well in advance! School uses Greenways, details from Bursar's pa
  - South West trains group travel are on [grouptravel@swtrains.co.uk](mailto:grouptravel@swtrains.co.uk), 0238 072 8162

### Bursary

- Fill in recharge form and include travel cost – S:Staff Share/Bursary/Recharge Attach invoices for tickets and travel to recharge form. Recharge forms may also be completed electronically and passed to the Finance Office for action
- Add cost of tickets and travel together (including teachers) plus any other expenses and divide by number of students to calculate cost per students.
- Write total cost of trip by the name of each student on recharge list.
- Hand recharge list with invoices and costings to bursary assistants
- Fill out a payment request for any personal expenditure – train tickets for example – clip this to form with any receipts to recharge form.

### Two weeks before

- Check catering requests ok with Bursar's pa & Lena in Catering
- Do any of the boarders require early or late supper? Look at the menu and ask the students to order with you ahead of time.
- Check minibus & driver ok.
- Check with students re returning collection at end of day.



### Day before

- Check that all mobile contact details held at school as on the risk assessment form are still correct including your list of SLT/pupil/parent/other trip staff members contact details.
- Any medical aids for individuals

- Collect first aid kit from SAN
- Check you have full list of students and staff for yourself and other trip leaders.
- Call or text reception and SLT contact for residential trips when you arrive/ depart destination

### **Day After**

- Return mobile phone to Facilities Manager & First Aid kit to SAN
- Post evaluation report – this can be as simple as the sports results or that the trip was worthwhile but if there have been any incidents or you had any concerns about the venue these must be reported in more detail and given to the Deputy Head Curriculum and the Bursar

## Supervision Ratios

(With reference to guidance taken from HASPEV)

The **minimum** levels of supervision are set out below.

- Day trips: One adult for every 15 to 20 pupils in Year 7 upwards with a minimum of 2 adults for off site trips more than one hour from school for Years 7 to 11.
- Residential trips: Two adults for up to 20 pupils; an additional adult per 10 additional pupils or fewer. Staff in charge of residential trips must include in the risk assessment the plans for if one member of staff is out of action for any reason.
- Adventurous activities: these ratio may be reduced either as a requirement of the venue or by consultation with the trip leader and the Head, Deputy Head Curriculum or Bursar.
- Pupils in special circumstances: the organiser must assess the pupils they propose to take on the trip and the nature of the activities to be undertaken. It may be necessary to undertake a separate risk assessment to ensure that all pupils can access the activity. The school will always try to include every child on such excursions and an additional adult may sometime be required to assist.

The priority for trips is the safety of all members of the party. If a member of staff is concerned that an individual will not take due care of themselves or others then the individual must be prevented from that activity.

**Extract from the School's  
GUIDELINES ON PUPIL CONTACT AND PUPIL SUPERVISION**

**CONTACT IN BOARDING OR ON RESIDENTIAL TRIPS**

1. The boarding environment of the school is one of its strengths, but it also means that we need to be particularly careful about ensuring the girls' right to privacy and also to protect ourselves from allegations. There are more specific details in the Child Protection Policy (**Appendix G** : Guidelines for staff in relation to pupils' boarding houses), and in the Staff Boarding Guidelines, but the main points in summary are:
  - a) The school discourages visits by individual pupils to private accommodation inhabited by members of staff;
  - b) Members of staff are free to enter the boarding houses at any time (to leave a message etc) and should do so if they hear a disturbance or have any other misgivings. However, members of staff should communicate directly with the boarding staff about any matters of concern.
  - c) In the normal course of events, male members of staff should not enter girls' houses (or the pupil residential areas on overnight trips). If they are concerned about possible disorder, they should notify a female member of staff or a prefect as soon as possible. Only if there is an obvious crisis, should a male member of staff intrude, and then he should, be accompanied by a female member of staff if at all possible.
  - d) There might be occasions when teaching staff need to contact a pupil in boarding (this will be much more likely in the Sixth Form house, but might occur in Junior boarding too,) or when staff need to find a pupil on a school trip. Under these circumstances, the following procedures must be followed:
    - When visiting a room (or sleeping area), the member of staff must knock and wait for a response. If there is no response, the member of staff should knock a second time. If there is still no response, the member of staff should open the door and announce their presence before entering.
    - The member of staff must never enter a room and close the door behind them. Common practice must be to stand in the doorway. If a member of staff needs a longer conversation, this could take place in a communal area or in an office / staff study, with the door open.
    - Staff should only visit the boarding areas during prep and for specific duties, but before bedtime. These visits should be regular and well publicised.



	Activity	Student	Leader	Environment	Medical Aid	External Conditions
<b>1</b>	Activity is within the every day experience of the individual.	Very experienced, appropriate level of competency.	Experienced and qualified at the appropriate level, with specific site knowledge and usage. Knows the group well.	Urban or rural areas with only limited hazards that are predictable.; any accommodation is roofed	First aid and emergency support is accessible within 10 minutes. Equipment and training is at a high level.	Change in weather/conditions will have no adverse effect on the group.
<b>2</b>	Activity is outside the every day experience of the individual but <b>total competency</b> has been achieved in training.	Regular exposure to the activity, an adequate level of competency.	Experienced and qualified at the appropriate level, with specific site knowledge and usage. New group.	Rural areas with <b>predictable hazards</b> ; any accommodation may be tents	First aid and emergency support is accessible within <b>30 minutes</b> . Equipment and training is at a high level.	Change in weather/conditions will have minimal effect on the group and will not affect safety.
<b>3</b>	Activity is outside the every day experience of the individual but <b>basic competency</b> has been achieved in training.	Experienced at a recreational level, some competency.	Experienced and qualified at the appropriate level, but new site for the instructor.	Rural areas with <b>hazards that change quickly</b> ; any accommodation may be tents	First aid and emergency support is accessible within <b>1 hour</b> . Equipment and training is at a high level.	Change in weather/conditions could lead to discomfort and problems if the group is not adequately trained or is unfamiliar with equipment.
<b>4</b>	Activity is outside the every day experience of the individual but <b>training</b> has been given.	Some experience at an introductory level, no competency.	Minimum qualifications, regular participant in this activity.	Rural areas with close proximity to <b>dangerous topographical features eg cliffs, fast flowing water</b> . etc; any accommodation may be tents	No first aid or emergency support readily available; staff appropriately qualified in first aid with good access to kit.	Change in weather/conditions could lead to serious problems if the group has not achieved a level of competency in the activity or is not adequately equipped.
<b>5</b>	Activity is outside the experience of the individual and <b>training has no similar aspects</b> .	Absolute novice, no experience of the activity and / or has special needs.	Minimum qualifications, recreational participant.	<b>Remote</b> rural areas with close proximity to <b>dangerous topographical features eg cliffs, fast flowing water</b> . etc; any accommodation is in tents	No first aid or emergency support readily available; staff appropriately qualified in first aid with limited kit.	Change in weather/conditions could have serious consequences for a well prepared and trained group.

**6 - 10  
Low Risk**

**11 - 19  
Medium Risk**

**20 - 25  
High Risk  
(Full Risk Assessment  
Required)**

**25 - 30  
Unacceptable  
Risk**

**Total Score:**





**If score is 'Low' or 'Medium', no further risk assessment required**

Definition				
	The possibility and nature of an accident are not substantially different to those encountered in every day experience.	The hazards encountered are outside the group's experience but adopting principles of safe practice should bring them to an acceptable level.	The hazards encountered are either extreme or very much beyond the every day experience of the group. An accident could have serious consequences.	The hazards encountered are far beyond the experience of the group and the leader.

**Emergency Procedures:**

**Closest A & E/Hospital:**

Link for Search: <http://www.nhs.uk/servicedirectories/Pages/ServiceSearchAdditional.aspx?ServiceType=AandE>

**HAZARD ASSESSMENT:**

**Standard:**

**Safety Briefing**

**Seat Belts : Yes**

**Contact No. as above**

**Crossing Roads**

**Report In**

**Timing**

**Medical List**

**N/A**



**Additional Hazards (Low – Med Risk Trips)**

**Control Measures**

**ATTACHMENTS/CHECKS:**

**Nominal Roll**



**Medical List**



**Confirmed Insurance Cover**



**Evidence of Qualifications  
(for external leaders)**



**Letter to Parents if needed**

**Confirmed Parental Consent (if needed)**



**Copy of Girls' Briefing Document  
Map of Area if appropriate**



*I confirm that I have read this risk assessment and considered additional hazards relating to this trip. I attach a full risk assessment if this trip is considered 'high risk'.*

**Signed:** ..... **Print:** ..... **Date:** .....

**Original Complete to:** Deputy Head Curriculum

**Copy front sheet to:** Deputy Head Pastoral, Junior Boarding Office, Sixth Form House, Music, PE & Drama Dept, Staff Room Board, named contact at PriorsField

**Staff Absence details & Cover Requirements to:** Director of Studies

**Office Use:**

**Authorised (RS)**  .....

**In Calendar**

## Pupil Code of Conduct for Residential Trips

Visit to: .....

Group Leader .....

Date: ..... Time from: ..... To: .....

*Your health, safety and welfare are of paramount importance and as such you are expected to abide by the following code of conduct.*

1. You must follow the instructions of the trip leader and other supervisors or instructors.
2. Be aware of Health and Safety and tell a member of staff if you have any concerns. You must not take any unnecessary risks.
3. You must show respect for all property – coaches, centre equipment and anything belonging to others. Safeguard your own property, anything of value should be handed in to your teacher for safekeeping.
4. You should behave and dress sensibly and responsibly at all times, in accordance with guidance from trip leaders and the activity being undertaken.
5. Your teachers must know where you are at all times. Do not leave the venue without permission and always keep with your group. If you become separated, phone the telephone number given to you – this may be the school trips mobile or school reception/boarding house. In an emergency you may have cause to dial 999.
6. Be kind and courteous to your fellow travellers and to anyone you might meet on the excursion. Observe road safety rules.
7. When travelling by coach, minibus or car you must:
  - always wear your seat belt
  - not distract the driver with singing or loud noise
  - remain seated until advised by your teacher that it is safe to disembark
  - not obstruct the aisle of the coach with belongings
8. Dispose of your rubbish responsibly, if there are no bins take your rubbish with you.
9. No running, pushing or shoving.
10. Obey all normal school rules including no bullying, no smoking, no alcohol, no breach of ICT code.
11. Enjoy the excursion!

*I have read and understood the Pupil Code of Conduct and undertake to abide by these rules*

*Signed ..... Year Group ..... Date .....*

*Parents or carer's signature .....*

## **ACTIONS IN THE EVENT OF AN EMERGENCY ON A SCHOOL TRIP**

### **Guidance on Emergency Procedures**

A copy of the following guidelines must be taken by all party leaders and their deputies. This plan is included in the Schools Visits Policy.

- Establish nature and extent of the emergency
- Make sure that all other members of the party are accounted for and safe.
- If there are injuries, establish their extent and administer first aid (if you have been trained or feel capable - but be aware of consequences that might follow were you to give incorrect treatment).
- Establish names of the injured and call relevant emergency services
- Advise other party staff of the incident and that emergency procedures are in operation.
- Control access to telephones as far as possible until contact is made with the Head, Deputy Head or Bursar and until they have had time to contact those directly involved. Pass on full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far).
- Ensure that an adult from the party accompanies casualties to hospital or if on your own you go with the injured pupil(s); the Emergency Services will look after the rest of the party until another member of staff arrives.
- Ensure that the remainder of the party are adequately supervised throughout the school will 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 all children are accounted for.
- Telephone numbers for future communication; identify alternate telephone numbers in case telephone lines become jammed. Staff take school mobile on excursions but may need to give their own number to the staff at school.
- The school will arrange to contact the parents of those involved. In serious incidents the parents of all party members will be informed.
- Media:
  - A designated person should act as the point of contact with the media to whom all involved should direct questions.
  - Under no circumstances should the name of any casualty be divulged to the media.
- The Party Leader should write down as soon as practicable all relevant details. If possible photographs should be taken of the incident site. A record should be made of any witnesses. Any associated equipment should be kept in its original condition.
- Legal liability should not be discussed or admitted.
- All accident forms should be completed and insurers and HSE or Local Authority inspectors should be contacted.
- Inform parents of any delays that will be necessitated.

Activity:	
Location:	
Provider:	
Mode of transport:	
Date:	
Year Group:	

*In each case please say whether you would recommend this activity etc to a colleague.*

Do you consider that this activity was appropriate for the age group involved?
Was the location and accommodation suitable?
Were the providers appropriately equipped to accommodate our pupils?
Was the timing appropriate? For instance would the girls have had a better more useful experience if the visit had been during another term/month/day?
Did you experience any difficulties with the pupils that the school should be aware of?
Did you experience any difficulties with the venue that the school should be aware of?
Was the mode of transport suitable?
Did the transport supplier provide vehicles that were suitable to the needs of this group and were the drivers courteous and competent?
Did you consider that you had the appropriate level of staffing for the activities undertaken?
Would you consider that the Risk Assessment you completed before the trip was accurate for this particular trip?
Did you need to make any adjustments to the activities or the pupils participating? Please give details.
Did you experience any incidents or accidents? Please give details and provide a separate detailed report if necessary.
Do you consider the trip to have been a valuable educational experience?
Would you have changed anything to improve the educational experience?
What feedback (if any) have you had from participants?

