

## Educational Visits and Outings Policy

*This Policy should be used in conjunction with 'Health and Safety of Pupils on Educational Visits' (HASPEV) booklet. A copy is available from the Educational Visits Co-ordinator and also in the Visits folder in the Staffroom.*

Educational Visits comprise those made in connection with course work as well as cultural outings arranged out of class time.

Outings should be foreseen as far in advance as possible and permission obtained at least two weeks prior to the proposed date of the outing. The Headmistress, the Deputy Headmistress and the catering staff need to have sufficient notice so that fixtures will not coincide and packed lunches can be provided for. The Safety rules regarding a school trip are included in this policy and should be consulted at the planning stage. A risk assessment must be carried out prior to any visit. The Educational Visit Forms should be filled out well in advance of the outing, and details noted on the Board in the Staff Room.

Visits during school time should be limited and should be so arranged that no particular group be involved in different visits at close intervals. Members of staff teaching the girls on a day for which a visit is arranged should be asked if they are willing to release them. The girls themselves should be reminded to ask those with whom they have private lessons (music, elocution, dancing etc.) to excuse them.

A list of any girls going out and the staff accompanying them should be made out in duplicate and a copy given to the Deputy Headmistress; a further copy should be displayed in the Staff Room. (IT IS HELPFUL IF ANY LISTS MADE ARE IN ALPHABETICAL ORDER). Members of staff who accompany the girls on a visit during school time are asked to set adequate and meaningful work for classes to be supervised in their absence.

Financial arrangements are the **responsibility of the Teacher planning the outing**. Careful account should be kept of all monies received or spent. The total expenditure should be collected **before** the outing.

Full uniform - including regulation shoes - will be worn on all outings made with a member of staff whether in or out of school time except on Geography/Biology Field trips or evening theatre visits when other clothing may be more appropriate.

A brief account of each outing and some comment on its value can, if kept, be of assistance when future outings are being planned. This account may be written by a pupil but should be completed as soon as possible after the outing. These accounts may then be used in the Thornton Times.

## **Policy on Educational Visits**

### **Aims and purposes of educational visits**

Thornton College has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. Each year the school will arrange a number of activities that take place away from the school site and/or out of school hours, which support the aims of the school. The Governing Body has given its approval to the following types of activities:-

- Out of hours clubs (music, art, drama, sport etc)
- School teams
- Regular nearby visits( Places of worship, farms, country parks)
- Day visits for particular year groups or subject groups
- Residential visits
- Overseas visits
- Adventure activities which might be classed as higher risk (Duke of Edinburgh)

### **Approval Procedure and Consent**

The Headteacher has nominated a teacher as the Educational Visits Coordinator (EVC) and the governing body has approved this appointment. The Governing Body has delegated the consideration and approval of educational visits and other off-site activities to committees and has nominated Sr Mary James from the curriculum committee as signatory, as necessary, on behalf of the Governing Body.

Before a visit is advertised to parents, the Headteacher and Governors must approve the plan and risk assessment for the visit. **EV1** + appropriate generic risk assessments (Pgs 25 – 34).

### **Planning Visits**

**Appendix 1** charts the likely stages of planning a visit.

First aid should form part of the risk assessment. Before undertaking any off-site activities the head teacher or the group leader should assess what level of first aid might be needed. On any kind of visit the group leader should have a good working knowledge of first aid and ensure that an adequate first-aid box is taken. For adventurous activities, visits abroad or residential visits it is sensible for at least one of the group's teachers to be a fully-trained first-aider. All adults in the group should know how to contact the emergency services. Read **Appendix 2** for full details.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts. A non-refundable deposit will be required for residential visits. A late withdrawal may incur full visit costs.

Organising agencies must return form **EV9** confirming that their staff are vetted and suitably qualified and that the organisation has all the necessary insurance, before any payments are made.

For activities, school teams and nearby visits parents will be asked to sign a general letter of consent for participation in these activities when their daughter enters the school. Parents will be informed about the timing of these activities and will be notified by letter or telephone if an activity has to be cancelled.

For any visit lasting a day or more, a letter giving details will be sent home **EV2**. Parents will be asked to sign a general consent form to cover visits lasting up to one day. A separate consent form **EV3** will be completed for all residential visits.

Before residential visits, or when the pupils are to travel abroad or engage in adventure activities, parents should be encouraged to attend a briefing meeting where written details of the proposed visit should also be provided. There should be alternative arrangements for parents who cannot attend or who have difficulty with communication in English.

If an outing is planned for a school day, the Catering Manager should be informed one week in advance **EV5**.

### **Staffing**

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit. Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. Where a high adult : pupil ratio is required, it is not always feasible to use school staff alone. Parents/volunteers may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group. Anyone who has not had a criminal conviction check should never be left in sole charge of pupils. CRB checks must be made on any volunteer deemed appropriate who stays overnight. The appointed group leader will be fully supported in the tasks required to arrange the visit. This will include as necessary making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and the EVC might work in partnership to undertake planning and risk assessments.

When planning ratios the following should be taken into account:-

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

Group leaders should assess the risks and consider an appropriate safe supervision level for their particular group.

## Ratios for Visits

Number of Pupils	20 or less		21-30		31-40		41-50		51-60		61-70	
	Rec – Yr 3	Yr 4 - Yr 11	Rec – Yr 3	Yr 4 – Yr 11	Rec – Yr 3	Yr 4 – Yr 11	Rec – Yr 3	Yr 4 – Yr 11	Rec – Yr 3	Yr 4 – Yr 11	Rec – Yr 3	Yr 4 – Yr 11
Day Visit Number of Adults	2	2	3	2	3	2	4	3	4	4	5	4
Residential Visit Number of Adults	3	2	3	3	4	3	-	4	-	4	-	5
Overseas Visit Number of Adults		3		4		4	-	4	-	4	-	5

### The expectations of pupils and parents

The school has a clear code of conduct for school visits based on the school's Behaviour Policy. This Code of Conduct will be part of the condition of booking by the parents, and include the potential of withdrawal prior to and during a visit if such conduct would deem it necessary. Implications for parents in relation to costs and collection of their child should form part of the signed agreements for parents

## Preparing Pupils

**In preparing pupils, take into account the following:-**

### Participation

- The group leader should ensure that the pupils are capable of undertaking the proposed activity. Pupils should be encouraged to take on challenges during adventurous activities but should not be coerced into activities of which they have a genuine fear.
- Pupils whose behaviour is such that the group leader is concerned for their safety, or for that of others, should be withdrawn from the activity. On residential visits the group leader should consider whether such pupils should be sent home early. Parents and pupils should be told in advance of the visit about the procedures for dealing with misbehaviour, how a pupil will be returned home safely and who will meet the cost.

### Equal opportunities

- Every effort should be made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, sex, religion etc. All young people should be encouraged to participate in as wide a range of activities as possible. If a visit is to cater for pupils with special needs, a suitable venue should be selected.

### Information to pupils

- The group leader should decide how information is provided, but must ensure that the pupils understand key safety information. For some pupils on

overnight visits it will be their first experience away from home on their own and in the close company of other pupils.

**Pupils should understand:**

- the aims and objectives of the visit/activity;
- the background information about the place to be visited;
- basic foreign words where appropriate;
- relevant foreign culture and customs;
- how to avoid specific dangers and why they should follow rules;
- why safety precautions are in place;
- why special safety precautions are in place for anyone with disabilities;
- what standard of behaviour is expected from pupils;
- appropriate and inappropriate personal and social conduct including sexual activity; who is responsible for the group;
- what not to bring back either within the UK or from abroad such as drugs, knives etc;
- what to do if approached by anyone from outside the group;
- rendezvous procedures;
- what to do if separated from the group;
- emergency procedures.

For residential visits all group members should carry the address and telephone number of the accommodation in case an individual becomes separated. This applies to exchange visits when pupils will also need to know about any ground rules agreed between the group leader and host family.

Where visits involve multiple activities with differing requirements each activity will need to be assessed and separate information provided. Pupils should be aware of who is responsible in any instances where the group leader has delegated responsibility to another member of staff or instructor.

If at any time there is a change in the planned schedule new activities should be assessed and pupils provided with the appropriate information.

**Preparing pupils for remote supervision**

During any time that remote supervision takes place the group leader must ensure that pupils are aware of the ground rules and are adequately equipped to be on their own in a group. The size of each group should also be considered. As a minimum pupils should have the following:

- telephone numbers and emergency contacts if lost;
- money;
- maps and plans and any other information for them to act effectively;
- location of local telephones and the appropriate coins;
- a knowledge of how to summon help;

- a knowledge of out of bounds areas or activities;
- identity cards and a rendezvous point.

It is important that pupils are told not to go off on their own, are given clear instructions about permitted remote supervised activities and understand and accept the ground rules.

### **Transport and pupils**

Pupils using transport on a visit should be made aware of basic safety rules addressed to them below:

- always arrive on time and wait for the transport in a safe place;
- never rush towards the transport when it arrives;
- wear your seatbelt and stay seated whilst travelling on transport;
- never tamper with any of the vehicle's equipment or driving controls;
- never block aisles or cause obstruction with bags;
- never attempt to get on or off the moving transport;
- never lean out of or throw things from the window of the transport;
- never get off a vehicle held up by traffic lights or in traffic;
- never run about or pass someone on steps or stairs while transport is moving;
- never kneel or stand on seats;
- never distract or disturb the driver or impede the driver's vision;
- always stay clear of doors after boarding or leaving the transport;
- after leaving the vehicle, always wait for it to move off before crossing the road;
- always use the Green Cross Code if you have to cross roads to get to the transport in the UK
- always tell a teacher or supervisor if you feel unwell.

The group leader should ensure that pupils know what to do if they miss the scheduled departure time.

### **Pupils with special educational and medical needs**

Head teachers should make every effort to include pupils with special educational or medical needs in school visits, whilst maintaining the safety of everyone in the group. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

### **Pupils with medical needs**

Additional safety measures to those already in place in the school may be necessary to support pupils with medical needs during visits. Arrangements for taking medication and ensuring sufficient supplies for residential visits may be required.

All teachers supervising visits should be aware of a pupil's medical needs and any medical emergency procedures. Summary sheets held by all teachers, containing details of each pupil's needs and any other relevant information provided by parents, is one way of achieving this. If appropriate, a volunteer teacher should be trained in

administering medication, if they have not already been so trained, and should take responsibility in a medical emergency. If the pupil's safety cannot be guaranteed, it may be appropriate to ask the parent or a care assistant to accompany a particular pupil.

The group leader should discuss the pupil's individual needs with the parents. Parents should be asked to supply:

- details of medical conditions;
- emergency contact numbers;
- the child's GP's name, address and phone number;
- information on whether the pupil has spent a night away from home before and their ability to cope effectively;
- written details of any medication required (including instructions on dosage/times) and parental permission to administer;
- parental permission if the pupil needs to administer their own medication or agreement for a volunteer teacher to administer;
- information on any allergies/phobias;
- information on any special dietary requirements;
- information on any toileting difficulties, special equipment or aids to daily living;
- special transport needs for pupils who require help with mobility.

Enquiries should be made at an early stage about access and facilities for securing wheelchairs on transport and at residential centres etc, if appropriate.

If ramps are not going to be available in certain places, the organiser may wish to arrange to take portable ramps with them. The group leader should at an early stage assess whether manual handling skills will be needed and, if so, whether training should be sought.

All teachers supervising the visit should be given the opportunity to talk through any concerns they may have about their ability to support the child. Extra help should be requested if necessary, eg a care assistant.

If teachers are concerned about whether they can provide for a pupil's safety or the safety of other pupils on a trip because of a medical condition, they should seek general medical advice from the School Health Service or further information from the pupil's parents. For further DfEE guidance see *Supporting Pupils with Medical Needs: A Good Practice Guide*

The group leader should check that the insurance policy covers staff and pupils with pre-existing medical needs.

## **Pupils with special educational needs**

Schools will already be familiar with the nature of a pupil's special educational needs. Any limitations or problems the pupil may have should be taken into account at the planning stage and when carrying out the risk assessment. Off-site visits may pose additional difficulties for a pupil with SEN and the behaviour of some pupils may prove challenging. The following factors should be taken into consideration:

- is the pupil capable of taking part in and benefiting from the activity?
- can the activity be adapted to enable the pupil to participate at a suitable level?
- will additional/different resources be necessary?
- is the pupil able to understand and follow instructions?
- will additional supervision be necessary?

It may be helpful to the pupil if one of the supervisors already knows her well and appreciates her needs fully. The group leader should discuss the visit with the parents of pupils with SEN to ensure that suitable arrangements have been put in place to ensure their safety.

## **Communicating with parents**

### **Information to Parents**

Before residential visits, or when the pupils are to travel abroad or engage in adventure activities, parents should be encouraged to attend a briefing meeting where written details of the proposed visit should also be provided. There should be alternative arrangements for parents who cannot attend or who have difficulty with communication in English.

Parents need to be aware that the teachers and other adult supervisors on the visit will be exercising the same care that a prudent parent would. The following information on matters that might affect pupil health and safety should be given to parents:

- dates of the visit;
- visit's objectives;
- times of departure and return - parents must have agreed to meet their child on return;
- the location where the pupils will be collected and returned;
- mode(s) of travel including the name of any travel company;
- the size of the group and the level of supervision including any times when remote supervision may take place;
- details of accommodation with security and supervisory arrangements on site;
- details of provision for special educational or medical needs;
- procedures for pupils who become ill;
- names of leader, of other staff and of other accompanying adults;
- details of the activities planned and of how the assessed risks will be managed;
- standards of behaviour expected in respect of, for example, alcohol, sexual behaviour, smoking and general group discipline including prohibited items.

(This information may take the form of a code of conduct which parents should sign).

- what pupils should not take on the visit or bring back;
  - details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover;
  - clothing and equipment to be taken;
  - money to be taken;
  - the information to be given by parents and what they will be asked to consent to;
  - on exchange visits, the details of the host families. For example, whether they have hosted any of the school's pupils before;
- 
- details on the cost of the visit.

### **Parental consent**

Head teachers or group leaders should seek consent for:

- non-routine visits involving pupils in school years 1 to 3 (no matter how short the visit);
- adventure activities;
- visits abroad;
- other residential visits;
- remote supervision.

A parental consent form should be completed for each pupil in the group. Besides conveying the parents' consent it could also form the basis for obtaining details required. If a tour operator is used it may be sensible to ask them what information to obtain. General issues to consider include:

- any allergies/phobias the pupil may have;
- any medication the pupil is taking (if so what the dosage is and who is to administer it);
- whether the pupil administers their own medication;
- any contagious or infectious diseases suffered within the family during the preceding 4 weeks, and any other recent illnesses suffered by the pupil;
- the name, address and phone number of the pupil's GP;
- any special/medical dietary requirements;
- whether the pupil suffers from travel sickness;
- information on any toileting difficulties;
- whether the pupil has any night time tendencies such as sleepwalking (for residential visits);
- the pupil's ability to swim in the pool or sea and their level of safety awareness;
- any other information which the parent thinks should be known;
- the parental home and daytime phone numbers and addresses;

- an alternative contact, with their phone number and address.

## **Planning Transport**

Group leaders must plan their trip with reference to the Generic Risk Assessment. A reputable company should always be used. See EV11. The school complies with the requirements of the HASPEV Planning Transport Section 6. **Appendix 3.**

The main factors for staff planning the visit, to consider, include:-

- type of journey - will the visit take place locally or will it include long distance driving ie motorways?
- traffic conditions;
- contingency funds and arrangements in case of breakdown/emergency;
- appropriate insurance cover;
- weather

## **School Minibuses**

The schools' minibus licences, permits, insurance and roadworthiness are managed by the School Bursar. The Royal Society for the 'Prevention of Accidents have issued Minibus Safety: A Code of Practice 1996' and this includes the regulations outlined in Appendix 4.

## **Insurance**

The group leader must ensure, well before the group departs, that adequate insurance arrangements are in place. Insurance may be provided by, for example, a travel firm, a bank or the organisation to be visited as well as by an insurance company. Consult the Bursar and the travel firm or the organisation to be visited.

## **Types of Visit**

The group Leader should only offer adventure activities by providers who hold a licence associated with the Adventure Activities Licensing Regulations 1996.

## **Remote Supervision**

Some adventurous activities - such as those under the Duke of Edinburgh Awards - require pupils to work in small groups without direct supervision. Particular attention needs to be given to the information provided to pupils before supervision can be withdrawn.

The training given to pupils must be sound and thorough and should be assessed separately. The instructor should have the appropriate qualifications or experience to provide training in the activity. The group leader should be satisfied that the pupils have acquired the necessary skills and have the necessary experience, confidence, physical ability and judgement to be left without direct supervision.

The withdrawal of direct supervision should be a gradual four stage process:

- accompanying the group;
- shadowing the group;
- checking regularly at agreed locations;
- checking occasionally at agreed locations.

Pupils should be familiar with all equipment used or taken without direct supervision and, in addition to training, an initial element of adult supervision in the use of equipment may be required. The condition and suitability of any equipment, particularly safety equipment, taken or used during these activities should be assessed separately.

## **Visits Abroad**

### **Additional factors that need to be considered**

Any group leader organising visits abroad must follow all procedures outlined in the relevant section of the 'Health & Safety of Pupils on Educational Visits' booklet. (Section 9). They should also conform with all previous policy sections within this document.

### **Emergency Procedures**

- The Headteacher or Deputy Headteacher will act as the named emergency school contact for each visit, they must have all necessary information regarding the trip.
- All major incidents should immediately be related to this person, especially those involving injury or those that might attract media attention.
- The group leader will leave full details of all pupils (form **EV4**) and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next of kin as appropriate.
- A fully charged mobile phone and medical kit **must** be carried throughout the trip.
- All incidents and accidents occurring on a visit will be reported back to the Headteacher and EVC on form **EV6**. Please complete the Incident log and First Aid record as appropriate **EV7**.

The school will have emergency funding available to support the group leader in an emergency.

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

If an accident happens, the priorities are to:

- assess the situation;
- safeguard the uninjured members of the group;
- attend to the casualty;

- inform the emergency services and everyone who needs to know of the incident.

**The group leader** would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged. The group leader should liaise with the representative of the tour operator if one is being used.

**Pre-arranged school home contact.** The school contact's main responsibility is to link the group with the school and the parents and to provide assistance as necessary. The named person should have all the necessary information about the visit.

### **Emergency procedures framework**

All those involved in the school trip, including supervisors, pupils and their parents, should be informed of who will take charge in an emergency, the named backup cover and what they are expected to do in an emergency.

### **Emergency procedures framework during the visit**

If an emergency occurs on a school visit the main factors to consider include:

- establish the nature and extent of the emergency as quickly as possible;
- ensure that all the group are safe and looked after;
- establish the names of any casualties and get immediate medical attention for them;
- ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures;
- ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together;
- notify the police if necessary;
- notify the British Embassy/Consulate if an emergency occurs abroad;
- inform the school contact. The school contact number should be accessible at all times during the visit;
- details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);
- notify insurers, especially if medical assistance is required (this may be done by the school contact);
- notify the provider/tour operator (this may be done by the school contact);
- ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures;
- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
- keep a written account of all events, times and contacts after the incident;
- complete an accident report form as soon as possible.
- no-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to

their families. Media enquiries should be referred to a designated media contact in the home area;

- no-one in the group should discuss legal liability with other parties.

### **Emergency procedures framework for school base**

Prior to the visit, the name and school and home telephone numbers of a school contact should be identified. It is advisable to arrange a second school contact as a reserve. Head teachers and group leader should bear in mind that the contact lines may become busy in the event of an incident and that alternative numbers to ring would be useful.

The main factors for the school contact to consider include:

- ensuring that the group leader is in control of the emergency and establishing if any assistance is required from the school base;
- contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The school contact should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency;

All destinations, emergency contact details and travel arrangements will be distributed to all parents at the 'Parents' Information Evening'. If a parent does not attend this Meeting they will be sent full details.

### **Evaluation**

All visits will be evaluated by the group leader on form **EV8** and made available for the governors. The Educational Visits Co-ordinator will ensure that appropriate risk assessments are carried out prior to the visit. The group leader is responsible for presenting a financial account for the visit, which will be audited as part of the school's procedures.

## Headmistress Approval Form – Educational Visits

Please complete and return this form to the Headmistress at least four weeks prior to the proposed visit.

Proposed date of educational visit	
Proposed time	
Location	
Purpose	
Year Group / Form involved	
Have you consulted Staff from whose lessons pupils will be absent, and are they willing for pupils to be absent?	
Give details of other staff required	

Signed

Date

Sanctioned by the headmistress.

For residential trips or overseas trips consent must also be obtained from governors.

Sanctioned on behalf of the Governing Body.

When approval has been given:-

- ❖ please fill in the details on the draft copy of the letter to parents EV2
- ❖ pass this form, the risk assessment and the letter to the school office for typing
- ❖ copy must be given to Cheryl Moore.

Diary entry made	School Secretary Signature
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## Authorisation Letter to Parents for School Visits

If you put the \*\* \*\* details required for this letter on a piece of paper, that is all that is required. The letter will be prepared for you as follows, unless you show any amendments.

To Parents of Pupils in Year \*\*\*

Dear Parents

As part of the \*\*TITLE COURSE\*\* I have arranged an educational visit to the \*\*LOCATION\*\* on \*\*DATE\*\*.

This should prove to be an interesting and worthwhile visit both educationally and socially.

The coach will leave Thornton at \*\*TIME\*\* and return to Thornton at \*\*TIME\*\*. \*Full school uniform will be worn. A packed lunch will be provided in lieu of the normal school dinner. Your son/daughter may perhaps need a little pocket money for souvenirs.

The cost of the coach and entrance fees will be \*\* \*\* and I would be pleased to receive this from you together with the tear-off slip below as soon as possible. Alternatively, you may have this amount added to your next school account if you so wish.

Yours sincerely

\*\*NAME\*\*

\*\*DEPARTMENT\*\*

Please return to \*\*Name\*\*, Thornton College

I am willing for my son/daughter \_\_\_\_\_

To go to \*\*LOCATION\*\* on \*\*Date\*\*

\*I enclose \*\*£ \*\* to cover the cost. \*Please add the cost to my account. (\*Please delete as appropriate).

**My daughter must abide by the School's Code of Conduct.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Parental Consent Form for Residential Visits**

School/Centre \_\_\_\_\_

**1 Details of Visit**

Visit to: \_\_\_\_\_

From: \_\_\_\_\_ Day/time To: \_\_\_\_\_ Day/time

I agree to my daughter \_\_\_\_\_ (Name)

taking part in the above mentioned visit and, having read the letter agree to her participation in the activities described. I support the need for obedience and responsible behaviour on her part and understand that I may be required to arrange for collection, at my expense, if my child fails to abide by the school's Code of Conduct.

**2 Medical Information**

- a) Does your daughter suffer from any conditions requiring medical treatment or medication?

Yes  No 

If Yes, please list:

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- b) To the best of your knowledge, has your daughter 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 list:

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- c) Is your daughter allergic to any medication?

Yes  No 

If Yes, please list:

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- d) Has your daughter received a tetanus injection in the last five years?

Yes  No 

- e) Does your child have any special dietary requirement?

Yes  No 

If Yes, please list:

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**3 Declaration**

I agree to my daughter receiving medical treatment, including anaesthetic, as considered necessary by the medical authorities present. For visits overseas I also understand the extent and limitation of the insurance cover provided. (Public liability £10,000,000).

I may be contacted by telephoning the following numbers:

Work: \_\_\_\_\_ Home: \_\_\_\_\_

My home address is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If not available at above, please contact:

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4 Name, address and telephone number of family doctor:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5 I undertake to inform the Party Leader/Headteacher as soon as possible of any change in the medical circumstances between the date signed and the commencement of the visit.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This form or a copy will be taken by the leader on the visit. A copy will also be held by the nominated Home Contact Person for this visit.**





**Incident Record Sheet**

School:	Date:	
Party Size:	Pupils:	Staff/Adults:
Location:		
Nature of Incident:		Time:
Contact Numbers: Venue/Hotel: Your Mobile: Fax: Email address:		
Details of Casualties (Number/names)		
Where injured taken:		
Tel No:  Accompanying Staff:		

## Incident Log

Keep a detailed log of actions and conversations as they take place. Include nature of instructions given, names, addresses, telephone numbers, each person with whom contact is established.

<b>Date</b>	<b>Incident</b>
<b>Time:</b>	<b>Action/conversation</b>

**EV7**

**First Aid Record**

<b>Person Treated</b>	<b>Date</b>	<b>Time</b>	<b>Nature of Injury or Illness</b>	<b>Treatment or Action</b>	<b>Signed</b>

## School Trip Report

Destination

Department Organising the Trip

Staff in Charge

- 1.
- 2.
- 3.

Date

Year group

No. in group

Cost per pupil

Mode of transport

Report

(Please continue on a separate sheet of paper and attach digital photos to be included in Head's letter to parents or the Thornton Times.)

**Educational Visits****EV9**

Thornton College  
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**Venue****Name:****Address:****Tel:****Fax:****Email:****Details of Visit/Activity****Date of Visit:****Number of Pupils involved:**

Please sign and return this form to confirm that:

- your staff are appropriately qualified and police checked
- you have taken all necessary steps to safeguard the health and welfare of our pupils and staff
- you have all necessary insurances

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### 30. GENERIC RISK ASSESSMENT 1 - ALL EDUCATIONAL VISITS

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	TICK IF ALL IN PLACE
Exposure to weather	Cold injury, heat injury , over exposure to sun	Pupils and staff	<ul style="list-style-type: none"> <li>. Consider possible weather conditions and plan appropriate programme, clothing and equipment</li> <li>. Plan for pupils who may do not bring suitable clothing - check before departure and/or bring spares</li> <li>• Daily weather forecast obtained and plans adjusted accordingly</li> </ul>	Provide clear information re suitable clothing and equipment to pupils and parents.	low	
Pupil lost or separated from group, inadequate supervision	Injury, death	Pupils	<ul style="list-style-type: none"> <li>• Ensure supervising staff competent and understand their roles</li> <li>• Ratios in line with Educational U Visits</li> <li>• Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc)</li> <li>• Discuss itinerary and arrangements with pupils,</li> <li>• Briefing to all on what to do if separated from group</li> <li>• head counts by leaders particularly at arrival/departure points, and when separating and reforming groups</li> </ul>	Plan supervision before visit and brief staff and pupils	low	
Illness or injury	Illness, injury	Pupils, staff	<ul style="list-style-type: none"> <li>• At least 1 Leader with each group first aid trained</li> <li>. Leaders know how to call emergency services</li> <li>• Pupils and parents are reminded to bring individual medication and this is securely kept</li> <li>• first aid and travel sickness equipment carried</li> <li>• Mobile phones carried if available</li> <li>• Emergency contacts with school/headteacher and parents arranged. Must refer to Educational Visits Policy Document information</li> </ul>	Check first aid training. Medication brought by pupils.	low	
Special needs of specific pupils - medical, behavioural, educational	Illness, injury	Pupils	<ul style="list-style-type: none"> <li>• Obtain information from parents</li> <li>• Take advice from SENCO/Matron if appropriate</li> <li>• Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary</li> </ul>	Use recommended parental consent form	low	

<p>Indirect/ remote supervision (includes field work, souvenir shopping, theme parks, historic sites etc)</p>	<p>Injury, death</p>	<p>Pupils</p>	<ul style="list-style-type: none"> <li>• Check location as suitable for this mode of supervision</li> <li>• Ensure pupils sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised)</li> <li>. Clear guidelines and emergency procedures set and understood</li> <li>. Pupils remain in pairs or groups (buddy system - each responsible for named other)</li> </ul> <p>Rendezvous points and times set</p> <ul style="list-style-type: none"> <li>• pupils know how to contact staff</li> <li>• Staff understand they are still responsible</li> <li>• Parents informed and consent given</li> </ul>	<p>Included in information to parents</p>	<p>medium</p>	
<p>leaders' own children</p>	<p>Injury or death</p>	<p>Pupils, other children , staff</p>	<p>If staff (teachers or volunteers') families join group, pupil supervision must not be compromised) Staff children are similar age to group and supervised with pupils or separate supervision arranged</p>	<p>Consider before staffing agreed</p>	<p>low</p>	

## GENERIC RISK ASSESSMENT 2 - TRAVEL ON EDUCATIONAL VISITS

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	TICK IF ALL IN PLACE
Traffic accident Coach	Injury, death, separated from group	Pupils staff	Coach used - Hired from accredited coach company Coaches have seat belts which staff ensure are used Buses without seatbelts are avoided whenever possible and never used on high speed roads Supervision within identified ratios Suitable embarkation points used (e.g. coach park, onto wide pavement) Close supervision and head counts during any breaks in journey and getting on and off coach	Check with Bursar for further detail	low	
Use of private vehicles	Injury death	Pupils Staff	Confirm car is insured to carry pupils Seatbelts worn at all times Permission obtained from parents	Check with Bursar for further detail	low	
Minibus travel		Pupils and staff	Minibus is roadworthy Minibus driver is competent to drive. Check with Bursar. Driver ensures seatbelts are used Luggage on roof does not exceed 100kg Luggage in vehicle securely fastened and clear of aisles If abroad, minibus and drivers' hours follow EC requirements Care always taken in parking in suitable place for disembarkation Close supervision and head counts during any breaks in journey and getting in and out of bus	Check with Bursar for further detail	low	

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	TICK IF ALL IN PLACE
Inclement Weather	Injury death	Pupils and staff	Consider cancellation of trip	Contact parents	low	
Extreme traffic conditions	Injury death	Pupils and staff	Consider cancellation of trip	Contact parents	low	
Service station and other breaks in journey	Injury death, left behind/ separated from group	Pupils	Brief pupils: re purpose and timings of stop How and where to contact staff Remain in pairs or threes (buddy system - each responsible for named other) Remind re moving traffic (driving on right abroad) Careful head count before departure		low	
Ferry Crossing	Injury death, drowning, separated from group	Pupils	Close supervision on vehicle deck "rules" established and pupils briefed especially re open deck area (not permitted in dark or if sea rough) Remain in pairs or threes (buddy system - each responsible for named other) Meeting point agreed throughout crossing and on docking (numbered stairway to coach deck) Careful head count before disembarkation, Planned procedure for missing pupils - e.g. member of staff to leave as foot passenger	Arrange procedures with staff and pupils before arrival at ferry	low	
On foot	Injury, death	Pupils and staff	Work on foot planned to avoid fast roads wherever possible Supervision on pavements, roads and especially crossing of any fast roads is pre-planned Pupils are briefed re hazards and behaviour required	Planning	Medium	

Use of public transport: trains, trams, underground, bus, air travel	Injury, death, separated from group	Pupils and staff	<p>Journey is planned and assessed- key risk points identified</p> <p>Careful supervision particularly in crowded areas and entry, exit and change points with head counts</p> <p>Large groups divided into small groups each with leader(s)</p> <p>Pupils know their group and leaders)</p> <p>Emergency plan in place -pupils briefed where they are going, what to do if separated from group</p>	Planning	low	
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### GENERIC RISK ASSESSMENT 3 - RESIDENTIAL VISIT ACCOMMODATION

Hazard	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	TICK IF ALL IN PLACE
fire	death	Pupils staff	Check accommodation meets national standards I.e. meets fire officer's recommendations / or has fire certificate Visit site visual inspection of fire escapes, alarms, equipment, meeting point and procedures	Pre visit check and/or check of information /assurance from reputable tour operator. Check on arrival. Take up any issues, such as locked fire doors, with management Inform group re fire procedures on arrival	low	
Child protection	Injury death	Pupils and staff	School has exclusive use of sleeping accommodation Staff accommodation adjacent and same floor as pupils External doors and windows secure against intrusion If pupils rooms have keys staff have access to a master key Pupils can easily contact staff throughout night Pupils are checked into rooms at "lights out"	Pre visit check and/or check of information/assurance from reputable tour operator	low	

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	TICK IF ALL IN PLACE
Night time tendencies	Injury Death	Pupils	Information gained from parents re pupils illnesses, sleepwalking etc Suitable supervision arranged to meet needs of pupils	Use parental consent form	low	
Special needs	Injury	Pupils and staff	Accommodation meets any special needs of anyone in the group	Pre visit check as necessary	low	
Domestic hazards	Injury death	Pupils and staff	Accommodation has tourist board rating/other external validation of standards Visual inspection of balconies, -stairways, electrical fittings, hazards grounds or immediate surroundings On arrival, staff and pupils to report any faulty items found In rooms	Pre visit check and/or check of information/assurance from reputable tour operator) Check on arrival	low	
Hygiene	Illness	Pupils and staff	Tourist board rating/environmental health endorsement or similar Visual inspection of washing facilities, lighting, heating, ventilation, catering	Pre visit check and/or check of information/assurance from reputable tour operator	low	

GENERIC RISK ASSESSMENT 4 – COASTAL VISITS AND SWIMMING POLICY

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	TICK IF ALL IN PLACE
Tides, rip tides and sandbanks	Death	Pupils and Staff	<p>Ensure group members are aware of warning signs and flags;</p> <p>Establish a base on the beach to which members of the group may return if separated;</p> <p>Look out for hazards such as glass, barbed wire and sewage outflows etc;</p> <p>Some of a group's time on a beach may be recreational. Group leaders should consider which areas of the terrain and sea are out of bounds;</p>	<p>Brief pupils about potential dangers</p> <p>Carry First Aid</p>	Medium	
Cliff tops even during daylight	Death	Pupils and Staff	The group should keep to the path at all times.	Leader at front of group to assess potential hazards	Medium	
Paddling in the sea or other natural waters	Death	Pupils and Staff	<p>Pupils should always be in sight of their supervisors. One supervisor should always stay out of the water for better surveillance.</p> <p>No swimming should be allowed</p> <p>Be aware of incoming and outgoing tide times</p> <p>One location for possessions to be stored – supervised by staff at all times</p>	<p>Ensure safe stretch of water is chosen for paddling</p> <p>No paddling allowed if tide is going out</p>	Medium	

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	TICK IF ALL IN PLACE
Swimming in swimming pools	Death by drowning	Pupils	<p>Should only be allowed as formal and supervised activities, preferably in recognised bathing areas which have official surveillance i.e. qualified lifeguard cover or</p> <p>The group leader, or another designated teacher in the group should hold a relevant life saving award.</p> <p>Need to ascertain the level of the pupil's swimming ability;</p> <p>Follow recommended safe supervision levels 1-12 pupils – Yrs 4-6 - 1-20 pupils – Yrs 7-11 Yr 3 and below – higher ratio as necessary.</p> <p>Instruct pupils about expected behaviour in and around the pool.</p> <p>Check pool supervision by sufficient number of qualified lifeguards.</p>	<p>Check poolside telephone</p> <p>Check depth signs</p> <p>Check rescue and resuscitation equipment available</p> <p>Check First Aid available</p>	High	
Hygiene in swimming pool and changing areas	Illness	Pupils	<p>Check if water is clear and of right temperature</p> <p>Check changing and showering facilities are safe, clear and secure.</p>	Prior visit to check facilities	Medium	

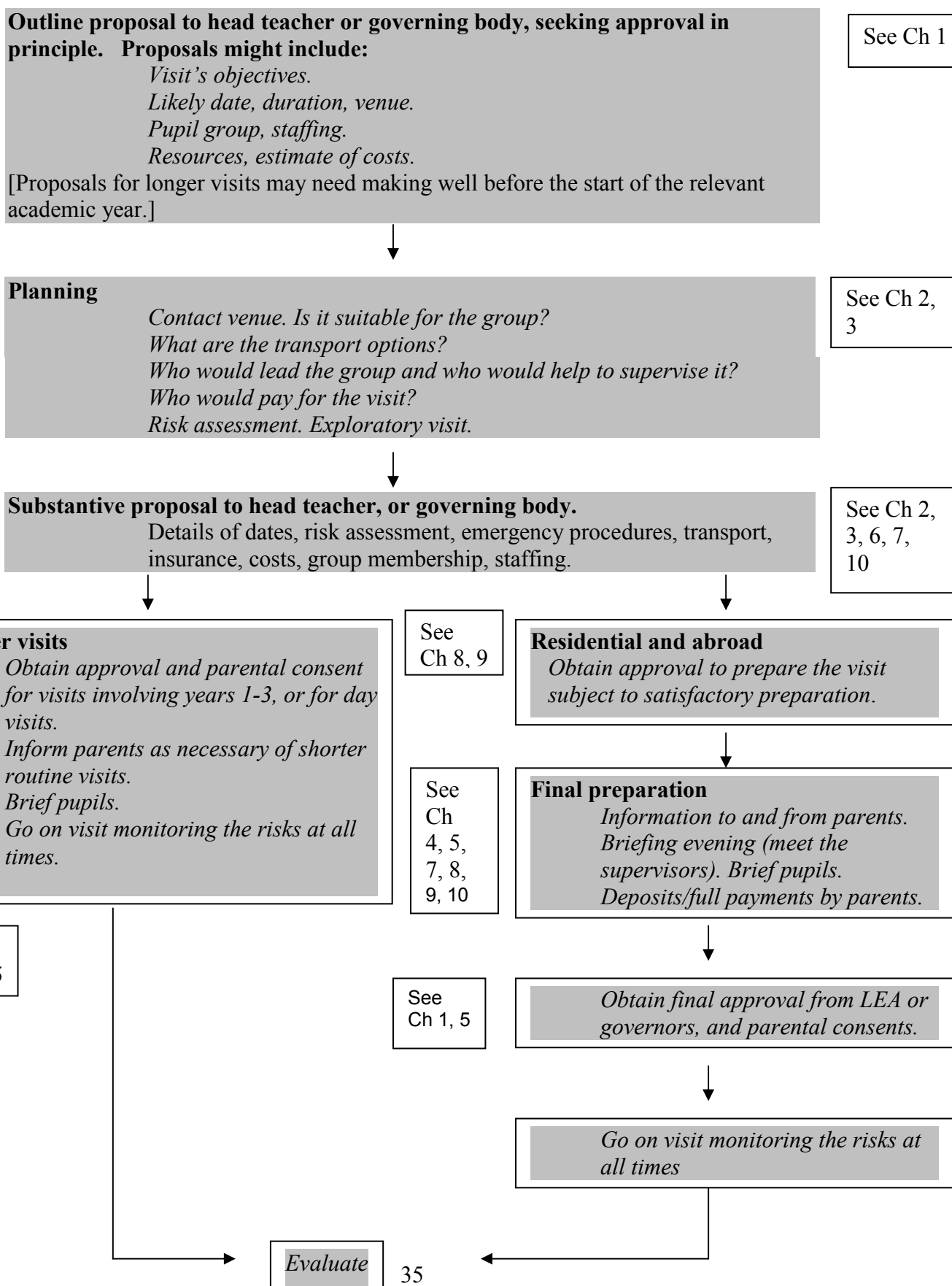
GENERIC RISK ASSESSMENT - 5 - FARM VISITS

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	TICK IF ALL IN PLACE
Injury	High	Pupils	Check reputation of farm for safety standards and animal welfare.  Check facilities for disabled access if applicable	Conduct exploratory visit		
Contracting disease	High	Pupils	Do not allow pupils to put their faces against animals or put their hands in their mouths after feeding animals. No eating allowed before washing of hands	Carry antiseptic hand wash use regularly		
Injury	High	Pupils	Do not allow pupils to ride on any farm machinery	Close supervision at all times		
Illness	High	Pupils	Do not use any farm taps other than in designated public facilities  Do not allow pupils to sample food stuffs	Close supervision		

# Appendix 1 – Organisational Chart

## Planning the Visit

This page charts the likely stages of planning a visit



## Appendix 2

### First Aid

The minimum first-aid provision for a visit is:

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

Other considerations when considering first-aid needs should include:

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

First aid should be available and accessible at all times. The Health and Safety Executive recommends the following minimum contents for a travelling first-aid box where no special risk has been identified:

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

All minibuses are required by law to carry a first aid kit. See Chapter 6 **Planning Transport**.

## Appendix 3

### List of bus companies

#### School Transport Contractors

Darrell Pinnock  
DRP Travel  
1 The Meadway  
Loughton  
Milton Keynes  
MK5 8AN  
Email: [drptravel@talktalk.net](mailto:drptravel@talktalk.net)  
Telephone: 01908 394141  
Fax: 01908 309053

Ladybirds Travel  
19 Osterley Close  
Newport Pagnell  
Milton Keynes  
MK16 0EZ  
Email: [info@ladybirdstravel.co.uk](mailto:info@ladybirdstravel.co.uk)  
Telephone: 01908 616825  
Fax: 07811 110824

Brian Hamilton  
Fair City Travels  
7 Eastmoor Drive  
Wolverton Mill  
Milton Keynes  
MK12 5GX  
Telephone: 01908 225115  
Fax: 07990 823514  
Liz Abbotts

Robert McGrath  
**Carlton Car Service**  
33Pump Place  
Old Stratford  
Milton Keynes  
MK19 6DL  
Email: [bobmcgrath@mail2bob.com](mailto:bobmcgrath@mail2bob.com)  
Telephone: 01908 307030  
Fax: 07809 68829

Lawrie King  
**KK Minibuses**  
4 Herdman Close  
Greenleys  
Milton Keynes  
MK12 6AD  
Telephone: 01908 227017 – Tel and fax  
Mobile: 07984 946467

David Langham  
**DL Cars**  
53 Elm Drive  
Deanshanger  
Milton Keynes  
MK19 6JE  
Telephone: 07850 883995

## **Coach companies**

### **Marshalls**

Firbank Way  
Leighton Buzzard  
Bedfordshire  
LU7 4YP

Tel: 01525 376077

Fax: 01525 850967

Email: [info@marshalls-coaches.co.uk](mailto:info@marshalls-coaches.co.uk)

### **Motts Travel**

Garside Way  
Stocklake  
Aylesbury  
Bucks  
HP20 1BH

Tel: 01296 398300

Fax: 01296 398386

Email: [info@mottstravel.com](mailto:info@mottstravel.com)

### **Jeffs Coaches Ltd**

Station Road  
Helmdon  
Brackley  
Northamptonshire  
NN13 5QT

Tel: 01295 768292

Fax: 01295 760365

On a Mission  
Unit 5 Hollingdon Depot  
Stewkley Road  
Soulbury  
Nr Leighton Buzzard  
Bedfordshire  
LU7 0DH

Tel: 01525 270911

Fax: ,

Email: [sales@luxury-coaches.co.uk](mailto:sales@luxury-coaches.co.uk)

## **Appendix 4**

### **Minibus Driver**

The minibus driver must:

- observe LEA and/or governing body guidance, where appropriate;
- not drive when taking medication or undergoing treatment that might affect their ability or judgement;
- know what to do in an emergency;
- know how to use fire fighting and first-aid equipment;
- avoid driving for long periods and ensure that rests are taken when needed;
- clarify and comply with transport regulations and the requirements of the vehicle's insurance cover;
- take into consideration the effects of teaching and the working day;
- have regular medical checks eg eyesight.