

EDUCATIONAL VISITS AND ACTIVITIES OFF SITE PLAN

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Plan Statement (1)

AKS places a high value on educational visits, tours and fieldwork and believes that safely managed visits, with a clear purpose, play an essential part in meeting the school aims, as above. AKS ensures that all pupils can participate on a school visit. The needs of pupils with special medical and/or educational needs are also taken into consideration, to enable as much opportunity as reasonably possible. Where such pupils accompany a trip, the trip leader will talk to them beforehand to establish what special provision is required, and to ensure that the pupils understand what special provision is being made for them. The safety of pupils on visits is of paramount importance. AKS accepts that visits cannot be completely without risk but requires staff who lead and accompany visits to assess the risks that occur and to take all reasonable precautions to protect staff and pupils' health, safety and welfare (*Ref: Risk Policy*).

This plan and related procedures are informed by the following documents, copies of which are available on the United Learning BiE Cloud in the Health and Safety section:

- 1) Group Educational Visits policy
- 2) Adventure Activities Licensing Regulations (2004) (for England, Scotland and Wales) - <http://www.hse.gov.uk/aala/index.htm>
- 3) Outdoor Education Advisors Panel (<http://oeapng.info/>)
- 4) National Minimum Standards for Boarding (2013) – if relevant (<https://www.gov.uk/government/publications/boardingschools-national-minimum-standards>)

Plan Statement (2)

- 1) This plan applies to all members of the AKS school community, including those in our EYFS setting.
- 2) AKS implements this plan through adherence to the procedures set out in the rest of this document.
- 3) This plan is made available to all interested parties, in accordance with our *Provision of Information* policy. It should be read in conjunction with the following policies: *Health & Safety, Behaviour, Data Protection, Risk, Child Protection/Safeguarding, First Aid*.
- 4) AKS is fully committed to ensuring that the application of this plan is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's *Equal Opportunity* policy document.
- 5) This plan is reviewed at least annually, or as events or legislation changes require, by the Whole School Leadership Team and the Local Governing Body. The deadline for the next review is no later than 12 months after the most recent review date indicated above.

Key Personnel

- 1) David Harrow: Headmaster
- 2) Sharon Hobson-Woodhead: Educational Visits Coordinator and Health & Safety Officer
- 3) Allan McKeown: Senior Deputy Head
- 4) Amanda Ilhan: Head of Nursery and Preparatory School

Introduction

The types of trips run at AKS include:

Day trips

- a) Sporting fixtures
- b) Outdoor pursuits (eg. CCF, DoE)
- c) Fieldwork and coursework visits (eg. Art, Classics, Geography, History, Science)
- d) Theatre productions (eg. Drama, English, MFL)
- e) Museum and gallery visits (eg. Art)
- f) Visits to local universities, such as UCLan and Lancaster (eg. Careers, GS, Psychology, Science)
- g) Local conferences (eg. Careers, HE)

Residential visits

- a) Fieldwork and coursework visits (eg. Geography, Science)
- b) Music and Sports tours
- c) Sports fixtures (distance)
- d) Cultural visits (eg. Classics, History, MFL, CCF, Link Exchanges)

A full list of all trips is maintained by the EVC.

Requirements for Staff

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

- 1) This part of the policy
- 2) Any other school requirements detailed elsewhere, e.g.
 - a) First Aid Policy
 - b) Child Protection (Safeguarding) Policy
 - c) Rules, Rewards and Sanctions
 - d) Behaviour Policy
 - e) Minibus & People Carrier Policy
 - f) DBS Checks & Volunteers Guidance
- 3) HSE Case Studies
- 4) 'Safe Practice in Physical Education and School Sport' - by the 'Association for Physical Education' (if appropriate)
- 5) Visit Leader Training information which was delivered on Monday 7th January 2019 to staff.
- 6) All trip leaders have also had training on the EVOLVE system, which was set up in April 2019 by Edsential, to oversee the risk management of all residential and hazardous trips in the school.

Initial Guidance on Risk Assessment

- 1) All trips and visits are preceded by assessment of the risks involved and there are written risk assessments and/or written arrangements for individual visits and activities.
- 2) When identified as necessary, training is provided. Risk assessment training includes information on generic assessment, specific assessment and ongoing assessment.
- 3) Staff must be reminded to remain vigilant for new or emerging risks during the visit.
- 4) The risk assessments and arrangements include consideration of matters such as higher risk/adventurous/hazardous activities, fire precautions and fire procedures, pupil supervision including remote supervision, transport, first aid and the administration of medicines, safeguarding, security, welfare of pupils, 'plan B' procedures, emergency procedures, insurance, clothing and equipment, inclement weather and WSLT contacts etc.
- 5) Before the visit leaves, the party leader must ensure staff are reminded to remain vigilant for new or emerging risks during the visit.
- 6) Final authorisation for each visit, including approval of the risk assessments, is made by the Educational Visits Coordinator (EVC), who acts on behalf of the headmaster. In the case of Residential and/or higher risk trips and visits, Edsential has final authorisation.
- 7) Risk assessments etc are signed off before the visit departs and signed copies are taken by the group leader on the visit.
- 8) The school's EVC receives regular, formal Risk Assessment training.

General Functions of the Headmaster or designated Educational Visits Co-ordinator

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

- What are the arrangements for supervision, both during activities and 'free time' – is there a Code of Conduct?
 - What are the arrangements for monitoring and reviewing the visit?
- 3) Support the Headmaster and LGB members with approval and other decisions.
 - 4) Assign competent people to lead or otherwise supervise a visit.
 - 5) Assess the competence of leaders and other adults proposed for supervision of visits, which may need accreditations from an awarding body – assessment may include practical observation or verification of experience
 - 6) Ensure the training of leaders and other adults going on visits; training will commonly involve risk assessment and basic first aid– records are required
 - 7) Organise thorough induction of leaders and other employees/adults taking pupils on specific visits based on risk assessments and other written arrangements and amongst other things ensure adequate information is provided to pupils who are to go on the visits including the appropriate risk control measures within the risk assessments
 - 8) Ensure that DBS disclosures are in place as necessary.
 - 9) Work with group leaders to obtain the consent/permission or refusal of parents and to provide the details of the visit beforehand so that parents can give or refuse consent/permission on a fully informed basis.
 - 10) Organise the emergency arrangements and ensure there is a reliable emergency contact for each visit
 - 11) Keep records of individual visits including reports of accidents and 'near-accidents', sometimes known as 'near misses'
 - 12) Review systems and, on occasion, monitor practice in support of continuous improvement.

Planning a Visit

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. A reconnaissance is usually advisable to enable the party leader to identify any potential hazards. As a guide, for residential trips, a request for authorisation should be made at least eight weeks beforehand, and all forms, including risk assessments, should be submitted to the EVC through EVOLVE, no less than six weeks before the trip. These times can be shortened for day trips, but in no case should forms and risk assessments be submitted less than two weeks in advance.

Insurance

Visits are covered under the United Learning Group Travel Insurance policy, details of which are held in the Bursary. If a hazardous activity is planned this must be discussed with the EVC to ensure that it is covered under this policy. If a tour operator is used, then its insurance policy must be obtained by the party leader during the planning phase of the visit. The provider must hold at least £5 million Public Liability Insurance.

Employees accompanying Visits

- 1) Wherever possible, leaders and employees accompanying the visit are teachers employed by the school.
- 2) In general, there is a minimum of two employees accompanying visits in the ratio of not less than:
 - a) 1 to 20 pupils in Senior School
 - b) 1 to 10 pupils in Prep School

- c) for EYFS adherence to the statutory ratios
- 3) Ratios will depend upon risk assessment and the Headmaster may make exceptions to the general rule, for instance, for games matches and for small Sixth Form groups.
 - 4) Short trips, of no more than 1.5 hours travel time from school, are allowed with just one employee, but must follow the appropriate “sole adult” risk assessment.
 - 5) Any trip involving just one employee, of more than one and a half hour’s travel time from school, **must be approved by the Headmaster.**
 - 6) With the exception of the statutory EYFS requirements, the ratios described are recommendations. The Headmaster ensures that ratios are adequate.
 - 7) When considering the ratio necessary for any particular visit the following points are taken into account:
 - a) The ages and temperaments of the pupils involved
 - b) The length and purposes of the visit
 - c) The method of travel
 - d) The nature of the locality and the activities to be undertaken
 - e) Whether or not any higher risk/adventurous activities are involved
 - f) Medical/Special needs of any pupils taking part.
 - 6) Trip ‘supervisors’ being accompanied by their spouse/partner and/or children are discouraged. Neither party is counted in the supervision ratio (i.e. the spouse of a member of staff accompanying on a trip is not included in the supervision ratio, and neither is the member of staff themselves). Research indicates that accompanying family members has proven to compromise the interests of the group as a whole. However, trip supervisors may be accompanied by their spouse/partner and/or children at the discretion of the Headmaster, where an adult is not at any one time solely responsible for a group that includes their own child and where a written risk assessment specifically includes assessment and mitigation of the possible conflicts of interest, specifically in an emergency situation. For short local trips, within easy range of school, an adult is not regarded as being in sole charge provided an appropriate risk assessment is undertaken and all parties, including pupils, are aware of the protocol for summoning assistance if necessary. If a joint visit is arranged with another school so that both schools share supervision, employees of the other school are included in calculating the appropriate ratio, although safeguarding procedures must be in place (ref. *Child Protection (Safeguarding)* policy).
 - 7) If female pupils are going on the visit a male employee is normally accompanied by a female employee and vice-versa. However, if compliance would result in difficulties for small groups of pupils, the Headmaster has discretion in this matter, in the light of the nature and duration of the proposed visit and the ages of the pupils concerned. The requirement is primarily for the protection of employees.

Parent and other Adult Helpers

- 1) Whilst it is accepted that other suitable adults (who must be DBS checked if accompanying any residential trip or if they are to have unsupervised access to pupils; names are held in a Single Central Register, administered by the HR administrator) may play a useful role in connection with accompanying school visits they are not taken into account in the calculation of the minimum number of employees required to supervise the group as set out above. The Headmaster may, however, make exceptions to this general rule for instance for:

- a) Groups of 20 or more pupils where there are at least two employees accompanying the group
 - b) Sixth form outings
- 2) Parents or other suitable adults are only allowed to accompany the visit if:
- a) Their inclusion is expressly approved by the Headmaster, who reserves the right to refuse any offer of help.
 - b) They have been informed of the nature of the visit, the risk assessments and made aware of their duties and responsibilities.

Alcohol

Adults accompanying visits must be aware that their primary responsibility is the care of the pupils in their charge. Any consumption of alcohol may impair colleagues' ability to carry out their professional duties of supervision effectively. Therefore, the consumption of alcohol must be taken with this duty of care in mind and is not encouraged. Adults accompanying a visit might be required to provide first aid or transport a pupil to hospital at any time during a visit; at least one member of accompanying staff must remain 'dry' at all times. For all staff, the excessive consumption of alcohol, where behaviour and capability are in any way impaired, is prohibited.

Employees Conveying Pupils in Minibuses or Private Cars

- 1) The use of private cars is discouraged.
- 2) Before allowing an employee to drive a minibus or to use his/her own car to transport pupils, the Transport Manager checks as appropriate that the employee:
 - a) Has a satisfactory driving licence (employees must bring any endorsements to the attention of the Transport Manager).
 - b) Has fully comprehensive insurance which covers use for the purposes of his/her employer's business (*Ref: Use of Vehicles Policy*).
 Has a valid MoT certificate for the vehicle where required.
- 3) Before being authorised to drive a minibus, school employees are required as a minimum to attend a minibus familiarisation course and must have the correct driving licence (*Ref: Minibus Policy*).
- 4) Whenever employees are driving, the risk assessment relevant to the trip also includes reasonable measures to control driver fatigue.

Higher Risk/Adventurous Activities

- 1) Where higher risk/adventurous activities are involved it is important to ensure that appropriate employees accompanying the visit are qualified¹ and competent and that all equipment used is to the appropriate safety standards and properly maintained.
- 2) It is possible for the activities to be undertaken at a specialist provider centre where properly maintained equipment and qualified and competent staff are available.

¹Qualifications must be those approved by the sports/activity's national governing body. See AfPE 'Safe Practice in Physical Education and School Sport'. Qualifications must be checked in advance by the party leader.

- 3) It is important that parents are informed in writing of any higher risk/adventurous activities to be undertaken and that these are specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water-sports, pony trekking etc.
- 4) The EVC and Edsential must be provided with written evidence that instructors and supervisors are qualified and competent and that risk assessments have been carried out and that any activity centre to be used has a licence², and must be provided with a copy of the centre's Health and Safety Policy. The EVOLVE system will help with this process.
- 5) With regard to the use of ski helmets on school trips, please note that whilst previously it has been permitted for parents to provide permission for their child not to wear a helmet whilst skiing it is now advised that all students must wear helmets. It may be that pupils have their own ski helmets, but there should be helmets available for hire at the ski resort. If a pupil uses a helmet from the ski hire shop it will be the responsibility of the ski hire personnel to fit helmets.

Shared Responsibilities (1) - External Providers

- 1) The EVC must be supplied with reassurance regarding the quality and competence of any providers used. Reassurance covers documents such as copies of providers' health and safety policies, risk assessments and information concerning the qualifications and competence of employees. Contractor Safety Evaluation Questionnaires should be used. The EVOLVE system will help with this process.
- 2) The providers' completed questionnaires, in particular the risk assessments, must be checked at the initial planning stage. One of the items to check is that all provider staff who will possibly come into contact with pupils have been vetted in accordance with the *Safer Recruitment and Child Protection (Safeguarding)* policies.
- 3) Compliance with 'BS 8848: British Standard for Ventures, Field Works, Expeditions and Adventurous Activities Outside the UK' and the LOTC quality badge are good benchmarks when relevant. The EVOLVE system will help with this process.
- 4) There are times when provider staff are primarily responsible for the pupils and, these times (and in what circumstances) are set out and agreed in writing prior to the start of the visit.
- 5) Pupils must know who is in charge at any given time.
- 6) If, as in the case of some field trips and work experience placements, the visit is unaccompanied, then this is made clear to parents and the EVC / Work Placement Coordinator must be satisfied with the safety procedures.

Shared Responsibilities (2) - Joint Trips with other Schools

- 1) There is one overall party leader and the Headmaster is satisfied with the procedures in place for the partner school.
- 2) The responsibility of employees of each school for the pupils of the other is agreed and made clear to the pupils.

² Activity centres providing caving, climbing, trekking (foot, pony, bicycle or ski) skiing or water sports (other than rowing) and associated activities must be licensed as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

Regular Routine Curricular Activities off the School Premises

- 1) These include regular PE activities that do not take place on the school premises.
- 2) It is not necessary for parents to sign a consent form for these activities and the Headmaster may take parent and other adult helpers into account when deciding on the number of supervisors required for any journey, provided an employee is in charge.
- 3) With the consent of parents, pupils considered to be sufficiently responsible, may be allowed to walk unaccompanied to where the activities are carried out.
- 4) The arrangements are included in departmental risk assessments.

Short Duration Outings for example from Boarding Houses

When pupils are leaving site for short periods with their tutor or unaccompanied (for instance for shopping or going for a run) the pupils must use the signing 'in/out' system and when the tutor accompanies the pupils s/he ensures that a mobile phone is taken whenever possible.

Remote Supervision

After careful risk assessments, guidelines are laid down by the Party Leader and clearly understood by all members of the party. The following points maybe helpful:

- 1) Pupils must be in groups – appropriate group sizes are determined by the group leader, bearing in mind reasonable pupil action if a peer needs assistance, such that no pupil is, where possible, left alone.
- 2) The geographical area in which pupils must stay is clearly defined.
- 3) A time limit is set in proportion to the age of the pupils, the time of day and any other relevant factor.
- 4) Anyone who returns late should understand that they may be sanctioned.
- 5) Before dispersal, everyone knows where an employee can be found during the whole of the period and exactly where to re-assemble.
- 6) If pupils are allowed to leave their residential accommodation, on leaving and returning pupils must register with employees.
- 7) Pupils are reminded that in the UK it is an offence for persons under 18 to buy cigarettes, alcohol and 'illegal substances'. Other laws apply abroad. Pupils are clearly informed of the school's policy in connection with consumption or use of these.
- 8) Pupils away from home may well strike up acquaintance with pupils from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation. Any possibility of this occurrence is included in the initial risk assessment for the trip and pupils must be clear about the school's rules of conduct in this respect
- 9) Attendance is formally checked regularly, say at meal times and whenever the party is about to move from one venue to another.
- 10) It is sometimes convenient to give small groups of pupils responsibility for one another, reporting to the party leader if anyone is missing. However, it remains the responsibility of the Party Leader to monitor pupil attendance.

Fire Procedures

The Party Leader checks the fire exits in any group overnight accommodation and ensures that pupils are aware of locations of fire exits and of the fire procedures. If possible a fire drill is held on the first evening, before bedtime.

Exchange Visits

These usually involve groups of pupils travelling to another country and staying with a host family and may be organised by a specialist company or in conjunction with a school in that country. The principle of pupil accommodation with a host family is not usually encouraged, and all trip leaders are advised to find alternative accommodation arrangements where possible in hotels, hostels and the like. However, host family accommodation may be permitted, particularly if the hosting arrangement is central to the trip's cultural experience, but only with the Headmaster's express authorisation. In such case, the following points are borne in mind:

- 1) The Headmaster normally expects an employee to be resident in the country during the stay and considers whether appropriate procedures exist for contacting school and parents in case of emergency.
- 2) Pupils are given details of the employee's telephone number or other contact arrangements, and it is made clear to pupils and host families when the employee will be available at an agreed location.
- 3) Parents are fully informed of the arrangements and given all necessary details in connection with the host families.
- 4) Employees accompany pupils on both outward and return journeys in accordance with the ratios given previously. Where travel is by air, it is acceptable for there to be a lower ratio on the flight, provided that the appropriate numbers of employees accompany the pupils to the departure gate and additional supervisors are available when the party is met by the host school or tour company representative at the point of arrival.
- 5) Unambiguous instructions are given to pupils concerning their own safety and any uncertainties they might have about their own safety or wellbeing.
- 6) Host families are informed of the procedures to be followed and the persons to contact in the event of any accidents, illnesses, problems or difficulties such as bad behaviour. Whenever an employee is advised of the illness of/accident to a pupil s/he personally investigates immediately and, if the situation warrants, informs the pupil's parents straight away.
- 7) In relation to host families for exchange visits (UK and overseas), DBS checks in the UK, equivalent checks overseas or, where not available, proper assurances from the School/other organisation that the host families are appropriate must be obtained (please see the EVC for the hosting letter, which complies with and follows the guidance of the Outdoor Education Advisors Panel). If there is any doubt about the safeguarding of students staying with host families, the matter must be referred by the Head to the Head of Independent Schools.
- 8) If activities are planned with another school, the extent of responsibility of that school's staff is agreed in advance and pupils know when the 'other' school staff are in charge and how to contact their own, if based at a location remote from the pupils.

Information Concerning Visits

- 1) Parents are fully informed in writing about the visit well in advance.

- 2) If appropriate, parents and pupils are invited to the school to discuss details with the organisers.
- 3) Where possible the EVC or a senior member of the teaching staff who is not involved in the visit will also attend, to give an objective view and independent advice.
- 4) Written information includes the following:
 - a) Purpose of visit
 - b) Accommodation type and meal arrangements
 - c) Travel arrangements including time of return
 - d) Activities (including remote supervision, if relevant) and visits in which pupils will be allowed to participate
 - e) Insurance cover (copy of policy) and name and address of insurers
 - f) Health and hygiene requirements, e.g. inoculations/safety or not of tap water
 - g) Names of party leader and employees accompanying party and address and telephone number of party leader at destination (where there is none, for example in case of some exchange visits, details of a contact number in UK are given)
 - h) A contact number for the pupil will be given (if pupil staying in family it may not be possible to give this information immediately in which case further information will be given)
 - i) Advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money
 - j) Advice that the Headmaster reserves the right to exclude a pupil from a visit on behavioural or medical grounds
 - k) Code of conduct and details relating to standard of behaviour expected from pupils during visit, including rules of smoking and alcohol.
 - a) For major visits and all residential visits a behaviour agreement is signed by both parents and pupils.
 - b) For visits of over twenty four hours, the parents are informed that any instance of severely unacceptable behaviour will lead to the party leader informing the parent that the pupil concerned may be sent home as soon as possible and that the responsibility for paying for this including any accompaniment lies with the parents; and that the pupil may jeopardise their chances of going on another school visit.
 - c) Requirements in the code may include a statement that pupils are under the jurisdiction of the school (*Ref: RRS*) during the visit and therefore:
 - i. pupils must obey the instructions of group leader and supervisors;
 - ii. pupils must not possess, use or purchase cigarettes, alcohol (except small quantities of wine with a meal if permission is given), illegal drugs or knives;
 - iii. pupils must take responsibility for their own possessions;
 - iv. pupils must use seat belts where provided and must remain seated on coaches and minibuses;
 - v. pupils must not put themselves or others at risk;
 - vi. pupils must remain in their allocated groups;
 - vii. and pupils must behave and dress appropriately.

Consent Forms

- 1) A pupil will not be allowed to participate in a school visit unless an appropriate consent form has been signed by his/her parents/guardian and returned to school.
- 2) Parents are asked to sign a blanket consent form at the point of entry to the Preparatory School and again for the Senior School. This is used to cover local visits such as those that will take place during the school day under the supervision of school staff, and for school sports fixtures where the school issues information to parents of the specific day-to-day arrangements, for instance by use of the calendar/fixture lists/homework diary etc. Written consent is not mandatory for activities during school hours, but parents should be aware of where their children are at all times.
- 3) It is important to note that a blanket consent form is not used for any residential visits, visits abroad and any that involve any higher risk/adventurous activities. Specific consent must be sought and given for each such instance, using the official consent forms.
- 4) Permission slips for non-residential visits specifically ask parents to confirm that information held at school (contact and medical details) are correct.
- 5) Copies of full contact and medical details, as held in the school's MIS (iSAMS), must be taken by the party leader for all trips, mindful of the need for secure storage and prompt return to school, in accordance with the school's *Data Protection* policy.

Information for Pupils

Pupils are given clear safety instructions. They must also know who is in charge of the visit, how to behave and what to do if they get lost or into difficulties. They may also need to be provided with information:

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

Emergency Procedures (1) – School Contact & First Aid

- 1) Part of the written arrangements or risk assessments for the visit include details on how to contact the school or a designated senior member of staff, for emergency purposes. These members of staff agree to being the 'contact' and are provided with
 - a) a list of names
 - b) addresses
 - c) telephone numbers of all staff and pupils on the visit

- 2) This information is also lodged with the school office and held by the party leader.
- 3) In any shared responsibility situation, the emergency procedures must be agreed in advance with the provider/other school involved.
- 4) It is necessary to contact school or the designated member of staff and/or parents as appropriate if there is “no show” by any pupil.
- 5) A first aid kit and mobile phones (where appropriate pupils’ mobile phone numbers are collected) should be carried.
- 6) Ideally there are trained first aid personnel in every group involved in travel. The requirements for first aid and administration of medicine are included in the risk assessment. (*Ref: First Aid Policy*). The member of staff in charge of first aid will be responsible for the administration of any medication according to the school’s First Aid policy.
- 7) In the case of any SEN or specific medical needs a meeting should take place in advance of the trip/visit with the pupil and parents (and if necessary matron) to discuss an appropriate care plan.
- 8) Careful estimates are made of the need for cash (in the currency of the country to be visited). Employees have sufficient funds available in appropriate form to provide for all anticipated needs plus an emergency fund.

Emergency Procedures (2) - Serious or Fatal Injury

- 1) An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but all employees accompanying the party should be familiar with them and should be able to adapt them to the situation in which they find themselves. A copy of the procedures is taken on each visit.
- 2) The party leader (or other person in charge of small sub-group if out of contact with party leader until party leader can be contacted):
 - a) Establishes the nature and extent of the emergency, discourages pupils from contacting their parents until they are briefed/until contact is made with the Headmaster, emergency contact point or designated senior employee.
 - b) Calls whichever emergency services are required (UK 999, Europe 112, USA 911)
 - c) If there are injuries has appropriate first aid administered if possible.
 - d) Makes sure all other members of the party are accounted for and are safe
 - e) Establishes the name(s) of the injured
 - f) Advises other party adults of the incident and that emergency procedures are in operation
 - g) If possible arranges for an adult from the party to accompany the casualty to hospital. If this is not possible, ask the emergency services the name and address of the hospital concerned and write it down
 - h) Ensures that the remainder of the party are adequately supervised throughout. It may be necessary to arrange for their early return to base.
 - i) Arranges for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for
 - j) Commits to writing full details of the incident:
 - i. Name(s)
 - ii. Nature, date and time of incident

- iii. Location of incident
 - iv. Details of injuries
 - v. Details of police who attended/witnesses names, addresses (and telephone numbers if possible)
 - vi. Action taken so far
 - vii. Telephone numbers for future communication
- k) Does not discuss matters with the media, do not discuss legal liability, do not apologise or express regret.
- l) Submits a written report to the EVC as soon as is practicable
- 3) In any shared responsibility situation, the emergency procedures are agreed in advance with the centre/other school involved.

Emergency Procedures (3) - Procedures for Other Accidents/Incidents

Completes the school accident/incident report form or commit to writing full details as above. All accidents/incidents should be kept on file until the pupils reaches the age of 21.

Feedback

The Trip Feedback form is completed after each visit and returned to the EVC.

Updated	10 th July 2025
Reason for changes	Annual review
Name of the owner	Sharon Hobson-Woodhead: EVC/Allan McKeown: Senior Deputy Head
Audience	Staff
Location	Whole School Team
Review date	July 2026

Blanket Consent Form

This form must be completed and returned to your child's Form Tutor as soon as possible, and before your child may take part in any off-site school activities

You will be given written information concerning every proposed educational visit for your son/daughter and asked to sign a separate short permission form in each case if the trip is not part of the regular curriculum; sporting fixtures and visits to the immediate environment of the school (eg. the beach) are automatically covered by this Blanket Consent Form. The contact and medical details held in school will be referred to on trips; it is the parent's responsibility to inform the school of any changes to these details as soon as possible.

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

Blanket Consent Form

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

Transport

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

Accident/Illness

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

Remotely supervised time (Senior School only)

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

Personal effects of the pupil

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

Blanket Consent Form

Insurance

I understand the extent and limitations of the insurance cover provided, and know of no information that may affect the insurance. (Details of insurance cover are on the school website)

Signature of parents/guardians

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

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

Signed:

Relationship to pupil:

Date:

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

Signed by the pupil:

Date:

THIS FORM WILL BE KEPT IN THE SCHOOL OFFICE. IF THERE ARE ANY CHANGES TO THE DETAILS HELD ON THIS FORM, THE SCHOOL MUST BE INFORMED AS SOON AS POSSIBLE

Check List for Party Leader

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

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

Check list of action to be taken:

Action	Tick + date	Comment
Agreed by Headmaster		
Entered on EVOLVE		
Checked by cover supervisor for feasibility		
Checked with calendar		
Checked with staff		
Initial costing done		
Parents informed in writing		
Consent/Permission forms sent *		
Consent/permission slips all back, including blanket consent form		
Risk assessment completed and signed off**		
Meeting with parents arranged (residential only)		Date & time:
Coach booked		
Minibus booked		Drivers:
Other transport booked		
Canteen informed		
Packed lunch ordered		
Pupil list for notice board		
Office staff advised, travel form completed		
Pupil emergency contact numbers obtained from office		
Bursar informed if out of regular school hours		
Pupil medical details checked		
Adequate first aid cover, medical kit/ sick buckets etc ordered		Nominated staff in charge of first aid:
Awareness of site prior to intended trip/activity		
Visit evaluation form ready to be completed		Complete after visit

*A consent form is required for residential trips, foreign visits, field trips, hazardous activities, visits involving a long journey and visits well outside of school hours.

All other short local visits may be covered by the 'blanket consent form' once this has been set up and signed on entry to the Prep and Senior school. In these cases, only the short permission form is necessary.

**If the risk assessment has been carried out previously this should be reviewed and may then be used after resigning and re-dating.

Application for the Approval of an Educational Visit

This form should be submitted to the Senior Deputy Head for all off-site activities before pupils are notified or bookings made.

Party Leader:			
Department:			
Year Group:			
Number of pupils:		Adult/Pupil ratio:	
Total number of accompanying employees including party leader:			
Names of ALL other accompanying persons:			
DBS evidence required			
Date and time of visit:			
Venue and purpose of visit:			
Details of visit, including travel arrangements, any remotely supervised time and any potentially higher risk/adventurous activities (attach a separate sheet if necessary):			
Cost per pupil: A costing sheet should be submitted for residential trips			
Additional cost to School: (incl. paid cover)			
For residential Visits: <ul style="list-style-type: none"> Type of accommodation 			
Other relevant information: <ul style="list-style-type: none"> Name of organisations, e.g. coach company, travel firm. Awareness of site, e.g. previous visit 			
Approval is given to proceed with arrangements for this visit as outlined above. N.B. Any changes to the above must be communicated to the Headmaster for approval.			
Signed (Senior Deputy Head):			
Approved subject to risk assessment and other written arrangements.			

Risk Assessment Form

AKS Risk Assessment						
Activity (location, people involved etc).			Documents, records, people consulted during exercise:			
Assessors:						
Date undertaken:	Serial Number:					
Hazards	Who's affected	Existing Controls	Risk rating (SxL=R)	Further controls required	New Risk rating	When/who is responsible for new controls
		•				
		•				
		•				
		•				
Proposed Review – state date or review conditions :		Date of review 1 and findings				

Severity (S)			Likelihood (L)		
Hazardous Event Severity	Description*	Score	Hazardous Event Likelihood	Description*	Score
High	Death/Specified Injury; Acute fatal disease; Substantial disability	4	Likely	Will probably happen or reoccur	4
Moderate	Other RIDDOR incident; occupational disease; Dermatitis; Asthma	3	Possible	May happen or reoccur occasionally	3
Slight	First Aid required; Minor fractures; WRULDs	2	Unlikely	Not expected to happen or reoccur, but possible it may do so	2
Negligible	Very minor injury; Temporary ill-health	1	Rare	This will probably never happen or reoccur	1

Likelihood of harm	Severity of Harm			
	1	2	3	4
1	1	2	3	4
2	2	4	6	8
3	3	6	9	12
4	4	8	12	16

Action Levels	Descriptor	Action Required
1-3	Low Risk	No further action. Maintain existing controls. Monitor performance.
4-8	Medium Risk	Consider if risk could be practicably reduced further. Maintain existing controls. Monitor.
9-16	High Risk	Further controls must be implemented before activity can begin/resume.

* Risk assessment is a subjective process and the descriptors provided above are illustrative and not exhaustive. The assessor must use their judgement and knowledge of the hazards under assessment when determining the relevant values from this table.

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

Name of pupil:		Form:		Date of Birth:	
Proposed visit to:		Return to:			
Pupil's mobile phone number:		Cost of			
Day and date of departure:		Departure time:			
Day and date of return:		Return time:			
Travel arrangements:					
Passport number and country issued – include nationality:					
Global/European health card (GHIC/EHIC) no:					
Medical information about pupil (If yes to any of the below, details must be supplied when returning this form) Describe and state whether self-administered or not (use a separate sheet if necessary)					
Does the pupil have any conditions or injuries requiring/which may require medical treatment/medication? Delete as appropriate YES / NO					
Does the pupil have any allergies, e.g. to medication (for e.g. ibuprofen, paracetamol, penicillin) specific foods or sun cream?					
Does the pupil have any special dietary requirements?					
To the best of your knowledge has the pupil been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?					
Contact telephone number, parent/guardian:					
Work:		Home:		Mobile:	
Home address:					
Alternative emergency contact:					
Name and relationship to pupil:		Tel .No.			
Address:					

- **Transport**

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

- **Health**

I certify that to the best of my knowledge and belief the pupil is in good health and (if applicable) has received all necessary inoculations. I am aware of no reason on medical grounds why the pupil should not be a member of the party for this trip. I shall inform the school in the space above if my child has any specific dietary requirements, of which the school should be aware while *in loco parentis*.

- **Passport etc (for foreign visits only)**

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

- **Accident/illness**

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

- **Remotely supervised time (Senior School only)**

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

- **Activities**

I agree to the pupil taking part in all of the activities (where applicable) contemplated as listed in the visit programme, (including, for Sixth Form pupils only on foreign trips, drinking a modest quantity of wine with a meal), except for the following: (please list in the box below - N.B. all entries in this box must be initialled by the parent)

--

- **Personal Effects of the Pupil**

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

- **Insurance**

I understand the extent and limitations of the insurance cover provided, and know of no information that may affect the insurance. I understand that any pre-existing medical conditions must be referred to the insurers and may require a medical certificate of fitness to participate in the trip.

- **Swimming** – please delete below as appropriate*

- Is your son/daughter able to swim 50 metres? Yes/No*
- Is your son/daughter water confident in a swimming pool? Yes/No*
- Is your son/daughter confident in inland open water? Yes/No*
- Is your son/daughter confident in the sea? Yes/No*
- Is your child safety conscious in and around water? Yes/No*

- **Code of Conduct**

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

A COPY OF THIS FORM WILL BE TAKEN BY THE PARTY LEADER ON THE VISIT

Signature of parents/guardians

I, the undersigned who have parental responsibility for the above named pupil have completed the information requested above and overleaf. I have read and understood and I consent to the matters set out above and overleaf and in the visit programme or other relevant information. There are no significant illnesses or conditions relevant to this pupil over and above those identified on school record, or above. I agree to inform the school as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey, and I confirm that the contact and medical details held in school are completely accurate.

Signed:			
Relationship to pupil:		Date:	

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

Signed by the pupil:		Date:	
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Permission Slip for Short Visit

For short educational off-site visits which depart from, and return to, school within the working day and for local evening visits, such as theatre visits. This form is not necessary for routine sporting fixtures or visits to the immediate environment of the school (eg. the beach).

An educational visit to	
Time of departure	
Approx time of return	
Transport is by	
Cost to be billed	£
Party leader	
Department/Subject area	

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

I confirm that there have been no changes to any of the contact or medical details held in school, and I understand that I must notify the school in advance of the trip of any changes to this information and any other information of which teachers, acting *in loco parentis*, should be aware, including any dietary requirements. I agree to authorize members of staff during the course of this visit to approve such medical treatment for the pupil as is deemed necessary in an emergency.

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

Example Pupil Code of Conduct for Educational Visits

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

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

General Rules

The health, safety and well-being of all members of the party are essential to us. You must not do anything that puts yourself, or others, at risk. If you do, penalties will be applied. These may be, for example, being under constant direct staff supervision for the remainder of the visit, or being sent back immediately to School at your parents' expense.

You must obey all instructions given you by the teachers or by any other qualified person such as a ski instructor, an expedition guide, etc., or trip supervisor even if you feel these instructions to be unreasonable. The judgement of teachers and instructors etc. will always take precedence over the judgement of pupils.

You must abide by the laws both of our country and of any country that you are visiting. Your attention is drawn in particular to laws concerning the purchase and consumption of alcohol. You are required by the School to conform to UK licensing laws even if the laws of the country that you are in are more lenient.

You should at all times show respect; respect for teachers and other adults, respect for other pupils and their property, respect for local residents and other guests, respect for the rules laid down by any residential centre, and appropriate respect for establishments visited, especially places of worship.

Your behaviour must at all times be such that your teachers are proud to have you identified as their pupils.

Rules relating to activities

1. Your teacher must know at all times where you are. Arrangements for contacting teachers in an emergency, and the meeting points and times throughout the day, will be given by the teacher.
2. If you are allowed "free time", when you are not closely supervised, you must remain in your allocated groups. This is to allow, in case of accident or illness, one of you to go to seek help while another stays with the pupil needing assistance.

Rules relating to accommodation

1. No visitors are allowed in bedrooms except for members of our School party.
2. No visitors are allowed in bedrooms after lights out.
3. You may not visit the bedrooms of anyone except other members of our School party.
4. You may not visit another bedroom after lights out.
5. Your bedroom door must be kept locked after lights out.
6. You must remain in your room after lights out, unless you need to summon a teacher or react to a fire/alarm.
7. The School has a no-drinking policy, with the exception of modest amounts with a meal for Sixth Form pupils, where your parents authorise this. You should note that no alcohol is allowed in bedrooms.
8. The School has a no-smoking policy.

Health and Safety matters

1. The teachers will, shortly after arrival, go through with you the procedures for evacuating your room in case of fire or other emergency. You should discuss with everyone in your room the location of the nearest emergency exit/ staircase.

2. Many bathrooms abroad have electric sockets in them for hairdryers, etc. UK standards consider this an electrical safety hazard, and you should not use electrical appliances in bathrooms or shower rooms nor near a sink in your bedroom.
3. Seatbelts must always be worn where fitted.
4. On journeys and during activities, it will often be necessary for your teachers to count you to ensure that you are all present and safe. The quickest and easiest way of doing this is via counting groups. You may not change the counting group to which you are allocated.
5. If you believe that a fellow pupil is, by his/her actions, putting his/herself or others at risk, you must inform a teacher immediately. You cannot take the responsibility of knowing this and doing nothing about it.

I hereby agree to abide by the instructions given above.

Pupil name: Date:

Pupil Signature: Date:

Parent Signature: Date:

Appendix 1: Outline procedure for organising a trip

- 1) **Day Trip/Non-Residential:** SS staff send 'Application for Approval' form, with Staff OTTR and Pupil OTTR to Senior Deputy Head.
 - *Senior Deputy Head will consider the practical implications of the request*
 - *If approved, Senior Deputy Head will forward an e-version of the 'Application' form and the respective OTTRs, including brief authorisation initial and date, directly to the EVC.*
 - *In this communication, the Head's PA will be copied, so that the Calendar will be updated, and the Cover Supervisor will be copied, so that future staff absence can be scheduled.*
 - *If not approved, Senior Deputy Head will communicate directly with staff.*

- 2) **Residential:** SS staff send 'Application for Approval' form, with brief text guidance as to potential staff absence, to Senior Deputy Head.
 - *Senior Deputy Head will consider the practical implications of the request and also discuss at WSLT level, as applicable.*
 - *The trip leader will send an email to all staff to asking for volunteers to accompany the trip. The trip leader will then meet with the Senior Deputy Head and EVC to discuss the staffing for the trip and a final, joint decision will be made. Those who have had Visit Leader Training will be given priority.*
 - *If the trip is given initial approval, the trip leader is informed by the Senior Deputy Head and must forward Staff OTTR and Pupil OTTR by return to the Senior Deputy Head.*
 - *If final approval is then given, the Senior Deputy Head will forward an e-version of the 'Application' form and the respective OTTRs, including brief authorisation initial and date, directly to the EVC.*
 - *In this communication, the Head's PA will be copied, so that the Calendar will be updated, and the Cover Supervisor will be copied, so that future staff absence can be scheduled.*
 - *If not approved, Senior Deputy Head will communicate directly with staff.*

- 3) Prep School staff follow the above in principle, as applicable, maintaining full liaison with the Head of the Prep throughout.

- 4) Following WSLT authorisation, the EVC will decide whether a parental information meeting is required.

- 5) Staff should then write a letter to parents (see 'Sample letter to parents about a school trip' below for guidance). The letter and any subsequent letters home must be seen, checked and approved by the EVC before going out to parents. If required by the EVC, WSLT may also provide additional approval.

- 6) For short educational off-site visits (which take place outside school hours) which depart from, and return to, school, such as evening theatre visits, parents must sign and return the Permission Slip for Short Visits. The trip leader should pre-fill the trip details in the first section of the form. This form is not necessary for routine sporting fixtures or activities which take place during the school day; however, parents must be informed as to where their son/daughter is going to be.

- 7) For trips involving an overnight stay and for other trips deemed necessary by EVC, the leader must obtain from each student a completed 'residential, high risk, long distance' Consent Form. These must be taken by the leader on the trip and a copy handed to EVC before departure. At the end of the visit the leader is to return their copy of these forms to Reception.

- 8) Note that if any parent indicates by return to '6' or '7' above that any details have changed from those on the Parent Portal, the trip leader must inform Reception immediately and request an update in ISAMS.
- 9) The trip leader should hold a parental information meeting if needed.
- 10) The trip leader should upload all paperwork to the EVOLVE system, at least six weeks prior to the trip for hazardous / residential visits and two weeks for other visits, the following information:
 - Itinerary
 - Travel form
 - Check list for Party Leader
 - Authorised absence list (pupil names and basic trip details). A copy should be given also to Reception and placed on the relevant staff notice board.
 - Contacts and medical list with all names of pupils and staff attending, with emergency contact details and medical information. This should be generated automatically on request by Reception staff from Engage, by passing through the list of names at least 48 hours in advance.
 - Risk assessments (including one for Data Protection with regard to transportation and storage of personal and sensitive data while on the trip – ref 'Data Protection' policy)
- 11) On every school trip, teachers must carry an **Orange Emergency Card**, which has details of emergency procedures and school emergency contacts. For trips returning after 17.00 and during weekends and school holidays, a senior member of staff will provide 24 hour emergency cover. These cards will be provided by EVC. **Note** – these cards contain personal contact details for senior staff and must be kept confidential.
- 12) On every school trip, a copy of the 'Emergency Contacts and Medical List' must be taken and returned as soon as the trip is finished, when it will be shredded. All accompanying staff must have read this information before the trip and be familiar with the content. Please note that this document is highly confidential, since it contains sensitive personal data.
- 13) As soon as possible after return, the evaluation form and orange cards must be returned to the EVC.

Appendix 2: Sample letter to parents about a school trip

Please note that such a letter should include the following details:

- Destination, activity, age group, date, time.
- Purpose / nature of the visit.
- Places awarded in order of receipt.
- Cost and what this covers e.g. travel, accommodation and insurance (give full details of cover).
- Name of organiser and accompanying staff if possible.
- Clear instructions for returning the reply slip, including a deadline and to whom it should be returned.
- All letters to be passed to EVC, who will then forward a copy to WSLT for authorisation.

Appendix 3: In the event of an accident on a trip

All actions and procedures must follow those set out in detail in the school's *First Aid* policy. The guidance below is intended as a helpful reminder.

- Establish the nature and extent of the emergency. Call the appropriate emergency services.
- Attend to victim(s). If there are injuries establish their extent and administer appropriate first aid if you have been trained and feel capable. Be aware of consequences that might follow were you to give incorrect treatment. Have regard to your own safety eg. blood contact.
- Safeguard the group. Make sure all other members of the party are accounted for and safe.
- Advise other party staff of the incident and of actions taken. Contact the senior member of staff who is the emergency contact. Decide responsibilities to be undertaken by each adult in the group.
- The group leader should arrange for an adult from the party to accompany casualties to hospital.
- Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
- Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all pupils are accounted for.

Senior School	01253 784100	
Prep School	01253 784110	
D Harrow		07719 524939 (mobile)
A Ilhan		07590 963975 (mobile)
A McKeown		07801241623 (mobile)
S Hobson-Woodhead	01253 429614 (h)	07823 554771 (mobile)
P Hayden		07849 663345 (mobile)

- Give full details of the incident including:
 - Name(s) the person(s) involved
 - Nature, date, location and time of the incident.
 - Details of injuries, etc.
 - Contact details of those involved, including witnesses.
 - Action taken so far.
 - Telephone numbers for future communication.

If possible, restrict access to mobiles and telephones until the senior member of staff has contacted parents & others directly involved

- The Party Leader should, at the first opportunity, make notes on the incident as should other people involved.
- Ensure accident forms are completed as soon as possible on return to school.
- Legal liability should not be discussed and no member of staff should discuss matters with the media.
- Inform parents of any delays that will be necessitated.

Appendix 4: Child protection

All actions and procedures must follow those set out in detail in the school's *Child Protection (Safeguarding)* policy. The guidance below is intended as a helpful reminder.

Mr P Hayden is the designated Child Protection Officers in the Senior School. Mrs A Ilhan and Miss V Reynolds the designated Child Protection Officers in the Preparatory School/Nursery. They may be contacted directly or through the senior staff member appointed as emergency contact.

Disclosure Guidelines for Teachers

- 1) Listen carefully
- 2) Reassure the child
- 3) Do not show disbelief
- 4) Do not give the child the guarantee of confidentiality
- 5) Take the allegation seriously
- 6) Affirm the child's feelings
- 7) Avoid being judgmental
- 8) Do not investigate
- 9) Keep hand written notes, sign and date on the same working day
- 10) Get the child help – refer to the Child Protection Officer at the school.

Disclosure of Abuse – Questioning of Children

- 1) Only ask enough questions to gain basic information
- 2) Use open ended questions; avoid leading questions:

When When did it happen?

Where Where did it happen

Who Who did it?

What What happened?