

# Educational visits

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## Policy statement

Embley places a high value on educational visits, tours and fieldwork and learning outside the classroom and believes that safely managed visits, with a clear purpose, play an essential part in meeting the school aim of providing a broad vision of excellence for our pupils and staff. Visits also play an important role in allowing the school to meet its aim of a focus on the defining and redefining the special qualities of each individual.

At Embley we also aim:

- to enrich the curriculum for our pupils through a range of educational visits and other activities that add to what they learn in school.
- to support staff in the safe planning of trips and activities on-site and those that take pupils off-site and the safe conduct of them once underway.
- make excellent use of our own school grounds.

Embley ensures that all pupils can participate in a school visit or activity regardless of ethnic origin or religion. The needs of pupils with a disability or SEN are taken into account during the planning of any trip.

The safety of pupils on visits is of paramount importance. Embley 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.

The types of trips organised by Embley include:

- Day trips
- Theatre productions
- Museum and gallery visits
- Local visits to universities for sixth formers
- Fieldwork and coursework visits (Geography; Art; History; Science)
- Outdoor pursuits (sailing, dry ski slope sessions; Duke of Edinburgh)
- Residential visits
- Fieldwork and coursework visits (Geography; Biology)
- Music and Sports tours
- Cultural visits (History; MFL)

The Embley Educational Visits Policy is based upon:

- a) United Learning Health and Safety policy pp 36-56
- b) Adventure Activities Licensing Regulations (2004) (For England, Scotland and Wales) <http://www.hse.gov.uk/aala/index.htm>
- c) Outdoor Education Advisors Panel (<http://oeapng.info/>)
- d) National Minimum Standards for Boarding (January 2013), Standard 10: Activities and Free Time, and Appendix 2 item 10 (<https://www.gov.uk/government/publications/boarding-schools-national-minimum-standards>)
- e) Safety in Outdoor Education (DfE)
- f) Health and Safety of Pupils on Educational Visits (DfE) ([www. DfE.gov.uk](http://www.DfE.gov.uk))
- g) Standards for local Health and Safety of Pupils on Educational Visits (HASPEV), 1998
- h) Standards for LEAs in Overseeing Educational Visits 2002
- i) Standards for Adventure 2002
- j) A handbook for Trip leaders
- k) Groups Safety at Water Margins
- l) Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies.

The above documents are available on the BieCloud Compliance section, in Legislation and Guidance –CURRENT folder

- This policy applies to all members of our school community, including boarders and those in our EYFS setting.

- Embley is fully committed to ensuring that the application of this Educational Visits Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.
- Embley seeks to implement this policy through adherence to the procedures set out in the rest of this document.
- This document is available to all interested parties on our website and on request from the Senior or Prep School offices and should be read in conjunction with the following documents:
  - Behaviour and Discipline Policy and Procedures
  - Code of Conduct
  - Anti-Bullying Policy and Procedures
  - Child Protection (Safeguarding) Policy
  - First Aid Policy and Procedures
  - Use of Vehicles Policy

## Procedures

### Management Structure and Responsibilities

**The Leadership Team** agree the programme of visits and activities in advance and the Assistant Head (Co Curriculum) ensure that all are recorded in the school calendar that is available to staff and parents. Opportunities for some trips may occur after the calendar has been published and in this instance parents will be notified accordingly.

- **Approval:** Initial approval for the trip/visit to go ahead and the final authorisation for each visit, including approval of the risk assessments, must be made by the Head of Prep School or the Assistant Head (Co Curriculum) of the Senior School. To ensure permission for a trip is granted, all procedural steps outlined on p16 of this document must be followed. All paperwork for visits is checked by the EVC before being presented to the Head of Prep School or Assistant Head (Co-curriculum) for final authorisation.

The Senior School EVC is **Elaine Morgan**; the Prep School EVC is **Martin Anderson**.

- **Monitoring:** The monitoring, review and management of visits is the duty of the Head of Prep School and the Assistant Head (Co-curriculum) in the Senior School in discussion with the EVCs.

### Educational Visits Co-ordinator

The main functions of the EVC are to:

- Formally review their own training requirements on an annual basis and report to the school Health and Safety Co-ordinator. The EVC must have formal and documented Risk Assessment training.
- Liaise with the employer to ensure that EVAOS meet the requirements defined in the Group Health and Safety Policy.
- Support the Headmaster, LGB members, Head of Prep School and Deputy Head Senior School with visit approval and other decisions.
- Assign competent people to lead or otherwise supervise a visit.
- Ensure the induction training of leaders and the other adults going on the visit.
- Ensure that the Disclosure and Barring Service checks are in place as necessary.
- Oversee the parental consent process.
- Ensure the emergency arrangements and an emergency contact for each visit are in place and that the number is publicised for use in an emergency.
- Ensure that the Trip Leader is in possession of a school mobile phone. Personal mobile phone numbers should not be distributed to parents or pupils.
- Ensure that the Trip Leader completes accident form book if there is a case of accident or injury.
- Keep records of individual visits including any significant findings including reports of accidents and 'near-accidents', sometimes known as 'near misses' as a reference for future visits and to review in association with the Health and Safety Committee.
- Support the Head of Prep School and Assistant Head (Co-curriculum) Senior School in ensuring that all visits follow regulations and guidelines, together with the school's relevant policies and procedures.

- Prepare all final paperwork relating to a visit/trip and present it to the Assistant Head (Co Curriculum) of Senior School or the Head of Prep School for final authorisation. Ensure that staff are adequately prepared to organise and run a visit safely.
- Assist with writing risk assessments and, where necessary, to arrange appropriate training to ensure appropriate safety measures are in place.
- Ensure visits have appropriate support ratios and adequate cover for first aid and pupil supervision to adequately safeguard all party members.
- Implement monitoring and review systems in support of continuous improvement.

## Pupil Behaviour

The responsibility of the behaviour of pupils on any visit lies with the trip leader.

### Proposing a Visit

- Staff must enter any proposed visits into the online calendar. If this is a proposed residential visit, or a new visit or the visit organiser has little experience in organising visits then they must first meet with the EVC to discuss the visit and get permission from the Head of Prep School or Assistant Head (Co Curriculum) of Senior School, acting on behalf of the Headmaster, for the trip to go ahead.
- Visits involving a whole year group missing lessons will be entered into the calendar before the termly calendar meeting. Visits that involve a smaller number of pupils missing lessons must be entered before the publishing of the following term's parental calendar; deadlines are publicised termly by the EVCs.
- Students in the Senior School may be excused from academic lessons for sporting activities **once per term**.
- Departments in the Senior School may organise one trip during the school day per year group each academic year however it is not an expectation that every department should/will arrange a trip. Any trip/visit arranged should enhance the teaching and learning in the subject area concerned.
- Day trips involving Year 11 and Sixth Form pupils after February half term are to be discouraged.
- Visits that do not involve missing lessons, such as evening theatre trips, can be planned at shorter notice but staff must give pupils and parents adequate warning.
- Staff will receive notification from the EVC approving the visit or refusing permission for the visit to go ahead or requesting more information.

### 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 advisable to enable the trip leader to identify any potential hazards.
- Once it is known who will be going on the trip other staff must be informed, via the staffroom noticeboard and by email as appropriate, of pupils who will be missing lessons.
- There must be provision, either in lesson time or in a meeting, for staff to discuss the visit with pupils. This allows expectations with regards to behaviour, uniform and specific information regarding the visit to be discussed. Any pupil with special or medical needs must be spoken to before the visit to ensure that they are aware of any special provision that is being made for them

### Risk Assessment and First Aid

The objective of risk assessment is to enable the staff undertaking a visit to adopt proactive procedures to managing identified risks. The risk assessment and arrangement for a visit must include consideration of matters such as hazardous activities, fire precautions and fire procedures, pupil supervision, transport, and pupil free time.

*Before the visit the trip leader must brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of a visit, bearing in mind the nature and purpose of the visit set out by the trip leader during the planning of the visit.*

Staff must be reminded to remain vigilant for new and emerging risks during the visit Risk assessments must include reference to the following:

- a. hazardous activities
- b. fire precautions and fire procedure

- c. pupil supervision including remote supervision
- d. transport
- e. first aid and the administration of medicines
- f. safeguarding
- g. security
- h. welfare of pupils
- i. 'Plan B' procedures
- j. emergency procedures
- k. insurance
- l. clothing and equipment
- m. inclement weather
- n. SLT contacts

First aid provision must be considered when assessing the risks inherent on a visit. For adventurous activities, visits that involve overnight stays, or visits abroad, it is compulsory that there must be at least one trained First-Aider in the group. When there are more than one trained First-aiders on the trip, one must be designated as the main First-Aider. When a trained First-Aider is not accompanying a visit, the provision for First Aid must be addressed in the risk assessment. All staff must know how to contact the emergency services, including on visits abroad. The trip leader must carry a school mobile phone. Personal mobile phone numbers should not be distributed. First aid kits must be available on a visit and can be booked in advance from the Embley matrons in the Senior School, the Heads of Boarding (Johnathan and Isabel McCredie) or the first aiders in the Prep School.

Before the visit leaves, the trip leader will always brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit always bearing in mind the nature and purpose of the visit set out by the trip leader.

Prior to departure the medical conditions of the pupils (available through ISAMs) accompanying the visit must be assessed and taken into account when risk assessing the visit and arranging adequate supervision. The up to date medical notes, which must be given to all staff going on the visit, can refer to Individual Healthcare Plans for certain pupils; the trip leader must liaise with the School Matron (Senior School) and Mrs Janaway in the Prep School when this is the case to ensure that the medical needs of the stated individuals are cared for on the visit. Pupils with any special medical needs and/or physical disability must understand before the trip departure the nature of any special provision that is being made for them.

Staff are also to be made fully aware of any children with special educational needs or disabilities and their needs on the trip are to be assessed by the teacher in charge of the trip in conjunction with the relevant SENCO. Pupils with specific needs (and their parents where appropriate) will be spoken to before the trip to ensure they fully understand the procedures and expectations for the trip.

All staff accompanying a visit must be aware of how to administer an EpiPen. All staff must attend the annual training sessions for this and ask for refresher training before a visit if needed.

Embley tries to encourage all pupils with special medical needs and special educational needs to participate in school trips where safety permits.

Any medication taken out on a trip must be signed out and signed in again by the trip organiser.

Teachers taking pupils out on Learning Outside the Classroom (LOC) activities should take appropriate first aid kits with them.

Staff supervising pupils on school trips are made aware of any medical needs or special educational needs in their information pack. The School Matron or Senior First Aider will advise on any special precautions or emergency procedures that may be required. A First Aid bag is provided by the School Matron or Senior First Aider for all school trips and all EYFS trips will be accompanied by a First Aider who has the necessary paediatric First Aid training. Medicines are only administered on school trips by experienced members of staff following written instructions. **See also the First Aid and Administering of Medicines Policy.**

## Approval

- A risk assessment is not needed every time staff take pupils to a local or regular activity however at Embley risk assessments are compulsory for all other visits and must be approved by the EVC at least 48 hours before the departure of a visit. The trip leader must notify the EVC by email that the risk assessment has been completed. The EVC will check the risk assessment, make any amendments necessary, print a copy, sign it and return it to the trip leader. The trip leader, if satisfied with the risk assessment, must then sign it and make copies for the Senior School or Prep School Offices, all staff accompanying the visit and the SLT contact, if the visit includes time outside of School Office hours.
- All staff on a trip must be issued with a copy of the risk assessment, which they must comply with.
- Final authorisation for each visit, including approval of the risk assessment must be made by the Head of Prep School or Assistant Head (Co Curriculum) of Senior School, acting on behalf of the Headmaster.

## Supervision

In all circumstances staff must be aware that they have a duty of care to make sure that the pupils are safe and a common law duty to act as a reasonably prudent parent would. Each member of staff must receive written or oral instructions specifying her or his duties for the duration of the visit, although ultimate responsibility for ensuring these duties are fulfilled rests with the trip leader.

The staffing ratio and relevant experience of staff on the visit will be considered by the trip leader and the EVC when planning the visit. The trip leader will also take into account the following points when determining the staff/ pupil ratio and these points must be reflected in the visit's risk assessment:

- The ages and temperaments of the pupils involved
- The length and purposes of the visit
- The method of travel
- The nature of the locality and the activities to be undertaken
- Whether or not any hazardous activities are involved
- Any special needs of any pupils taking part

Other points to consider:

- Trip 'supervisors' being accompanied by their husband/partner and/or children should be discouraged and not be counted in the ratio. Research indicates that this has proven to compromise the interests of the group as a whole. Exceptions may only occur with the permission of the Deputy Head of the Senior School or the Head of the Prep School and must be reflected in the visit's risk assessment.
- If a joint visit is arranged with another school so that both schools share supervision, staff of the other school may be included in calculating the appropriate ratio. The trip leader and EVC must be satisfied that the staff of the other school have been appointed in line with our own Safer Recruitment Procedures, and this must be reflected in the visit risk assessment.
- Male staff should be accompanied by a female member of staff. However, if compliance would result in difficulties for small groups of pupils, either the Head of the Prep School or the Assistant Head (Co Curriculum) in the Senior School has discretion in this matter. The nature and duration of the proposed visit and the ages of the pupils concerned will be taken into account in making a decision and the situation must be reflected in the visit's risk assessment.

There are general guidelines:

<b>UK</b>	Non-hazardous cultural	1:20
	Country visits/ fieldwork	1:15
	Hazardous condition (wild country)	1:10



<b>Abroad</b>	1:10
<b>Prep School</b>	
<b>EYFS</b>	1:4 (EYFS regulations must be adhered to in this area)
<b>Years 1-3</b>	1:6
<b>Years 4-6</b>	1:10/15 In line with DFES guidelines
<b>Abroad/residential</b>	1:10

Final ratios will depend upon risk assessment and the Head of Prep School or Assistant Head (Co Curriculum) of Senior School may make exceptions to the above ratios, for instance, for games matches and for small Sixth Form groups.

For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone with a pupil wherever possible.

- There should be provision for pupils with SEN and those who fall sick and these will be outlined in the residential meeting minutes and trip risk assessments prior to the trip.

On coaches there should be at least two members of staff per coach but in some circumstances the EVC will make a final decision, based on a risk assessment of the visit. This will be reflected in the visit's risk assessment.

#### Shared Responsibilities - External Providers

The Provider's safety policy and risk assessments must be obtained in writing and checked at the initial planning stage. It is likely that there will be times when the External Provider's staff will be responsible for the pupils and in accordance with DfE guidance these times (and in what circumstances) must be set out and agreed in writing prior to the start of the visit. Pupils must know who is in charge at any given time.

If, as in the case of some Senior School field trips, the visit is unaccompanied, then this must be made clear to parents and the Headmaster must be satisfied with the safety procedures.

#### Joint Trips with other Schools

These are unlikely, but procedures below must be adhered to if this arises.

There must be one overall trip leader and the Assistant Head (Co Curriculum) of Senior School or Head of the Prep School must be satisfied with the procedures in place for the partner school. The responsibility of staff of each school for the pupils of the other must be agreed and made clear to the pupils.

#### Remote Supervision

If, after careful risk assessment, unsupervised time is to be allowed then guidelines must be laid down to the pupils by the Trip leader and clearly understood by all members of the party. The following points must be taken into consideration:

- Pupils must not be allowed to wander alone – appropriate group sizes must be determined by the trip leader.
- The geographical area in which pupils are allowed to wander must be clearly defined.
- A time limit must be set in proportion to the age of the pupils, the time of day and any other relevant factor. Anyone who returns late must understand that they will be penalised. Before dispersal, everyone must know where a member of staff can be found during the whole of the period and exactly where to reassemble.
- If pupils are allowed to leave their residential accommodation, on leaving and returning pupils must register with staff.
- Attendance must be checked regularly, say at meal times and whenever the party is about to move from one venue to another. Staff will have a written check list of names at all times.

#### Hazardous Activities

Hazardous and adventurous activities will require fully trained staff to accompany the visit. The trip leader and the EVC must ensure that these staff have been vetted, either by Embley or by the company providing the staff, in accordance with our own Safer Recruitment Policy, and this must be reflected in the visit's risk assessment.

Staff accompanying the visit must be qualified<sup>1</sup> and competent. The trip leader and EVC must be provided with written evidence that instructors and supervisors are qualified and competent and that risk assessments have been carried

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<sup>1</sup> Qualifications must be those approved by the sports/activity's national governing body. See BAALPE 'Safe Practice in Physical Education'. Qualifications must be checked in advance by the party leader.

out and that any activity centre to be used has a licence<sup>1</sup>, and must be provided with a copy of the centre's Health and Safety Policy.

All equipment used must meet the appropriate safety standards and be properly maintained. It is important that parents are informed in writing of any hazardous activities to be undertaken and that these are specifically mentioned when completing the visit's risk assessment.

Any visits involving water-based activities, including a hotel swimming pool, must be risk assessed with the trip leader before the visit and discussed with the EVC at the planning stage. Consideration should be given to whether supervision by lifeguards will be available on the visit.

If a hazardous activity is offered, that has not been part of the original programme and therefore subject to risk assessment, it must not be taken up.

When planning an activity involving caving, climbing, trekking, skiing or water sports, a check is made that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales) <http://hse.gov.uk/aala/index.htm>

### Parent and other Adult Helpers

Whilst Embley accepts that other suitable adults may play a useful role in connection with accompanying school visits, they must not be taken into account in the calculation of the minimum number of staff required to supervise the group as set out above. The Head of the Prep School or the Assistant Head (Co Curriculum) of Senior School may, however, make exceptions to this general rule for instance for:

- Groups of 20 or more pupils where there are at least two staff accompanying the group for a Senior School Trip, Groups of no more than 24 with at least three staff accompanying a group for a Prep School Trip.
- Specialist skill settings (e.g. skiing instructor)
- Sixth Form outings

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

- Their inclusion is expressly approved by the Headmaster in the Senior School or the Head of the Prep School who must reserve the right to refuse any offer of help.
- They have been DBS checked if they will have unsupervised access to pupils on the visit or if the visit includes an overnight stay, and their names are held in a Single Central Register, administered by the Embley HR manager.
- They have been informed of the nature of the visit and made aware of their duties and responsibilities. They have been provided with a copy of the visit's risk assessment.

### Staff and the consumption of alcohol

All adults accompanying visits must be aware that their primary responsibility is the care of the pupils in their charge. Therefore, the consumption of alcohol must be taken with this duty of care in mind. Adults accompanying a visit might be required to provide first aid or transport a pupil to hospital at any time during a visit and so one member of staff must remain 'dry' at all times and, for all staff, the excessive consumption of alcohol is prohibited.

Transport

### Staff Conveying Pupils in Minibuses or Private Cars

The use of private cars is discouraged but Embley accepts that in some circumstances the use of private cars is unavoidable. When it does occur the situation is risk assessed. Before allowing an employee to drive a minibus or to use his/her own car to transport pupils, the Transport Manager or Bursar must check that the member of staff:

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<sup>1</sup> Activity centres providing caving, climbing, trekking (foot, pony, bicycle or ski) or water sports (other than rowing) and associated activities must be licensed.

- Has a satisfactory driving licence (staff must bring any endorsements to the attention of the Head of Prep School or Assistant Head (Co Curriculum) of Senior School). Licences of any staff minibus drivers need to be checked annually by the Transport Manager, Robin Gallon.
- Has passed a minibus familiarisation course MIDAS, organised by the Transport Manager, Robin Gallon.
- Has read and understood the Lone Driver Policy

Whenever staff are driving, the risk assessment relevant to the trip must assess the impact of driver fatigue and include reasonable measures to stop this occurring. Please refer to the Use of Vehicles Policy.

### Coach

The trip leader must ensure that any coaches provided meet health and safety requirements. In addition, where the coach driver will have unsupervised access to pupils or accompanying an overnight visit, the trip leader must ensure that the driver has been DBS checked in accordance with Safer Recruitment Procedures. To facilitate this, it is recommended that staff only use one of the approved coach companies. Where more than one coach is used on a visit, staff accompanying the visit must be able to be in mobile phone contact with each of the coaches.

### Approved Coach/Minibus Companies

Gemini Travel, Princess Coaches, Wheelers Travel, Panache Travel, Clegg and Brookings, Airlynx, Tempo and Destinations. Always consult the Transport Manager (Robin Gallon) as he has up to date information on these companies and will do the booking.

### Air

Staff organiser must liaise with the Tour Company or airline to plan meeting pupils at the airport, or organise travel arrangements to and from airport. It is recommended the budget airlines, such as Ryanair and Easyjet, are not routinely used, as they do not offer alternative travel arrangements if the original flight is cancelled. However, where risk assessments indicate that such airlines are acceptable then permission to use them must be sought from the EVC.

### Finances and Insurance

Unless the trip leader receives permission from the Head of the Prep School/Assistant Head (Co Curriculum) of Senior School, the visit must be self-financing. Parents should be asked for permission to put the cost of a visit on Fees Billing before the departure of a visit and a list of names given to Andrew Peters before the deadline for Fees Billing. For residential visits parents must be given the opportunity to spread the cost of the visit over two or more Fees Billing. This requires expensive residential visits to be proposed to parents a year before departure.

Visits are covered by the United Learning Group Travel Insurance policy. Details are held by the Bursar. If a hazardous activity is planned this must be discussed with the Bursar to ensure that it is covered under this policy.

If a tour operator is used, then its insurance policy must be obtained by the trip leader during the planning phase of the visit. The provider must hold at least £5 million Public Liability Insurance.

## Emergency Procedures

Part of the written arrangements and risk assessments for the visit must include details on how to contact the school during office hours or a designated member of SLT out of office hours. **This member of SLT must agree to being the 'contact' and must be provided with a list of names, addresses and telephone numbers of all staff and pupils on the visit – such information must also be lodged with the school office and held by the trip leader.** In the Senior School this will be a member of the SS SLT, and similarly in the Prep School this will be a member of the Prep School SLT. For boarding trips this will be the Head of Boarding or Deputy Head of Boarding and Senior School SLT member.

It is necessary to contact school or the designated member of staff or parents as appropriate if there is "no show" by any pupil.

Careful estimates must be made of the need for cash (if going abroad, in the currency of the country to be visited). Staff must have sufficient funds available in appropriate form to provide for all anticipated needs plus the ability to contact the Bursar who can 'wire' funds in an emergency.

### Serious or Fatal Injury – Emergency Procedures Whilst on a Trip

(see also Crisis Management Policy)

All staff accompanying the party must be familiar with the following procedures and must be able to adapt them to the situation in which they find themselves. A copy of the procedures must be taken on each visit.

The trip leader (or the most senior person in charge of small sub-group if out of contact with the trip leader until trip leader can be contacted) must:

1. Establish the nature and extent of the emergency.
2. Call the appropriate emergency services if required.
3. Make sure all other members of the party are accounted for and are safe. Control pupil access to telephones until given permission to relax controls by Embley SLT.
4. If there are injuries, establish their extent and administer appropriate first aid if trained. Be aware of consequences that might follow if incorrect treatment is administered. Have regard to own safety regarding blood contact.
5. Advise other staff on the visit of the incident and of actions taken. Decide responsibilities to be undertaken by each adult member of the group.
6. If possible, ensure that an adult accompanies any casualties to hospital. It is important that information is elicited about which hospital casualties are taken to. If only one adult is available, make a decision as to the best course of action.
7. Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
8. **Contact the Headmaster in the first instance** or if he is not available the member of SLT on call. Give full details of the incident including:-
  - a. nature, date, location and time of the incident
  - b. details of injuries
  - c. names and home telephone numbers of those involved
  - d. action taken so far
  - e. telephone numbers for future communication.
9. Do not discuss matters with the media and do not discuss legal liability with anyone.
10. The member of SLT on call must contact the Headmaster and establish who will take charge of the situation at Embley and what immediate action will be taken. The Headmaster will advise the chairperson of the Local Governing Body and the Head of Independent Schools (United Learning). SLT will inform parents of any delays that will be necessitated.
11. The trip leader must, at the first opportunity, make notes on the incident, as must other people involved. A record must be kept of the names and addresses of any witnesses or people involved.

12. Ensure accident forms are completed as soon as possible. The First Aid Policy (8-3) outlines in detail how accidents should be reported, including accidents requiring a RIDDOR form.

#### Procedures for Other Accidents/Incidents Whilst on a Trip

In line with Embley First Aid policy, complete the school accident/incident report form or commit to writing full details as above. Complete a Visit Evaluation on return to Embley and submit to the EVC.

#### Communication with Parents

It is important that parents are given full and complete written details regarding the organisation of a visit. A blanket consent form is used to gain parental consent for participation in off-site sports fixtures. The PE Department is responsible for being aware of any new medical conditions affecting the pupils attending the fixture.

For all other visits off-site, a letter specific to that visit must be sent to the parents and their consent obtained. A pupil must not be allowed to participate in a school visit unless an appropriate consent form has been signed by her parents/guardian and returned to school. A Medical Information Form must be completed for all residential visits. This form includes emergency contact details for the duration of the visit as well as parental consent for emergency medical treatment to be given. For residential visits, parents and pupils must be invited to the school to discuss details of the visit with the organisers.

Written information to parents must include the following:

- Meal arrangements
- Travel arrangements including time of departure and return
- Activities (include remote supervision, if relevant) and visits in which pupils will be allowed to participate
- Name of trip leader
- Advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money
- Advice that the Headmaster reserves the right to exclude a pupil from a visit on behavioural or medical grounds

If the visit includes a residential stay the letter to parents must also include:

- Accommodation type
- Health and hygiene requirements e.g. inoculations/safety or not of tap water
- Address and telephone number of trip leader at destination. Personal mobile phone numbers must not be given.
- Insurance cover and name and address of insurers

#### Preparing Pupils

Before a visit, pupils must be aware of:

- Who is in charge of the visit
- How to behave
- What to do if they get lost or into difficulties

Pupils with medical or special educational needs will be spoken to by the trip leader to ensure those pupils fully understand any special provision being made for them whilst on the trip.

During a visit, pupils must always know how to contact a member of staff. Where remote supervision is planned pupils must be given a card with the contact mobile number printed on it. On a residential visit pupils need to know the location of staff rooms.

The trip leader is responsible for the behaviour of pupils on a visit. The trip leader and other accompanying staff must ensure that pupils conform to the following; The school Code of Conduct in the Senior School and Golden Rules in the Prep School, the Anti-Bullying policy; and the Behaviour and Discipline policy, for the duration of any visit.

To ensure that both pupils and staff have an opportunity to discuss expectations it is essential that the trip leader arranges to meet with staff prior to the visit and that the trip leader or staff discuss the visit with pupils, either at a pre-arranged meeting or in lesson time.

If the trip leader deems it to be necessary, based upon the age and temperament of the pupils or a pupil accompanying the visit, a behaviour agreement may be drawn up before the visit, to be signed by both parents and pupils. This agreement will inform parents that any instance of severely unacceptable behaviour will lead to the pupil concerned

being sent home as soon as possible and that the responsibility for paying for this, including the cost of sending staff to accompany the pupil, will lie with the parents.

Pupils must be reminded that in the UK it is an offence for persons under 18 to buy alcohol in public houses, off licences or shops. On foreign visits the age will vary and both pupils and staff must be made aware by the trip leader of local laws regarding the purchase of alcohol. On Sixth Form visits the consumption of a small amount wine or beer to accompany a meal may be permitted at the discretion of the trip leader. This must be discussed with the EVC before the departure of the visit and parents must be aware that this arrangement has been put in place. Parents must have the right to withdraw the privilege if they wish.

#### Residential and Foreign Visits

Residential visits must be discussed with the EVC well in advance of the visit, preferable 12 months before the visit departs. The following guidelines must be discussed with the EVC:

- A staffing ratio of 1:10 is expected on residential visits for Senior School and 1:8 for Prep School.
- Travel and accommodation details must be set out to ensure that they conform to acceptable Embley standards (see earlier Transport section on budget airlines), such as avoiding communal rooms in hostels.
- Whenever possible residential visits must be arranged through an established tour operator, which must provide evidence that the accommodation meets fire safety standards. On arrival at a residential accommodation, the Trip leader must check the fire exits in any group accommodation and ensure that pupils are aware of them and of the fire procedures.
- When staying overnight in a hotel or a hostel one or more members of staff must be on duty, regularly patrolling the corridors and checking pupils until all are in bed and lights out.
- Pupils must be reminded to keep their room locked during the night, but with any keys close to hand in case of fire.
- On all visits abroad the pupils' parents must be asked for a photocopy of the pupil's passport (which must be checked to ensure it is valid) and European Health Insurance card (EHIC), if travel is to a country where the card is valid. These photocopies must be carried in hand luggage on a flight by the member of staff supervising the pupils.
- For foreign visits, the trip leader must research the location and phone number of the nearest British Embassy or Consulate.

#### Information for pupils travelling abroad

Pupils must be given clear safety instructions before the visit:

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

**An evaluation form should be completed after each visit and logged with the EVC.**

## Completing the EVC procedure.

### Visits overview

A – Trip Information Form

B - Risk Assessment

C - Pupil Participation and Contact List

D - Parental Consent Form

E - Lower School Pupil Contract / Upper School Pupil Contract

Group Leaders Checklist

Pupil Checklist

Evaluation Form

Incident on a Trip record form

#### **Stage 1.**

Thinking about running a trip?

- Complete the **Trip Information Form** from the EVC pack and submit to the Assistant Head (Co Curriculum).
- Complete with approximate numbers of pupils and names of staff who would be willing to accompany trip.
- Do not discuss the potential trip with any pupils.
- Wait for a return of the **Trip Information Form** signed off by the EVC and SLT.

Do not proceed past this stage without authorisation.

#### **Stage 2.**

The trip should now be discussed in detail with the EVC. The discussion should address the following areas:

- The venue and the company (if applicable) providing the service. If the cost of the tour is over £500, there should be an attempt to attain three separate quotations.
- Exploratory visit (if necessary)
- Risk Assessment that is tailored to the specific trip. (Please do not use the generic template as your completed assessment)

On completion of these you should now

- Compose a letter to parents- send to SLT and EVC for checking.
- The letter should contain: details of times and venue, basic contents of the trip, and cost with a payment plan.
- All letters should require a non-refundable deposit to be paid with confirmation of attendance on the trip (usually 10%)

**Stage 3.**  
**Residential in the UK and Abroad**

Once a confirmed list of participants is received, the trip leader should send a follow up letter to all those who have accepted a place on the tour acknowledging receipt of deposit.

It should also include:

1. Parental consent form
2. Passport and visa information (please make sure this is the name as it appears on the passport)
3. Pupil Contracts
4. Medical information
5. A date supplied for a Parents meeting.

**Stage 4.**  
**Final Preparations – 1 week prior to departure**

The Group leader will pass to the EVC:

1. Completed Administration record
2. All documents covering bookings, travel arrangements and accommodation.
3. Full itinerary for the trip.
4. A full list of party members
5. Full insurance details and documents
6. Details of emergency contacts.
7. Copies of all passports and visas of travellers.
8. Parental Consent Forms Form
9. Pupil Contracts

# Embley Senior School

REQUEST TO PLAN A SENIOR SCHOOL TRIP

## Trip Information Form (A)

(When completed, please give this form to Elaine Morgan – Assistant Head Co Curriculum)

### Section 1 – Basic Details

1.1 Person proposing trip: \_\_\_\_\_ 1.2 Is this the trip leader? Yes / No

1.3 If different, please state who will be the trip leader: \_\_\_\_\_

1.4 Dates of trip/activity (Day / Date): \_\_\_\_\_

1.5 Reason for trip: \_\_\_\_\_

1.6 Destination/Location address and phone number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1.7 Is the trip:
- Morning only
  - Afternoon only
  - Evening only
  - Full school day (08.35am – 15.55pm)
  - Longer than full school day

- 1.8 Is the trip:
- Non Residential
  - Residential (up to 1 week)
  - Residential (over 1 week)

- 1.9 Is the trip:
- During term time
  - Outside of term time

1.10 Estimated Numbers Attending: Total: \_\_\_\_\_ Boys: \_\_\_\_\_ Girls: \_\_\_\_\_

1.11 Year group: \_\_\_\_\_

1.12 Number of staff required: \_\_\_\_\_

1.13 Name of Staff members identified: \_\_\_\_\_

1.14 Who will be your SLT contact in case of emergency? \_\_\_\_\_

1.14 Emergency Mobile Telephone Number on trip: \_\_\_\_\_

1.15 Reserve Staff member: \_\_\_\_\_

1.16 Specialist staff required e.g. minibus driver: Yes / No

Please state requirement: \_\_\_\_\_

1.17 Theme of Trip e.g. lecture, activity etc: \_\_\_\_\_

1.18 Is the destination well known to the trip leader? Yes / No

1.19 If 'No', what attempt has been made to establish basic risks which may be encountered at the destination?

**Section 2 – Administration**

2.1 Please outline the anticipated costs of the trip/visit to the below:

<u>Item</u>	<u>Cost (£)</u>
-------------	-----------------

Anticipated cost per pupil:      £ \_\_\_\_\_

2.2 Are you satisfied that insurance is in place to cover public liability, loss of School owned equipment, comprehensive vehicle cover (if appropriate), and arrangements for refund or otherwise for group cancellation?

Yes / No

2.3 I have read the School's Educational Visits & Trips Policy and I have read the school's alcohol and drugs policies and as leader of this trip I will ensure that they are fully complied with:

\_\_\_\_\_  
(signed – Trip leader)

**Section 4 – Supervision & Instruction**

4.1 Do you intend to take any parents as supervisors? Yes / No

4.2 If 'Yes', please give names: \_\_\_\_\_

4.3 Will you need any external instructors / supervisors? Yes / No

4.4 If 'Yes', are you satisfied that each one meets the minimum standards of qualification set by each activity's National Governing Body? Yes/No

*If applicable, please provide details of any relevant company/instructor qualifications to run the activity, including risk assessment.*

4.5 If 'No' to 4.4, please give your comments:

\_\_\_\_\_

**Section 5 – Activities**

5.1 Are children participating in activities organised by the Organisation / Destination being visited? Yes / No

If 'Yes', please give details below:

\_\_\_\_\_  
\_\_\_\_\_

5.2 Are you intending to use an activity centre? Yes / No

5.3 If 'Yes', Name of Company: \_\_\_\_\_

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

Tel: \_\_\_\_\_

5.4 Are you satisfied that it is licensed to carry out its business? Yes / No

5.5 Are you intending to offer any activities to be supervised only by School staff or School supervisors? Yes / No

5.6 If 'Yes', please list the activities to be offered and the name of the Staff or Supervisor:

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5.7 Are you satisfied that the nominated School Staff or School Supervisors are suitably qualified to conduct safety on the activity above? Yes / No

#### Section 6 – Travel

6.1 Are you using a school mini bus? Yes/No (If no answer 6.3)

6.2 If 'Yes', is it to be taken abroad and are you satisfied that EU transport regulations in respect of vehicle roadworthiness, and driver licencing will be met? Yes / No

6.3 Are you using a travel/coach agent? Yes / No

Name of Company: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

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

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

Are you satisfied the company will provide appropriate transport and suitably qualified drivers? Yes / No

6.4 Is the company licensed (ATOL) and bond affiliated? Yes / No

Number (if applicable) : \_\_\_\_\_

6.5 Are you intending to use air/ ferry or rail travel? Yes / No

6.6 Outward exit airport/port/station, date & time of departure:

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Outward destination airport/port/station, date & time of arrival:

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Return exit airport/port/station, date & time of departure:

---

Return destination airport/port/station, date & time of arrival:

---

Carrier: \_\_\_\_\_

**Section 7 – Medical**

7.1 Are you intending to take a qualified 1<sup>st</sup> Aider at Work supervisor?      Yes / No

If 'Yes', please give name(s):  
\_\_\_\_\_

7.2 Are you satisfied that adequate medical cover in terms of doctors, clinics and hospitals are available to your group at all times?      Yes / No

7.3 You must gather all relevant medical information for everyone taking part in the trip. Insurance arrangements for all members of the proposed party, including voluntary helpers:

Please ensure this information is available (if required):

Embley Insurance cover provider:		Policy number:	
Address:			
Telephone No.:			

**Section 8 – Accommodation**

8.1 Will your trip need accommodation, permanent or tented?      Yes / No

8.2 If you are considering a hotel or hutted accommodation, are you satisfied that its standard is suitable, segregated and safe?      Yes / No

8.3 If you are considering tented accommodation, are you satisfied that the site(s) is/are safe or can be made safe with the correct supervision?      Yes / No

8.4 Name of hotel/residential site: \_\_\_\_\_

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

\_\_\_\_\_

Tel: \_\_\_\_\_

8.5 If the accommodation is with host families, or an exchange, DBS (or country equivalent) must be obtained. If this is not available proper assurances that the family is appropriate must be obtained from the Host School. If there is any doubt the matter must immediately be referred to Managing Director (Independent Schools)

**Section 9 – Authorisation**

9.1 This proposal has been inspected by the Embley Senior School Educational Visits Coordinator (Elaine Morgan) and SLT who recommend that it is authorised / rejected with the following comments:

Permission to go ahead with planning this trip is (please circle):

**Refused**

(reasons): \_\_\_\_\_

**Granted (but with the following conditions which must be met before proceeding with booking Confirmation).**

**Granted**

(signed) SLT

Date

## **RISK ASSESSMENT/MANAGEMENT FORM - B**

Generic risk assessment templates are provided for guidance only in the Shared area. It is located in junior and senior shared files/staff handbook/ compliance/ EVC. These can be used as the basis for preparing the Risk Assessment form for the trip or visit.

These templates give some general guidelines on the types of areas that need to be considered when compiling a risk assessment but must not simply be copied and handed in without Group Leaders giving due consideration to the specific details and sets of circumstances that relate to their particular trip.

For all Residential Trips, Group Leaders are expected to meet face-to-face with the EVC to talk through their trip before embarking on writing the Risk Assessment.

Group Leader: \_\_\_\_\_ Date(s) of Visit: \_\_\_\_\_ Location: \_\_\_\_\_

Category	Serial	Risk	Precaution
Travel	1.1	Is the coach roadworthy and suitable for children?	Coach company meet the RTA regulations and their risk assessment is approved by the School. Coach and company are booked by ????????, who risk assess it themselves.
	1.2	Children's behaviour causing distraction.	a. Need for briefing of group on discipline. All pupils are given a set of rules to follow whilst away b. Nominate staff to supervise on transport. All staff are given responsibility of head count any point needed c. Children not to talk to driver or go near his seat. Staff sit in the front 2 rows to avoid distraction.
	1.3	Loss of children at stops.	Group Leader to oversee head counts on departure, arrival and during any stops. ????? to control this situation. All pupils are counted on the bus before departing any leg of the journey. Pupils have a central meet point and a head count is done before and after.
	1.4	Danger to passengers during an accident.	d. Ensure that all seat belts are fitted. e. Ensure all adults and children are briefed on safety procedures following an accident.
	1.5	Mis- information sent in the event of an accident	In the event of an accident be careful of information sent by mobile phone that might panic to parents. All parents have the school emergency number, pupils are informed not to call parents whilst abroad, this will be done by staff.
	1.6	<b>Coach travel</b>  Pupils instructed to wear seatbelts (three times) and checks made that they do so. Ensure only appropriate seating is used. <input type="checkbox"/> Pupils to be briefed in advance on conduct on the coach to minimise distractions for the driver. <input type="checkbox"/> Due consideration must be given to getting on/off the coach, especially so that embarking and disembarking (wherever possible) avoids the need to cross roads and/or step off of the coach onto the road (rather than the pavement).	<i>??????? is being used – a company that the School uses on a regular basis. Reasonable expectation, therefore, that driver will be competent and all appropriate procedures will be followed. Group Leader) to ensure that Pupils are aware of their responsibilities at all times.</i>

- In the event of an incident, liaise with coach driver on safest place for group (stay on coach or evacuate to safer place). Group leader has over-riding decision.
- On motorway, the only reason for not evacuating the coach would be that the area beyond the crash barrier created a greater danger for the group.
- Inform Emergency School contact immediately and be guided by them on how to proceed – keep personal phone free for communication with School and use School phones to deal with incoming calls from parents.
- If no-one is physically injured, make a careful check of all individuals in party. If you suspect that there may be shock or delayed shock ask the advice of authorities present (police, paramedics) and if desirable take pupils to hospital for check
- If members of the party are injured, ensure that a competent member of staff accompanies any injured pupils to hospital.

#### **Travel**

Consider who should sit by the emergency exit. Know who is prone to travel sickness and place them near the front.

- Instruct parents and pupils to bring still and not fizzy drinks for the coach journey.
- Give advice about eating on the journey (including sweets).
- Ensure parents have supplied travel pills and that they have been taken. Match pupils with friends and seat/group accordingly. Check who sits on the back seat.
- Ensure that there are sufficient rest-stops to minimize the risk of illness.
- Stop at a safe place where all pupils can recover.
- Place sick pupils at the front of the coach

#### **Stops and Ferry**

Use 'buddy' accounting system, know how many empty seats there should be, do head count (2 staff).

- Ensure pupils have I am lost card with leaders'/teachers' mobile phone number.
- If left behind, instruct pupils to go to a secure place (initial meeting point for the whole group,), phone leader and stay there until coach returns.
- Leader should inform home contact as soon as possible about incident.

*Group Leader to ensure that Pupils are aware of their responsibilities at all times.*

*Group Leader to ensure that Pupils are aware of their responsibilities at all times.*

		<p><b>Road safety</b> Pupils never to disembark from the coach onto the road. <input type="checkbox"/> Pupils will also be reminded of the need for road safety, in particular that cars come from the opposite direction in Europe</p>	
<b>Visit</b>	2.1	Moving group from bus to venue – pupils becoming separated, danger of misbehaviour near roads.	<p>f. Head counts off bus and into venue. g. Control on lining up in groups – all adults to assist. h. Briefing the pupils of dangers involved.</p>
	2.2	Pupils becoming separated at the venue.	Children to stay with their adult supervisor when moving around the venue, aiding quicker head count. All pupils are given an “I am lost” card. This has the emergency phone number, hotel address and phone number on it.
	2.3	Pupils becoming separated during lunch break.	All eat together, checking numbers before commencing afternoon session. All pupils allocated an I am lost emergency card.
	2.4	Stranger danger.	<p>i. Brief the children before departure. j. Ensure they visit the toilets in 2s together.</p>
	2.5	<p><b>Accommodation</b></p> <p><b>Fire safety</b> <input type="checkbox"/> Specify requirements as condition on booking. <input type="checkbox"/> There are automatic fire alarms on each floor and in public areas, which can be heard inside rooms. <input type="checkbox"/> There are fire extinguishers available on each floor and in public areas. <input type="checkbox"/> All fire exits are clearly marked. <input type="checkbox"/> There is more than one exit from upper floors of the building. <input type="checkbox"/> A walk through fire practice takes place on arrival. <input type="checkbox"/> A signing in/out book is used at reception for staff and pupils to ensure registration of whole party after an evacuation of the building. <input type="checkbox"/> Decide whether or not pupils’ doors should be locked from the inside and communicate to group.</p> <p><b>Rooming</b> <input type="checkbox"/> Pupils roomed appropriately according to age/gender/known behaviour patterns. No pupil roomed alone. Fire exits and procedures indicated.</p>	<p><i>Undertake a briefing to all pupils immediately after arrival with their respective groups).</i></p> <p><i>Group Leaders to ensure that pupils are aware of their responsibilities at all times.</i></p>

		<ul style="list-style-type: none"> <li><input type="checkbox"/> No rooms with balconies, pupils know locations of teacher rooms, approach re locking pupil doors at night to be agreed.</li> <li>No pupil is allowed on the balcony at any time during the stay.</li> <li><input type="checkbox"/> Ensure the hotel is locked at night or that there is a night porter on duty.</li> <li><input type="checkbox"/> Ensure that all windows are securely shut from the inside.</li> <li><input type="checkbox"/> If windows lead onto balconies, ensure that staff or the most reliable pupils occupy these rooms.</li> <li><input type="checkbox"/> If a room is designated as a fire exit, ensure it is occupied by staff.</li> <li><input type="checkbox"/> If other guests share the accommodation insist on sole occupancy of the floor and have designated staff rooms at the entrance of the corridor.</li> <li><input type="checkbox"/> Decide whether or not pupils doors should be locked from the inside – consider the balance between ensuring pupils wake up if fire alarm sounds during the night.</li> <li><input type="checkbox"/> Ensure pupils understand that they inform staff immediately if strangers attempt to enter their room.</li> </ul>	
	2.6	<p><b>General emergency</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Group leaders to have School mobile phones – may use own phones for calls to contact School in case school mobile becomes blocked with parental calls.</li> <li><input type="checkbox"/> All staff to have copy of Risk Assessment and Emergency contact details and be fully aware of its content, be aware of relevant medical/behavioural issues and be able to take over if Group Leaders become unable to act.</li> </ul>	
<b>Medical</b>	3.1	Immediate action on accident.	<ul style="list-style-type: none"> <li>k. 1st aid kit carried by Group Leader / 1<sup>st</sup> Aider. 3 medical bags will be taken.</li> <li>l. Qualified First Aider among the group. All members of the staff are first aid qualified.</li> </ul>
	3.2	Speed of paramedic response.	<ul style="list-style-type: none"> <li>a. Where is their 1<sup>st</sup> Aid post? On the bus, hotel reception and member of staff at a fixture.</li> <li>b. Where is the nearest A&amp;E? Local A&amp;E is to be used.</li> </ul>
	3.3	<p><b>Pupils with medical problems.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All teachers to make themselves aware of pupils' medical /dietary conditions and ensure any necessary treatment is brought on trip (e.g. epipen).</li> </ul>	<p>Must have parental consent with all details noted. All parents have filled out and returned the Embley school medical form, with contact details on.</p>

		<input type="checkbox"/> It is obligatory that the teacher leading the trip distribute a list of all pupils and their specific needs/conditions to each teacher on the trip.	
	3.4		
	3.5		
<b>Supervision</b>	4.1	<b>Task List</b>	m. <b>Number of Pupils =</b> n. <b>Number of Adults =</b> o. <b>Group Leader's Name =</b> p. <b>Dep. Group Leader =</b> q. <b>Coach Supervisor = s</b>
	4.2	<b>Valuables</b> <input type="checkbox"/> Pupils instructed before the trip not to bring valuables, but items of any value must be left in hotel safe and excessive spending money will be left with Embley member of staff in charge of his/her group	Parents and pupils are advised that bringing valuable equipment is done so at their own risk. Passport, EHIC and spending money will be collected in by staff at the start of the trip for safe keeping.
	4.3	<b>Danger (actual) or risk of reputational damage caused by poor behaviour of pupils in the group</b> <input type="checkbox"/> Pupils to be briefed in advance of the trip on appropriate levels of behaviour and respect for others and for the environment. This will have been supported by requiring them to sign the relevant Pupil Code of Conduct. <input type="checkbox"/> Teachers to be made aware by teacher leading the trip of any problematic behaviour patterns prior to the trip of individual pupils. <input type="checkbox"/> Parents to have been informed that serious misconduct might lead to their child being required to leave the trip and be collected at the parents' expense. <input type="checkbox"/> If pupil behaviour is having a negative and/or dangerous impact on a particular activity during the trip, teachers should step in and remove that particular pupil from the activity for the good of the group.  <b>Remote supervision</b> <input type="checkbox"/> Pupils to be given time and place for re-assembly. <input type="checkbox"/> Pupils to remain in groups of no less than three when unaccompanied.	

		<ul style="list-style-type: none"> <li><input type="checkbox"/> Pupils to be told where they can locate teacher in case of emergency during this unsupervised time, and given number for the School mobile phone, which is to be kept by a designated teacher.</li> <li><input type="checkbox"/> Pupils to remain within boundaries of designated area, assessed on site for safety by teacher.</li> <li><input type="checkbox"/> Pupils to check back with teacher at least every 90 minutes. This time should be reduced if the group consists of non-Sixth Form pupils and/or if the location is considered in any way to be more than a low or moderate risk environment.</li> </ul> <p><b>Group leader unable to continue to lead trip/forced to delegate responsibility.</b></p> <p>All members of staff to carry a copy of and be familiar with the risk assessment/have ready access to emergency numbers.</p> <p><b>Trip becomes unsafe due to unforeseen circumstances (e.g., extreme weather, problem at venue).</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All members of staff (not just teacher(s) leading the group) to take responsibility for on-going risk assessment of visit, and stop the visit and/or individual activity if it is considered that the level of risk has become unacceptable.</li> <li><input type="checkbox"/> Once in the resort and having assessed logistical details, Group Leaders to arrange a procedure for how to communicate during the course of a day in the event of a serious deterioration in conditions and then to communicate this procedure to group (staff and pupils).</li> </ul>	
<b>Other</b>	5.1	<p><b>Swimming based activities.</b></p> <p>All pupils will be told about the acceptable use of the pool. Times of swimming will be relevant to specific groups and will be inline with lifeguard and staff availability. Pupils and staff will informed about the location of the pool and given the hotel safety talk.</p>	<p>This will only take place with a qualified lifeguard present, supplied by the establishment. All parents are given a swim consent form to fill out. If it is not returned they will not be allowed to swim.</p>
	5.2		

## **Participant Information – C**

<b>Trip leader:</b>	<b>Mobile No:</b>
<b>Date of Visit:</b>	<b>Destination:</b>
	<b>Telephone No:</b>
<b>Class:</b>	
<b>Departure Time from School:</b>	<b>Return Arrival Time at School:</b>
<b>Method of Transport:</b>	<b>SLT contact at school + tel. number</b>

	<b>Pupil/Staff Name</b>	<b>Contact Number for the day of Visit / Trip + Relation</b>	<b><i>SEND/Dietary/Medical consideration</i></b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			

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**Please leave a copy of this form with the School Office before departure  
and also with the EVC**

## **Parental Consent Form – D**

*(to be distributed with an information sheet giving full details of the visit)*

1. I agree to -- \_\_\_\_\_(name) taking part in school trips and visits, after signing the relevant corresponding trip consent form, and the activities described. I also acknowledge the need for their behavior to be responsibly, in line with the school rules.

### **2. Medical information about your child**

a. Any conditions requiring medical treatment, including medication? YES/NO

If YES, please give details: \_\_\_\_\_

\_\_\_\_\_

b. Please outline any special dietary requirements of your child and the type of pain/flu relief medication your child may be given if necessary:

\_\_\_\_\_

\_\_\_\_\_

### **For residential visits and exchanges only**

c. To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

YES/NO

If YES, please give brief details: \_\_\_\_\_

\_\_\_\_\_

d. Is your son/daughter allergic to any medication?

YES/NO

If YES, please specify:

\_\_\_\_\_

\_\_\_\_\_

e. When did your son/daughter last have a tetanus injection?

\_\_\_\_\_

I will inform the Group Leader/Head Teacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

### SWIMMING ABILITY

- Is your child able to swim 50 metres? YES/NO
- Is your child water confident in a pool? YES/NO
  
- Is your child safety conscious in water? YES/NO

I agree to him/her taking part in session which will be lifeguard assisted and a member of Embley staff will be present during the swimming sessions.

### 3. Declaration

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers:

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

Home address: \_\_\_\_\_

Alternative emergency contact:

Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

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

Name of family doctor: \_\_\_\_\_ Telephone number: \_\_\_\_\_

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

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

Full name (capitals): \_\_\_\_\_

**THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE RETAINED BY THE SCHOOL CONTACT**

## Pupil Contract - E

### **PUPIL/SCHOOL CONTRACT**

We hope you are looking forward to this visit and that it will prove a useful and enjoyable component of your academic studies. The success of the visit will also be measured in other terms, including the social welfare of pupils and staff as well as the health and safety of the whole group. To that end, we ask you to consider carefully our expectations of you on this visit.

This is a school visit and it is understood that all aspects of the School's behavioral policy apply. Here are some key principles that must be observed at all times:

- The instructions of members of staff are to be listened to and adhered to in all respects. It is particularly important that behaviour on coaches and aircraft is of the highest standard at all times. Discourtesy to members of the public is unacceptable. It should be remembered that at all times we are ambassadors for Embley.
- Headphones attached to MP3 players, IPODs, mobile telephones etc. are not to be worn during guided events or tours when walking around the town. (It is important that all members of the party hear any instructions or talks that are being given by the staff. This is also a matter of courtesy.) These items should preferably be left in the hotel/ hostel safe but if this service is not available then they can either be kept safely on your person or locked away safely in a bag. (The School takes no responsibility for high value property and pupils may wish to purchase additional insurance to cover any loss.)
- Rendez-vous points and times must be adhered to. Pupils should never travel in groups of fewer than four when staff are not present.
- Buying cigarettes and alcohol and smoking and drinking alcohol is forbidden. Normal school sanctions will apply to any pupil who is found buying cigarettes and Alcohol and smoking or drinking alcohol.
- No dangerous items (e.g. knives, fireworks, laser pens, lighters, etc.) are to be purchased by pupils or stored in the hotel/hostel or luggage.
- No ear piercing, body piercing, tattoos are to be done during the visit.
- Dress may be casual but miniskirts and skimpy tops are not allowed.
- Lights out times are to be observed. Pupils are not allowed to leave the hotel/hostel once the group is back in the evening.
- School rules apply as during school term-time especially with regard to pupils visiting each other's rooms in the hotel/hostel.
- Life style and traditions can be significantly different in other countries and the customs and traditions of another country should be respected. It is important to be aware of how we come across to others, in shops, on public transport.

While we want any visit to be enjoyable and fun, it is understood that any pupil who compromises the safety or integrity of the group, will be sent home or parents/guardians asked to collect them from the trip. Please sign this note as a record of your agreeing to abide by the guidelines outlined above.

**Trip Title** .....

### **Pupil Declaration**

I ..... (Pupils name) agree to abide by this Code of Behavior.

Signature of Pupil ..... Date .....

**Parent Declaration**

I understand that a serious or repeated failure to observe the Code will result in the trip staff or member of the School's Senior Leadership Team contacting me. If the level of misconduct is serious I understand that this may result in my son/daughter being sent home at my expense and that any costs incurred due to misconduct or infringement of school rules may also be charged.

Name .....

Parental Signature ..... Date .....

**Please complete and return this form to the Trip Leader**

## PUPIL/SCHOOL CONTRACT (SIXTH FORM)

We hope you are looking forward to this visit and that it will prove a useful and enjoyable component of your academic studies. The success of the visit will also be measured in other terms, including the social welfare of pupils and staff as well as the health and safety of the whole group. To that end, we ask you to consider carefully our expectations of you on this visit.

This is a school visit and it is understood that all aspects of the School's behavioral standards apply. Here are some key principles that must be observed at all times:

- The instructions of members of staff are to be listened to and adhered to in all respects. It is particularly important that behaviour on coaches and aircraft is of the highest standard at all times. Discourtesy to members of the public is unacceptable. It should be remembered that at all times we are ambassadors for Embley.
- Alcohol is not to be consumed by any pupils under the age of 18 at any time, whether at School or attending an educational visit or work experience abroad. The only exception to this is that wine, beer or cider may be consumed in moderation by pupils under the age of 18 whilst having a table meal in the company of a responsible adult who is having a meal at the same table as the pupils. The meal must be consumed at a table with knives and forks. Bar snacks or canapés do not constitute a table meal.

This exception is entirely at the School's discretion and is not an automatic right of pupils when consuming a table meal. Alcohol will not be consumed every time a table meal is eaten. Alcohol must not be purchased by pupils under the age of 18, and pupils must not ask members of staff or members of the public who are over 18 to purchase alcohol for them, as both of these actions are criminal offences.

Drinking alcohol in any other circumstances or misusing the table meal exception will **not** be tolerated and disciplinary action will follow any such behaviour. Whilst in countries with alternative laws, this will be at the discretion of the lead member of staff.

Any pupil found drunk whilst on a school trip or work experience may be sent home.

- Headphones attached to MP3 players, IPODs, mobile telephones etc. are not to be worn during guided events or tours when walking around the town. (It is important that all members of the party hear any instructions or talks that are being given by the staff. This is also a matter of courtesy.) These items should preferably be left in the hotel/ hostel safe but if this service is not available then they can either be kept safely on your person or locked away safely in a bag. (The School takes no responsibility for high value property and pupils may wish to purchase additional insurance to cover any loss.)
- No dangerous items (ie. knives, fireworks, laser pens, lighters, etc.) are to be purchased by pupils or stored in the hotel/hostel or luggage.
- No ear piercing, body piercing, tattoos are to be done during the visit.
- Dress may be casual but miniskirts and skimpy tops are not allowed.
- Work Experience:
  - Dress is smart
  - Health and Safety procedures: you must be aware of these and follow the person in charge's instructions.
- Exchanges:
  - School rules apply as during term time if staying with a host family. Permission must be sought to go out from the host family and curfews are to be abided.
- Life style and traditions can be significantly different in other countries and the customs and traditions of another country should be respected. It is important to be aware of how we come across to others at all times.

While we want any visit to be enjoyable and fun, it is understood that any pupil who compromises the safety or integrity of the group, will be sent home or parents/guardians asked to collect them from the trip. Please sign this note as a record of your agreeing to abide by the guidelines outlined above.

**Trip Title** .....

**Pupil Declaration**

I ..... (Pupils name) agree to abide by this Code of Behaviour.

Signature of Pupil ..... Date .....

**Parent Declaration**

I understand that a serious or repeated failure to observe the Code will result in the trip staff or member of the School's Senior Leadership Team contacting me. If the level of misconduct is serious I understand that this may result in my son/daughter being sent home at my expense and that any costs incurred due to misconduct or infringement of school rules may also be charged.

Name .....

Parental Signature ..... Date .....

## Group Leader's checklist -

### A Planning

- Initial Proposal process and approval received by EVC
- Risk Management Completed and submitted to EVC

### B External and Internal Communication

- Communication with Parents:

Date letters sent to parents:			
Information contains details of (delete as applicable):			
The location	Yes/No	Vaccination	Yes/No/Not applicable
Activities to take place	Yes/No	Luggage and clothes required	Yes/No
Staffing and supervision	Yes/No	Passports	Yes/No
Travel arrangements	Yes/No	Code of conduct	Yes/No
Cost and deposit	Yes/No	Pocket money	Yes/No
Insurance cover	Yes/No	Other (specify)	

- All Parental Consent Forms received completed and signed (residential/abroad)
- All Parental Consent Forms received completed and signed (day visits, activities, Complementary Studies - held in School Office)
- Staff Briefing
- Pupil Briefing
- Parents Meeting (residential/abroad)
- 'List of Travellers' Form from the British Council and signed by the Head (if applicable)
- Host family arrangements checked and satisfactory (if applicable)
- Pupil Contracts signed (if applicable)
- Transport arrangements finalised
- Administration Record submitted to EVC with relevant information Attached (i.e., Information to parents, Itinerary, copy of Consent Forms, Pupil Contracts, Pupil List).

**C On the Visit**

The Group Leader must take:

- All documents covering: bookings; travel arrangements and accommodation; Receipts for payments.
- Cash for emergency funds.
- Full insurance details and documents.
- A detailed itinerary.
- A full list of the party members.
- Details of emergency contacts.
- Evidence of qualifications/certificates of staff leading activities.
- Details of weather forecasts where appropriate.
- The original signed consent forms and pupil contracts (if applicable) including medical consent (European Health Insurance Card) which may need to be produced at a hospital (for residential / visits abroad only).
- Passport / visa documents / 'List of Travellers' Form (where appropriate).
- An appropriate first aid kit.
- One (and preferably two) mobile telephones with charger.

**C On Return**

- Complete the Evaluation Form and return to the EVC within two weeks after the visit or a mutually agreed date if the visit occurs during the holiday period.
- Complete the incident report (if necessary within 48 hours of return)

### VISITS-CHECKLIST FOR PUPILS

	<b>ANSWER</b>
<ul style="list-style-type: none"> <li>• who is the trip leader?</li> </ul>	
<ul style="list-style-type: none"> <li>• where am I going to visit?</li> </ul>	
<ul style="list-style-type: none"> <li>• how can I contact my trip leader?</li> </ul>	
<ul style="list-style-type: none"> <li>• how do I use the phone if help is required?</li> </ul>	
<ul style="list-style-type: none"> <li>• what will be done to keep me safe and secure on the visit?</li> </ul>	
<ul style="list-style-type: none"> <li>• what should I do if I get lost or into difficulties when not with the trip leader?</li> </ul>	
<ul style="list-style-type: none"> <li>• what is written in the code of conduct for my visit?</li> </ul>	
<ul style="list-style-type: none"> <li>• what do I do to keep my money and valuables safe?</li> </ul>	
<p><b>FOR RESIDENTIAL VISITS AND EXCHANGES:</b> DO I KNOW:</p>	
<ul style="list-style-type: none"> <li>• the address(es) and telephone number(s) of the place(s) where I shall be staying?</li> </ul>	
<ul style="list-style-type: none"> <li>• how should I behave (house rules) where I am staying?</li> </ul>	
<ul style="list-style-type: none"> <li>• where am I to sleep and where am I to dress?</li> </ul>	
<ul style="list-style-type: none"> <li>• what do I do if I am worried/unhappy about anything when staying with a host family?</li> </ul>	

# Evaluation Form

Visit to: .....

Date of visit: ..... Location:.....

Year groups: .....

Name of Leader: .....

Names of other Staff Members: .....

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Please comment on the following features:

Did the visit fulfil its educational purpose?	
What parts of the trip were particularly highlighted as being successful?	
Was any aspect of the trip unsatisfactory? Please be specific in your explanation	

Signed by Group Leader:..... Date: .....



2.6 If 'Yes', please state who, and when (date): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.7 What provision was made for the remainder of the trip due to this incident e.g. staff hospital visits, transported home, collected by parents etc (Please provide details e.g. date of flight home):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.8 Please detail below any additional points relating to the above incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For all Accidents/Reportable Incidents (Major and Minor) please ensure that the school Health and Safety Co-Ordinator is informed (Bill Munger), so that a formal investigation can be carried out.**

**Section 5 – Review**

5.1 This review has been read by the Embley Senior School Educational Visits Coordinator ( ) who has the following comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5.2 Pass to SLT? Yes / No

Details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(signed) EVC: \_\_\_\_\_

Date: \_\_\_\_\_

**Section 6 – In the event of the review requiring SLT notification**

6.1 This review has been read by a member of the Embley Senior Leadership Team who has the following comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Further action required? Yes / No

**Details:** \_\_\_\_\_  
—  
\_\_\_\_\_

**(signed) SLT:** \_\_\_\_\_

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

# Embley Prep School

## ON-SITE VISITS PLANNING PROPOSAL FORM

NO COMMITMENT CAN BE MADE UNTIL THIS PROPOSAL HAS BEEN APPROVED

### Section 1 – Outline Plan

1.1 Group Leader: \_\_\_\_\_ 1.2 Dates: \_\_\_\_\_

1.3 Group: \_\_\_\_\_

1.4 Aim of Visit: \_\_\_\_\_

1.5 I have read the School's Educational Visits & Trips Policy: \_\_\_\_\_  
(signed – Group Leader)

### Section 2 – Supervision & Instruction

2.1 Estimated Numbers Attending: Total: \_\_\_\_\_ Boys: \_\_\_\_\_ Girls: \_\_\_\_\_

2.2 Age Range: \_\_\_\_\_

2.3 Number of Supervisors Required: Male: \_\_\_\_\_ Female: \_\_\_\_\_

2.4 Names of Staff Attending:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.5 Do you intend to invite any parents as supervisors? Yes / No

2.6 If 'Yes', please give names: \_\_\_\_\_

\_\_\_\_\_

2.7 Will you need any external supervisors? Yes / No

2.8 Please give details of their purpose and qualifications, if relevant: \_\_\_\_\_

\_\_\_\_\_



**Section 5 – Administration**

5.1 Please outline the anticipated costs of the on-site visit:

<u>Item</u>	<u>Cost (£)</u>

**Anticipated cost per pupil:**      £ \_\_\_\_\_

5.2 Are you satisfied that insurance is in place to cover loss of School owned equipment (if appropriate) and arrangements for refund or otherwise for group cancellation? Yes / No

**Section 6 – Assessment of Potential Risks**

6.1 Please provide details of any known hazard(s) or risk(s) that should be considered for this on-site visit:

	-
	-
	-
	-

6.2 Please write in the space below how you plan to overcome the hazard(s) or risk(s) that you have identified above:

	-
	-
	-
	-

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**Section 7 - Authorisation**

**7.1 This proposal has been inspected by the Embley Prep Educational Visits Coordinator and recommends that it is authorized / rejected with the following comments:**

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**(signed) EVC**

**Date**

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**Head's Authorisation**

**Date**

# Embley Prep School

## OFF-SITE VISITS AND TRIPS PLANNING PROPOSAL

NO COMMITMENT CAN BE MADE UNTIL THIS PROPOSAL HAS BEEN APPROVED

### Section 1 – Outline Plan

1.1 Group Leader: _____	1.2 Dates: _____
1.3 Destination: _____	1.4 Group: _____
1.5 Aim of Trip _____	
1.6 Emergency Mobile Telephone Number: _____	
1.7 Has a reconnaissance been conducted of the destination site?	Yes / No
1.8 If 'No', is the destination site well known to the Group Leader?	Yes / No
1.9 I have read the School's Educational Visits & Trips Policy: _____	(signed – Group Leader)

### Section 2 – Supervision & Instruction

2.1 Estimated Numbers Attending:	Total: _____	Boys: _____	Girls: _____
2.2 Age Range: _____			
2.3 Number of Supervisors Required:	Male: _____	Female: _____	
2.4 Names of Staff Attending:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
2.5 Do you intend to take any parents as supervisors?	Yes / No		
2.6 If 'Yes', please give names: _____			
_____	_____	_____	_____
2.7 Will you need any external supervisors?	Yes / No		
2.8 Please give details of their purpose and qualifications, if relevant: _____			
_____			

### Section 3 – Travel

3.1 Are you intending to use hired coach transport?	Yes / No
3.2 If 'No', are alternative transport arrangements necessary? _____	

**3.3 If 'Yes', please complete a 'Transport Booking Form' once your proposal has been approved by SMT.**

**3.4 Outward departure location & time:** \_\_\_\_\_

**Outward destination time of arrival:** \_\_\_\_\_

**Return departure location & time:** \_\_\_\_\_

**Return destination time of arrival:** \_\_\_\_\_

**3.5 Are you intending to use the School minibus? Yes / No**

**3.6 If 'Yes', please book the minibus with Kevin O'Connell once your proposal has been approved by SMT.**

**Section 4 – Activities**

**4.1 Are the children participating in activities organised by the Organisation / Destination being visited?**

**Yes / No If 'Yes', please give details below:**

\_\_\_\_\_  
\_\_\_\_\_

**4.2 Are you intending to use an activity centre? Yes / No**

**4.3 If 'Yes', Name of Company:** \_\_\_\_\_

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

**Tel:** \_\_\_\_\_

**4.4 Are you satisfied that it is licensed to carry out its business? Yes / No**

**4.5 Are you intending to offer any activities to be supervised only by School staff or School supervisors? Yes / No**

**4.6 If 'Yes', please list the activities to be offered and the name of the Staff or Supervisor:**

\_\_\_\_\_  
\_\_\_\_\_

**4.7 Are you satisfied that the nominated Staff or Supervisors are suitably qualified to conduct safety on the activity above? Yes / No**

\_\_\_\_\_

**Section 5 – Medical**

- 5.1 Are you intending to take a qualified 1<sup>st</sup> Aider at Work supervisor? Yes / No  
If 'Yes', please give name(s):  
\_\_\_\_\_
- 5.2 Are you satisfied that adequate medical cover in terms of doctors, clinics and hospitals are available to your group at all times? Yes / No
- 5.3 Does anyone on your group have a medical condition? Yes / No
- 5.4 Are you satisfied that you have sufficient information to deal satisfactorily with any problems during the trip arising out of such a condition? Yes / No

**Section 6 – Administration**

6.1 Please outline the anticipated costs of the trip/visit to the below:

<u>Item</u>	<u>Cost (£)</u>
_____	_____
_____	_____
_____	_____
_____	_____

Anticipated cost per pupil:      £ \_\_\_\_\_

6.2 Are you satisfied that insurance is in place to cover public liability, loss of School owned equipment, comprehensive vehicle cover (if appropriate), and arrangements for refund or otherwise for group cancellation? Yes / No

**Section 7 – Assessment of Potential Risks**

7.1 You will be required to carry out a detailed assessment of the potential risks encountered on your trip/visit.

Please provide details of any known hazards or risks that should be considered at this stage of the proposal:

\_\_\_\_\_

—

\_\_\_\_\_

—

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

**Section 8 - Authorisation**

**8.1 This proposal has been inspected by the Embley Prep Educational Visits Coordinator and recommends that it is authorized / rejected with the following comments:**

\_\_\_\_\_  
-  
\_\_\_\_\_  
-  
\_\_\_\_\_  
-  
\_\_\_\_\_  
-  
\_\_\_\_\_  
-  
\_\_\_\_\_  
-  
\_\_\_\_\_

\_\_\_\_\_  
**(signed) EVC**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Head's Authorisation**

\_\_\_\_\_  
**Date**

## **On-Site & Off-Site Feedback Form**

**Term:**

**Year Group:**

**Teacher in Charge:**

<b>Date of Visit:</b>	<b>Details of Visit:</b>	<b>Staff Names That Attended:</b>	<b>Parent Names That Attended:</b>
<b>Date:</b>	<b>Feedback:</b>	<b>Has a Billing Form been submitted to AP?</b>  <b>Yes / No</b>	<b>EVC to sign on completion:</b>

## Document Information

Version Number	4.1
Reason for Version Change	Annual review
Name of owner/author	Elaine Morgan
Name of individual/department responsible	Elaine Morgan, Assistant Head (Co Curriculum) of Senior School Sheina Wright, Head of Prep School
Target Audience	Public
Date issued	16 September 2021
Where available	United Learning Hub, Network, school website
Review Date	August 2022 or as events and legislation require