



# The Castle Partnership Trust

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## **Educational Trips and Visits Policy** **Date: March 2016**

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# **The Castle Partnership Trust**

## **Educational Trips and Visits Policy**

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### **Policy and Procedures for the organisation of off-site activities.**

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# The Castle Partnership Trust

## Educational Trips and Visits Policy

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### 1.0 INTRODUCTION

Educational trips and visits are an important part of a student's experience. A carefully planned school trip can bring a subject to life and add relevance to classroom theory. Such visits are often the most memorable parts of life. Educational visits can help to develop a student's investigative, planning and inter-personal skills and longer visits in particular encourage greater independence. Organising and participating in such visits can also be very rewarding for staff.

However, organising an activity which involves taking students off-site carries with it extra responsibilities, especially for the health and safety of students. There are also issues of cost and implications for potential disruption to the school routine. The member of staff in charge of the activity must plan carefully so that students can learn from the experience in safety.

This policy, and guidance on procedures, is designed to help teachers to arrange trips and visits which are well-organised, safe and educationally valuable.

The next section, **Policy**, describes the steps which must be taken for all school trips and visits organised within the Trust.

The following sections, **Procedures and Guidance**, cover various aspects of organising trips and visits. You should make sure that you are familiar with the relevant sections. This document cannot contain all the specialist guidance that may be necessary for some educational visits. All **Visit Leaders** must have attended a meeting with the Head and/or the Educational Visits Co-ordinator prior to a visit to go through the risk assessment and details of the trip.

The **Appendices** contain examples and master copies of the appropriate paperwork that you should use when running a school trip.

### 2.0 POLICY

#### **Educational Value**

The opportunity to participate in educational visits is an important and desirable part of the education of our students. Educational visits can enrich and extend the experience we offer to students. However, organising and running successful visits can be an expensive and time-consuming activity. Visits are potentially disruptive to the normal routine of the school. Therefore it is important that all visits have clearly stated aims and learning objectives.

#### **Health and Safety**

The Health and Safety of students and staff on any visit must be the first priority of those involved; the **Educational Visits Coordinator (EVC)**, the **Visit Leader (VL)** and any staff accompanying the visit.

In accordance with the Health and Safety at Work Regulations 1999, employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, so far as is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities. This includes all participants in off-site visits. The Trustees of The Castle Partnership Trust are the employers.

Staff who are acting "in loco parentis" have a duty of care whether the activities happen in or out of

school hours, whether the students are on or off the school premises.

### **Equal Opportunities**

Every effort must be made to make all educational visits accessible to all students who are qualified to attend and who are interested in participating. Care must be taken to ensure that students are not discriminated against because of their financial circumstances, gender, race or physical capabilities. The opinions and wishes of parents/carers must be taken into account.

### **Procedures**

The procedures that are outlined on the following pages are designed to ensure that staff and students on an educational visit have a safe and rewarding experience. These procedures **must** be complied with. Staff should also have regard to other relevant procedures as outlined in the **Staff Handbook**.

## **ROLES AND RESPONSIBILITIES**

### **The Board of Governors**

The Board of Governors has overall responsibility for the health and safety and welfare of school staff and students. In the context of educational visits this involves the need to;

- Provide written guidelines for the Headteacher and teachers, as set out in this policy.
- Assess proposals for residential, overseas, non-local (that is beyond 50 miles) and potentially hazardous activities. Potentially hazardous activities include water sports, climbing, caving, abseiling, hill-walking, skiing and other adventure activities;
- Provide an emergency SLT telephone contact for the duration of the visit where necessary;
- Ensure that training needs have been addressed;
- Provide access to named staff for advice;
- Maintain appropriate insurance cover;
- Have in place procedures to monitor and review safety during off-site visits and activities.

The Board of Governors has delegated responsibility for authorising Category A visits to the HT and Category B visits to the HT and CoG or a nominated governor. (See Appendix J for examples of Category A and B trips).

### **The Headteacher**

The Headteacher should ensure that visits comply with regulations and guidelines provided by the Board of Governors through this policy. (See the Trust's Health and Safety Policy). The Headteacher should ensure that the Educational Visits Coordinators are competent to fulfill the role and that adequate training is given to keep the EVCs up to date with relevant regulations.

The Headteacher (through the EVC) should ensure that the Visit Leader is competent to monitor the risks throughout the visit. (The Headteacher should be clear about their own role if taking part in the visit as a group member/supervisor. He/She should follow the instructions of the Visit Leader who will have sole charge of the visit.)

### **The Educational Visits Co-ordinator**

The ***Educational Visits Co-ordinator (EVC)*** is appointed by, and works in conjunction with, the Headteacher. The EVC is involved in the planning and management of all educational visits that are led by school staff.

The general functions of the EVC are as follows:

- To liaise with the Visit Leader to ensure that the educational visit meets the school's requirements, including those of risk assessments.
- To support the Head and Governors with approval and other decisions.
- To check that all necessary actions have been completed before the visit begins.
- To check that the preliminary risk assessment has been completed and appropriate safety measures are in place.
- To ensure that the Visit Leader has experience in supervising the age groups going on the visit and will organise the group effectively.
- To check that the Visit Leader or another teacher is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place.
- To ensure that competent people are assigned to supervise a visit.
- To organise the training of leaders and other adults going on a visit.
- To ensure that Disclosure and Barring Service certificates are in place as necessary.
- To ensure that Visit Leaders
  - Provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
  - Obtain the consent or refusal of parents.
- To keep records of individual visits including
  - Reports of accidents and 'near-accidents'.
- To review systems (including a review of risk) and, on occasions, monitor practice.

The EVC must also check that;

- The Visit Leader has made arrangements for the dietary medical and/or special educational needs of all the students.
- Adequate first-aid provision will be available.
- The mode of travel is appropriate.
- Travel times out and back are known, including pick-up and drop-off points.
- There is adequate and relevant insurance cover.
- They have the address and phone number of the visit's venue.
- A school contact has been nominated (this may be the Headteacher) and the Visit Leader has details.
- Non-teacher supervisors on the visit are appropriate people to supervise children.
- That the ratio of supervisors to students is appropriate.
- The Governors have approved the visit, if appropriate.
- The Visit Leader, group supervisors and nominated school contact have a copy of the agreed emergency procedures.
- The Visit Leader, group supervisors and nominated school contact have the names of all the adults and students travelling in the group, and the contact details of parents and the teachers' and other supervisors' next of kin.
- There is a contingency plan for any delays including a late return home.

### **The Visit Leader**

There should always be one member of staff, ***the Visit Leader (VL)***, who has overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The Visit Leader should have been appointed or approved by the EVC on behalf of the Headteacher.

The Visit Leader should:

- Obtain the HT's prior agreement before any off-site visit takes place.
- Follow governing body regulations, guidelines and policies.
- Appoint a deputy where appropriate.

- Clearly define each supervising adult's role and ensure that all tasks have been assigned and ensure all staff are aware of the risk assessments.
- Be capable of controlling and leading students of the relevant age range.
- Be suitably competent to instruct students in the relevant activity and be familiar with the location/centre where the activity will take place.
- Be aware of child protection issues.
- Ensure that adequate first-aid provision will be available.
- Undertake and complete the planning and preparation of the visit, including the briefing of group members and parents.
- Undertake and complete a comprehensive risk assessment using the school proforma or the EEC system and submit these to the EVC.
- Review the activity (annually for regularly undertaken visits/activities) and advise the EVC and Headteacher where adjustments may be necessary.
- Ensure that teachers and other supervisors are fully aware of what the proposed visit involves.
- Have enough information on the students proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed.
- Ensure the ratio of supervisors to students is appropriate for the needs of the group.
- Consider stopping the visit if the risk to the health or safety of the students is unacceptable and have in place procedures for such an eventuality.
- Ensure all staff take responsibility for overseeing appropriate behaviour, rewards and sanction of students.
- Ensure for all residential trips that parents and students sign a code of conduct form (for trips abroad).
- Ensure all parents are fully informed of arrangements and, for trips abroad, the VL must hold a parent/student meeting prior to departure.
- Submit a list of students they intend to take to the SLT member responsible for KS3/KS4 for checking before any students or parents are informed they have a place on the trip.
- Ensure that group supervisors have details of the school contact.
- Ensure that group supervisors and the school contact have a copy of the emergency procedures.
- Ensure that the group's teachers and other supervisors have the details of students' special educational or medical needs which will be necessary for them to carry out their tasks effectively.
- Observe the guidance set out for teachers and other adults below.
- Liaise with other Subject Leaders to ensure that students' withdrawal from lessons does not impact on exams or controlled assessment.

### **Teachers**

Teachers on school-led visits are acting in the course of their employment, whether the visit takes place within normal hours or outside those hours, by agreement with the Headteacher and Governors. Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances.

They should;

- Follow the instructions of the Visit Leader and help with control and discipline;
- Consider stopping the visit or the activity, notifying the Visit Leader, if they think the risk to the health or safety of the students in their charge is unacceptable.

### **Adult Volunteers**

Non-teacher adults on the visit should be clear about their roles and responsibilities during the visit.

Non-teacher adults acting as supervisors must:

- Do their best to ensure the health and safety of everyone in the group.
- Not be left in sole charge of students except where it has been previously agreed as part of the risk assessment.
- Follow the instructions of the Visit Leader and teacher supervisors and help with control and discipline.
- Speak to the Visit Leader or teacher supervisors if concerned about the health or safety of students at any time during the visit.

### **Parents**

Parents should be able to make an informed decision on whether their child should go on the visit. The Visit Leader should ensure that parents are given sufficient information in writing and are invited to any briefing sessions. The Visit Leader should also tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct. Parents should also be asked to agree the arrangements for sending a student home early and who will meet the cost. (Usually this will be the insurance in the case of illness or injury, and the parents in any case where a student has contravened the code of conduct)

Special arrangements may be necessary to inform parents for whom English is a second language.

Parents will need to:

- Provide the Visit Leader with emergency contact number(s).
- Sign the parental consent and medical forms.
- Give the Visit Leader information about their child's emotional, psychological and physical health which might be relevant to the visit (usually by means of the appropriate form).
- Ensure their child is adequately prepared and equipped for the trip in line with the information given by the VL.

### **Students**

The Visit Leader should make it clear to students that they must:

- Not take unnecessary risks.
- Follow the instructions of the leader and other supervisors including those at the venue of the visit.
- Dress and behave sensibly and responsibly.
- If abroad, be sensitive to local codes and customs.
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell the Visit Leader or supervisor about it.

Any students whose behaviour may be considered to be a danger to themselves or to the group **may be stopped from going on the visit**, or if necessary, and possible, sent home early. The curricular aims of the visit for these students should be fulfilled in other ways wherever possible.

Students, whose poor behaviour compromises either Health and Safety, or the reputation of the school, may be refused permission to join other educational visits.

## **3.0 PROCEDURES AND GUIDANCE**

### **3.1 Planning the Visit**

**Thorough planning is essential if the educational activity is going to be a success.**

### **3.2 Application Procedure**

At an early stage in planning the educational visit you should discuss the arrangements with the EVC. You will need to know the answers to the following questions:

- What are the intended learning outcomes?
- Say whether the visit is essential, desirable or recommended.
- Which groups of students will be involved?
- What are the likely dates? And duration?
- How many staff will be needed? (See Guidance on levels of supervision below)
- Estimate of costs?

**Approval must be sought at least one term in advance although in exceptional circumstances this can be commuted at HT's discretion.**

**Visits are not automatically agreed.**

### **Guidance on Levels of Supervision**

There must always be at least two supervising adults, however small the party, so that adequate supervision can be maintained in the case of emergency. An exception to this rule is for some routine visits, e.g. sports fixtures, where a single member of staff may be sufficient as long as suitable contingency plans are in place (in case of emergency, vehicle breakdown etc). Approval from the EVC is required in every case.

For all visits in the UK there should be a **minimum** ratio of 1 staff to every 15 students.

The level of supervision depends on the nature of the activity, and a higher ratio of staff to students may be deemed necessary when a risk assessment is completed.

For Category B trips the ratio should be proportionately higher but at least 1:10.

### **Travel**

The school minibus must be booked through the relevant member of school staff. All staff that drive the minibus must have passed the minibus test and hold a valid D1 on their licence. Staff must not drive when over-tired, Visit Leaders should consider whether a relief driver is necessary.

The VL must brief all students about dangers of travel on trains, ferries, buses and aircraft, in line with any relevant risk assessment.

### **Parental Consent**

Parental consent must be received for all students attending any off-site activities. A letter should be written informing parents of the purpose and nature of the visit following the example given.

A standard school consent form should be included with each letter. These should be returned in advance of the visit.

**Any students without parental consent are not to go on the visit.**

Visit Leaders must ensure they have the relevant parental consent form for the category of trip. **Students are not allowed to attend offsite visits without these.**

For overseas visits, and for some UK residential visits, it is necessary to hold a parents' briefing meeting so that parents can be fully informed about the visit. During the meeting, staff must go through the risk assessment and parents sign it.



### 3.3 Risk Assessments

Before you decide to arrange an educational visit, it is good practice to consider what educational objectives you wish to achieve, and then, how a visit might help to achieve them. If the visit is the best means of achieving those aims, a **Risk Assessment must be carried out.**

Risk assessment and risk management are legal requirements. For educational visits they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done.

In practice, risk assessments, which employers are legally required to do, are led by the **Visit Leader, but all staff have a responsibility to contribute to the risk assessment as necessary.** A preliminary assessment should be completed well before the visit, and submitted to the EVC and the Headteacher. The assessment should be reviewed, and revised as necessary, before and during the trip. A **RISK PROMPT list is available** on EEC. This is a list of some of the risks which may be encountered on educational visits.

**This is not a comprehensive list. It is intended as an aid to planning and cannot serve as a full risk assessment, which is likely to vary for each visit, depending on the location and the nature of the student group.**

**The primary aim of the risk assessment is to ensure that no one gets hurt or becomes ill.** When risks are identified, control measures need to be put in place to remove or reduce the risk. The control measures should be understood by those involved. Some control measures may be assigned to a specific member of staff, e.g. a named member of staff may be responsible for regular roll calls, to reduce the risk of losing students.

Where necessary, risk assessments should explicitly cover how special educational needs and medical needs are to be addressed. The programme of a visit, as set out in the risk assessment and the consent form, should not normally be deviated from and should include details of contingency measures – i.e. you should have a plan B, if things go wrong.

The Health & Safety Executive has produced a leaflet “5 Steps to Risk Assessment” as a simple guide. You should refer to this. The link is <http://www.hse.gov.uk/pubns/indg163.pdf>

**STEP 1: Look for the hazards**

**STEP 2: Decide who might be harmed and how**

**STEP 3: Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done**

**STEP 4: Record your findings**

**STEP 5: Review your assessment and revise it if necessary**

Risk assessment for educational visits can be usefully considered as having three levels:

- **Generic activity risk assessments**, which are likely to apply to the activity wherever and whenever it takes place;

- **Visit/site specific risk assessments** which will differ from place to place and group to group; and
- **Ongoing risk assessments** that take account of, for example, illness of staff or pupils, changes of weather, availability of preferred activity.

The school Risk Assessment form is a vital part of planning for an educational visit. Further advice on completing the Risk Assessment form is available on the EEC risk assessment section or from the EVC.

There are standard risk assessments for coach/mini bus and ferry travel available through EEC or via the EVC.

**A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Students must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place.**

Your risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the Visit Leader put the safety measures in place?
- What steps will be taken in an emergency?

The person carrying out the risk assessment should record it and give copies to all teachers/supervisors on the visit, with details of the measures they should/could take to avoid or reduce the risks.

The EVC should also be given a copy so that approval can be given with a clear understanding that effective planning has taken place.

**For overseas or residential visits, or those involving potentially hazardous activities, copies of the risk assessment will be made available to the Headteacher and Governors. The VL should also be prepared to answer any concerns parents may raise at briefings/following letters with information.**

Frequent visits to local venues such as swimming pools may not need a risk assessment every time. Nevertheless, it is essential not to become complacent. A generic assessment of the risks of such visits should be made at regular intervals, and careful monitoring should take place.

The Visit Leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary. (H&S and DBS checks, policy of venue/nature of activities etc).

### **3.4 During the Visit**

The **Visit Leader (VL)** is responsible for safe conduct of the educational visits. The VL should deploy supporting staff and other adults, as necessary, to ensure the safety of all those on the visit.

In normal circumstances the Visit Leader should adhere to the published itinerary for the visit as detailed to parents and agreed with the EVC. However, if circumstances change such that it may be unsafe to continue, the Visit Leader must adapt the programme as necessary. The VL should consider whether changes to the risk assessment are necessary.

The VL should be able to contact the school, or have an emergency contact for a senior member of staff, if the trip is likely to be out of school office hours. If the trip is out of hours, the VL should have an

emergency contact number and medical details for each student.

The VL and other supervising adults should monitor the students' behaviour and ensure that it is appropriate for health and safety requirements and to maintain the good name of the school.

Students should wear school uniform for educational visits, unless otherwise agreed with the EVC before the trip.

Students must not drink alcohol during an educational visit. When on duty, staff must not drink alcohol. (See Staff Handbook)

If at any time during the visit, the students are not supervised directly, i.e. there is "remote supervision", the students must be aware of the ground rules and be adequately prepared to be on their own in a group. Group sizes should be considered carefully. Visit Leaders must be confident that students are competent under remote supervision and parents should be aware that this will form part of the visit. As a minimum, students should have:

- Telephone numbers and Emergency contacts, if they get lost.
- Sufficient money.
- Maps/plans and other necessary information.
- Knowledge of a rendezvous point.
- In addition students' should be in groups no smaller than four and know that in case of emergency two stay together, two get help.
- VL must have students' mobile numbers/group numbers.

### **Behaviour**

All VLs must submit a provisional list of students intending to participate in any visit to the SLT member responsible for KS3/KS4 for approval prior to notifying students or parents.

It is important, for the health and safety of all concerned, as well as for educational reasons, that students' behaviour on an educational visit is beyond reproach. There is a code of conduct for students included as an appendix to this policy. For residential and overseas visits, students and parents should sign a copy before leaving. Where behaviour does not meet expectations, supervising staff must intervene. If behaviour is especially poor, or compromises the health and safety of others, the student/s should be closely supervised and may be sent home from a residential visit at the parents' expense (provided that safe arrangements can be made to do so). Students who behave badly on a visit may be refused permission to attend such trips in the future. All inappropriate behaviour must be reported to the Head of House immediately on return to school.

### **3.5 Evaluating the Visit**

After the visit, the Visit Leader, with accompanying staff if appropriate, should evaluate the educational visit in terms of:

- The learning outcomes
- Value for money
- Any safety/behavioural issues which arose.

This feedback should be passed to the EVC within two weeks of returning from the visit.

### **3.6 Residential Visits**

The accommodation must be suitable for the group. In particular it must meet fire regulations and the

staff of any hotel/hostel must be checked as being suitable for work with young people. If possible the Visit Leader should visit the accommodation in advance, to check its suitability.

If the travel company intends for students to share bedrooms, the VL must liaise with the Safeguarding officer to assess potential risks.

Levels of supervision may need to be as high as 1 member of staff to 10 students. If it is a mixed group, it is desirable to have **at least** one male and one female teacher.

### **3.7 Overseas Visits**

Overseas visits require very thorough preparation, well in advance of the departure date. If the trip is organised through a Tour Operator, Visit Leaders should ascertain that it is a reputable company. Detailed advice on all aspects of planning an overseas visit is available on the EEC.

### **3.8 Outdoor Activities**

When planning any adventure activities with a commercial company, it is important that the Visit Leader checks that a licence is held, valid for each activity. Staff who are not risk assessed and cleared through the EEC system will need to be cleared (follow the wizard). This clearance can take some time so leave sufficient time for this to happen.

Outdoor activities planned through the school, e.g. D of E expeditions, must be done by staff who have the necessary level of qualification. A list of appropriate qualifications can be obtained from the EVC.

Staff leading outdoor activities must possess an appropriate and up to date first aid certificate.

### **3.9 Charging for Activities**

Part of planning for a successful visit involves making sure that expenses can be met. This is usually done from parental contributions. The Finance Office will set up a temporary budget heading for the visit. All costings to be agreed by the Finance Office – VL to liaise with the Finance Office re quotes for tickets/transport etc. Staff should not take any money for the trip personally. The Finance Office will accept money directly from students and issue a receipt on request. The Finance Office will keep a list of students' names to keep track of who has paid.

Parents should be informed of the costs of the visit and any arrangements and deadlines for paying. Contributions for activities within school time are voluntary, though if parents choose not to pay, the visit may have to be cancelled.

### **3.10 Emergency planning**

Supervisors in charge of students during a visit have a duty of care to make sure that students remain safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in the case of an emergency.

If an accident happens:

- Assess the situation
- Safeguard the uninjured members of the group
- Attend to the casualty
- Inform emergency services and everyone who needs to know about the accident.

The Visit Leader will take charge and inform the school contact. The school contact's main responsibility is to link the group with school and parents and to provide assistance where necessary. The school

contact should have all the necessary information about the visit.

### **3.11 Insurance**

The Trust has an annual travel insurance plan which covers most activities. Check with the EVC who can provide a schedule for teachers and parents if required, as well as contact numbers in case of emergency. Full details are on the school website.

### **3.12 Risk Assessments: Good Practice and Exemplars**

#### **Generic Activity Risk Assessments**

Risk assessments for common activities are available from the EVC.

School staff will not normally prepare generic risk assessments unless they have accumulated specific experience or other expertise. The **Visit Leader and EVC** should check any generic risk assessment prepared externally (by, for example, an activity or expedition provider, tour operator, or National Governing Body).

#### **Examples:**

- The lack of adequate risk management leading to drowning is a major cause of accidental death. Control measures would include assessing the water confidence and ability of students; use of buoyancy aids; competent supervision, with the appropriate ratios for the specific environment, pupil group and level of activity. The generic risk assessment should include advice, or a local ruling, on the circumstances in which swimming or paddling may or may not be permitted (see A Handbook for Visit Leaders)
- Travel entails a risk of injury in a road traffic accident. Control measures would include qualified driver; number of drivers; maximum periods of driving; appropriate seat belts provided and worn; evidence of vehicle maintenance, appropriate supervision levels; and, if appropriate, knowledge of foreign law, experience of driving abroad and with left-side controls.
- Adventure activities. Centres licensed under the adventure activities licensing regulations 1996 can be considered safe in the leading, instructing and equipping of the activities stipulated on the licence. These will have been inspected. There should be no need to risk assess that part of any visit. You will wish to assess other aspects of the visit - for example, accommodation, catering, transport, activities not stipulated on the licence. For non-licensable adventure activities, proof of competence from an NGB award or assessment by a technical adviser may be sufficient.

Risk assessors should apply lessons learned from relevant serious incidents, accidents or near-accidents which have occurred locally or nationally. At times it may be necessary to refer to other sources of outdoor education advice. This might be from our own outdoor education adviser within the Trust or from an LA adviser or suitably qualified consultant (EEC).

#### **Visit/Site Specific Risk Assessment**

These are usually undertaken by the school for each venue and are amended as necessary for different groups. They should be prepared or agreed by someone trained and competent to assess risks, such as the **EVC**, or experienced or trained **Visit Leader**.

Visit/Site specific risk assessments should inform school-based policies and procedures.

#### **Examples:**

- Medical needs of students. Control measures include ensuring the Visit Leader is aware of the known health problems of the group; sufficient medication is provided; there are sufficient

adults competent in dealing with the medical problems in the group; and there are contingency measures in place for the group to be adequately supervised if an adult has to accompany a child to hospital;

- Behaviour of students. Control measures include a code of rules and behaviour, agreed as far as practicable with pupils; rules for supervision (including model behaviour and example set by adults); and competence of supervisors to ensure disciplinary standards;
- Weather etc. Control measures include obtaining local intelligence of tides; potential for flooding or flash floods; likelihood of sudden weather changes in mountains; streams that can change from benign to torrents in a short time etc.; planning the itinerary to take the possibility of change into account; suitable clothing; ensure students understand the risks and the reasons for the control measures, and having a plan B pre-assessed in case plan A has become too hazardous;
- Crossing roads, railways, rivers etc. Control measures include local intelligence; information on where the controlled or otherwise less dangerous crossing places are; ensuring appropriate levels of supervision and that students are aware of, and comply with, rules;
- Group management decisions. Control measures include establishing meeting and collecting points; code of rules and behaviour agreements; cultural considerations such as dress codes, holy days; induction requirements for support staff etc.
- Staff who are not risk assessed and cleared through the EEC system will need to be cleared (follow the wizard) and sufficient time will be needed to achieve this clearance. This can take some time.

### **Ongoing Risk Assessments and Reassessments**

The Visit Leader, or other adults with responsibility, should reassess risks while the visit is taking place. Ongoing risk assessments normally consist of judgements and decisions made as the need arises. They should be informed by the generic and visit or site specific risk assessments and take account of local expertise on e.g. tides, potential for flooding etc. They are not usually recorded until after the visit and should be reviewed to inform future planning. Examples of the need for ongoing risk assessment:

- Changing weather, tiredness or illness within the group, behaviour, issues with other groups at same venue etc. Control measures would often include deciding to change to the pre-assessed plan B or swapping activities on the itinerary so that the activity can be carried out on a different day.
- **Emergencies.** Control measures would include establishing the nature and extent of the emergency as quickly as possible; ensuring that all the group are safe and looked after; establishing whether anyone has been hurt and getting immediate medical attention for them; ensuring that all group members who need to know are aware of the incident and that all group members are following the emergency procedures; ensuring that if a teacher accompanies casualties to hospital, the rest of the group is adequately supervised at all times and kept together; and informing the emergency contact in the school;
- **Visit Leaders are always in charge.** They should trust their own knowledge of the young people and use their own professional judgement. This may include challenging an activity leader where the Visit Leader's knowledge of the group is superior, or intervening to prompt a change of plan, including stopping an activity if it has become too hazardous.

### **Exploratory Visits**

It is good practice for a Visit Leader to undertake a preliminary visit. In the case of an overseas or residential visit, or where potentially hazardous activities are to take place, it may be essential so that the risks can be fully assessed. The visit will enable the Visit Leader to gain first-hand knowledge of the area and route. This knowledge will then inform the risk assessment and pre-planning.

An exploratory visit will give the Visit Leader greater confidence in his or her ability to supervise the pupils. It will help the Visit Leader to concentrate on the needs of the group rather than the unexpected

demands of the environment. It should be borne in mind that overseas trekking expeditions cover a much wider range of terrain and circumstances than is found in the UK. The same good H&S practice is expected where some of the leadership of the group falls to a contractor.

If it is not possible to visit the site beforehand, the EVC, Head and Governors will want to be satisfied that alternative arrangements are sufficient for an assessment to be made. Such alternatives might include obtaining advice from those with experience gained from previous visits; heeding reports of previous visits; reliance on tour operators; the use of experienced and reliable local guides where appropriate; a reconnaissance visit by the Visit Leader on arrival at the venue whilst the group remain in the hotel or hostel on residential visits.

### **Involving Students in Risk Assessment**

It is good practice to involve students in assessing and managing risk.

Be aware that students engaged in assessing risks may alarm parents. The letter to parents should make clear the nature of any activities, and convey the real risks and the control measures. Obviously the staff and school still carry the statutory duty of care, even where students are assigned specific tasks relating to risk assessment.

### **3.13 Further Sources of Information**

There is a wealth of experience and expertise in school. The EVC can give advice, or put you in touch with the appropriate member of staff. It may be that for some staff, or for specific activities, further training is required.

**Preliminary Request to SLT for Educational Visit for calendar agreement in advance (to be submitted at least one term in advance for any trip).**

<b>Title of activity:</b>	
<b>Proposed Date/s and Times:</b>	
<b>Visit Leader:</b>	
<b>Venue:</b>	
<b>Year group:</b>	<b>Number of students involved:</b>
<b>Staff involved (give specific names if possible and name of First Aider):</b>	
<b>Reason for the activity (include educational purpose here):</b>	
<b>Brief outline of activity (include approximate costs if known):</b>	
<b>Mode of transport (number of vehicles required and cost):</b>	
<b>External provider if applicable:</b>	

1. When completed, please pass this form to Cover Co-ordinator for checking eg calendar/cover for agreement by SLT.
2. Agreed/not agreed ..... (HT) Date:.....  
 Comments:.....  
 .....
3. Once approved you must first discuss the visit and process with School Educational Visits Coordinator (EVC).



## Timeline/Checklist for Visit Leaders

TIMESCALE	TASK	CHECK
Up to 12 Months in advance	Decide Learning outcomes, venue, target group of students, possible dates, estimate of costs and likely staffing. You must include a first aider amongst the staff.	
	Complete Form 1 – Preliminary request, and pass to Cover Coordinator to check calendar/cover for agreement by SLT.	
	Once approval is given, send details to school diary co-ordinator for inclusion on weekly and annual calendars.	
3 months in advance	Read through this policy in conjunction with other necessary documents, e.g. LA Guidance for Schools.	
	Calculate full costs and check with Finance Office.	
	Carry out Risk Assessments (including any arrangements for SEN). This will need revisiting once the names of the children taking part are known.	
	Complete form 2b (EV1) and send to EVC for HT approval.	
	Complete yellow cover request forms and send to Cover Coordinator	
	Book transport and venue. Finance Office can assist with ensuring “Best Value”	
<b>MUST BE 1 Month in advance. 6 months in advance for overseas trips.</b>	Complete Form 2b (EV1) for both Category A and B trips. Send to EVC for HT/Governors’ approval as appropriate.  <b>SEE SECTION ON OVERSEAS TRAVEL FOR MORE DETAILS.</b>	
	Write letter to Parents with details of visit. Include tear-off consent form	
	Include (EV5) External/off-site Visit Consent Form.	
	Notify Finance Office of payment arrangements who will keep a list of students’ names to check on who has paid.	
About 2 weeks for non-residential trip and 1 month for residential	List of student names on visit goes on Staffroom board. Updated risk assessment with reference to individual children’s particular needs.	
	School Canteen notified of numbers on visit and date – plus FSM for free packed lunch.	
	Brief accompanying staff. Make them familiar with risk assessments, itinerary, travel arrangements etc. Outline their role on the trip.	
	Hold briefing meeting for students (for residential trips) and for students and parents (overseas). Passports/EHIC cards/vaccinations/kit list.	
	Make students aware of code of conduct. Students and parents to sign if residential.	
	Arrange contact person in school for Emergencies. If trip is out of hours make sure that suitable arrangements are made with an SLT member. Make sure they have itinerary, arrival/departure times, contact numbers, list of people on the trip.	
	Order First Aid kit (Welfare) Mobile Phone	
Just Before the visit	<p><b>Check that you have (where appropriate)</b></p> <ul style="list-style-type: none"> <li>• List of students (With contact numbers if residential).</li> <li>• Correct contacts for emergency SLT member of staff.</li> <li>• A copy of your EV1.</li> <li>• Reviewed and revised the risk assessment where necessary and have copies of all risk assessments for accompanying adults.</li> <li>• Received all consent forms (including EV5s).</li> <li>• Proof that all students have paid.</li> <li>• Medical data on students (for residential) and any medical supplies needed.</li> <li>• Emergency contact arrangements for students AND staff accompanying the trip.</li> <li>• Telephone numbers for school and out of hours contact.</li> <li>• First Aid Kit.</li> <li>• Copy of itinerary for all staff.</li> <li>• Booking confirmations</li> <li>• Minibus documents</li> <li>• Passports, money, tickets etc. (All documents will be copied and kept in the office for the duration of the trip). Check all passports are permitted for travel to the destination ([insert name of agreement] ie Philippine children not allowed to travel to Europe).</li> </ul>	

	Copy of completed Checklist (Form 2a) to EVC.	
<b>As you leave</b>	Take attendance register and leave a copy in the office. This should detail who is on each coach/minibus etc.	
	Remind students of Code of Conduct, any safety arrangements (What to do in case of fire or accidents for example). Give students VL mobile phone number and ask for theirs in exchange in case of emergency.	
	Brief accompanying staff, remind them of their role.	
<b>On the Visit</b>	Monitor risks. Take steps to control risk and student behaviour where necessary. Consider taking Digital photos for publicity/website etc. If there is an accident (a) refer to risk assessment and (b) once dealt with amend risk assessment if necessary.	
<b>On return</b>	Ensure that every student is safely offsite, either at the normal end of school or collected by parents/carers.	
	Complete any financial details, e.g. pay outstanding invoices	
	Accident/near miss reporting.	
	Any actions/recommendations identified to improve for future (eg reduce risk, improve outcomes.	
	Complete the Evaluation form/meet with EVC/HT to evaluate.	
	Photos and information for website/newsletter (IT Office and Main Office respectively).	
	Consider publicity in local papers, press release via HT's PA.	
	Relax!	

Appendix C **(EV1 External Visits Application/Approval Form)**

Visit Leader:
Visit Title:

*CATEGORY OF VISIT* (please put 'Yes' in one of the boxes) A  B  DofE

Place(s) of visit:
Purpose of visit:

<b>Departure:</b>	Date:		Time:
From:			
<b>Return:</b>	Date:		Time:
To:			

Transport arrangements (including any transport company details):
---

Number of participants (being taken):	Male:	Female:	Total:
Age range:			
Number of adults:		Staff/participant ratio (from risk assessment):	

Full names of all adults in the group (Continue on separate sheet if needed)	Male or Female	Status in the establishment	Responsibility during visit (leader etc), relevant experience (first aid, driver, any training/qualifications etc)
			Trip Leader
			First Aider
			Any SEN support

Are you using an independent provider? <input style="width: 100px; height: 20px;" type="text"/> ( please enter 'Yes' or 'No')		
Name of organisation:	Tel no:	
Address:		
Website:		
Contact name:		
Email address:		

**24 hour emergency contact details/arrangements** (names, telephone numbers etc)

Visit Leader's mobile number (school mobile)
--

School contact number (day trips) or SLT member for trips out of school hours:
--

<b>Insurance arrangements:</b>	
Do you have appropriate and adequate insurance for the trip/activities? (Please enter 'Yes' or 'No')	<input style="width: 80px; height: 30px;" type="text"/>
Is there up to date and appropriate risk management in place for the trip/activities? (Please enter 'Yes' or 'No')	<input style="width: 80px; height: 30px;" type="text"/>

<p><b>The <u>Visit Leader</u></b> has completed the planning for this external visit utilising the appropriate safe practice guidance and has recorded/evidenced that the health &amp; safety aspects of planning have been completed. <b><i>Consideration has been given to any participants with individual needs (SEN, Medical, Disability).</i></b></p> <p>Signed: _____ (Visit Leader)</p> <p>Date: _____</p> <p>Print Name: _____</p>
---

<p><b>The <u>EVC</u></b> has checked that the planning and procedures are appropriate for the visit to proceed and that a visit record/file has been created</p> <p>Signed: _____ (EVC) Date: _____</p> <p>Print Name: _____</p>
--

<p><b>The <u>Head/Senior Manager</u></b> confirms that the visit follows the appropriate safe practice guidance and <b>approves the visit</b></p> <p>Signed: _____ (Head/Senior Manager)</p> <p>Date: _____</p> <p>Print Name: _____</p>
--

\* Please note that the **delegation of final approval for Cat 'A' visits** from the Chair of Governors to the Headteacher needs to be confirmed in writing. This applies to the equivalent in other organisations. Further details are shown on the Outdoor Education & External Visits website.

**For all Category 'B' external visits/activities** additional **approval** for the visit is required from the Chair of Governors (or their equivalent).

**The Chair of Governors (or equivalent)** confirms on behalf of the school/establishment that the planning and preparation for the visit complies with this policy and other relevant guidance. This visit is **approved**.

Signed: \_\_\_\_\_ (Chair of School Governors or Equivalent)

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

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

A hard copy of this completed form must be printed off, signed by all relevant staff and then held on file centrally by the school/establishment.

**Appendix D**

**EV5: PARENT/CARER CONSENT FORM FOR AN EXTERNAL VISIT**

This two-page form should be read with the accompanying information/letter about the visit.

GENERAL INFORMATION

Name of Son/Daughter: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School/Establishment: \_\_\_\_\_ Date(s) of visit: Start \_\_\_\_\_ Finish \_\_\_\_\_

Proposed Activity/Trip/Visit: \_\_\_\_\_ Venue: \_\_\_\_\_

MEDICAL INFORMATION

1. If your child has any condition or impairment that may require specific management, medical treatment and/or medication during the outlined activity/trip/visit please give brief details:

\_\_\_\_\_

\_\_\_\_\_

2. If your son/daughter has any allergies or is allergic to any medication please supply details:

\_\_\_\_\_

\_\_\_\_\_

3. If your child has had any recent illness, accident or injury which staff should be aware of please supply details:

\_\_\_\_\_

\_\_\_\_\_

4. Date of your child's last anti-tetanus injection: \_\_\_\_\_

5. Family doctor: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

If you feel that further detail or a discussion is required regarding any of the information that you have supplied please contact the Visit Leader or your child's Head Teacher/Senior Manager prior to the departure date.

EMERGENCY CONTACT

Name of Parent/Carer: \_\_\_\_\_

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

Emergency telephone: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_

Alternative emergency contact should parents/carers not be available:

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

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

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

DIETARY INFORMATION (residential visits only)

If your child has any essential dietary requirements please supply details:

## DECLARATION

**I understand that all reasonable care will be taken of my child during the visit/activity and that he/she will be under an obligation to follow all directions and instructions given and observe all rules and regulations governing the visit/activity.**

I understand that if my child seriously misbehaves or is a cause of danger to him/herself or to others, then he/she may be sent home early from the visit/activity. In such a situation there will be no obligation on the school/establishment to refund any money.

**I understand the extent and limitations of the insurance cover provided and whilst the establishment staff in charge of the group will take all reasonable care, they cannot necessarily be held responsible for any loss or damage suffered by my son/daughter during the visit. I understand that all visits are covered by public liability insurance and I can contact the school/establishment if I require further details. Full details of cover are also available on the school website.**

I agree to my son/daughter receiving medical care if required. This would include first aid and any emergency dental, medical or surgical treatment as considered necessary by the medical authorities present in the best interest of your son/daughter. Please tick here if you do not agree

I give permission for my child to be photographed/film during this visit/activity (for possible use in displays/presentations, marketing materials and press releases). Please tick here if you do not agree

**Having been informed through the details supplied, I consent to my son/daughter taking part in this activity/trip/visit and this includes consent for him/her to take part in any or all of the activities described.**

Full name of parent or carer (print please): \_\_\_\_\_

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

EXPLANATORY NOTES - This form serves several important functions.

1. It confirms your knowledge of and your agreement to your child's participation in the planned visit.
2. It gives the supervising staff immediate information on how to contact you in an emergency.
3. It contains information about your child together with your consent to medical treatment if required.
4. It advises you that the Trust will NOT necessarily be legally liable for every type of loss suffered by a child whilst on a visit.
5. The completion and returning of this form is essential to enable your child to participate in the visit/activity.
6. If you wish to discuss any of the contents of this form please contact the child's Headteacher/Senior Manager.
7. **Data Protection.** *The data collected by the Trust as the data controller, will fulfil its data protection obligations by treating all personal data, held manually and on computerised administrative systems with due care and confidentiality. Personal data will only be disclosed in accordance with the Data Protection Act 1998, and the purposes registered by the Trust. Data collected is used for registration and monitoring purposes, and emergency contact information.*

## Trips & Visits: Step by Step Guidance for VLS

Work through the following when planning any enrichment activity. Please make sure you leave sufficient time at each stage of the process.

You will need to complete the following forms:

- Form 1 – Preliminary Request Form.
- Form 2a – Timeline for Visit Leaders.
- Form 2b – EV1 External Visits Application/Approval Form.
- Risk Assessment – carry out risk assessment (either using generic forms or starting from scratch). Complete risk rating on the form.
- Itinerary for the trip.
- EV5 – External/off-site Visit consent form (to be sent home with letter to parents)
- Yellow cover form (if cover required) and pass to Cover Co-ordinator.

If your activity is already on the school calendar continue planning. If it is not, complete Form 1 and pass to Cover Co-ordinator for checking eg calendar/cover and then clearance through SLT. Please ensure this is submitted at least one term in advance for any trip.

- If your request is successful see Finance Office for the costing (NB the levy charge for all trips and visits must be included)
- Draft a letter to parents with details of the activity. You must include: the date, lunch arrangements, costs and suitable clothing; how it is relevant to the curriculum and when the deadlines for payment(s) are. Email this to EVC for checking. All letters must then go through the main office to have insurance details added. For every activity parent consent form to be sent out (EV5). This contains emergency, medical and dietary information. Students must return the relevant documents to the Finance Office for payment to be accepted. No student will be allowed on the trip without a signed EV5.
- Book minibus transport through the relevant school staff and coach transport via the Finance Office. Give details of the date, times (departure and return), location and number of seats. All travel/ tour company bookings are completed by the Visit Leader.
- Complete Form 2b and pass to EVC for HT approval. Category B trips require Governors' and LA approval. Enter trip details on EEC Live.
- Check you have a parent consent form with relevant emergency and dietary information completed. You cannot take any students out of school without this information.
- For all activities, three days before you depart, email the main office your list of student and staff names, emergency contact name and number(s) and any medical issues. This list should also include staff names, staff mobile numbers and their emergency contact name and number. *For residential activities a pack of information with a detailed itinerary, travel details, any telephone trees / parent information, insurance and travel company information etc should also be passed to the Main Office.*
- Please pass the information to the relevant member of SLT on duty for the activity. This only applies if your trip returns after the end of the school day or is **residential**. **It is the Visit Leader's responsibility to 'touch base' with the member of SLT on duty to ensure they are clear on arrangements for the activity and any potential problems have been raised.**
- On the day of travel the Visit Leader must: contact the Main Office to report any students absent from the activity, carry details of the parental consent forms and the risk assessments. The Visit Leader must ensure all staff on duty are also aware of the risk assessments and any associated action. On returning to school at the end of an activity the Visit Leader must ensure every student is dismissed/leaves school site with a responsible adult. Ensure medical equipment is returned to the Main Office.



Appendix F: **Sample Letter**

Dear Parent/Carer

**RE: TITLE OF ENRICHMENT ACTIVITY/TRIP IN BOLD WITH DATES AND TIMES**

The XXXXX Department IS delighted to be able to offer our Year X students the opportunity to visit XXXXXXX on XXXXX. Although the visit is not essential to the GCSE course, it will support your son/daughter with *state the relevance to the course – perhaps assessment objectives/unit/exam etc.*

The trip will leave on date and time, returning on *date and approx time*. The total cost of this trip will be £185, which includes:

- Executive coach travel
- Return ferry crossing to France
- 2 nights’ hotel accommodation on a full board basis in *state the accommodation allocated*
- Entrance to all museums and excursions.

The detailed itinerary will include: *List the key things students will see/do whilst away.*

If you would like your child to attend we ask that you return a deposit of £50 to the Finance Department by *Friday 10 January 2014*. Payments can be made via the school’s online payment system, by cash/cheque (made payable to XXXXXXX) or by credit/debit card (either in person or over the phone). Payments must be accompanied by the parental consent form below and the attached medical form. If the trip is over- subscribed we will allocate places on a first come, first served basis.

As with all school trips, students will be expected to uphold the reputation of the school, therefore exceptional behaviour is expected at all times throughout the *day*. Students are also expected to demonstrate excellent behaviour in school. Failure to do this could result in them losing their place if they do not demonstrate good behaviour in the lead up to the trip

If you have any questions please do not hesitate to contact me. There will be a parents’ meeting before departure to confirm details of the travel times and preparation for the visit.

ADD IN PROPOSED MEETING TIME IF A RESIDENTIAL TRIP

Yours sincerely

**NAME**  
**Title**

---

**PARENTAL CONSENT FORM**

**Venue and Date of Visit**

Please return to Finance Office with payment.

As parent/carer of ..... Form ..... I have read, fully understood and am satisfied with the details supplied about the above-mentioned activity and agree to my son/daughter taking part in it. I know of no medical reason why he/she should not participate. I will make arrangements for my child to get home at [            ].

I am aware that:

a) except for visits abroad, insurance arrangements are the same as for students in educational establishments, ie, that The Trust can only insure against the proven negligence by The Trust and/or its employees; and

b) The Trust purchases travel insurance through Chubb Insurance which provides personal accident cover (see copy of the policy on the school website for details) but I may consider taking out my own travel insurance to supplement this if appropriate.

Emergency telephone number should we need to contact you (essential) .....

Signed ..... Date .....

Appendix G: **The Castle Partnership Trust**  
**Residential Visit Code of Conduct**

*Name of visit and location* should be an educational and enjoyable trip. To help keep the memories happy ones, please take time to read the following. If there is anything you are unsure about, please ask a member of staff.

**General Behaviour**

- Help to promote the good name of The Castle Partnership Trust – remember we are guests.
- Head counts will be frequent. Please co-operate and be patient.
- When allocated to a member of The Castle Partnership Trust or *Tour company name* assistant please report to them punctually and follow their every instruction.
- Always **be early** for all meetings/meals/deadlines.
- Enrichment activities/fieldwork is demanding, you will be required to eat at every meal.

**SERIOUS BEHAVIOUR ISSUES**

- The standards of behaviour are the same as when attending the school and any behavioural issues will be dealt with in accordance to the school's Behaviour Policy (see school website).
- **Do not buy, use/consume or be in possession of alcohol/cigarettes/drugs.** This is one of the most serious breaches of the rules and it will be dealt with using **Level 4.**
- **Do not buy or have any contact with knives, fireworks, ball-bearing guns or laser pens.** This is one of the most serious breaches of the rules and it will be dealt with using **Level 4.**
- Name calling to more serious **bullying** of others students.
- **Any breaches of Health and Safety**, putting themselves or others at risk.

**Minibus/Coach Travel**

- Know where the emergency exits are on *the minibus/coach*.
- Stay seated and wear seat belts at all times when the vehicle is moving.
- Respect the decision of others to sleep on the *minibus* e.g. No photos which requires the flash to be used on the minibus.
- Keep the *minibus* clean and tidy. Use the rubbish sacks provided, don't eat chewing gum.
- Take special care crossing the road
- Know where staff are based at all times.

*If you are travelling by plane/boat add this in*

**Free-time/locations**

- **Students will be given free time but this must be within** *name venue village/shopping centre etc.* Being late, even a few minutes, back from free time will lead to the removal of the privilege. **LEVEL 2**
- Make sure you are in groups of no less than 4 and no more than 6 when you are unsupervised. Make sure someone in your group has a watch and a phone if possible.
- If a member of your group has a problem, someone should stay with them, the others should get help.
- Look after each other and report any problems a friend may be having to a member of staff immediately.

**Clothing/Possessions**

- Always take care of your belongings – YOU are responsible for them.
- Respect the property of others.
- Remember to wear sensible clothes and shoes appropriate to the activities.

**Accommodation/study centre/hotel/hostel**

- Keep your room clean and tidy – there will be regular inspections. **LEVEL 1**
- Respect the lights out time and noise curfew – remember there could be other groups sharing the centre. You will be delighted to hear we'll be waking you up at 7:30am! **LEVEL 1-2 on the first occasion.**
- **Boys are not allowed in girls' rooms and vice versa. LEVEL 3 or 4**
- Know which rooms are occupied by staff.
- Know where the centre phone is and how to use it.
- Be ready for a fire drill – report to your designated member of staff.

We are asking for your support by signing the following agreement:

**I am familiar with the school's code of conduct as outlined in the Trust's Behaviour for Learning Policy, should school rules be breached, the following procedure will be implemented by The Castle Partnership Trust staff.**

- Level 1:** These are **MINOR incidents** and the student(s) will be reprimanded and warned.
- Level 2:** These are **REPEATED MINOR incidents** and the student(s) reprimanded will be warned and privileges removed for a set period.
- Level 3:** These are **SERIOUS incidents** and the student(s) will be reprimanded, parents contacted and students' future involvement in school activities will be questioned.
- Level 4:** This is a **MAJOR incident or REPEATED SERIOUS incidents**; the student(s) will need to be collected from the centre by a parent/responsible adult immediately. **Parents are required to cover any resulting expense.**

**Student Name:** ..... **Tutor Group:** .....

**Signed Parent:** ..... **Date:** .....

**Signed Student:** ..... **Date:** .....

**ACTIVITY NAME AND DATES / TIMES ADDED**  
**VISIT LEADER NAME ADDED**

## Appendix H: PE Department Sports Fixtures Procedures and Music/Art events

Leaders are required to produce the annual risk assessment for all fixtures/events and this is reviewed for every trip/fixture with regard to the children taking part. The risk assessment will cover transporting students and supervising them at the venue. An additional page to the annual risk assessment to address specific needs is therefore accepted by the Trust as sufficient.

An annual consent form for sports teams and musical groups is also accepted by the Trust as sufficient.

### Prior to Leaving

**All staff will provide reception with all the relevant details about the fixtures/events including:**

- An accurate team/group sheet of students who are attending the fixture/event.
- The name and contact details for the school/venue that you are travelling to.
- A mobile contact for the teacher, if not using the school mobile phone.
- Expected times for arrival to the fixture/event and return to school.

**Staff are also expected to take:**

- A school first aid kit.
- A copy of the PE Fixtures/events emergency contacts folder, which contains:
  - SLT contact phone number in case of emergency after opening hours of 4:15 pm.
  - Student emergency contact details.

**Please Note: Any student who is not registered on the data base MUST NOT go on a fixture/events unless the member of staff has had confirmation directly from that student's parent or carer. This must be recorded in the folder and a hard copy of consent must follow.**

### Travel to Fixtures

Staff will follow the risk assessments for coach and minibus travel.

### At the Fixture/events

At the venue staff will be **responsible for all students** they have taken on the fixture/event and **ensure:**

- The environment that they are playing in is safe.
- They are aware of where additional first aid facilities are located in the case of an emergency.
- For sports fixtures the referee is of an appropriate standard to take charge of the game.
- For sports fixtures, that all students represent the school in the appropriate way, playing by the rules and respecting the referee at all times.
- That the opposing team/parents are behaving appropriately to The Trust's students.

## **Guidance on Preparing your Visit Information Pack for your SLT Contact**

- Full details of the allocated accommodation (name, address, contact name and numbers/email)
- Detailed itinerary (in order!) with flight / travel information (airline, ferry company etc)
- Travel times and ETAs (make these as accurate as possible with any website details that give updates / to contact in the case of a delay)
- Full visit supervisors' health and safety briefing. List any potential dangers/things to be aware of at each activity or venue/relevant risk assessments and protocols you want staff to adhere to
- Staff responsibilities and any registration points/groups.
- Students' code of conduct.
- Photos of students with medical and emergency information next to each student (Passport number if relevant)\*
- Full alphabetical list of students with medical info and emergency numbers (include names of contact, landline and mobile)\*
- Staff and groups – details of all students' names and their mobile numbers plus any other info relevant to that person (friendship issues, eating etc)
- Students' rooming plans
- Copy of all relevant risk assessments
- Copy of parental consent forms (if you feel there is additional information that has not been covered in the above information)

\*mark as confidential

Ensure all students have a laminated card of hotel details and how to contact you!!!

## Appendix J: **Examples of Category A and Category B Trips**

### Category A Trips

- Local trips, ie walking into town.
- Trips by minibus and coach (eg visits to other schools, day trips, theatre trips).

### Category B Trips

- Any residential trip (in this country or abroad).
- Any adventurous activity (eg dry ski slope, high ropes, mountain biking)
- Ten Tors.
- Duke of Edinburgh Award Scheme

## Appendix K: **Key to Relevant Postholders**

### **The Castle School**

Headteacher: Sarah Watson  
Cover Co-ordinator: Debbie Lee  
Premises Manager: Brendan Slade  
EVC: Angela Broadway

### **Court Fields School**

Headteacher: Rachael Bennett  
Cover Co-ordinator: Anne Dunton  
Premises Manager: Paul Van Koutrik  
EVC: Malcolm Dickson