



ROEDEAN MOIRA HOUSE EDUCATIONAL VISITS POLICY AND PROCEDURES 2018-19

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INTRODUCTION

Roedean Moira House believe that educational visits are essential in enhancing the educational opportunities available to our students. We are very grateful to those who organise, lead and supervise such visits.

OBJECTIVES

The objectives of this policy are to:

- Develop a whole school approach to school educational visits
- Recognise the importance of good practice with regard to educational visits
- Provide a manageable framework to ensure staff are able to run educational visits safely and with confidence.
- Ensure that visits are worthwhile and educationally valid
- Outline the legal requirements and responsibilities for visits
- Provide a mechanism for the approval of all visits
- Provide a planning outline for all visits
- Cover all issues of Health and Safety that might arise with visits
- Cover all types of visit offered by the School
- Provide a means of recording all visits made

RATIONALE

Educational visits form an important part of the education offered at Roedean Moira House. The opportunity to travel and interact socially with their peers and adults is an important part of the students' development at Roedean Moira House. Students can obtain a tremendous amount of educational benefit and enjoyment from school day trips, tours and exchanges. This is thought mainly due to their being able to participate in new experiences that are simply not available in a classroom environment. This in turn develops new skills, such as investigative skills and independence.

Educational visits are a valuable method by which the school's mission can be achieved:

- By striving to realise the full potential growth of each person, regardless of race, gender and ability, and in so doing achieve academic excellence
- By promoting a sense of personal value, mutual respect and self-responsibility
- By seeking to establish a strong partnership with the families of those entrusted to our care.

Visits provide an important educational experience for the students of Roedean Moira House. As a school, we value the opportunity to learn in different environments and cultures. The School is committed to incorporating educational visits into its scheme of work, providing that they will enhance the students' relevant understanding and experiences, and that their inclusion is practicable, considering the constraints of staffing and time. Roedean Moira House would like to support colleagues, students and their families by providing a policy where standard procedure is safeguarding all in our care and the professionals who volunteer to run these educational visits.

It is Roedean Moira House's policy that:

1. Students must be the primary beneficiaries in all the planning and delivery of all educational visits. Those educational visits that are required to fulfil a statutory curriculum requirement must be accessible to all, and should be organised accordingly, with particular consideration being given, especially when selecting venues and organising transport, to any student who has some

sensory impairment or physical disability. All out-of-school activities are planned to ensure the participation of the whole range of students and are conducted in an inclusive environment with providers that comply with all current and future legislative requirements. When persons with a physical disability are on a visit the leader will put in place a Personal Evacuation Plan.

2. Those visits that are regarded as curriculum enhancements must be accessible to all students, and should be organised accordingly, with particular consideration being given, especially when selecting venues and organising transport, to any student who has some sensory impairment or physical disability.
3. That all educational visits are supported, in writing, with clearly defined educational objectives, clearly defined tasks set out on how students are to complete these objectives during the journey/visit, and how these specific and relevant tasks are to be completed on their return to school.
4. No educational visit shall take place that does not fully satisfy these requirements.
5. No educational visit shall take place without approval.
6. No educational visit shall take place where supervision, planning and organisation are regarded as being inadequate.
7. All students, parents and guardians must receive a full itinerary and copy of the rules applying to the educational visit before being asked to give permission for their child to participate.
8. Staff wishing to organise an educational visit must ensure that they have read and understand the school policy and procedures, and the Dfes "Health and Safety of Students on Educational visits". A major consideration in the organisation of any visit must be the safety of the participants, and in this, as in all other respects, the School policy must be complied with.
9. No educational visit organised through the school should be contrary to the aims, objectives of Roedean Moira House.
10. All educational visits involving students from Reception to Year 10 must start and finish at the school and educational visits involving students from Years 11 to 13 may start and finish at a point in close proximity to the school, if appropriate. All educational visits involving Boarders in Reception to Year 13 must start and finish at the school.

All educational visits organised by staff involving the students on the school register are organised on behalf of the school and are, therefore, subject to this policy and procedures.

SECTION 1: RESPONSIBILITIES

LEGAL RESPONSIBILITIES

Under the Health and Safety at Work Act 1974 the Council of Roedean Moira House (henceforth called “the employer”) is responsible for the health, safety and welfare at work of their employees. They are 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 participants in off-site visits.

The Management of Health and Safety at work Regulations 1992 made under the 1974 Act, require employers to:

- Assess the risks of activities
- Introduce measures to control those risks
- Tell their employees about those measures

Also under the Health and Safety legislation employees must:

- Take reasonable care of their own and others’ health and safety
- Cooperate with the employer over safety matters
- Carry out activities in accordance with training and instructions
- Inform the employer of any serious risks

These duties apply to all school visits. Teachers and other staff in charge of students have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

Our Educational Visits policy takes into account the requirements of ‘Health and Safety on Educational Visits’ as published by the Department of Education.

COMMON LAW DUTY OF CARE

A teacher has a duty of care for young people under his/her supervision. A higher duty is expected of teachers (than other supervising adults) as a result of their specialised knowledge. The age of the student and the nature and location of the activity help to determine the degree of supervision required.

CIVIL CLAIMS OF NEGLIGENCE

Negligence is the omission to do something that a reasonable person would do, or doing something that a prudent and reasonable person would not do.

Negligence may arise from the lack of due care:

- Was there a duty of care?
- Was there a breach of that duty?
- Did harm result directly from the failure to exercise reasonable care?

SAFEGUARDING CHILDREN

The basic principles of Safeguarding Children must be borne in mind when organising educational visits:

- The child’s welfare must always be paramount and this overrides all other considerations

- All young people have the fundamental right to be protected from harm
- Young people have a right to be heard, to be listened to and to be taken seriously
- Careful consideration must be given to young people who have special educational or medical needs

RESPONSIBILITIES OF THE COUNCIL

The Council has the following roles:

- Ensure that there are guidelines for the Principal for staff including advice on risk assessment
- Ensure that proposals for certain types of visit are assessed
- Ensure an emergency telephone contact is available for the duration of the visit
- Ensure 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 on educational visits
- Ensure that there is a system in place for the group leader to show how their plans comply with this policy.
- Ensure that they (the Council) are informed about less routine visits well in advance.

RESPONSIBILITIES OF THE EMPLOYEES

The Principal should:

- Appoint an EVC
- Ensure that visits comply with the regulations and guidelines provided in this policy.
- Agree who will approve visits
- Ensure accreditation of external providers
- Ensure there is a contingency plan in place
- Ensure emergency procedures are in place
- Allocate time and resources for staff training

The EVC should:

- Ensure educational visits meet the school's requirements
- Support the Principal with approval and other decisions
- Assess competence of prospective leaders and staff
- Ensure risk assessments meet requirements
- Organise training and induction as appropriate
- Ensure parents are informed and give consent
- Organise emergency arrangements
- Keep records of visits, accidents or incident reports
- Review systems and monitor practice

Visit Leaders should:

- Have overall responsibility for the supervision and conduct of the visit including responsibility for students' health, safety and welfare.

The group leader must:

- Obtain prior agreement before any visit takes place
- Follow school policy
- Appoint a deputy group leader

- Be approved to carry out the visit, suitably competent and knowledgeable about the school's visits policy
- Plan and prepare for the visit and assess the risks
- Define the roles and responsibilities of other staff and students and ensure effective supervision of what they do
- Be aware of Safeguarding Children issues
- Ensure that adequate first aid provision will be available
- Undertake the planning and preparation of the visit including the briefing of group members and parents
- Undertake and complete a comprehensive risk assessment
- Review regularly undertaken visits/activities and advise the EVC where adjustments may be necessary
- Ensure that teachers and other adult 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 that the ratio of supervisors to students is appropriate to the needs of the group
- Consider stopping the visit if the risk to the health and safety of students is unacceptable and have in place procedures for such an eventuality
- Ensure that the group supervisors have details of the school contact
- Ensure that the group supervisors and school contact have a copy of the emergency procedures
- Ensure that all adult supervisors have the details of students' special education or medical needs which will be necessary for them to carry out their tasks effectively
- Observe the guidance set out for teachers overleaf.

Teacher supervisors should:

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

Adult volunteers should:

- Have recent Roedean Moira House Disclosure and Barring Service Check.
- Be clear about their roles and responsibilities on the visit
- 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 previously been agreed as part of the risk assessment
- Follow the instructions of the group leader and teacher supervisors and help with control and discipline
- Speak to the group leader or teacher supervisors if concerned about the health or safety of students at any time on the visit

Responsibilities of students:

- The group leader must 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
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it

Responsibilities of Parents:

- Parents should be able to make an informed decision on whether or not their child should go on the visit. The group leader should ensure that parents are given sufficient information in writing and are invited to any briefing sessions
- The group 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 pupil home early and who will be expected to meet the cost
- Special arrangements may be necessary for parents for whom English is an additional language

Parents will need to:

- Provide the group leader with emergency contact numbers
- Sign the consent form
- Give the group leader information about their child's emotional, psychological and physical health which might be relevant to the visit

SECTION 2: PLANNING

It is important that the planning of an educational visit is methodical and thorough. Planning should be realistic yet must take into account anything that could foreseeably go wrong. As well as adhering to all school and Government regulations, staff should take into account guidelines issued by any national body associated with their curriculum area. Whether the visit is to local park, museum or swimming pool, or includes a residential stay in the UK or abroad, it is essential that formal planning takes place before setting off. This involves considering the dangers and difficulties that may arise and making plans to reduce them.

It is the responsibility of the visit organiser to ensure that all the documentation required by the school, parents and host organisation is in order and that the correct documentation has been lodged with the appropriate people before the educational visit takes place according to the following time limits. The visit organiser must inform their Head of Faculty of any problems immediately. By signing the application for an educational visit, the Head of Faculty agrees that they have checked that all paperwork is in order and procedures are followed.

It is the responsibility of the visit organiser to inform parents straight away if the decision is made to cancel or postpone the visit.

BEFORE ANY COMMITMENT IS GIVEN OR ANY MONEY CHANGES HANDS:

EXPLORATORY / PRELIMINARY VISITS

All visits will benefit from an exploratory/preliminary visit if the visit is not a regular event. For outdoor activities the exploratory visit is absolutely necessary for safety reasons but also for reasons of sound educational planning.

Exploratory visits contribute to overall planning by ensuring that:

- The venue can be assessed with regard to its ability to meet the aims and objectives of the visit, can be effectively assessed for risk, can cater for the individual needs of the group, can direct the visit's itinerary to make the best use of the venue's educational potential.
- The Group Leader is familiar with the geographical, logistical and social aspects of the venue, has obtained names and addresses of other schools who have used the venue, has met staff at the venue and has obtained advice from them.

If the venue for the visit is not familiar to an instructor or prospective group leader then an exploratory visit must be undertaken and the member of staff organising the trip must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales) if:

- i. The visit is abroad or;
- ii. The visit involves a residential element or;
- iii. The visit involves outdoor activities e.g. caving, climbing, hill walking, trekking or watersports.

Many visits are straight forward repeats of a previously successful visit but with a different group of students. However, many factors at the venue can alter during the course of the year, e.g. museum displays may change, pollution may appear on a shoreline and the weather is likely to be totally different from a previous year. For these reasons it is still good practice to conduct an exploratory visit



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in order that planning and risk assessment are effective. If an exploratory visit really is not possible then the Group Leader should obtain written information from the venue, from other schools who have recently visited it, and from local organisations such as tourist boards in order to complete their risk assessment - good practice would suggest that the visit should not take place if this is the case.

STAFF INVOLVED IN THE PREPARATION OF AN EDUCATIONAL VISIT

1. All staff involved and/or participating in an educational visit must take part in all stages of the planning.
2. All staff involved and/or participating in an educational visit must attend all planning meetings and briefings that involve either staff, parents, students.
3. The Head of Department/Head of Faculty, who may not be personally participating, must attend all planning meetings and briefings, as above.
4. The full itinerary for the journey/visit must be completed and approved, well in advance of departure and before permission is sought from parents/guardians - refer to time limits later in the policy and procedures.

The Application for the Approval of Booking Dates Form must be completed and returned to the School Administrator who will forward it to the EVC for approval in principle.

ONCE APPROVAL HAS BEEN GIVEN, DETAILED PLANNING CAN BEGIN

Detailed planning:

- Assess venue(s) for their suitability for the group and the activity
- Decide who will accompany the group
- Pre-visit, where possible
- Complete an event specific risk assessment
- Prepare a Plan B and risk assess that too
- Ensure adequate first aid will be provided
- Book a School trip mobile phone at the Finance Office in advance
- Determine the budget and the cost that will be recovered from parents
- Make an emergency plan
- Make a Personal Evacuation Plan for any physically disabled persons attending the visit
- Establish who the contact person will be
- Obtain parental consent
- Brief students and accompanying staff
- Report accidents and incidents

ASPECTS TO BE TAKEN INTO CONSIDERATION

It is important that in the prior planning staff must pay particular attention to the following:

- The age of the students.
- The ability of the students to undertake the planned activities involved in the visit, the risks, if any, that they may be exposed to whilst participating in the journey/visit and associated activities.
- Any medical condition that may prevent a student from participating in a journey/visit or associated activity.
- A legal requirement, e.g. Court Order, which may prevent a student from participating on a school journey/visit.
- The necessary supervision of all activities.
- The mode of travel and the supervision required.
- The financial implications to students, parents/guardians, the school and the participating staff.
- The implications for the staff remaining in school to cover lessons.

- The educational visit as a statutory curriculum requirement or as a justifiable curriculum Enhancement or enrichment.
- How many lessons the student has already missed through compulsory requirements, and how their overall education will suffer by missing other lessons.
- The number of students involved making the educational visit feasible or not.
- The possibility of organising the educational visit outside school time.

APPLICATION FOR THE APPROVAL OF EDUCATIONAL VISITS

Group	Include which year group(s) and how many students the educational visit is targeted at. If the educational visit is curriculum-based, all studying the subject must be offered the chance to participate in the visit.
Group leader	Include the name of the group leader, but also the name of the visit organiser if different. If the group leader has never led an educational visit before, they must be accompanied by an experienced group leader to mentor them.
Section 1	Purpose of visit and specific educational objectives: Indicate how the journey/visit will contribute to students' learning/how it is part of or enhances the curriculum.
Section 2	Places to be visited: include the name of all places to be visited.
Section 3	Dates and times: include the departure date and time and return date and time. The member of staff organising the visit should look for a suitable date in the White Book. If the trip is not curriculum-based, it should take place outside of curriculum time.
Section 4	Transport arrangements: include the name of the transport company and vehicle registration number(s) if applicable. If the visit requires the use of the school minibus, this must be discussed with the Finance Office prior to filling in this form, the name of the minibus driver must be provided in Section 4, and Finance must date and sign this section. A minibus booking form must be filled in and submitted to the Finance Office. Catering arrangements: indicate if the group will need packed lunches. The Catering Manager must sign this section to indicate that he is aware of the requirements for packed lunches/absences of a group of students for school lunches. A catering request form must also be filled in online. A lunch request form must be filled in and submitted to the Catering Manager.
Section 5	Organising company/agency (if any): an organising company/agency must be used if the visit is residential and/or abroad. Include the name, address, telephone number and licence reference number if the body is registered with the Adventure Activities Licensing Authority.
Section 6	Proposed cost and financial arrangements: the member of staff organising the visit should read the Finance policy and procedures. The cost per student must include: The teacher's place if no free place is issued. The use of the minibus if necessary (to be discussed by the visit organiser with the Finance Office prior to filling in this form). The Finance Office must sign this section to indicate agreement with the costing of the educational visit. No money should be left in an insecure place in school - it must be handed in to the Finance Office with a group list.
Section 7	Insurance arrangements for all members of the proposed party, including voluntary helpers: include the name of the insurance company, the insurance

	cover, the policy number and the address. This must be discussed with the Finance Office prior to filling in this form, and they must date and sign this section.
Section 8	Accommodation to be used: include the name of the accommodation or place to be visited for a day trip, with the address, telephone number and the name of the head of centre (if available). For residential visits, details of the hotel/youth hostel must be provided. For exchange visits, staying in host families is not an option due to child protection risks unless parents have signed a disclaimer.
Section 9	Details of the programme of activities: include all activities to be undertaken by students. This information may be attached to the application form.
Section 10	Details of any hazardous activity and the associated planning, organisation and staffing, including a full risk assessment of the visit.
Section 11	Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party: include the names, relevant experience (position in the school), qualifications (eg first-aid course) and specific responsibilities for all members of staff accompanying the trip. Also include who will be responsible for first-aid.

BROCHURES

The visit organiser must ensure that he/she attaches brochures about the trip to the application for an educational visit. The brochures must include details about the organising company, the costing and the place where the educational visit is taking place.

OBTAINING PERMISSION

Staff must ensure that full applications for a proposed educational visit must adhere strictly to the following time limits. Special consideration will be given to educational visits that could not adhere to those time limits.

Type of Applications for educational visits	Deadline for completed applications to be given to reception
Full day / half day / evening, not requiring an overnight stay	4 weeks before the journey/visit
Journey/visit requiring an overnight stay or a full day trip abroad	4 calendar months before the journey

Consideration will be given to educational visits that could not be planned so long in advance.

SUPERVISION

It is important to have a high enough ratio of adult supervisors to students for any visit

For Reception, there must be at least one person on outings who has a current paediatric first aid certificate.

The factors to be taking into consideration are:

- The age and ability of the students
- students with special educational or medical needs
- Nature of activities
- Experience of adults with educational visits

- Duration and nature of the journey
- Type of accommodation
- Competence of staff, both general and on specific activities
- Requirements of the organisation/location to be visited
- Competence and behaviour of students
- First aid cover

Recommended ratios:

- One adult to every four Reception aged students
- One adult for every six students in Year 1 to Year 3
- One adult for every eight students in Year 4 to Year 6
- One adult of every 10 students in Year 7 to Year 11
- One adult to every 15 students in the Sixth Form

Any volunteer adult supervisors should be DBS checked and should not be left in sole charge of any students.

If a parent accompanies a group of children (one of whom is the parent's own child) then that person does not count in the ratio.

Should the visit involve hazardous activities or indeed place in a hazardous environment then the supervision must not only be adequate for the number of students involved but must include an adequate number of recognised qualified instructors for the activity.

Non-teaching staff or volunteer parents may be used where a higher ratio is required. These people should be carefully selected and known to the staff and students. Unsupervised access to children to anyone who has not been DBS checked is not allowed.

All staff/adult helpers going on the trip must have read the school educational visits policy and the risk assessment, prior to agreeing to take part in the journey/visit.

As professionally trained people, staff must be aware that individual students or groups are likely to behave quite differently on a school journey/visit than they would do whilst at school. Under such circumstances staff must assume that in *loco parentis* means applying higher and more vigilant standards of duty and care than they would under normal school and classroom situations. It is important for staff participating on educational visits to be aware that:

1. Supervision means being physically present and observing an activity.
2. Staff participating on educational visits have no legal right to recreational activities for themselves. All adults in a position of care on an educational visit must not consume alcohol whilst they are included in the relevant staff: student ratios. The group leader or deputy group leader must always remain alcohol free.
3. Staff participating on educational visits must not take recreational drugs whilst on the visit nor must they take recreational drugs prior to the visit that would in any way affect them whilst on the visit.
4. Staff participating on educational visits must not take any medical drugs that would impede their ability to perform their duty of care responsibilities.
5. At no time can a teacher relinquish or "hand over" his/her supervisory responsibilities to someone else e.g. activity lead, instructor, tour guide, etc.
6. Staff must remain present and actively supervise any activity being undertaken.

7. Staff participating on an educational visit must intervene and stop an activity if he/she feels it is not suitable for the students participating.
8. Staff who volunteer to participate on an educational visit which requires one or more overnight stays is indeed accepting the responsibility of 24 hour supervision and, in law, has no legal right to “free time”.

Once staff have read all documentation and are aware of their responsibilities, they can agree to participate in the educational visit by printing their name, dating and signing Appendix 2.

HEADCOUNTS

Regular head counting of students should take place, particularly before leaving the venue. All supervisors should carry a list of students and adults involved in the visit at all times. Students, especially in Nursery to Year 3 should be easily identifiable. Students should not wear name badges. The group leader should establish rendezvous points and tell Students what to do if they become separated from the group.

REMOTE SUPERVISION

The aim of visits for older students may be to encourage independence and investigative skills, and therefore, for some of the time on visits the students may be unsupervised. The group leader should establish during the planning stage of the visit whether the students are competent in remote supervision and should ensure parents have agreed this part of the visit. The group leader remains responsible for the students even when not in direct contact with them.

PREPARING STUDENTS

Students must be given a pre-trip safety briefing. The content of the briefing must be noted and then both signed and dated by the visit leader or deputy leader. This record must be kept by the visit leader for a minimum of six months after the end of the visit.

Students are to each be given an emergency contact card which gives the name of the school, the name of the visit leader and the school mobile phone number that the visit leader has for the duration of the visit as well as the phone number of the school.

Students should clearly understand what is expected of them and what the visit will entail.

Students must understand what standard of behaviour is expected from them and why rules must be followed. The lack of control and discipline can be a major cause of accidents.

Students should be told about any potential dangers and how they should act to ensure their own safety and that of others.

Students should be encouraged to take on challenges during adventurous activities but should not be coerced into activities of which they have a genuine fear.

Students whose behaviour is such that the group leader is concerned for their safety, or for that of others, should be withdrawn from the activity. On residential visits the group leader should consider whether such students should be sent home early. Parents and students should be told in advance of the visit about procedures about dealing with misbehaviour, how a pupil will be returned home safely and who will meet the cost.

EQUAL OPPORTUNITIES

Every effort should be made to ensure that school visits are accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, religion etc.

INFORMATION TO STUDENTS

The group leader should ensure that students understand:

- Key safety information
- The aims and objectives of the visit/activity
- The background information about the place to be visited
- Basic foreign words where appropriate
- Relevant foreign culture and customs
- How to avoid specific dangers and why they should follow rules
- Why safety precautions are in place
- What standard of behaviour is expected from them
- Who is responsible for the group
- What to pack or not pack or to export/import
- What to do if approached by anyone from outside the group
- Rendezvous procedures
- What to do if separated from the group
- Emergency procedures
- The address and telephone number of the accommodation, if relevant
- Where the group leader has delegated responsibility the students should know who is in charge

Preparing students for remote supervision

- Get them to stay in a suitably sized group
- Give them telephone numbers and emergency contacts
- Ensure they have sufficient money
- Ensure they have a map or a plan or any other information for them to act effectively
- Carry mobile phones (with credit)
- A knowledge of how to summon help
- A knowledge of out of bounds areas or activities
- Identity cards and a rendezvous point
- It is important that students are told not to go off on their own, are given clear instructions about permitted remote supervised activities and understand and accept the ground rules

INFORMATION ABOUT TRANSPORT

Students using transport on a visit should be made aware of basic safety rules including:

- Arrive on time and wait for the transport in a safe place
- Do not rush towards the transport when it arrives
- Wear your seat belt and stay seated whilst travelling - never kneel or stand on seats
- Never tamper with any of the vehicle's equipment or driving controls
- Bags must not block aisles or cause obstructions
- Never attempt to get on or off moving transport
- Never lean out or throw things from the window of the transport
- Never get out of a vehicle held up at traffic lights or in traffic
- Never run about or pass someone on steps of stairs whilst transport is moving
- Never disturb or distract the driver or impede the driver's vision

- Stay clear of doors after boarding or leaving the transport
- After leaving the vehicle, always wait for it to move off before crossing the road
- If you feel unwell, tell an adult

COMMUNICATION WITH PARENTS

Information should be sought from parents:

- Details of medical conditions
- Emergency contact numbers
- The child's GP's name, address and phone number
- Information on whether the child has spent a night away from home before and their ability to cope effectively
- Written details of any medication required (including instructions on dosage or times) and parental permission to administer
- Information on any allergies/phobias
- Information on any special dietary requirements
- Consent to take child in a private vehicle, where relevant

If travelling abroad, the Group leader should obtain photocopies of all passports and EHIC cards and should check they have at least 6 months before expiry before the return date of the trip.

Information to parents:

- Dates of visit
- Visit's objectives
- Times of departure and return - parents must have agreed to meet their child on return
- The location where the students will be collected/returned
- Mode(s) of travelling including the names of any travel company
- The size of the group and the level of supervision including any times when remote supervision may take place
- Details of accommodation with security and supervisory arrangements on site
- Procedures for students who become ill
- Names of group leader and adult supervisors
- Contact number of the group leader/ deputy group leader for the duration of the trip (this is not the school SLT emergency number)
- Details of activities planned and how the assessed risks will be managed
- Standards of behaviour expected of students outlined in a code of conduct that the parents should be asked to co-sign
- What students should not take on the visit or bring back
- Details of insurance taken out
- Clothing and equipment to be taken
- Money to be taken
- Details of host families, where relevant
- Details of the cost of the visit
- Group leaders should arrange for parents to be told of the group's safe arrival (residential visits)
- Details of the cost of the visit
- Group leaders should arrange for parents to be told of the group's safe arrival (residential visits)

Driving a Minibus:

- You may not drive for more than 9 hours in one day
- You may not drive for more than 4.5 hours without a 45 minute break
- You may not drive for more than 2.5 hours without such a break if you have taught or worked half a day
- You may not drive more than 1.5 hours without such a break if you have worked a full day
- To drive a minibus you need D1 on your licence
- If you passed your driving test after the 1 January 1997 you need a PSV licence to drive a minibus
- You must have a UK driving licence
- Drivers under the age of 25 must seek special permission to drive a School Minibus from Operations
- It is recommended that minibus drivers undertake the East Sussex County Counsel minibus driving course, however, this is not essential.

It is the driver's responsibility to check the vehicle prior to use. Once you start the engine and move away you have assumed full legal responsibility for the vehicle. If you are stopped by police and a defect is found both you and the school could be prosecuted.

Any fines imposed by local authorities (parking) or the police (speeding, using a mobile phone/loading etc.) in regard to vehicles owned by the school will be paid by the driver.

You are legally obligated to park in designated areas, to drive within the speed limits, to drive a vehicle in proper working order, to load it correctly and to ensure that every child is sitting in a forward facing seat and wearing a seat belt. If you ignore these legal requirements it is very possible that you may invalidate the school's insurance and all liability would be yours. It would also be considered a serious disciplinary issue.

Group leaders should consider:

Passenger safety:

- The competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid licence
- Number of driving hours required for the journey and length of the driver's day (including non-driving hours)
- Capacity and experience of the driver to maintain concentration - whether more than one driver is needed to avoid driver fatigue
- Length of journey
- Traffic conditions
- Contingency funds and arrangements in case of breakdown or accident
- Appropriate insurance cover
- Weather
- Stopping points on long journey for toilets and refreshments
- Supervision

Seat-belts:

- All minibuses and coaches which carry groups of 3 or more children aged between 3 and 15 must be fitted with a seat belt for each child
- The seats must face forward and seat restraints must comply with legal requirements

RISK ASSESSMENT

A risk assessment is careful examination of what, in the course of your work, could cause harm to people. The aim is to make sure that no one gets hurt or becomes ill. Risk assessment is a process not a document.

A hazard is something with the potential to cause harm.

Risk is the probability of harm occurring e.g. the level of risk (high, medium or low)

The five steps to Risk Assessment are:

1. Identify the hazards
2. Decide who may be harmed and how
3. Evaluate the extent of the risk and decide whether control measures are adequate or more should be done.
4. Record significant findings
5. Monitor and review

There are three levels of risk assessment

1. Generic - for regular activities i.e. travel by minibus
2. Visit/Event specific - those prepared by the group leader before the visit
3. Ongoing - those prepared by the group leader while undertaking the activity. In response to circumstances e.g. changing weather, illness of students or staff, poor behaviour, emergencies, the adoption of Plan B

Risk assessment should be simple, manageable, proportional, suitable and sufficient.

Visit/event specific risk assessment should consider:

- The site
- The group
- The activity
- The group leaders

Where possible include students in risk assessments as it is important to teach them about safety. It will help students understand why they are being asked to do certain things. It is an essential part of outdoor education.

The Health & Safety at Work Act 1974 places duties and responsibilities on employers and individuals: employers are responsible for the health, safety and welfare at work of their employees, and they are also under a duty of care 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 participants in off-site visits.

The Management of Health and Safety at Work Regulations 1999, require employers to assess the risks of activities (e.g. a Risk Assessment), introduce measures to control those risks, and inform their employees about these measures.

In addition other Health & Safety legislation requires employees to inform their employer of any serious risks, take reasonable care of their own and others' health & safety, co-operate with their employers over safety matters, and carry out activities in accordance with training and instructions.

It is important to note that the above duties, and others, apply to all school visits. Teachers and other staff in charge of students also have a common law duty to act as any reasonable prudent parent would in the same circumstances.

A risk assessment does not have to be complex but it should cover all the necessary areas. In general it can often be undertaken without the need for complex formulae and without the need of advice from a Health & Safety expert. However, it is important that the person who undertakes the assessment is competent to do so. The risk assessment should identify the possible hazards, identify who is affected by the hazards, and identify what control measures need to be put in place to reduce or minimise the risk posed by the hazard. In addition it should assess whether the control measures can be effectively implemented and cover what steps would be taken in an emergency.

Once the risk assessment has been completed and approved by the EVC, appropriate copies must be provided to all teachers/supervisors that will accompany the visit.

It is important that the risk assessment be a living document, in other words the Group Leader should continue to monitor the hazards and risks throughout the visit. This is because assumptions made in the initial risk assessment may not be what was expected, in this situation the Group Leader may need to take appropriate action and control measures that were not detailed in the original risk assessment.

Points to be included in any risk assessment for educational visits are listed in the example in Appendix 12.

OFF-SITE SWIMMING-POOL CHECKLIST

The visit organiser must ensure that he/she completed the off-site swimming-pool checklist (Appendix 17), if applicable.

APPROVAL TO LEAD AN ADVENTUROUS ACTIVITY

The visit organiser must ensure that he/she completed the approval form for an adventurous activity, if applicable. Examples of High Risk Activities and High Risk Environments are listed in Appendices 10 and 11. Those will require additional points in the risk assessment.

EMERGENCY PLAN

If an accident happens, the priorities are to:

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

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

- Establishing the nature and extent of the emergency as quickly as possible
- Ensuring that all the group are safe and looked after
- Establishing the names of any casualties and get immediate medical attention for them
- Ensuring that all the group members who need to know are aware of the incident and that all group members are following the emergency procedures

- It is important not to allow any member of the party to use a telephone until advised that it is in order for them to do so
- Ensuring that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together
- Notifying the police if necessary
- Notifying the British Embassy/consulate if an emergency occurs abroad
- For all trips abroad the visit leader will need to take extra cash for emergency use
- Informing the school contact. The school contact number should be accessible at all times during the visit
- Detailing of the incident to pass on to the school include: nature, date and time of the incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken and by whom
- Notifying insurers, especially if medical assistance is required
- The school contact will notify the provider/tour operator
- Writing down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- Keeping a written account of all events, times and contacts after the incident
- Completing an accident report form as soon as possible
- No one in the group should speak to the media as this could cause distress to their families. Media enquiries should be referred to the school
- No one in the group should discuss legal liability with other parties
- In order that you can be contact-able at all times and to enable you to lead and coordinate all necessary actions you should delegate party leadership to the deputy leader

Role of the school contact:

- Ensuring the group leader is in control of the emergency and establish if any assistance is required from the school
- Contacting the parents - parents should be kept as well informed as possible at all stages of the emergency
- Liaising with the Principal and the Governors
- Liaising with the media contact (who should be a different person)
- Reporting the incident in accordance with school policies
- Preparing a debriefing process for those involved

DRAFT LETTER TO PARENTS

The visit organiser must ensure that he/she includes a draft letter for parents to the application for an educational visit. The letter must be typed on school letter-headed paper, and should include the following information:

A brief explanation as to why the visit is necessary, including the purpose of the visit and specific educational objectives.

- Details of the activities that will be carried out by students and Students.
- The need for an individual passport and an EHIC card for visits abroad.
- Any costs that are to be requested of parents.
- A permission reply slip to indicate parents' permission for students to participate.
- A specific date by which the permission slip be returned

An example of an introductory letter to parents is attached in Appendix 14. The letter needs to be emailed to the School Office for formatting. Once the educational visit has been approved by the Principal (EVC), the letter can be sent to parents via MoHo Mail through the School Office.

INFORMATION SHEET

The information sheet must be given to parents before they update the medical form. It must include the name of the educational visit, date(s), and a full itinerary for the journey/visit containing the information required appropriate to the length and complexity of the visit.

LETTER TO PARENTS WITH ARRANGEMENTS

The letter must be typed on school letter-headed paper (Appendix 13), and must include the following information:

- Exact time and location where students are to meet.
- The exact time and location of departure.
- The venue of the visit.
- The name of the visit organiser and all staff supervising.
- Details of accommodation, if applicable.
- The approximate time of arrival back at school (or local point for Sixth Form students).
- Details of the tasks, assignments, follow up work students will carry out during and following the visit, as well as equipment/clothing that students are required to have.
- The emergency telephone numbers during the visit.
- Details about pocket money and valuables.
- The request to read the attached medical form, make any necessary amendments, date, sign and return the form. All letters must include this phrase: Please read the attached medical form, update it if necessary, date and sign it. If not returned, your child will not be able to take part in the visit.
- The request to fill in and return the consent form for swimming activities (Appendix 21), if applicable.
- Standards of behaviour expected, as well as the request to read the contract (Appendix 23), date it, sign it and return it.
- A clear date for the return of copies of individual student or students' passports and EHIC cards, if applicable.

Include a reply form with:

- An indication that parents have read the itinerary and are in agreement with rules.
- An indication that parents have read the medical form, updated it if necessary, dated and signed it.
- An indication that parents have read the student behaviour contract, dated and signed it.
- Any permission for travelling home alone on arrival back at school arrival point.
- A clear date for the completion and return of reply forms, medical forms, consent forms for swimming activities and contracts.

An example of a letter to parents with arrangements is attached in Appendix 19.

SUMMARY OF MEDICAL INFORMATION FOR ALL ADULTS AND STUDENTS PARTICIPATING IN THE TRIP

With the letter to parents, the visit organiser must distribute medical forms and ask parents to complete them. Staff/adult helpers are also required to provide those details to the visit organiser (Appendix 20).

Once the visit organiser has collected all forms, the School Office staff will then print a report to show the following: surname, first name, date of birth and address, next of kin and contact phone numbers, relevant medical information and dietary requirements. These details are confidential and should not be shared amongst students.

EMERGENCY CONTACT INFORMATION

The visit organiser must provide the following information:

- School/group
- Name of group leader, contact telephone number
- Visit departure date
- Return information: Date, Time, Location
- Group: total number of adults and students
- Emergency contact list
- Emergency contact information: during school hours and out of school hours
- Travel company: name, address, telephone number and fax number
- Insurance details: telephone number, fax number
- Hotel: address, telephone number, fax number, hotel contact
- Other emergency numbers: the mobile number taken on the trip must be provided.

LIST OF STUDENTS

Prior to the visit, the visit organiser must send an E-Mail to all staff with a list of all students taking part. This list must include first names, surnames and year group.

INFORMATION FOR STAFF/ADULT HELPERS ON THE EDUCATIONAL VISIT

Prior to the visit, the visit organiser must give all staff/adult helpers on the educational visits copies of all relevant documentation, e.g. risk assessment, summary of medical details, itinerary.

INFORMATION FOR SCHOOL OFFICE

Prior to the visit, the visit organiser must leave a list of trips' participants, a programme of activities and a contact phone number in the School Office.

INFORMATION FOR EVC

At least two weeks before the visit, the visit organiser must make an appointment with the School Office order to present all information and copies of all forms and letters.

PLANNED ABSENCE/COVER REQUEST FORM(S)

The visit organiser must ensure that he/she includes absence/cover request form(s) for all members of staff participating in the visit. Prior to being submitted to Reception, those forms must be signed by the relevant Head of Faculty.

All documentation and administration for the educational visit must be complete and the School Office given copies of all documentation at least 2 weeks before the visit.

STEP 3: DURING THE VISIT

RISK ASSESSMENT

Staff should make frequent references to the rules and procedures applicable to the visit or particular activity. Students should be encouraged to develop a strong sense of 'Health & Safety' for themselves and others, and to become familiar with the general and visit specific rules and procedures. They must heed the staff's advice on how to avoid any potential risks and they should always be encouraged to report any situation or equipment which appears to present a hazard. They are required to behave sensibly at all times, and should be reminded regularly of the different risks.

ROLL CALL (HEAD COUNT)

Prior to departure from any point, students need to be formally registered. Students should know where to stand/sit for this purpose and that should be the procedure for the entire trip (i.e. same seat on same coach, etc.). They also need to be instructed as to which member of staff they are to report to during the day.

No longer than 15 minutes (Reception - Year 5), 60 minutes (Years 6-8) or 120 minutes (Years 9 - 10) should elapse between roll-calls on any day when the students are not involved in a supervised activity.

For overnight stays a roll call must be made prior to going to bed and before breakfast the next morning. The supervision of students during their sleeping hours is also recommended.

Trip leaders can use their own professional judgment to take roll calls or head counts during the duration of their organised activities but the guidelines governing free time must be applied.

FREE TIME

For groups aged up to 10 (Reception - Year 5), the maximum time allowed without formal roll call is 15 minutes.

For groups aged 10 - 14 (Years 6 - 8), the maximum time allowed without formal roll call is 60 minutes.

For groups aged 14 - 16 (Years 9 - 10), the maximum time allowed without formal roll call is 120 minutes.

For groups aged 16 and over, the maximum time allowed without formal roll call is 180 hour.

The amount of free time may exceed the aforementioned maximums but the students must be registered in those time slots. Where students are in an enclosed area where they do not have access to outside areas the duration between roll calls/head counts may be extended at the discretion of the teacher in charge.

DEALING WITH ACCIDENTS AND EMERGENCIES

i. FIRST AID:

First aid considerations must form part of the risk assessment - these considerations should include the numbers in the group and the nature of the activity, the nature of any likely injuries and how effective first aid would be, the distance to the nearest hospital and availability of transport.

In all cases a nominated person should be in charge of the first-aid arrangements, e.g. a fully-trained first-aider is required for adventurous activities, visits abroad or residential visits. However, for normal school trips and visits the group leader should have a good working knowledge of first aid and ensure that an adequate first-aid box is taken. In this situation, the group leader would be discharging a duty of care and acting in *loco parentis* if they administered the type of help and care that a parent would give to his/her own daughter. The principle should be to hand the patient over to more expert medical aid (be that rescue services, a doctor etc.) in as good a condition as possible.

The minimum contents for a travelling first-aid box where no special risk has been identified are:

- A leaflet giving general advice on first aid;
- Six individually wrapped sterile adhesive dressings;
- One large sterile unmedicated wound dressing approximately 18 cm x 18 cm;
- Two triangular bandages;
- Two safety pins;
- Individually wrapped moist cleansing wipes;
- One pair of disposable gloves;
- A resuscitator (for mouth to mouth resuscitation) is recommended but not compulsory.
- Saline Solution
- Crepe bandages
- Plastic bags and ties for disposal of soiled items

- Scissors (blunt ended)
- Individually wrapped hypoallergenic waterproof elastoplast-type dressings
- Individually wrapped hypo-allergenic moist cleansing wipes

N.B. All minibuses must carry a first-aid kit.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. Eye lotions - eye baths - eye cups - refillable containers should not be used for eye irrigation.

ii. ACCIDENTS:

In the event of a student injuring themselves, dealing with that incident must take priority. All participation in such activities must stop and they must be instructed to rest quietly and not to make any further use of any equipment associated with the accident, until the incident has been dealt with and the welfare of the injured party has been organised. Students must be made aware of the circumstances leading up to the accident and an appropriate short discussion about the incident should serve as an example to others.

Small cuts and abrasions can be dealt with using the first aid bag but more serious incidents should receive the attention and evaluation of a qualified first-aider.

Students should be encouraged to report all injuries however minor and should be reassured that no punishment or sanctions will be taken against them. They should also be reminded at regular intervals about the course of action that they should take immediately following a personal injury. All accidents however minor should be reported in the evaluation form filled in after the visit.

iii. ILLNESS & SICKNESS DURING THE VISIT:

Students must be encouraged to report that they are feeling unwell during a visit - otherwise it is possible that their condition could cause them to lose concentration or become faint. They should have confidence in knowing that such matters are regarded seriously from a Health and Safety point of view, e.g. the unwell student may have an increased chance of an accident. Opportunities must be afforded in such circumstances for them to leave the activity - with adult supervision - to visit the cloakroom, get some fresh air, have a drink of water, rest, etc., and the advice of a first-aider should be sought if there is cause for concern.

iv. EMERGENCY PROCEDURES:

In the event of an emergency, the Group leader must contact 112 or 999 immediately, and must inform the school as soon as possible. The Group Leader must bring all insurance documentation with them on the trip and ensure safe-keeping of students' documents and personal information.

FIRE PRECAUTIONS AND EVACUATION PROCEDURES:

The Group Leader must obtain advice from the management on the means of escape available, and investigate all means of escape to ensure that they are adequate and unobstructed. Emergency exit doors need to be checked to ensure that they can be readily opened from the inside, and fire alarm call point positions need to be checked.

The Group Leader must ensure that all procedures are understood by all members of the group and a suitable assembly point must be established.

Supervisory staff should have rooms next to or very close to party members.

A fire drill must be conducted as soon as possible after arrival using the alarm systems available. This drill must be taken seriously and repeated if necessary until the group leader is confident that every member of the group would:

- Recognise the alarm
- Know the most suitable escape route
- Be aware of any other emergency fire procedures relating to those particular premises
- Proceed to the assembly point in an orderly manner.

In the event of fire, staff/adult helpers must:

- Give priority to the evacuation of persons in the group
- If it is safe to do so, check that those in the group have heard the alarm and are evacuating the premises
- Ensure that members of the group do not use lifts
- Ensure that members of the group do not attempt to collect baggage, valuables, etc
- Check that all persons are accounted for by carrying out a roll call. Subgroups are particularly useful for carrying this out accurately and speedily
- If any members of the group are missing, report them immediately and without fail to the Fire Officer in charge at the scene
- Ensure that on no account any member of the group re-enter the premises to locate or attempt to rescue missing persons after carrying out the procedure above.

Extra precautions must be put into place to ensure the safety of SEN Students/adults, particularly those with hearing or sight impairment and those with walking aids or in wheelchairs.

DRUGS AND MEDICINE

Any child requiring medication, with the exception of asthma inhalers, should submit the medicine to the designated first-aider prior to departure from the school. A signed note should accompany the medicine from parents and instructions on its' administration. A medical kit should be carried on all educational visits.

ALCOHOL

At no time during an educational visit may a student, regardless of age, be allowed to consume alcohol.

SMOKING

No student on a school visit will be allowed to smoke for the duration of the visit. No member of staff/adult helper should be seen smoking in front of students or Students.

OVERNIGHT ACCOMMODATION

It is a general rule that no student should go into a room that is not theirs. They are encouraged to meet in larger social groups as an important part of their social development. As a rule male staff should not enter the room of a female student, except in an extreme emergency.

SWIMMING/WATER SPORTS

Permission cannot be granted for students to swim unless they have written permission from parents and a qualified lifeguard is present. It is also a prerequisite that they can swim. For all organised watersports, appropriate safety equipment must be worn in accordance with the risk assessment.

PASSPORTS / EHC CARDS

For educational visits where passports are required, all passports / EHC cards must be held centrally by a designated member of staff for the duration of the visit. For international students, born outside the UK, extra care should be taken to ensure that passports/visas are in place for these children/adults to ensure that they are not turned back at the point of departure from the UK or refused access to the foreign country and/or the UK.

DUTY FREE/PURCHASES ABROAD

Parents cannot expect students to purchase alcohol/tobacco for them whilst on educational visits. Students need to be warned of the consequences of purchasing items that are either illegal in the UK and/or banned in school. They should be warned in advance that they may be searched either by customs or a member of staff. All items that are not approved will be confiscated and disposed of.

STAYING ABROAD WHERE ENGLISH IS NOT THE SPOKEN LANGUAGE

Students should be issued with a card to carry giving the details of their accommodation ie address/telephone number so that in the unlikely event of their getting lost they can return to that point. Also for situations where they may become lost or disorientated they should know a contingency plan.

EXPENSES

All receipts must be kept for any expenses should you require reimbursement. Those receipts should be handed to the Finance Office as soon as the group returns to school.

STEP 4: RETURN TO SCHOOL

On return to school, the Group Leader should ensure that:

- Staff who have participated in the visit and staff who have covered lessons because of the visit should be thanked.
- All work set for the educational visit has been completed by the students and students. It may be appropriate to display samples of work and / or photographs of the visit in a public area of the school.
- Certificates are issued to all who took part in the trip.
- A Strands article is prepared and passed on to the editor in due course for the following Strands to parents with a photograph.
- An article for the website is prepared and passed on to the website editor.
- The SLT and Boarding staff are informed of the conduct of the students so that appropriate comments/praise can be made in assemblies and that an evaluation form is completed and returned to the School Office Administrator.

EVALUATION OF THE VISIT BY THE GROUP LEADER FOR FUTURE REFERENCE

At the latest 2 weeks after the visit returns, the visit organiser must fill in all relevant sections of the evaluation form, and give a copy to his/her Head of Faculty and the School Office Administrator. An example of an evaluation of a visit is attached in Appendix 20.

APPENDICES

Appendix 1	Educational Visit - Booking a date
Appendix 2	Staff/Adult Helper Declaration
Appendix 3	Application for the Approval of Educational Visits
Appendix 4	Confirmation from Principal for Visit to go ahead
Appendix 5	Minibus booking form
Appendix 6	Lunch request form
Appendix 7	Risk Assessment Action Plan
Appendix 8	Offsite swimming-pool checklist
Appendix 9	Approval to lead an Adventurous Activity
Appendix 10	Examples of High Risk Activities
Appendix 11	Examples of High Risk Environments
Appendix 12	Examples of Points for Risk Assessment Action Plan
Appendix 13	Planned Absence/Cover Request Form
Appendix 14	Example of trips letter and information sheet
Appendix 15	Student Medical Consent Form
Appendix 16	Staff/Supervisor Medical Consent Form
Appendix 17	Consent form for swimming activities or activities where being able to swim is essential
Appendix 18	Student Behaviour Contract
Appendix 19	Emergency Contact Information
Appendix 20	Evaluation of the visit by the group leader for future reference



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APPENDIX 1

Application for the approval of the booking of date(s) of an educational visit by the EVC

Not all sections will be relevant to every proposed event.

Educational Visit: _____

Member of staff organising the visit: _____

Group: _____

The member of staff organising the visit should complete this form as soon as possible once the date is known.

When approval is given, one copy should be retained by the School Office and another by the member of staff organising the visit, who should pass on all paperwork for educational visits as soon as possible after this form is filled in. Should no educational visits forms be received by the School Office 4 weeks before the visit is due to take place, the date will be removed from the calendar and free for other members of staff to request.

1. Dates and times:

Date(s) of Visit: _____ Departure time: _____ Return time: _____

2. Place(s) to be visited (Full Address):

3. Purpose of Visit:

Signed by Head of Faculty: _____ Date: ____/____/20____

School Office: Received and dates checked Date: ____/____/20____

EVC: _____ Date: ____/____/20____

APPENDIX 2

Health and Safety on Trips Staff/Adult helper declaration

I have read and understood my responsibilities based on the contents of the following:

- Roedeán Moira House Educational Visits Policy
- The risk assessment for this educational visit
- DfE - Health and Safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies.

Staff/Adult helper 1	Name _____ Signed _____ Date _____
Staff / Adult helper 2	Name _____ Signed _____ Date _____
Staff / Adult helper 3	Name _____ Signed _____ Date _____
Staff / Adult helper 4	Name _____ Signed _____ Date _____
Standby Staff Member	Name _____ Signed _____



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	Date _____
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APPENDIX 3

Application for the approval of educational visits by the EVC

Please attach brochures, leaflets, a full risk assessment and a draft letter for parents.

Member of Staff responsible for organising the visit: _____

Group Leader, if different: _____ Deputy Leader: _____

Date(s) of Visit: _____

Contact details on the trip (please contact Finance for a trip phone)

School Mobile Phone 1: _____

School Mobile Phone 2: _____

1. Purpose of visit and specific educational objectives:

2. Places to be visited (Full Address):

3. Dates and times:

Date of Departure: _____ Time: _____

Date of Return: _____ Time: _____

4. Transport arrangements: Include the name of the transport company and vehicle registration number(s) if applicable. (If using the school minibus, please ensure that you discuss the use and costing with the Finance Office and ask them to sign this section before submitting the form to the School Office.)

Type of transport (please tick all that apply):

- | | | | |
|----------------------------------|---|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> On foot | <input type="checkbox"/> School Minibus | <input type="checkbox"/> Private car | <input type="checkbox"/> Taxi |
| <input type="checkbox"/> Coach | <input type="checkbox"/> Train | <input type="checkbox"/> Tube | <input type="checkbox"/> Airplane |



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Ferry Other boat/ship Eurostar Eurotunnel

Details: _____

Catering arrangements: Indicate if the group will need pack lunches. (Please ensure that you discuss catering with the Head Chef, and ask him to sign this section before submitting the form to the School Office, and attach the lunch request form, and attach the lunch request form.)

5. Organising company/agency (if any): Include licence reference number if the body is registered with the Adventure Activities Licensing Authority.

Name: _____

Address: _____

Tel: _____

Licence No if registered: _____

6. Proposed cost and financial arrangements: (Please ensure that you discuss the costing with the Finance Office, and ask them to sign this section before submitting the form to the School Office):

7. Insurance arrangements for all members of the proposed party, including voluntary helpers: Include the name of the insurance company. (Please ensure that you discuss insurance with the Finance Officer, and ask them to sign this section before submitting the form to the School Office.)

Insurance Cover: MARSH SCHOOL INSURANCE

Policy No: UKBCHC39228

Address: ACE ASSISTANCE- 0207 173 7798

8. Accommodation to be used:

Name: _____

Address: _____

Telephone Number: _____

Name of head of centre (if available): _____

9. Details of the programme of activities:

10. Details of any hazardous activity and the associated planning, organisation and staffing, including attachment of a full risk assessment of the visit.

11. Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party:

Name	Relevant experience	Qualifications	Specific responsibilities

I have attached the following:

- A list of all group members
- An Event Specific Risk Assessment
- A full itinerary for the visit
- Contact information for all accommodation to be used
- Details of the school/home contact person (if outside the school day)
- An emergency plan
- A photocopy of the insurance certificate if additional insurance is required

I have done the following:

- Booked out a First Aid kit
- Ordered packed lunches (if applicable)
- Put details of the event and a list of those participating on the Notice Board in the Common Room and a copy given to the School Office
- Obtained parental/boarding staff consent. Parents have been provided with full details as to the nature of the activities that their daughter may participate in. A parents meeting has been held to brief parents
- Checked with the Bursary before adding payments to a girl's school bill
- Briefed the staff accompanying the visit
- Briefed the students about the visit. Students have been informed of local issues e.g. law, food, drinking water etc.
- Obtained medical caution information for all group members (including adults)
- Checked that all accompanying adults (including volunteers) have a DBS or will ensure that they are not left in sole charge of children
- Advised parents about the appropriate level of pocket money. Adequate arrangements have been made to secure pocket money.
- Have a plan in place to deal with travel sickness, fear of flying or other medical issues that can arise on long haul travel
- Checked the dietary requirements of group members
- Checked that adequate insurance is in place for the nature of the activities
- Completed visa waiver forms, where necessary
- EU citizens have obtained a European Health Insurance Card (EHIC)
- Currency and/or travellers cheques have been obtained

I confirm:

- That medical insurance covers the sick person and accompanying adults to be repatriated to the UK if the need arises
- I have checked what vaccinations are needed and confirmed with parents that their daughter is suitably protected
- That safety advice has been obtained from the Foreign and Commonwealth Office



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- That staff are aware that they must be able to deal with an emergency situation at all times.
Although they may have a rest period, they are never off duty
- That students will have access to a member of staff at all times
- The staff accommodation is in the same area as the students

APPENDIX 4



ROEDEAN MOIRA HOUSE EDUCATIONAL VISITS POLICY AND PROCEDURES 2018-19

Confirmation from Head of Faculty and EVC for visit to go ahead

To be completed by the Head of Faculty and EVC:

To the group leader: _____

I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.

a. Please ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least 14 days before the party is due to leave.

b. Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after your return.

Head of Faculty: _____ Date: ____/____/20____

EVC: _____ Date: ____/____/20____

A copy of the completed application form and details of any subsequent changes should be retained by the School Office. A copy should also be available for the EVC.



ROEDEAN MOIRA HOUSE EDUCATIONAL VISITS POLICY AND PROCEDURES 2018-19

INSTRUCTIONS TO THE FINANCE OFFICE FOR SCHOOL MINIBUS TRIP

Date of Journey	
Single/Return	
From (include address)	
Time of Pick-up	
To (include address)	
Time of Return Pick-up	
Number of passengers	
Requested by	
Special instructions	
For office use	
Booking confirmed: Yes/No	
Driver/s	
Mileage	
Cost of trip	

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_____ (member of staff - please print)

Event name:	
Date of event:	
Time required by:	

Class/Year group:	
No. of students:	
No. of staff:	
No. of guests:	
Food and drink requirements:	
Special dietary requirements:	
Cost :	

Please ensure you have gone through the proper process before this form is submitted to the kitchen.

APPENDIX 7

Risk assessment action plan

Risk assessment of: _____ Recorded by: _____ Date: _____

Date(s) of trip: _____

Location: _____

Staff going on trip: _____

Number of students: _____

Suitability of place(s) to be visited	All	Medium	The Group Leader will conduct a preliminary visit in order to familiarise themselves with the venue and assess hazards. Should the pre-visit not be possible, the Group Leader will make appropriate additional checks.	Low
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Hazards	People at risk	Risk	Control measures	Resultant risk
Suitability of educational visit	All	Low	<p>The Group Leader has read all documentation on DfE Health and Safety Advice on Legal Duties and Powers.</p> <p>The visit will comply with the guidelines specific to the school, the educational aims of the visit will be clearly identified, the visit will be appropriate to the age, ability and aptitude of the group, and the Head of Faculty will be involved in the preparation of the trip.</p> <p>The Group Leader will have filled in the documentation (Application for the Approval of an Educational Visit, Approval form, brochures, risk assessment, draft letter to parents, planned absence forms for all staff) and passed them on to the School Office 4 weeks prior to the even for a day visit, and 4 months prior to the event for an overnight visit. The Assistant Head will agree to the visit and sign the approval.</p>	Low
Suitability of accompanying staff	All	Medium	<p>All staff/adult helpers in the party will have the appropriate skills for the visit.</p> <p>For all adults who are not staff of Roedean Moira House, who accompany students and Students on a school trip, a DBS will be made prior to their approval.</p> <p>All staff/adult helpers will be aware</p>	Low

			of and comfortable with their roles: they will read the relevant documentation on DfEE Health and Safety Advice on Legal Duties and Powers, date and sign the declaration, they will have a copy of the risk assessment, medical details of participants and all relevant documentation. The level of staffing will be sufficient for there to be adequate supervision at all times.	
Suitability of insurance	All	Medium	The Group Leader will discuss insurance requirements with the Finance Office. The Group Leader will consult with all insurance policies in force and bring to the attention of both parents and students any activities that are banned under the insurance.	Low
Discipline away from home, on a journey, in a different environment	Students	High	Teachers will know the students taken away and will be in <i>loco parentis</i> at all times. School rules may need to be reinforced whilst it may be prudent to apply other rules that may not normally apply to everyday school life.	Low
Children in group prone to be silly, can make mistakes in new situations, need to be under reasonable control at all times	Students	High	Teachers will follow school guidance on management of educational visits. The Group Leader will give instructions to all before the visit, and they will sign a behaviour contract. Sanctions may have to be applied during the visit, and they may not be considered for future visits. Prior to the visit, the Group Leader will agree with the rest of the staff/adult helpers about the person who will go back early in case one of the students has to be sent home early.	Low
Illness/injury: child or supervising adult falling ill on trip	All	Medium	Special medical needs of students and adults will be obtained before the visit; the Group Leader will collect all medical forms and ask the School Office to print the report from PASS with all relevant details. The assessment of activities and the suitable health implication of activities on the visit will be evaluated before the activity is undertaken.	Low

			Professional medical opinion may be necessary in unusual circumstances. Any student who does not bring their correct medication for the start of the visit will not be allowed to join the visit, for example, if they do not bring their asthma inhaler then they must not attend the trip.	
Minibus journey: injury through accidents, mechanical breakdown	All	High	<p>All party members on the coach will wear seat belts provided. This will be enforced and checked by teachers and will not be the minibus driver.</p> <p>In the event of an accident, teachers will contact the local emergency services on 111. The Group Leader will bring a first-aid box.</p> <p>Teachers will liaise with the driver in assessing whether to evacuate the passengers to a safe position. If on a road with a high speed limit, then it is most advisable to evacuate the passengers from the vehicle to a position of safety. If it is decided to evacuate the vehicle, then a suitable location off the main carriageway and a suitable distance from the minibus should be selected. Minibus will be asked to park so that exit is non-road side or uses only mid-door as an exit, wherever possible. The identified assembly area will then be indicated to all adults and children on board the coach. Evacuation will then take place in a controlled manner to the suitable location. The group leader will make provision for torches in case a breakdown occurs during the night. The driver will call for assistance as soon as possible. The emergency services may be contacted depending on the location of the minibus. Minibus driver will be qualified driver</p>	Low
Service stations and other public areas: "stranger danger" when in close proximity to general	All	High	<p>Students will be made aware of dangers and supervised throughout by teachers.</p> <p>A designated adult member of the</p>	Low

public, becoming lost or separated from group			party will be in a designated location throughout. This location and adult member will be shown to them at the beginning. They will only move around in a suitably sized group of no less than four. A suitable time will be conveyed to both adults and students of when to meet. Numbers will be counted by teachers to ensure all members are present. All students will have the Group Leader's mobile phone number.	
Weather problems: falls, extreme temperatures	All	Medium	Teachers will access information about weather forecast prior to the trip and act upon it appropriately if necessary. Teachers will monitor students' behaviour and take action where necessary.	Low
Supervision	Students	Low	The Group Leader will ensure that they are supervised by enough members of staff, even in the event of an emergency. Roll calls will take place frequently, and free time will be interrupted in order to conduct head counts.	Low
Preparation of students	Students	Low	The Group Leader will organise meetings prior to the visit in order to prepare students and inform them of emergency procedures.	Low
Alcohol	All	Low	The Group Leader will make it clear to students that at no time during an educational visit may they be allowed to consume alcohol. The Group Leader will request that all adults in a position of care on an educational visit not to consume alcohol.	Low
Smoking	All	Low	The Group Leader will make it clear to students that smoking by anyone is not permitted. No member of staff should be seen smoking in front of students.	Low
Loss of valuable items	Students	Low	The Group Leader will inform parents and students that any loss of valuable items is at the owner's risk.	Low
One or more students fail to arrive at the designated departure point, one or more parents fail to arrive	Students	Low	The Group Leader will inform all students and their respective guardians of itinerary and know that the group will not wait for late-	Low

at return point			comers. In addition, during the planning phase, the Group Leader will obtain a full list of students and relative contact details. The Group Leader will collect reply forms from parents regarding pick-up arrangements.	
Contacting the group in an emergency	All	Low	The Group Leader will have a mobile phone number for the duration of the visit, and will inform parents and school staff of the emergency phone number(s). A copy of all relevant documentation will be left with in the School Office	Low
Contact with parents	Students	Low	The Group Leader will communicate with parents in writing, and will give them an information sheet with a detailed itinerary. The parents will be fully aware of the nature and purpose of the visit, and will have given their written consent.	Low
On-going risk assessment	All	Medium	An on-going risk assessment will be conducted prior and throughout the visit. The programme may have to be adapted to suit changed or changing circumstances.	Low
Assessment of place to be visited	All	High	The Group Leader will make a preliminary visit in order to familiarise themselves with the venue and assess hazards.	
Risk of injury to students and adults by vehicles while walking around town	All	High	Students will remain in groups and be accompanied by a supervising adult at all times.	Low
Suitability of place(s) to be visited	All	Medium	The Group Leader will conduct a preliminary visit in order to familiarise themselves with the venue and assess hazards. Should the pre-visit not be possible, the Group Leader will make appropriate additional checks.	Low
Suitability of accompanying staff	All	Medium	All staff/adult helpers in the party will have the appropriate skills for the visit. For all adults who are not staff of Roedean Moira House, who accompany students and Students on a school trip, a DBS will be made prior to their approval. All staff/adult helpers will be aware of and comfortable with their roles: they will read the relevant documentation on DfEE Health and	Low

			<p>Safety Advice on Legal Duties and Powers, date and sign the declaration, they will have a copy of the risk assessment, medical details of participants and all relevant documentation.</p> <p>The level of staffing will be sufficient for there to be adequate supervision at all times.</p>	
Suitability of insurance	All	Medium	<p>The Group Leader will discuss insurance requirements with the Finance Office. The Group Leader will consult with all insurance policies in force and bring to the attention of both parents and students any activities that are banned under the insurance.</p>	Low

APPENDIX 8

Off-site swimming-pool checklist

	YES	NO
• Is there regular testing of water quality?		
• Are accurate signs displayed indicating the depth?		
• Is the depth of the water less than 1.5 metres? (If so diving should not be permitted)		
• Is there a resuscitator? Are the lifeguards trained in its use?		
• Is there poolside rescue equipment?		
• Are there a poolside telephone and alarm?		
• Is an emergency action plan displayed?		
• Are normal operating procedures available?		
• Is there constant pool supervision?		
• Is the swimming pool room, in the case of an indoor pool, locked when not in use?		
• Do the supervisors have current National Pool Lifeguard Qualifications?		
• Is the number of students supervised by one qualified adult fewer than 20?		
• Are the changing facilities in keeping with basic hygiene and personal safety?		
• Do the students know not to leave any group member alone at any time in the pool?		

Signed: _____ Date: ____/____/20____

Group leader's full name: _____

APPENDIX 9

Approval to lead an adventurous activity



ROEDEAN MOIRA HOUSE EDUCATIONAL VISITS POLICY AND PROCEDURES 2018-19

Proposed Activity: _____

Details of intended venture(s): _____

Venue: _____

Date(s): _____

Number of participants: _____

Qualifications in the activity specified

Personal proficiency: _____

Teaching/coaching awards: _____

Experience in the activity specified

Personal: _____

Teaching/leading: _____

Do you have recent relevant
experience in the activity?

Signed by group leader: _____ Date: ____/____/20____

Group leader's full name: _____

Head of Faculty: _____ Date: ____/____/20____

EVC: _____ Date: ____/____/20____

APPENDIX 10

Examples of High Risk Activities

Abseiling	Parascending	
Archery	Power boating	
Balloonng (viz Hot air)	Rock Climbing	
Canoeing	Rope courses / adventure playgrounds	
Caving / Pot holing	Sailing - canal, lake, river and sea	
Flying	Skating - Ice and roller	
Gliding	Skiing	
Gorge or Ghyll Scrambling	Sub-aqua and snorkelling	
Grass Skiing	Swimming	
Hang Gliding	Tobogganing	
Horse riding or pony trekking	Unsupervised activities	
Mine Exploration	Water based field studies	
Mountain and Fell Walking	Water skiing	
Mountain Biking	Windsurfing	
Mountain Camping	Winter	mountaineering
Parachuting		

APPENDIX 11

Examples of High Risk Environments

Beaches	Marinas, Docks and Harbours
Buses and Railway Stations, good yards	Mountain Areas
Buses and Coaches	Lakes
Building Sites	Quarries and gravel pits
Busy roads	Rest or Toilet Stops during journeys
Canals, locks and adjacent banks	Rivers
Caves and potholes	Sewage works
Coastal paths	Snow slopes
Cliffs	Steep slopes Swimming pools
Dis-used mines	Trains
Farms	Water
Factories	Working mines
Ferries	Amusement parks, Fairgrounds, unsupervised play
Gorges and Ghylls	areas

APPENDIX 12

Examples of Points for Risk Assessment Action plan

Hazards	People at risk	Risk	Control Measures	Resultant risk
Suitability of educational visit	All	Low	The Group Leader has read all documentation on DfE Health and Safety Advice on Legal Duties and Powers. The visit will comply with the guidelines specific to the school, the educational aims of the visit will be clearly identified, the visit will be appropriate to the age, ability and aptitude of the group, and the Head of Faculty will be involved in the preparation of the trip. The Group Leader will have filled in the documentation (Application for the Approval of an Educational Visit, Approval form, brochures, risk assessment, swimming-pool checklist, approval to lead an adventurous activity, draft letter to parents, planned absence forms for all staff) and passed them on to the School Office 4 weeks prior to the event for a day visit, and 4 months prior to the event for an overnight visit. The Assistant Head will agree to the visit and sign the approval.	Low
Suitability of place(s) to be visited	All	Medium	The Group Leader will conduct a preliminary visit in order to familiarise themselves with the venue and assess hazards. Should the pre-visit not be possible, the Group Leader will make appropriate additional checks.	Low
Suitability of accompanying staff	All	Medium	All staff/adult helpers in the party will have the appropriate skills for the visit. For all adults who are not staff of Roedeans Moira House, who accompany students on a school trip, a DBS will be made prior to their approval. All staff/adult helpers will be aware of and comfortable with their roles: they will read the relevant documentation on DfEE Health and Safety Advice on Legal Duties and Powers, date and sign the declaration, they will have a copy of the risk assessment, medical details of participants and all relevant documentation.	Low

			The level of staffing will be sufficient for there to be adequate supervision at all times.	
Suitability of organising company	All	Low	The Group Leader will ensure that the organising company is safe and reliable, and that they have completed all arrangements for the visit.	Low
Suitability of insurance	All	Medium	The Group Leader will discuss insurance requirements with the Finance Office. The Group Leader will consult with all insurance policies in force and bring to the attention of both parents and students any activities that are banned under the insurance.	Low
Problems with money	All	Low	The Group Leader will check all procedures for payment with the Finance Office. The collection of money from students will follow the school procedure for money collection. No money will be left in an unsecured place in school - it will be given to the Finance Office as soon as possible. The Group Leader will also include a fee for emergency funds for the visit. The Group Leader will keep a record of all income and expenditure (with receipts) which should be made available for audit inspection, if requested. The Group Leader will communicate a recommended maximum amount of spending money to students and parents.	Low
Discipline away from home, on a journey, in a different environment	Students	High	Teachers will know the students taken away and will be in <i>loco parentis</i> at all times. School rules may need to be reinforced whilst it may be prudent to apply other rules that may not normally apply to everyday school life.	Low
Children in group prone to be silly, can make mistakes in new situations, need to be under reasonable control at all times	Students	High	Teachers will follow school guidance on management of educational visits. The Group Leader will give instructions to all before the visit, and they will sign a behaviour contract. Sanctions may have to be applied during the visit, and they may not be considered for future visits. Prior to the visit, the Group Leader will agree with the rest of the staff/adult helpers about the person who will go back early in case one of the students has to be sent home early.	Low
Illness/injury: child or	All	Medium	Special medical needs of students and adults will be obtained before the visit;	Low

supervising adult falling ill on trip			the Group Leader will collect all medical forms and ask the School Office to print the report from PASS with all relevant details. The assessment of activities and the suitable health implication of activities on the visit will be evaluated before the activity is undertaken. Professional medical opinion may be necessary in unusual circumstances.	
Coach journey: injury through accidents, mechanical breakdown	All	High	All party members on the coach will wear seat belts provided. This will be enforced and checked by teachers and will not be the coach driver. In the event of an accident, teachers will contact the local emergency services on 111. The Group Leader will bring a first-aid box. Teachers will liaise with the driver in assessing whether to evacuate the passengers to a safe position. If on a road with a high speed limit, then it is most advisable to evacuate the passengers from the vehicle to a position of safety. If it is decided to evacuate the vehicle, then a suitable location off the main carriageway and a suitable distance from the coach should be selected. Coaches will be asked to park so that exit is non-road side or uses only mid-door as an exit, wherever possible. The identified assembly area will then be indicated to all adults and children on board the coach. Evacuation will then take place in a controlled manner to the suitable location. The group leader will make provision for torches in case a breakdown occurs during the night. The driver will call for assistance as soon as possible. The emergency services may be contacted depending on the location of the coach.	Low
Service stations and other public areas: "stranger danger" when in close proximity to general public, becoming lost or separated from group	All	High	Students will be made aware of dangers and supervised throughout by teachers. A designated adult member of the party will be in a designated location throughout. This location and adult member will be shown to them at the beginning. They will only move around in a suitably sized group of no less than four. A suitable time will be conveyed to both adults and students of when to	Low

			meet. Numbers will be counted by teachers to ensure all members are present. All students will have the Group Leader's mobile phone number.	
Weather problems: falls, extreme temperatures	All	Medium	Teachers will access information about weather forecast prior to the trip and act upon it appropriately if necessary. Teachers will monitor students' behaviour and take action where necessary.	Low
Supervision	Students	Low	The Group Leader will ensure that they are supervised by enough members of staff, even in the event of an emergency. Roll calls will take place frequently, and free time will be interrupted in order to conduct head counts.	Low
Preparation of students	Students	Low	The Group Leader will organise meetings prior to the visit in order to prepare students and inform them of emergency procedures.	Low
Alcohol	All	Low	The Group Leader will make it clear to students that at no time during an educational visit may they be allowed to consume alcohol. The Group Leader will request that all adults in a position of care on an educational visit not to consume alcohol.	Low
Smoking	All	Low	The Group Leader will make it clear to students that smoking by anyone is not permitted. No member of staff should be seen smoking in front of students.	Low
Loss of valuable items	Students	Low	The Group Leader will inform parents and students that any loss of valuable items is at the owner's risk.	Low
One or more students fail to arrive at the designated departure point, one or more parents fail to arrive at return point	Students	Low	The Group Leader will inform all students and their respective guardians of itinerary and know that the group will not wait for late-comers. In addition, during the planning phase, the Group Leader will obtain a full list of students and relative contact details. The Group Leader will collect reply forms from parents regarding pick-up arrangements.	Low
Contacting the group in an emergency	All	Low	The Group Leader will have a mobile phone number for the duration of the visit, and will inform parents and school staff of the emergency phone number(s). A copy of all relevant documentation will be left with in the School Office at least 2 weeks before the visit.	Low

Contact with parents	Students	Low	The Group Leader will communicate with parents in writing, and will give them an information sheet with a detailed itinerary. The parents will be fully aware of the nature and purpose of the visit, and will have given their written consent.	Low
On-going risk assessment	All	Medium	An on-going risk assessment will be conducted prior and throughout the visit. The programme may have to be adapted to suit changed or changing circumstances.	Low
ACTIVITIES				
Assessment of place to be visited	All	High	The Group Leader will make a preliminary visit in order to familiarise themselves with the venue and assess hazards.	
Risk of injury to students and adults by vehicles while walking around town	All	High	Students will remain in groups and be accompanied by a supervising adult at all times.	Low
Theme parks	Students	High	Students will stay with their designated group. Rendez-vous points will be identified and informed to all girls and teachers on entry to the theme park. The instructions and procedures of the theme park will be followed at all times by teachers and students. The lost persons' desk within the park will be pointed out to the students on entry to the theme park. In addition, a count of the number of students should take place every time the party meets up. Students have the Group Leader's mobile phone number.	Low
Shopping Centre	Students	High	Students will stay with their designated group. Rendez-vous points will be identified and informed to all girls and teachers on entry to the shopping centre. The instructions and procedures of the shopping centre will be followed at all times by teachers and students. In addition, a count of the number of students should take place every time the party meets up. Students have the Group Leader's mobile phone number.	Low
Swimming/	Students	High	The Group Leader will complete the	Low

Water sports			Off-site swimming-pool checklist form. Permission will not be granted for students to swim unless they have written permission from parents (consent form for swimming activities or activities where being able to swim is essential) and a qualified lifeguard is present. It is also a prerequisite that they can swim. For all organised water sports appropriate safety equipment will be worn in accordance with the centre's risk assessment.	
OVERNIGHT VISITS				
Assessment of accommodation	All	High	The Group Leader will make a preliminary visit in order to familiarise themselves with the venue and assess hazards.	Low
Finding the accommodation	All	Medium	The Group Leader will have maps, directions and contact details of the accommodation.	Low
Possible problems at the accommodation	All	Medium	The Group Leader will make sure teachers' rooms are close to students' rooms. Students will be informed of their teachers' room number and location and a procedure on how to contact them in an emergency. In addition, adults and students will be made aware of any emergency procedures for the accommodation (Fire Exits etc.). Doors to sleeping accommodation will be locked at night. Each member of staff/adult helper will be responsible for a specific number of students in an emergency. Students' rooms will be checked on a regular basis to maintain the discipline and supervision of the group. Students will not be allowed to enter a room other than theirs. Male staff will not enter the room of a female student, unless in an extreme emergency.	Low
Health and Safety: fire, kitchens	All	Medium	Both adults and students will follow any instructions, procedures and announcements at the accommodation at all times. Teachers will advise children of designated private areas.	Low
Food problems/ poisoning	All	Low	Special medical needs of students and adults will be obtained before the trip.	Low

			Professional medical opinion may be necessary in unusual circumstances (use of EHIC cards and insurance).	
VISITS ABROAD				
Assessment of place(s) to be visited	All	High	The Group Leader will make a preliminary visit in order to familiarise themselves with the venue and assess hazards. The Group Leader will ensure that he/she has contact details for the Consulate and the Embassy. The visit leader will contact the Consulate so that they are aware of the visit prior to departure.	Low
Different language	Students	Medium	The Group Leader will prepare students prior to the visit, and teach them useful phrases to use in the foreign country. The Group Leader will issue students with a card to carry giving the details of their accommodation ie address/telephone number so that in the unlikely event of their getting lost they can return to that point.	Low
Cultural differences	All	High	The Group Leader will brief of students about foreign culture and customs prior to the visit. The students will be involved in the planning phase, this will help them to become more prepared and help them be more aware of any risks prior to the visit. The Group Leader will also inform the students and Students about: <ul style="list-style-type: none"> • Crossing the Road – Vehicles driving on different side of road. • Food & Drink – eg it may be better to drink bottled water. • Money – How to safely carry their money. • Mobile phones – Storing them safely, how to phone home, dial codes. • Suitable dress codes. The Group Leader will familiarise himself/herself with the common law of the country/countries to be visited.	Low
Loss of passports	Students	Low	Prior to the visit, the Group Leader will collect copies of all students' passports, and will pay extra care to ensure that passports/visas are in place for foreign nationals children/adults to ensure that they are not turned back at the point of departure from Britain or refused access to the foreign country and/or Britain.	Low
Injury/illness	All	Medium	Prior to the visit, the Group Leader will	Low

			inform all parents to get an EHIC card for their child, and will collect copies of all EHIC cards	
Purchases	Students	Low	<p>The Group Leader will have funds in the currency of the foreign country visited, and will inform all parents prior to the visit of the need for their child to have exchanged money.</p> <p>The Group Leader will warn students of the consequences of purchasing items that are either illegal in Britain and/or banned in school. They will be warned in advance that they may be searched either by customs or a member of staff. All items that are not approved will be confiscated and disposed of.</p>	Low
On the ferry: control of children on board, sea sickness, stranger danger, becoming lost or separated from group, adult or student overboard, rough weather	All	High	<p>Girls will be made aware of dangers by teachers.</p> <p>A designated adult member of the party will be in a designated location throughout the crossing. This location and adult member will be shown to students on boarding ferry. They will only move around the ferry in a suitably sized group of no less than four.</p> <p>Both adults and students will follow any instructions, procedures and announcements on ferry at all times.</p> <p>A suitable time will be conveyed to both adults and students of when to meet before boarding the coach before arrival at port.</p> <p>Numbers will be counted by teachers to ensure all members are present.</p> <p>All will have the Group Leader's mobile phone number.</p> <p>Children will be informed of the risk of falling overboard and given instructions not to climb barriers/railings. In the event of such an incident, then the crew will be alerted immediately and in the turn the supervising adults.</p> <p>Both adults and students will follow any instructions, procedures and announcements on ferry at all times.</p>	Low
Risk of injury to students and adults by vehicles while walking around town	All	High	Both adults and students will be reminded that the direction of traffic is opposite from that in the UK. They will remain in groups and be accompanied by a supervising adult at all times.	Low



ROEDEAN MOIRA HOUSE EDUCATIONAL VISITS POLICY AND PROCEDURES 2018-19

APPENDIX 13

Staff Absence Request Form

Staff Member:	
Department:	
Date and time of requested absence:	
Reason for absence:	

Support Staff

Working hours needing cover	Duties to be covered	Venue	Cover organised	Additional notes

Academic Staff

		Subject/ Year/ Group/ Set	Room	Cover needed? ✓/X	Details of cover arrangements made
8:25am - 8:30am	Registration				
8:30am - 8:50am	Form time / Prep time / Assembly				
8:50am - 9:50am	Lesson 1				
9:50am - 10:50am	Lesson 2				
10:50am - 11:10am	Break				
11:10am - 12:10pm	Lesson 3				
12:10pm - 1:10pm	Lesson 4				
1:10pm - 2pm	Lesson 5				
2pm - 3pm	Lesson 6				
3pm - 4pm	Lesson 7				
4pm - 4:15pm	Break				
4:15pm - 5:15pm	Lesson 8				
Additional duties					

Please hand this form to the Cover Coordinator as early as possible and submit cover work to your line manager the day before your absence.

Staff member's signature: _____ Date: ___/___/20__

Line Manager: Approved / Not Approved Signature: _____ Date: ___/___/20__

Principal: Approved / Not Approved Signature: _____ Date: ___/___/20__



ROEDEAN MOIRA HOUSE EDUCATIONAL VISITS POLICY AND PROCEDURES 2018-19

APPENDIX 14

Example of letter to parents and information Sheet

Dear Parents

TOUR TO ROME, NAPLES AND POMPEII - 10 - 15 FEBRUARY 2016

I am delighted to confirm your daughter's place for our trip next year to Italy. Thank you for your initial deposit of £100.00 for this visit.

This trip will be a fantastic opportunity for your daughter to visit areas of historical and cultural significance to support her learning in Classics.

Now that the trip is confirmed, I will need you to pay the outstanding amount in two instalments. The first instalment is due by Monday 3 November for the amount of £400.00. Cheques should be made payable to 'Roedean Moira House' and returned to the Finance Office. Alternatively, you can complete the payment via BACS, using the details overleaf. If you complete your payment via BACS, please inform the School Office by E-Mail at office@moirahouse.co.uk.

The final instalment of £395.00 will be added to your School Fees account in the Spring Term.

In preparation for the trip, I will need the following documents returned to me by Monday 3 November:

- Medical Consent Form
- Consent Form for Swimming Activities
- Student Behaviour Contract

If you have any initial queries regarding this trip, please do not hesitate to contact me by E-Mail at coreilly@moirahouse.co.uk. In the meantime, please find overleaf an outline of the itinerary. The itinerary for the trip includes times when there will be remote supervision for your daughter. Please be assured that regular headcounts will be made as per our School Trips policy, and your daughter will be given a meeting point, which will be manned by a member of staff at all times, along emergency contact details for the group leader and supervisors.

Your daughter is welcome to board with us overnight before the trip - if you would like to advantage of this opportunity, please send an E-Mail to admissions@moirahouse.co.uk for further information.

Yours sincerely

Mr C O'Reilly

PROVISIONAL ITINERARY - TOUR TO ROME, NAPLES AND POMPEII
FEBRUARY HALF-TERM 2016

Wednesday 10 February 2016

- Early morning coach to London Gatwick Airport
- Depart from London Gatwick 7.30 am
- Arrive in central Rome 12 pm
- Rome tour/guided visit
- The Time Elevator - Rome
- The Coliseum
- The Roman Forum
- The Capitoline Hill
- The Victor Emanuel II Monument
- Trajan's Column
- Overnight in Rome/Hotel Palazzola

Thursday 11 February 2016

- Full day guided visit of Rome
- The Vatican - St Peter's Basilica
- Piazza Navona
- The Pantheon
- Trevi Fountains
- Spanish Steps
- Overnight in Rome/Hotel Palazzola

Friday 12 February 2016

- Visit to Tivoli
- Transfer to Naples
- Guided visit to Pompeii
- Overnight in Sorrento/Amalfi Coast

Saturday 13 February 2016

- Visit to Mount Vesuvius
- Visit to Naples National Archaeological Museum
- Overnight in Sorrento/Amalfi Coast

Sunday 14 February 2016

- Excursion by hydrofoil to the island of Capri

Monday 15 February 2016

- Visit to Villa of Oplontis
- Afternoon in Sorrento town
- Late afternoon transfer to Naples Airport
- Depart 18.55 pm
- Arrive 20.40 pm London Gatwick
- Return to Roedean Moira House 10.30 pm approximately



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APPENDIX 15

PARENTAL CONSENT/MEDICAL FORM

TRIP NAME: _____ DATE: _____

I agree to _____ (daughter's full name) taking part in this visit. I acknowledge the need for her to behave responsibly.

Date of birth: _____ Next of kin: _____

Medical information

Please list any conditions requiring medical treatment and the medication that you will ensure is provided for the duration of the trip. Please continue on a separate piece of paper if necessary. Please provide instructions well in advance of our visit with any medication or apparatus like inhalers, nebulisers or epi-pens:

Please outline any special dietary requirements for your daughter:

Please note that medicines carried by staff will be Paracetamol and/or Ibuprofen and travel sickness pills. Please circle which ones your daughter is allowed to be given, if necessary:

Paracetamol

Ibuprofen

Travel Sickness Pills

Please list below any allergies your daughter has (e.g. allergy to elastoplasts, penicillin, antibiotics, zinc oxide plasters, other medicines or foods):

List below any regular or prescribed medicine that your daughter might be taking:

Does your daughter suffer from travel sickness? (If 'yes', please give details):



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Does your daughter suffer with Asthma (please circle)? Yes No

If 'yes' then please give details of the medication she will require on this trip. (School Policy encourages that all asthmatics carry their reliever (blue) inhaler at all times).

If your child needs to bring any medication with them then please ensure that you provide easy to follow written instructions, just in case a leader needs to help administer any medicine or use any equipment. This is especially important for the use of epi-pens, inhalers or nebulisers. Please also ensure that your daughter has her medication with her; for example, an epi-pen that you provided for the School Nurse will not be passed on to us, so you will need to check that your daughter has one on their person for every expedition.

When did your daughter last have a tetanus/Diphtheria and Polio injection?

If she has not had a tetanus injection in the last 10 years please get advice from a doctor and arrange to have one well in advance of the visit, and inform me in writing when you have done this.

I agree to my daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. (Please be assured that in the unlikely event of an emergency every effort will be made to contact those named below prior to any medical treatment.)

Please list at the end of this form any other medical or additional information that we may need to be aware of (e.g. night tremors). Please also inform us of any operations that your daughter has had or any other medical/physical anomalies that you feel we should be aware of (e.g. broken bones, back problems, hip problems, etc.).

I (the parent) will inform the Group Leader/Assistant Head as soon as possible of any changes in the medical or other circumstances between now and the commencement of the visit.

Emergency contact details

It is important that these contact numbers are accurate for the entire length of the visit. It is the parent's responsibility to inform me in writing of any changes.

Your name: _____

Home no: _____ Mobile: _____ Work no: _____

Home address: _____

Alternative emergency contact:

Name: _____

Home no: _____ Mobile: _____ Work no: _____



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Address: _____

Name of family doctor: _____ Telephone number: _____

Address: _____

Roedeans Moira House has a 'Travel Cover for Schools Insurance Policy' that covers your daughter while on excursions outside of school.

I (the parent) understand that it is my responsibility to ensure that my daughter has the correct medication that she needs with her. I understand that if she does not then she may not be allowed to go on the trip. I authorise a member of staff to consent to any treatment or medication that may be necessary in the event of illness or emergency, which may include a general anaesthetic. In signing this I also confirm that I have guardianship of the above named student.

Student's name: _____

Signed by parent: _____ Date: _____

Full name (capitals): _____



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APPENDIX 16

STAFF CONSENT/MEDICAL FORM

TRIP NAME: _____ DATE: _____

Staff name: _____

Date of birth: _____ Next of kin: _____

Medical information

Please list any conditions requiring medical treatment and the medication that you will ensure is provided for the duration of the trip. Please continue on a separate piece of paper if necessary. Please provide instructions well in advance of our visit with any medication or apparatus like inhalers, nebulisers or epi-pens:

Please outline any special dietary requirements:

Please list below any allergies you have (e.g. allergy to elastoplasts, penicillin, antibiotics, zinc oxide plasters, other medicines or foods):

List below any regular or prescribed medicine that you might be taking:

Do you suffer from travel sickness? (If 'yes', please give details):

When did you last have a tetanus/Diphtheria and Polio injection?

If you have not had a tetanus injection in the last 10 years please get advice from a doctor and arrange to have one well in advance of the visit, and inform me in writing when you have done this.



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I agree to receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. (Please be assured that in the unlikely event of an emergency every effort will be made to contact those named below prior to any medical treatment.)

Please list at the end of this form any other medical or additional information that we may need to be aware of. Please also inform us of any operations that you have had or any other medical/physical anomalies that you feel we should be aware of (e.g. broken bones, back problems, hip problems, etc.).

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

Emergency contact details

It is important that these contact numbers are accurate for the entire length of the visit. It is your responsibility to inform me in writing of any changes.

Your name: _____

Home no: _____ Mobile: _____ Work no: _____

Home address: _____

Alternative emergency contact:

Name: _____

Home no: _____ Mobile: _____ Work no: _____

Address: _____

Name of family doctor: _____ Telephone number: _____

Address: _____

Roedeans Moira House has a 'Travel Cover for Schools Insurance Policy' that covers you while on excursions outside of school.

I understand that it is my responsibility to ensure that I have the correct medication with me. I authorise a member of staff to consent to any treatment or medication that may be necessary in the event of illness or emergency, which may include a general anaesthetic.

Staff name: _____

Signed: _____ Date: _____



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APPENDIX 17

Consent form for swimming activities or activities where being able to swim is essential

(Consent does not remove the need for group leaders to ascertain for themselves the level of the student's swimming ability)

SWIMMING ABILITY

- Is your daughter able to swim 50 metres? YES/NO
 - Is your daughter water confident in a pool? YES/NO
 - Is your daughter confident in the sea or in open inland water? YES/NO
 - Is your daughter safety conscious in water? YES/NO
1. I would like _____ (name) to take part in the specified visit and having read the information provided agree to her taking part in the activities described.
 2. I consent to any emergency medical treatment required by my daughter during the course of the visit.
 3. I confirm that my daughter is in good health and I consider her fit to participate.

Signed: _____ Date: ____/____/20____

Print name: _____



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APPENDIX 18

Student Behaviour Contract

1. I will not take or consume any alcohol, illegal substances (drugs) or tobacco during the trip.
2. I will not behave in an inappropriate manner with any members of the Roedean Moira House school group, other school groups or the public for the duration of the trip.
3. I will listen carefully and follow all instructions given to me by the teachers or any members organising the event.
4. I will dress and behave sensibly and responsibly at all times.
5. I will be sensitive to people during the visit.
6. I will look out for anything that may hurt or threaten myself or anyone on the group and tell a member of staff.
7. I will not take any unnecessary risks during the trip.
8. I will inform a member of staff if I am concerned about anything at all.
9. I will take the trip seriously and work hard to meet the objectives set.
10. I understand and accept that I must not leave the group at any time.
11. I will complete all work set by the teachers.
12. I understand that if I fail to meet any of the above, I may not be able to take part in any other trip.
13. I understand that if I fail any of the above, I may have to come back to School with one of the teachers before the end of the trip, and that I/my parents will cover all costs incurred.

Student name: _____

Student signature: _____

Date: _____

Parent signature: _____

Date: _____



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APPENDIX 19

Emergency contact information (To be completed before the visit. Copies to be held by the group leader and School Office)

1. School/group: _____

2. Name of group leader: _____

School trip no: _____

3. Visit departure date: _____

4. Return information

Date: _____

Time: _____

Location: _____

5. Group: Total Number

Adults: _____

Group Members: _____

6. Do you have an emergency contact list for everyone in the Group? YES / NO
(If no, obtain one. If yes, attach it to this sheet.)

7. Emergency contact information

During school hours:

School Office: Name: _____ Tel: _____

Member of the SLT: Name: _____ Tel: _____

Out of school hours:

Member of the SLT: Name: _____ Tel: _____

Agreed with SLT Member: Signed: _____ Date: _____



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Travel Company:

Name: _____

Address: _____

Tel: _____

Fax: _____

Insurance/Emergency Assistance:

Tel: _____

Fax: _____

Hotel: _____

Address: _____

Tel: _____

Fax: _____

Other emergency numbers:

APPENDIX 20

Evaluation of the visit by the group leader for future reference

School Group:		
Group Leader:		
Number in Group:	Students:	Staff:
Date(s) of Visit:		
Purpose(s) of Visit:		
Venue:		
Commercial Organisation:		

Please comment on the following features	Rating out of 10	Comment
1. The centre's pre-visit organisation:		
2. Travel arrangements:		
3. Content of education programme provided:		
4. Instruction:		
5. Equipment:		
6. Suitability of environment:		
7. Accommodation:		
8. Food:		
9. Evening activities:		
10. Courier/Representative:		

11. Other comments and evaluation including injury or damage:

Signed: _____

Date: ____/____/20____

Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Keeping Children Safe in Education
- Safeguarding Policy
- DfE Health and safety: advice on legal duties and powers (For local authorities, school leaders, school staff and governing bodies)
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2017

POLICY REVIEWED BY SCHOOL COUNCIL: June 2017

NEXT REVIEW: May 2018