

**OFF SITE EDUCATION/ VISITS AND RESIDENTIAL TRIPS POLICY**

**Reference to Trip(s) throughout this policy includes all school visits with the exception of routine school sports fixtures.**

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**1 General Principles**

- (a) The school recognises the importance of school visits for the educational, social and moral development of pupils.
- (b) The careful preparation and supervision of school visits is essential in order to ensure the safety and enjoyment of pupils as far as is reasonably possible.
- (c) All school visits must have the written approval of the Trips Committee and of the Headmaster.
- (d) An administration file should be opened and kept by the visit leader containing all the relevant paperwork for each trip.
- (e) Each visit should have a designated leader, who is considered by the Trips Committee to be sufficiently competent and experienced to fulfil this role.
- (f) Where an activity centre or similar agency is engaged by the school, the distinction between the responsibility of the teacher and the staff of the agency needs to be clearly defined in writing.
- (g) The involvement of any non-contracted adult must have the written approval of the Headmaster; such persons must have undergone a DBS check.
- (h) The school recommends the following staff/pupil ratios for visits, though these must be adjusted to lower ratios for higher risk trips:  
For pupils in School Reception–Year 3, a ratio of 1:6 is recommended;  
For pupils in School Years 4-6, a ratio of 1:15 is recommended;  
For pupils in School Years 7-13,
  - residential abroad 1:10 (minimum of two adults)
  - residential in UK 1:15 (minimum of two adults)
  - day trip within walking distance & sports fixtures - 1:20
  - day visit with coach transport - 1:15 (minimum of two adults)



Where a high risk activity is being undertaken a higher staff/pupil ratio may be required. Where a mixed visit is being undertaken, ideally both male and female teachers must accompany the visit.

- (i) Written parental consent must be obtained prior to any pupil going on a school visit; communication with parents must be as extensive and as frequent as is reasonably necessary.
- (j) Up to date medical information should be obtained on all pupils, especially when on a residential visit, and must be taken on the visit.
- (k) The Headmaster reserves the right to exclude any pupil from participating in a trip or expedition.
- (l) The school notes the extra commitment required of staff to undertake residential visits in particular. Some part of, or whole visits may be undertaken in term time.

In all matters the school expects members of staff to carry out their responsibilities in a manner which is fair and reasonable.

Reference may be made to the booklet Health and Safety of Pupils on Educational Visits, re-published by the DfES in 2001 and other documents that have been published for guidance since then.

Pupils with a medical record which gives cause for concern should be taken on a visit only after consultation with the Trips Committee and with the written advice of a medical professional.

Formal written Risk Assessments should be undertaken for all aspects of a visit, including travel arrangements. The Health & Safety Manager and members of the Trips Committee may be consulted.

The School Visits Policy follows the school's statement of inclusion. Concerns regarding any pupil's involvement in a school visit should be brought directly to the Trips Committee to be discussed and a suitable outcome, after all relevant circumstances taken into consideration, reached.

## **2 Policy Guidelines**

### **a Supervision**

- i. Every trip must have a clearly designated leader who must be a teacher (except Qplus Holiday Club day trips) employed at the school or schools if a joint trip q.v. 1(h) is arranged. The Leader is considered by the Trips Committee and Headmaster to be sufficiently competent and experienced to fulfil this role. The Leader will be competent to undertake ongoing risk assessments to cover events such as illness of staff; inability of pupil to participate, change of weather or venue. Where there is a large party a deputy leader must be designated. A large party would be one where over 30 pupils are involved.

- ii. The level of adult supervision must realistically reflect the purpose and nature of the trip, the age and maturity of the pupils, the experience of the accompanying adults, and any special needs. It is desirable for one member of staff to be trained in First Aid (two day or four day course), especially for visits involving large numbers of pupils. In all matters the school expects members of staff or non-staff volunteers to carry out their responsibilities in a manner which is fair and reasonable.
- iii. Ideally, adults of the appropriate gender should accompany all school trips.  
Trips involving male pupils only can be supervised by male or female adults; trips involving female pupils only and trips involving pupils of both genders must have at least one female adult supervising.
- iv. Group leaders must explain clearly, and in writing, the responsibilities of staff and adult supervisors on each visit; a briefing meeting is considered best practice.
- v. Pupils must know where they can contact an adult member of the party at all times.
- vi. All staff must carry a list of all pupils on the visit; checks and roll calls should be frequent and a roll must always be called when pupils re-join any transport before departure.
- vii. Unsupervised time is defined, for the purposes of this policy, as time when pupils/students are not present in the immediate company of group leaders, staff or other adults with responsibilities on the trip. For example, this may be when groups of pupils/students are visiting a town centre or when they have the freedom of a hotel complex.  
On such occasions
  - the duration of unsupervised time must be clearly explained to pupils/students beforehand
  - a member of staff must be present and available at a location known to the pupils/students
  - pupils and students must not be permitted to be on their own
  - clear bounds must be set, normally accompanied by the issuing of a map
  - proscribed activities must be stated, normally involving a restatement of school rules.It is recommended that
  - unsupervised time is kept to discrete chunks of time of normally no more than two hours (during day), one hour (evening/night) or zero (last night of trip)
  - pupils/students remain in small groups of 3, 4 or 5
  - each group is in possession of a mobile phone together with a contact number and the mobile phone should normally be switched on.



- viii. To identify members of a group on a residential visit, each pupil must be given written details showing the name, address and telephone number of the group's accommodation as well as the name of the school and group leader.
- ix. Fire procedures at residential sites should be checked, as far as is possible, prior to the visit being undertaken. In any event, a fire evacuation procedure involving all pupils should be carried out as soon as practically possible after arrival.
- x. All staff on a school visit owe a duty of care to act in the manner of a prudent parent in exercising supervisory responsibilities for the pupils; in certain circumstances a teacher on a visit can be expected to exercise a duty of care greater than that of a prudent parent. The golden rule is at all times: safety first.
- xi. Where outdoor activities such as field work are to be undertaken in which there is to be close supervision of groups, groups including girls must be accompanied by a female member of staff.
- xii. On residential visits, staff do not share bedrooms with pupils; nor are pupils of different gender permitted to share bedrooms.

**b Expertise in Activities**

- i. Accompanying adults must have a reasonable knowledge, experience and skills (and in hazardous activities, qualifications) in the activities undertaken.
- ii. Leaders must be satisfied that pupils are medically fit to undertake the planned activities. If there is any doubt, reference should be made to the Headmaster's PA.
- iii. Detailed guidance on particular activities is given in; Safety in Outdoor Pursuits (DFEE Safety Series No 1)
  - ◆ Safety in Physical Education (DFEE Safety Series No 4)
  - ◆ Safe Practice in Physical Education (BAALPE Publication)

Copies can be found the office of the Deputy Head (Academic)

- iv. Where staff have specific qualifications it is their responsibility to make sure that these are up to date and valid; the Trips Committee will enable staff to attend such courses as INSET.
- v. If a member of staff has any reason to doubt the competence or conduct of any adult on a visit, this should be made known to the leader at once with fully documented evidence (e.g. witnesses). If the member of staff who is the cause of concern, is a member of SMT or the Trip Leader, the Headmaster must be informed. (*See the Whistle-blowing Policy*). It is the leader's responsibility to deal with the matter at once, if necessary contacting Senior Management or the Trips Committee at school. All discussions should be accurately minuted.

- vi Where an external agency is being used, such as a travel company, staff must establish in advance the competence of the agency's staff. Doing so may include an inspection of the agency/centre's documentation on staff and risk assessment, equipment and its accident log. Where an activity centre or external agency is engaged by the school, the distinction between the responsibilities of the school and the staff of the agency needs to be clearly defined in writing.
- vii Before undertaking such a trip, those leading it must ensure that its aims and objectives are clear and that the pupils will derive benefit from it.
- viii The Trips Committee will require that all supervisors undertake risk assessment(s) for the activities planned. Training for all staff in risk assessment is available on application to the Health and Safety Officer.
- ix Staff are advised to refer to the Royal Society for the Prevention of Accidents website at [www.rospa.co.uk](http://www.rospa.co.uk) for up to date information.

**c Knowledge of Area and Activities**

- i Group leaders should be familiar with the nature of the conditions likely to be encountered.
- ii Prior information must be obtained about local hazards and safety requirements that are likely to be encountered. Where appropriate, contact should be made in advance with local agencies, wardens, et al, in order to ascertain local conditions.
- iii Informed and responsible local advice must always be heeded and acted on accordingly.
- iv Pupils and adults must be suitably clothed and equipped for particular activities and the conditions likely to be encountered.
- v A preliminary reconnaissance visit by the leader is essential in order to evaluate the site(s) from an educational and safety viewpoint; where this is impractical, staff must be able to demonstrate that sufficient preparation has been undertaken (e.g. use of a reputable travel agent's package).
- vi Appropriate risk assessments need to be made; if necessary, the travel agent should provide these.
- vii An appropriate foreign language phrase book (or app or access to appropriate website) should be taken where necessary. RoSPA recommends that at least one member of staff should be fluent in the local language and that all members of staff should have some knowledge of it.

- viii Where foreign language exchange visits are undertaken, the school should raise the issue of child protection with the host school in writing; it is the responsibility of the host school to undertake the necessary precautions when acting as the agent for foreign pupils on exchange. When Queen Elizabeth's acts as a host school a check of hosts by the DBS is required.
- ix Pupils on an exchange visit must have a telephone number and address of the leader(s) whilst in the foreign country; regular contact should be maintained with the pupil by the leaders throughout the visit.

**d Insurance Arrangements**

- i. A statement on insurance cover should be prepared following consultation between the Trip Leader and the Bursar's office. The following guidelines are recommended as a starting point :
  - non-residential trips in the UK involving low risk activities
    - Endsleigh/other
  - residential trips abroad and/or trips involving medium or higher risk activities
    - HSBC (school insurers)
  - residential trips abroad involving high risk activities eg skiing
    - specialist insurance (via agency/company used).
- ii. Parents must be made aware of any insurance cover that has been arranged. Copies of travel insurance arranged through the Bursar's office must be sent to parents.
- iii. On non-residential visits no special insurance should be necessary: if in any doubt, check with the Bursar.
- iv. The school has insurance which covers staff and pupils for visits; in addition, non-contracted adults are also covered on a separate policy. Copies of the policies are available from the Bursar's office.
- v. The insurance of staff and non-contracted adults in addition to the above is the responsibility of the individuals themselves.

**e Transport**

- i. The school will ensure that the tour operator or hirer or transport providers such as coach companies are reputable.
- ii. The School will check that there are sufficient adults on the trip to supervise the pupils and maintain good discipline – in this regard the school acknowledges



that a staff or non-staff driver of a minibus cannot also be expected to supervise the pupils.

- iii. The School will ensure that any staff or non-staff drivers have the appropriate qualifications and, if necessary, insurances for driving that vehicle. This is the responsibility of the Estates Manager from whom details can be obtained.
- iv. The School will consider whether there are any safety concerns arising from the mode of transport and plan in advance how to deal, for example pupils travelling on a ferry or a train.
- v. The Trip Leader will ensure that a first aid kit is available is at all times. These can be booked out from Reception, giving at least one week's notice.

**f Procedure for a school visit**

- i. The teacher wishing to undertake a school trip will complete an application form (appended) outlining the educational or social benefits likely to be gained from the trip together with provisional practical details. This plan will be provided to the Headmaster and Trips Committee who, if satisfied the trip is appropriate, will approve the trip in writing.
- ii. An administration file should be opened by the Trip Leader and kept containing all the relevant paperwork.
- iii. Parents will be informed of the proposed trip and, where appropriate, will be invited to attend a meeting(s) at the school to discuss the trip including insurance cover.
- iv. The parents' written consent will be obtained. Any child whose parents refuse to give their full consent to the trip will not be allowed to participate.
  - a) Draft copies of letters to parents, based upon templates provided by the Trips Committee (appended) must be sent to the Headmaster or Deputy for approval and/or amendment;
  - b) Consent slips should be included at the bottom of the letter (no signed consent form, no visit for that pupil). Trip leaders will make copies of all consent forms to be passed to the Chair of the Trips Committee for inclusion with the Trip paperwork. Upon completion of the Trip, original consent forms must be forwarded to Reception for inclusion in the pupils' files;
  - c) Group Leaders, Form Tutors or set teachers must ensure that all the forms are collected;
  - d) Parents must be informed of any special requirements in terms of equipment, clothing, time of return, addresses and telephone numbers of hotels/youth hostels, passports etc. in advance of the visit (this is very important, especially on residential visits);

- e) Full itineraries and programmes must be given to parents in advance of residential visits;
- f) A medical form (appended) must be sent to parents and returned to the leader when residential visits are undertaken in order to ensure that up to date information is available on the visit;
- g) Visits to countries within the European Union will require each pupil and member of staff to have to have a valid EHIC card (ordered online); these are available only to E.U. citizens; forms should be photocopied and should be held by the group leader.
- h) Pupils and members of staff travelling abroad must be in possession of individual passports, either UK passports or other passports plus appropriate visa(s); group passports should not be used alone but only as an additional measure to enable the smooth running of visits and activities in the foreign country.
- i) It is advisable that a meeting for the parents of those pupils going on residential visits should be held in order to explain the itinerary and programme, ground rules of the visit and to answer questions from parents (field trips at the discretion of the Head of Department).
- j) Staff should be readily available to speak to parents.
- v. The Trips Committee will ask for formal written risk assessments for all aspects of the visit, including travel arrangements. These risk assessments will be:
  - ◆ Generic activity risk assessments that is assessments of risk likely to apply to the activity wherever and whenever it takes place;
  - ◆ Visit/site specific risk assessments which are likely to differ from place to place and group to group;
  - ◆ If necessary the Trips Committee will arrange for a pre-visit especially when neither the school nor the Leader has visited that location before.
- vi. Charges for the visit should be clear and adhered to fully; any surplus must be reimbursed to the parents concerned.
- vii. Liaison with the Bursar's office is essential; pupils involved, date(s), destination and cheques for the payment of fees should be clearly set out on paper; amendments to the list must be notified in writing.
- viii. Up-to-date medical information should be obtained on all pupils, especially when on a residential visit. Pupils with a medical record which gives cause for concern should be taken on a visit only after consultation with the Trips Committee and Headmaster and with the written advice of a medical professional. Information should be given to supervising staff on the trip.
- ix. Emergency telephone numbers should be listed and kept in the file; these must be taken on the trip.



- x. Coaches/minibuses should be booked using only reputable firms via the Bursar; all vehicles must be fitted with seat belts, fire extinguishers and other appropriate safety equipment. Those driving minibuses are bound by the school's codes of practice. In particular, seat belts must be worn at all times on journeys by coach, minibus or car.
- xi. A list of pupils going on a visit along with the destination and estimated time of return must be given to Reception at least one week in advance of the visit; any last-minute alterations should be notified on the day (when picking up the mobile telephone).
- xii. A list of pupils going on the visit should be pinned to the notice board in the Common Room at least seven days in advance of the visit and updated as appropriate.
- xiii. The Group Leader will ensure that the following actions are completed on or before the date of departure of the trip :
  - ◆ Lists carried by all staff on the visit must be checked on the day of departure and amended for absentees if appropriate.
  - ◆ Senior management must be notified of any pupils who are going on a visit which is compulsory as far in advance as possible.
  - ◆ Leaders must have a sufficient 'float' of money to cover unforeseen expenditure on visits (foreign currency can be ordered from the Bursar's Office).
  - ◆ A point of contact must be established at the school in order to transmit information to parents in certain circumstances (e.g. late returns); on residential visits a contact must be designated and his/her telephone number given to parents in advance of the visit.
  - ◆ A record of passport numbers and the telephone number of the Liverpool Passport Office should be taken on all foreign visits. Passports should be held by the group leader.
  - ◆ Leaders should ensure that a First Aid kit is taken on every school outing. These are available from Reception, and should be booked at least one week before the trip.
  - ◆ The school mobile phone number is given to all pupils on the trip. Taking a mobile telephone and charger on school visits is mandatory and these can be booked from Reception. The phone must be switched on at all times except for briefing and during presentations, etc.
- xiv. At the conclusion of the trip the Group Leader will ensure that a full report of the trip including a record of any accidents or near incidents is completed and provided to the Headmaster and Trips Committee together with any recommendations for amendments to procedure. An Evaluation Form is appended.

**g Charging**

- i. This section should be read in conjunction with the School's *Charging Policy*.



- ii. Where the visit is deemed by the Department concerned to be essential to fulfil the requirements of the School's prescribed syllabus, the cost should be borne by the Department. Heads of Department will need to include an appropriate provision when submitting their annual budget.
- iii. Where the visit is not deemed essential to the teaching of the curriculum, it is as Optional Extra as defined in the School's *Charging Policy*, As such, the full cost can be passed onto parents provided that they have given their consent.
- iv. Transport, tuition and/or accommodation costs incurred due to unexpected achievement or necessarily late notification should be brought by the relevant Head of Department to the attention of the Headmaster.
- v. The cost of staff places on residential visits should be included in the overall total and apportioned to pupils or borne by the department.
- vi. Field Trips: residential field study courses are deemed to optional extras as defined by the School's *Charging Policy*, page 2.
- vii. The Headmaster reserves the right to exclude any pupil from participation.

#### **h Emergency Procedures during the Visit**

- i. Trip Leaders and adults must make sure that pupils are fully briefed about the local conditions which they are likely to face; pupils must also be told what to do if they encounter any difficulty or emergency; pupils must know where to find either the leader or an adult.
- ii. All adults on a visit should have a list of pupils and their parents' emergency contact numbers.
- iii. Parents must be informed at the earliest opportunity if an emergency occurs. (See the Disaster Management Policy)
- iv. In the event of an accident or illness, parents must be informed as quickly as possible. If any pupil sustains an injury, an Accident Report must be made and eyewitness accounts recorded; these must be submitted to the Health and Safety Officer.
- v. Leaders must have contingency plans for eventualities which may happen on a visit (e.g. care and/or return of ill/injured pupils, early return for disciplinary reasons); as far as is possible, parents should be informed of these plans in advance of the visit.
- vi. Trip Leaders must carry a copy of the Guidance Notes appended to this policy.

**i Discipline and Sanctions**

- i. At all times the Headmaster reserves the right to exclude any pupil from participating in a trip or expedition or any part of the trip. This authority is delegated to the Trip Leader who is authorised to forbid the pupil from participating at any time during the trip if it becomes clear that the pupil is either incapable of or insufficiently responsible to undertake all or any part of the trip or activities.
- ii. Normal School Rules will apply on all school visits; they are to be vigorously enforced and breaches dealt with appropriately at the time.
- iii. On residential visits it is essential that pupils are given clear instructions as to their conduct; this applies to matters such as free time, lights out and bounds.
- iv. As a general rule, no pupil can be allowed to consume alcohol on a school visit. Where the consumption of alcohol is deemed to be appropriate and legal, then the Party Leader must set this out in writing prior to the visit and obtain written permission from parents/guardians. Pupils over the legal age pertaining to the country of visit can only be allowed to consume alcohol in specific situations with the written permission of the Headmaster and the relevant parents/guardians.
- v. Smoking is strictly forbidden.
- vi. The use and/or possession of illegal drugs are strictly forbidden.
- vii. Breaches of discipline on visits should be reported to the relevant Head of Year in writing on return to school; serious breaches should be reported to the Deputy Head (Pastoral).
- viii. On residential visits, should a pupil's conduct be deemed to be so bad (e.g. drunkenness, abusive language, refusal to accept the instructions of adults, *et al*) as to be intolerable, he or she is to be sent home; procedures need to be in place for dealing with this eventuality. Essentially, parents need to be informed that they could be required to travel to the trip location to collect their son or daughter.
- ix. Parents and pupils need to be fully informed of the range of sanctions which can be used on a residential visit; should either a pupil or parent indicate that they are reluctant to accept these sanctions, then the pupil will not be allowed to go on the visit.
- x. Such sanctions may include:
  - a) loss of free time;

- b) staying with adults on the visit to the various sites;
  - c) cleaning up the coach/hostel;
  - d) confiscation of money;
  - e) 'grounding';
  - f) sending to bed early;
  - g) sending home (any additional costs to be met by parents including those of an accompanying adult where the pupil is under sixteen years of age);
  - h) detention on return to school;
  - i) temporary or permanent exclusion from school for serious offences which may be criminal or in other ways seriously bring the school's name into disrepute.
- xi. Pupils with a poor disciplinary record should not be automatically excluded from visits but their disciplinary record should be taken into account and, where necessary, a formal assessment of risk undertaken.

### **3 Roles**

#### **a Governing Body**

The Governing Body is responsible in law for the safety of pupils who participate in school trips.

In addition the Governing Body will wish to:

- i. ensure that the Trips Committee has the appropriate time and expertise to fulfil the responsibilities expected of it;
- ii. ensure that guidance is available to inform the school's policy, practices and procedures relating to the health and safety of pupils on visits;
- iii. ascertain what training is available;
- iv. put in place procedures to ensure that any visits are well-planned in advance;
- v. put in place procedures to ensure that the necessary assurances have been obtained from any external contractors about competence and insurance cover;
- v. put in place procedures that ensure that any children with special needs or a disability are included as far as is reasonably possible in the visit;
- v. ensure that vicarious liability insurance cover is clear and sufficient.

#### **b Headmaster**

While the Headmaster has an important role in being the focal point for the school, many of his responsibilities have been delegated to the Trips Committee. The Headmaster's main functions for the school trips are as the overall supervisor of the trip and arrangements and to be the immediate point of reference for parents and the Governing Body.

The Headmaster will:

- i. ensure that the Trips Committee is suitably trained and competent to discharge their responsibilities;



- ii. ensure that arrangements are in place for the Governing Body to be aware of school visits;
- iii. satisfy himself that appropriate risk assessments including pre-visit assessments have been satisfactorily undertaken – this also includes the competence and insurance cover of any external agencies involved in the trip;
- iv. check that the Trips Committee has nominated an appropriate Leader where the Trips Committee is not attending the trip; the Headmaster will consider the Leader's competence and ability to maintain discipline;
- v. ensure that all staff and non-staff are both competent and appropriate to be on the trip;
- vi. confirm in writing that non-staff volunteers can attend the visit and make sure that DBS disclosures are in place where necessary;
- vii. ensure that parents are fully informed about the trip, have provided their consent and can be contacted for its duration;
- viii. make time available for the Trips committee to train any staff and non-staff supervisors before the trip commences;
- ix. ensure the school has emergency procedures in place in case of a major incident.

**c Trips Committee**

*Membership as of September 2015: Dr CP Farmar (Chair), Mrs PB Wild, Dr ME Butler, Mr PT Hargreaves, (Mr PN Langley), Mr AM Rose*

This is a pivotal role in that the Trips Committee shall be responsible for ensuring the safety of the school visit before, during and after the trip has ended. The Trips Committee will also be responsible for planning school procedures to help the school fulfil its health and safety obligations for visits. The Trips Committee will work closely with the Headmaster for both the strategic and operational aspects of school trips and procedure.

In addition to any other responsibilities set out in this policy the Trips Committee will:

- i. liaise with Headmaster to ensure that school visits have a stated and appropriate objective;
- ii. ensure that such risk assessments including pre-visits as are necessary are undertaken;
- iii. assess the competence and, if necessary, train or arrange for staff or non-staff supervisors to be trained;
- iv. ensure that parents give their full and unequivocal consent to their child going on the trip; the Trips Committee will ensure that such consent is given on a fully informed basis;
- v. ensure that supervision ratios are appropriate;
- vi. where an external agency assists with the visit, ensure the agency is competent and has appropriate insurance cover;
- vii. organise the emergency arrangements for a trip;
- viii. consider how pupils with special needs or a disability as defined by the Disability Discrimination Act 1995 can be involved in school visits;



- ix. keep records of visits including reports of accidents or near incidents (near misses);
- x. review practice and systems in the light of any lessons learned during the visit;
- xi. maintain a record of training for members of staff;
- xii. attend such training sessions as are required to ensure that they have the necessary competence and skills to act as a Trips Committee;
- xiii. prepare forms and checklists for Leaders to complete in preparation before the trip and reporting following the trip.

**On the pages which follow are items of documentation. These are:**

<u>Item</u>
Form to Trips Committee requesting permission for trip
Response from Trips Committee giving permission for visit
Trips Risk Assessment form, pages 1&2
Medical Form for Residential Visits in UK or Abroad <b>(including Medical Consent Form)</b>
Template for Initial Letter to parents for Day Visits
Templates for letters to parents for Residential Visits
Checklist for Day Visits
Checklist for Residential Visits
General Code for Discipline
Evaluation Form
Guidance notes for Trip Leaders following a serious accident or incident

Reviewed June 2016



To: CPF (Trips Committee)

From:

On behalf of \_\_\_\_\_ (department/club)

I would like to propose a trip to \_\_\_\_\_

The purpose of the trip would be \_\_\_\_\_

The proposed dates of the trip would be \_\_\_\_\_

We would aim the trip at \_\_\_\_\_ (state which group of pupils)

The size of the group would be \_\_\_\_\_

Staff to pupil ratio would be \_\_\_\_\_

Provisional accompanying staff would be: \_\_\_\_\_

Our accommodation would be \_\_\_\_\_

We would travel by \_\_\_\_\_

Name of travel company (if applicable): \_\_\_\_\_

Our itinerary would include \_\_\_\_\_

\_\_\_\_\_

The projected cost would be \_\_\_\_\_

Potential significant hazards (if applicable): \_\_\_\_\_

Other useful information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ [Party Leader] Authorised: \_\_\_\_\_ [CPF]

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

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



To :

From : CPF (Trips Committee)

Your proposed trip to \_\_\_\_\_  
on \_\_\_\_\_  
for \_\_\_\_\_

has been approved by the Trips Committee.

A copy of this document has been given to the Headmaster.

You are asked to undertake the tasks shown below, in accordance with the school policy regarding School Visits. Full details of our procedure are given in the policy. All documentation is available on the staff intranet.

Thank you very much for organising the trip for our pupils.

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

Passed to HM \_\_\_\_\_ Date \_\_\_\_\_

- Enc:  Checklist for procedure : day visits  
 Checklist for procedure : residential visits  
 Risk Assessment form : TO BE RETURNED to Trips Committee  
on completion.  
 Medical form  
 Template for parental letter – day visit – TO BE CLEARED by HM/Chair of  
Trips  
 Template for first parental letter – residential visit – TO BE CLEARED  
by HM/Chair of Trips

## TRIPS RISK ASSESSMENT

<b>DESTINATION:</b>	<b>NUMBER &amp; AGE OF STUDENTS:</b>	<b>DATES OF VISIT:</b>
<b>TRIP LEADER:</b>	<b>DEPUTY / OTHER STAFF:</b>	
<b>BRIEF OUTLINE OF VISIT:</b>		

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES (e.g. illness, injury, death)	RISK RATINGS BEFORE CONTROLS (Low, medium, high)		PERSONS AT RISK (e.g. Pupils, staff, visitors, public)	CONTROL MEASURES (Please note any existing control measures or any additional controls to be put in place)	RESIDUAL RISK RATING (Low, Medium, High)	
		LIKELIHOOD	SEVERITY			LIKELIHOOD	SEVERITY
<b>1. Travel</b>							
<b>2. Location</b>							
<b>3. Pupil safety/child protection</b>							
<b>4. Individuals</b>							



## TRIPS RISK ASSESSMENT

<b>5. Return to QEGS</b>							

ASSESSMENT CARRIED OUT BY:

SIGNED:

DATE:

RISK ASSESSMENT AUTHORISED BY:

SIGNED:

DATE:



## Medical Form for Residential Visits in UK or Abroad

Confidential

Dear Parents/Guardians,

Please complete the following form and return it to [Click here and type staff name] by [Click here and type date].

SCHOOL TRIP TO: [Click here and type destination]

### PUPIL INFORMATION

SURNAME:		FORENAMES:	
DATE OF BIRTH:			
AGE ON DATE OF START OF TRIP:	YEARS:		MONTHS:

### CONTACT INFORMATION

1. Full name and address of parents/guardians:

Post code:

2. Contact telephone numbers:

Home:

Work: Mother:

Father:

Other:

3. Name, address and telephone number of additional contact (nearest relative, neighbour, friend):

Post code:

Telephone number:

4. Child's address if different from yours:

Post code:

5. Name and address of child's family doctor:

Post Code:

Surgery telephone number:

6. Child's National Health number:

**MEDICAL DETAILS**

Please tick as appropriate.

1	Please tick as appropriate:	
	To the best of my knowledge, my son/daughter is fit to join the school trip.	<input type="checkbox"/>
	He/she is not in the care of a doctor and requires no special treatment.	<input type="checkbox"/>
	He/she is not taking medication	<input type="checkbox"/>

2 My son/daughter suffers from:

Asthma  Diabetes  Eczema  Epilepsy

3 Details of any allergies [including food allergies]:

4 Details of medication [including prescribed dosage]:

5 Details of any other medical condition:

.

**6** Your son's/daughter's blood group [if known]:

.

**7** Any special dietary requirements:

.

**8** Do you agree to a member of staff administering medication outlined in point 4?  
**Yes/No**

Do you agree to a member of staff administering Paracetamol-based medication, brand name {Calpol} at the dosage advised on the medication , if required?  
**Yes/No**

Do you agree to a member of staff applying suncream, brand name {Soltan}, if required?  
**Yes/No**

NB It is the responsibility of the parent to provide staff with the medication in advance of the trip

# Medical Consent

I give my consent for my son/daughter to take part in the School trip to [Click **here** and type destination] and the activities that are arranged

I understand that:

- my son/daughter will be under school care and rules during the trip
- if his/her behaviour whilst away is unacceptable, I will arrange to collect him/her or will pay for his/her unaccompanied return home
- whilst those in charge of the party will take all reasonable care, they cannot necessarily be held responsible for any injury, loss or damaged suffered during this visit
- in the event of an emergency, every effort will be made to obtain my consent to any medical/surgical/dental treatment and/or administration of anaesthetic/blood transfusion
- if these efforts prove unsuccessful, the accompanying members of staff will then use their best endeavours to contact the nearest relative/neighbour/friend designated in section 3 of the Medical Form
- if these efforts prove impossible, I hereby authorise the accompanying members of staff to act "in loco parentis"
- [for residential trips abroad only]** my son/daughter has his/her own passport and an EHIC card

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

Son's/Daughter's Name (as it appears on his/her passport)  
.....

Son's/Daughter's Nationality .....

Son's/Daughter's Passport Number .....

Passport expiry date .....

**Forms to be returned to [Click here and type staff name] at QEGS**

{Insert date}

**{Insert Title of Visit}**

Dear Parents and Guardians,

I am writing to tell you about a forthcoming visit to which your son/daughter is invited.

The visit is to {insert details of purpose, venue and date}. The programme will be as follows:

We will leave {insert location} at {insert time}.

{Insert itinerary}

We should be back at {insert location}, all things having gone to plan, by {insert time}.

The party will number {insert number} pupils. I will be leading and supervising the visit with assistance from {insert names of accompanying staff}. {Insert supervision details, especially details about when pupils will not be supervised directly}. The risks associated with visit have been assessed by {insert name of risk assessor} in accordance with school policy. During the visit normal school rules will apply regarding acceptable conduct and behaviour. The pupils are asked to wear {insert details of clothing}. In addition pupils should bring {insert details of additional items to bring: pens etc., warm clothing, rainwear, footwear, type of bag}.

We will be travelling by {insert details of mode of transport}. I will be taking the school's mobile phone ({insert phone number}) with me for use in an emergency. {insert name} will act as the emergency contact back at school. In an emergency, should I not be contactable, {insert name} can be contacted on 01254 686300. Out of school hours you should phone {insert name}'s home on {insert phone number}.

A charge of {insert cost} is being made for the visit and this will be collected by {insert details}. {Insert details of meal arrangements: school packed meal/pupil provided packed meal/meal provided at venue/ meal to be purchased at venue (approx. cost)}. Pupils may wish to bring a small amount of personal spending money with them to make small purchases.

Hopefully, this letter provides as much information as you will need. If you need any more information please contact me at school on 01254 686300. If you wish your son/daughter to go on the visit, please would you return the attached consent form to me via your son/daughter no later than {insert date}.

Thank you.

**Yours faithfully,**

**{Insert name}.**

Please detach and return this form to {insert name} by {insert date}.

**I consent to:**

- **my son/daughter participating in the visit to {insert venue} on {insert date}**
- **to collect my son/daughter at {insert time} from {insert location}.\***
- **to my son/daughter travelling home with ..... at {insert time}.\***
- **to my son/daughter travelling home by his/her own means at {insert time}.\***

**Pupil's name:** .....

**Pupil's form:** .....

**Name of parent/guardian:**.....

**Signature of parent/guardian:**.....

\* = delete and complete as necessary

## Checklist for letters issued for Residential and Overseas Visits

### **Letter 1 (Issued 7 to 18 months before)**

1. Dates of the visit
2. Visit destination(s)
3. Visit's objectives
4. Outline itinerary
5. Details on the maximum likely cost of the visit
6. Outline details of insurance to be taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any unusual exceptions in the policy and whether parents need to arrange additional cover
7. Arrangements to be made regarding the passport and EHIC card
8. Outline of the further information to be issued by the school to parents (e.g. "Detailed information about the visit will be communicated in two further letters and at the parents' meeting.")
9. Outline of details of the information to be given by parents to the school and what they will be asked to consent to
10. Advanced notification of the date of the parents' meeting
11. Reply slip reserving a place on the trip and authorising the payment of the initial deposit

## **Letter 2 (Issued sixth months in advance)**

1. Dates of the visit
2. Visit destination(s)
  
3. Details on the final cost of the visit
4. Collection of the payment of the outstanding payment
  
5. The times of departure and return - parents must agree to meet their child on return
6. The location where the pupils will be collected and returned
7. Mode(s) of travel including the name of any travel company
  
8. Names of leader, of other staff and of other accompanying adults
9. Day by day itinerary
10. Details of the activities planned
11. Details of how the assessed risks associated with the trip will be managed  
Alternatively a catch all statement could be included: "The risks associated with visit have been assessed by {insert name of risk assessor} in accordance with school policy."
12. Details of accommodation with security and supervisory arrangements on site
13. The size of the group and the level of supervision including any times when remote supervision may take place
14. The sanctions to be applied to pupils who do not maintain satisfactory standards of conduct and behaviour, including the arrangements to be made should the early return home of the pupil be deemed necessary - parents must agree to the arrangements
  
15. Details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover
  
16. Details of provision for pupils with special educational or medical needs
17. Procedures for pupils who become ill
  
18. Collection of parental consent for pupil to participate in the trip
19. Collection of parental consent for pupil to be administered travel sickness tablets or painkillers by a member of staff
20. Collection of parental consent for pupil to receive emergency medical treatment
21. Collection of medical information about the pupil
  
22. Reminder of the arrangements to be made regarding the passport and EHIC
23. Reminder of the date for the parents' meeting

### **Letter 3 (Issued 1 month in advance)**

1. Dates of the visit
2. Visit destination(s)
  
3. Invitation to the parents' meeting
  
4. Reminder of times of departure and return
5. Reminder of the location where the pupils will be collected and returned
  
6. Details of the host families on exchange visits
  
7. Standards of behaviour expected in respect of, for example, alcohol, sexual behaviour, smoking and general group discipline. This information may take the form of a code of conduct which parents should sign. Alternatively a catch all statement could be included: "During the visit normal school rules will apply regarding acceptable conduct and behaviour."
8. Prohibited items detailing what pupils should not take on the visit, acquire whilst on the visit or bring back (drugs, alcohol, knives, laser pointers, weapons etc.)
  
9. Clothing and equipment to be taken
10. Money to be taken
  
11. School emergency contact numbers
12. Travel company contact numbers
  
13. Collection of E111 if being held by the school
14. Collection of passports if being held by the school
15. Request that the parents update the pupil's medical information if the pupil's health has changed since the medical information form was returned by the parent

Checklist for procedure : Day Visits		
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1	Apply using pro-forma to the Trips Committee / HM.	
2	Provisional visit.	
3	Draft letter to parents, plus consent slip, to SMT for approval.	
4	Book museum/package and transport.	
5	Complete Risk Assessment(s), and return to Trips Committee.	
6	Send letter to parents with appropriate consent slip.	
7	Approach tutors of forms (where appropriate), Heads of Year and Heads of Department as well as Senior Management to ensure that the visit is properly staffed.	
8	Order meals from kitchen (including vegetarians).	
9	Book First Aid kits at least one week in advance.	
10	Give the member of staff responsible for medical matters a list of pupils going; check for medical problems; list.	
11	Chase up return of forms.	
12	Book mobile telephone.	
13	Ensure Bursar's office is kept informed of the additions to the school bill and the pupils who will have to be charged.	
14	Make final list of those pupils going.	
15	Pin a list of pupils going on the visit at least 7 days in advance on the Common Room noticeboard.	
16	Notify Senior Management of any pupils not intending to go (extreme circumstances only).	
17	Briefing meeting with relevant staff.	
18	Leave a list of the pupils going on the visit with Reception, Bursar's office and SMT contact, on day of visit.	
19	Give itinerary to Reception and SMT contact.	

20	Take form lists and appropriate material.	
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NB It is vital that these guidelines are followed carefully. Failure to show a duty of care more vigilant than the most vigilant parent at all times before and during a visit leaves the group leader and other staff in a compromised legal position.

Checklist for procedure : Residential Visits
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1	Apply using pro-forma to the Trips committee / HM.	
2	Provisional visit.	
3	Draft letter to parents, plus consent form, to HM/Deputies for approval.	
4	Book package with reputable firm (ABTA etc), and transport.	
5	Complete Risk Assessment(s), and return to Trips Committee.	
6	Send letter to parents with appropriate consent form.	
7	Approach tutors of forms (where appropriate), Heads of Year and Heads of Department as well as Senior Management to ensure that the visit is properly staffed , including member of both genders where necessary.	
8	Assign anchorman/contact.	
8	Order meals from kitchen (including vegetarians), if necessary.	
9	Book First Aid kits at least one week in advance.	
10	Give the member of staff responsible for medical records a list of pupils going; check for medical problems; list.	
11	Chase up return of forms.	
12	Send second, and third, letters with specific kit list and medical form (latter must be returned).	
13	Hold meeting for parents to go through itinerary and answer questions.	

14	Book mobile telephone.	
15	Ensure that foreign currency 'float' is ordered from Bursary.	
16	Ensure Bursar's office is kept informed of the additions to the school bill and the pupils who will have to be charged.	
17	Compile list of pupils going and consult with Heads of Year.	
18	Briefing meeting with relevant staff.	
19	Briefing meeting with pupils to spell out ground rules.	
20	Pin a list of pupils going on the visit at least 7 days in advance on the Common Room noticeboard.	
21	Notify Senior Management of any pupils not intending to go (extreme circumstances only).	
22	Leave a list of the pupils going on the visit with Reception, Bursar's office and SMT contact, on day of visit.	
23	Give itinerary to Reception and SMT contact.	
24	Take form lists and appropriate material.	

NB It is vital that these guidelines are followed carefully. Failure to show a duty of care more vigilant than the most vigilant parent at all times before and during a visit leaves the group leader and other staff in a compromised legal position.

### **General Code for Discipline**

#### **(To be read in conjunction with the School Code and appropriate School Rules)**

1. The highest standards of discipline must be upheld on all school visits and reiterated to parents and to pupils.
2. In information sent out to parents and at meeting with parents, make it very clear that school rules apply and outline the standard of behaviour that you expect. Pupils then have the option to withdraw.
3. Make sure you have all reply slips relevant to the trip. Without slips boys/girls/girls must be turned down: these slips may include the 'Guarantee' to pay to send son/daughter home.

## 5. ON VISIT

Depending upon the transgression, a range of responses is possible:

- a) Verbal warning - in front of other staff: note the time/day/working response
- b) 2nd warning - notice in writing to pupil- again given with witnesses, preferably non-school witness e.g. Tour Representative, Hostel Warden etc.
- c) "Gating"
- d) Contact Headmaster to discuss situation
- e) Contact parents
- f) Contact member of SMT
- g) Send home (16+ can return alone - if signature of parent received)
- h) N.B: Note down everything to be used as evidence for any follow-up sanctions against the pupil(s) concerned.

## Trip Evaluation

To: CPF (Trips Committee)

From:

Referring to \_\_\_\_\_ (state which trip)

Pupils \_\_\_\_\_ (state number and age of pupils)

Accompanying staff \_\_\_\_\_

Name of travel company (if applicable) \_\_\_\_\_

Dates of trip \_\_\_\_\_

Please comment on the following, as appropriate (continue below, if necessary)

1. Educational value \_\_\_\_\_
2. Suitability of activities undertaken \_\_\_\_\_
3. Transport arrangements \_\_\_\_\_
4. Suitability of accommodation \_\_\_\_\_
5. Security issues \_\_\_\_\_
6. Unsupervised time \_\_\_\_\_
7. Minor incidents and action taken \_\_\_\_\_
8. Major incidents and action taken \_\_\_\_\_
9. Name(s) of any pupils whose behaviour would make them a risk on future trips  
\_\_\_\_\_
10. Views of accompanying staff \_\_\_\_\_
11. View of pupils \_\_\_\_\_
12. Parental feedback \_\_\_\_\_
13. Value for money (please confirm cost of trip) \_\_\_\_\_
14. Other comments

Signed: \_\_\_\_\_ [Trip Leader] Date: \_\_\_\_\_

### **GUIDANCE NOTES FOR TRIP LEADERS IMMEDIATE ACTION FOLLOWING A SERIOUS ACCIDENT OR INCIDENT**

A serious accident or incident is defined as

- ◆ An accident leading to a fatality, serious or multiple fractures, amputations or other serious injury;
- ◆ Circumstances in which a party member might be at serious risk/serious illness; or
- ◆ Any situation in which the press or media might be involved.

*Remember that serious accidents and incidents are extremely rare, but if one occurs it certainly makes great physical and emotional demands upon you. These guidance notes are designed to help you deal with an emergency.*

*Remember that you are not alone, the school will support you as much as possible.*

## 1. Be prepared

- ◆ Carry the telephone numbers of school anchormen (including the SMT contact person) at all times.
- ◆ Ensure that you are familiar with these guidelines.
- ◆ Brief your group on emergency procedures before they set off, including details of communications, so that they know how to deal with situations should the party get split up.

## 2. Care of the Group

- ◆ Ensure safety from further danger.
- ◆ Contact local emergency services immediately and follow their advice.
- ◆ Deploy other staff/adults as effectively as possible in continuing to ensure the welfare of your group.

## 3. Communication

- ◆ Contact your school anchormen.
- ◆ Give the following information:

Your name  
Name of Group  
Telephone number you are calling from  
What happened?  
To Whom?  
Where ?  
When?  
What has happened since?  
If a fatality is involved, has this been confirmed?  
By Whom?  
Which local emergency services are involved?

## 4. Next Steps and General Advice

- ◆ Parents and relatives will naturally be anxious to establish what is happening, but do NOT let party members (staff or young people) telephone home until after you have made contact with your school anchormen and this has been agreed. Consider confiscation of mobile phones from pupils/students.
- ◆ Do NOT speak to the press or media. Refer enquires to the local emergency services handling the incident on the ground and to the SMT contact person. You can say that “an official statement will be made by the school as soon as possible”.
- ◆ Do NOT admit liability of any sort to anybody.
- ◆ Do NOT allow anyone, apart from medical services, to see any party member without an independent witness being present.
- ◆ Retain any equipment involved in an unaltered condition.
- ◆ Keep a written record of all that happens.
- ◆ Be as compassionate as possible, with anyone involved.

- ◆ Remember that no one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.
- ◆ If you change location, remember to let your school anchormen have the new telephone number at which you can be contacted.

Reviewed by SMT February 2016