

5.4

Eltham College Travel Policy

1. Getting Started

Before embarking on the organisation of a trip it is important to think about the following:

- a) Objectives
- b) Dates
- c) Venue
- d) Who the trip is intended for
- e) Numbers
- f) Costs

There are two important forms to fill in at a very early stage

- a) Application for permission for the trip to go ahead from the Headmaster. This should be done using form TF1 for new trips or TF2 for a repeat of a previous trip.
- b) The costing form (TF3)

Once permission has been given by HM, the Secretary of the Travel Club should be informed of the trip so that it can become an item under “New Proposals” at the next Travel Club meeting.

2. Group Leader and staff

Every trip must have a designated group leader who will have responsibility for the planning of the trip, including risk assessment, briefing of parents and pupils, collection of medical information and awareness of child protection issues. Ultimately, the group leader has the power to cancel the trip if he/she deems that risks to health and safety are unacceptable.

Wherever possible, the group leader should be familiar with the location/centre where the activity will take place. Responsibilities of other staff should be made clear and it is particularly important to clarify the position of non-teaching staff. Staff should be fully aware of the level of supervision expected – particularly of the need to supervise downtime and evening activities. If staff are to be used who are not employees of the school, the Deputy Head must be consulted well in advance so that procedures for a check by the CRB may be put in place.

We are sometimes asked about staff/pupil ratios for trips. There is no legal requirement, or even recommendation, as this will depend very much on the nature of the trip. Decisions about staff/pupil ratios are made as part of the risk assessment process. However, there should be a minimum of two staff accompanying any trip, regardless of the number of pupils involved. Mixed groups must include at least one male and one female member of staff. There would not normally be a staff/pupil ratio of less than one in fifteen and this may well need to be reduced to about one in ten for

overnight trips involving younger pupils, although where other staff are involved (teaching staff at partner schools or staff at a residential centre) there could be some flexibility here.

On visits abroad it is advisable to include one leader who has a working knowledge of the local language, unless the tour operator is providing a courier who will be with the party throughout the trip.

It is good practice to allocate responsibility for supervision of a number of pupils to each adult and ensure that the pupils know whose group they have been allocated to. Each adult should be given appropriate information about the pupils under their supervision (special educational needs, medical issues). Any information about the venue which the group leader has as a result of prior experience or an initial visit should be shared with the other adults on the trip.

It is important to ensure that there is the right balance of experience in the staff team and that all the necessary skills and competences are covered. Staff should also fill in a medical form so that the party leader is aware of any issues that may arise.

3. Providers

It is vitally important to ensure that any providers or tour operators which we use to organise our trips are reputable.

Do not hesitate to ask off-site providers questions about the suitability of their equipment or qualifications of their staff – they will be used to schools carrying out risk assessments. Remember that the onus is on us to establish their competence. You need to check whether, for all activities, the staff all possess qualifications recognised by a national governing body, whether staff and pupils have access at all times to a person with a nationally recognised first aid qualification and whether all staff have been checked and found suitable to work with children. Checks should be made to ensure that the equipment is sufficient, correctly sized, meets nationally recognised safety standards and is checked and logged frequently and prior to each use. Party leaders should ask about the written accident and emergency procedure and establish that the centre has public liability, third party and product liability insurance. All these things can be included in the risk assessment. For centres with which Eltham staff are familiar they need to be checked from time to time.

For particular checks which need to be made on providers of adventure activities see below.

The following checklist will help to establish the suitability of all providers:

- The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and has a health and safety policy and recorded risk assessments which are available for inspection.
- Accident and emergency procedures are maintained and records are available for inspection.
- The staff have the experience, competence and professionalism to work with the age range and abilities of prospective groups.

- There are adequate and regular opportunities for the group leader to liaise with the provider and designated staff.
- The centre has a code of conduct which can be provided in advance of any booking and to which visiting groups should adhere.
- All reasonable checks, including CRB checks, are made for staff who have unsupervised access to young people for relevant criminal history and suitability to work with young people.
- There are adequate and regular opportunities for liaison between visiting staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to visiting staff.
- The provider has public liability insurance for at least £5 million.
- The provider will take all reasonable steps to allow inclusion and participation of any young people who have special needs or have a disability, following a risk assessment, in line with the Special Educational Needs and Disability Act 2001.
- The provider encourages responsible attitudes to the environment as an integral part of the programme.
- All vehicles are roadworthy and meet statutory requirements. Drivers are PCV qualified or operate with a small bus permit and local minibus driving assessment.
- A current fire certificate covers all accommodation, or advice from a fire officer has been sought and implemented and a fire risk assessment has been completed.
- Security arrangements have been assessed and reasonable steps taken to prevent unauthorised entering the accommodation.
- Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is suitably located to ensure adequate supervision.

4. Adventure Activities

With the ever increasing public and media interest in the health and safety of pupils while on adventure activities and particularly on serious accidents which occasionally occur on such trips, some teachers are increasingly reluctant to get involved. The Government recognises the great value of these trips and seeks to provide help and reassurance to teachers who wish to lead this sort of trip but need to know that the health and safety standards of the provider are exemplary. This help is provided through the Adventure Activities Licensing Authority (AALA), which comes under the umbrella of the Health and Safety Executive (HSE).

At present, adventure activity providers which are used by EC have been very well established over a number of years. If anyone wished to initiate an adventure scheme, a good place to start would be the provider search facility which can be found at <http://www.hse.gov.uk/aala/index.htm>. The significance of the licence is explained as follows:

A licence indicates that the provider has been inspected by the Adventure Activities Licensing Service on behalf of the Adventure Activities Licensing Authority, with particular attention being paid to their safety management systems with young people, and has been able to demonstrate compliance with nationally accepted standards of good practice in the delivery of adventure activities to young people, with due regard to the benefits and risks of the activity.

The website also has a section of advice to party leaders which provides a good summary of the main points. This includes 10 vital questions to ask before embarking on the organisation of a trip. These are useful, but all of the points are fully covered in the advice we give in these guidelines. The Independent Schools' Adventure Activities Association also provides advice, but its website is very difficult to find at present. (See also relevant points about providers under Risk Assessment)

The following checklist will help to establish the suitability of adventure activities providers:

- The provider meets the requirements of the Adventure Activities Licensing Authority (AALA)
- The minimum ratios of staff to young people for the activities conform to those recommended by the appropriate National Governing Body or, in the absence of this, the provider's code of practice and informed by a risk assessment.
- The provider operates a policy for staff recruitment, induction and training which ensures that all staff with a responsibility for participants are competent to undertake their duties.
- The provider maintains a written code of practice for each activity which is consistent with National Governing Body guidelines or, in their absence, recognised national standards.
- Staff competences are confirmed by the appropriate National Governing Body qualification for the activity to be undertaken, or staff have had their competences confirmed by an appropriately experienced and qualified technical adviser.
- Visiting groups will have access to appropriate first aid. Centre based staff are practised and competent to respond to accidents and incidents.
- There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
- All equipment used for activities is suited to the task and adequately maintained and monitored in accordance with current good practice.

5. Initial Visit

In certain circumstances an initial visit may be needed (speak to ERC or PGC for advice on this) If this is the case here is a summary of the sort of things party leaders will wish to check in a preliminary visit to a site or centre:

- a) Travel time.
- b) Access and permission.
- c) Facilities and equipment.
- d) Leisure or recreational facilities for residential stays.
- e) Staff support.
- f) Guides or programmes of work.

- g) Potential Health and Safety issues.
- h) Shelter.
- i) Toilets.
- j) Costs.
- k) Accommodation.
- l) Contingency arrangements.
- m) Emergency procedures (e.g. fire drill)
- n) References from previous users.

Where responsibility for safety is shared with an off-site provider, there should be a clear demarcation of responsibility that is recorded in the risk assessment. Where off-site staff are responsible for safety, school staff should not usually overrule them.

For accommodation provided by an off-site centre, checks should be made that there are adequate washing facilities, that there are opaque blinds or curtains in the windows of the sleeping and washing areas, that sleeping areas are adequately lit, that the provision for the storage of luggage, equipment and valuables is adequate, that there is adequate ventilation (at least one external window per bedroom) and heating and that there are adequate fire procedures. Suggested minimum requirements are one bath or shower per 15 people, one toilet and washbasin per 10 people and 30 inches between each set of bunks. Staff accommodation should be adjacent to the pupils' accommodation and a teacher should be accommodated on each floor where pupils are accommodated (and should be there whenever the pupils are). If the reception is not staffed 24 hours a day, external doors and windows must be secure to prevent intrusion. You should also establish the arrangements for fire doors and escape routes.

6. Initial letter

The initial letter will need to be fairly precise about dates and cost as well as outline the activities and educational benefits. As parents are being asked to commit themselves with a deposit, any risks or special requirements should be flagged up at this stage. It is essential to ask for a non-refundable deposit to avoid people pulling out. The level of deposit will depend on the overall cost of the trip - £30 and £50 are typical figures. Parents should be given some idea of the time scale for payment of the rest. Cheques should be made payable to "Eltham College". A date should be indicated by which applications can be accepted – this enables everyone to have a fair chance to apply and party leaders to select if oversubscribed. Details of the parents' briefing meeting can be given and parents can be asked to bring their GP's telephone number to this (see below). All letters to parents should be sent to the website manager for publication on the Website. He will maintain a dedicated page for these and other information and pictures can subsequently be published.

7. Selection

It may be necessary to select pupils – where the trip is particularly demanding or reliant on teamwork the personality of the pupil may play a part. Physical fitness may play a role in some activity visits. When selecting, we need to be aware that it is part of the school's policy on special needs that a special need or disability on the part of a pupil may not be used as a reason to exclude them from a trip unless there are good Health and Safety reasons to do so. We need to be prepared to make reasonable adjustments to enable such pupils to participate if possible. If a pupil has been given a blanket ban on participating in trips for disciplinary reasons, the Travel Club Secretary should be informed so that this can be centralised. Information should be sought from the school nurse and Head(s) of Year in order to identify pastoral or behavioural issues which could be of relevance on a trip and lists of participants of each trip should be sent to them. One of the leaders should have responsibility for welfare matters including first aid and the administration of medication. All medical information about members of the party should be kept together and be easily accessible during the trip. This should also include relevant medical information about the adults accompanying the trip. Particular care should be taken with the selection of pupils to go on “exotic” trips where the climate, altitude etc. will make particular physical demands on participants. For such trips the School Nurse will have to have an input into the selection procedure and in cases of doubt it may be necessary to request confirmation of suitability from the participant's GP. Where a trip is over subscribed the normal means of selection is ‘first come, first served’ or a date indicated by which names will be drawn out of a hat.

8. Consent Form

These should be collected in plenty of time – particularly if there are any medical conditions which need to be taken account of in the risk assessment. These should be photocopied and one copy should be taken with you and one left with the rest of the materials in the office. The consent form comes in four parts, a medical declaration, the consent form itself, a contact form and a code of conduct. The first two must be signed by a parent and the fourth by the participant. It is best if group leaders write their own code of conduct, as the circumstances of each trip are different, but there is a standard one which should form the basis of any written by party leaders. The best time for these forms to be filled in is at the briefing meeting. For copies of these forms see TF 4 - 7.

9. Parents' Briefing Meeting

These are essential for all residential trips. Informed parental consent is necessary and can be achieved through this meeting. It is important that we give the main points of our briefing in writing. The consent form indicates that parents have been informed of all activities, so it is advisable to flag up the meeting in plenty of time to ensure that all parents can attend. Any that cannot will need to be given a written summary of the meeting so that it is clear that their consent is an informed one.

The meeting should also be held early on, so if parents do not agree to the arrangements there will still be time for them to pull out. If a trip will include new entrants to the Sixth Form who have to commit themselves before joining the school (e.g. ski trips) an alternative is to clip a list of the main things which parents are

agreeing to to the initial letter – the same list should subsequently be clipped to the consent form. Where there is considerable competition for places it will be necessary to ask for the deposit in advance of the meeting – in the unlikely event of a parent wishing to pull out in the light of information received at the meeting the deposit would need to be returned, but this should be no problem as there would be a waiting list of potential participants.

Here is a checklist of things that need to be explained at the meeting:

- a) Details of dates, times and venues.
- b) Purpose of the visit.
- c) Full details of the programme of events, particularly any activities such as canoeing, swimming etc.
- d) Emergency contact numbers for parents who need to contact their children during the visit.
- e) Means of transport.
- f) Details of accommodation.
- g) Code of conduct.
- h) Staff supervision (names and relevant experience and expertise).
- i) Any activities that will be supervised by the staff at the centre.
- j) What to bring – and what not to bring.
- k) Any periods of remote supervision (i.e. when pupils will be allowed free time and will not be directly supervised by staff).
- l) Insurance details (these are now acknowledged on the consent form, so they must be distributed to parents in writing) – see TF 6 and 7.
- m) In the case of adventure holidays, state that the centre is licensed in accordance with the Adventure Activities Licensing Regulations 1996.

It is very useful to have pupils there as well, so that parents can see that they have been told about our expectations of them and so that they also know that their parents have been informed about what we expect. Pupils should be reminded that all school rules and policies apply, including those relating to smoking and alcohol. Parents need to be informed of what sanctions will apply if there are serious breaches of the code of conduct, particularly if this includes sending a pupil home at his/her parent's expense. If this particular sanction is to be carried out, approval must be obtained from the Headmaster and the pupil must be accompanied. For a trip abroad the pupil can be sent home alone by aeroplane if he/she is accompanied to the airport abroad and met at the British airport.

Much time can be saved by getting the four forms filled in at this meeting (see above). The only piece of information that the parents will need and may not have at their fingertips is their GP's telephone number, so it is a good idea to ask them to bring this to the meeting in the initial letter.

This meeting is also a good time to arrange a telephone pyramid. This is activated if the group is going to be late back – one phone call is made, the parents make two each and nobody is left waiting unnecessarily. There is a blank form for this in the Travel Club file. It's an A3 form that should be copied as A3 for ease of writing the names and numbers in, but reduced to A4 for distribution. In this age of mobile phones, the

role of the telephone pyramid is rather reduced, but experience shows that it is still useful.

Where travel is by air, participants should be reminded that they may not carry any sharp objects on their person or in their hand luggage – tweezers, scissors etc. may only be part of the checked-in luggage.

10. Insurance

Trips are insured under the school's main insurance policy. However, the Bursar should be notified of all trips in advance and any activities that could constitute any kind of risk should be identified in writing to him. This includes all sports. Parents must be given a copy of the policy (See Insurance file under Travel Club on the S Drive). If insurance is included as part of a package from a tour operator it can be useful as the reps at the resort will take charge of medical attention and payment.

11. Passports and visas

Again, it is important to sort these out in plenty of time. Pupils may not be aware that for some countries their passport must be valid for six months after their return. Getting a new passport can be very time consuming. You need to be aware of any passports which are non-UK as the visa regulations may be different. Transit visas may also be needed for non-UK citizens passing through a country on a coach (although visas issued in one Schengen agreement country are valid in all of them, so, for example, if a pupil needs a visa for Germany it will also be valid for the journey via France and Belgium). However, if the need for a visa is flagged up in time it should be possible to get the need for a visa waived as part of the EU visa waiver scheme. The party leader needs to apply for a list of travellers from the British Council. This scheme applies to bona fide pupils in full time education at a British secondary school who wish to visit another EU country as part of a school trip. Details can be found at <http://www.britishcouncil.org/cms/home-information-centre-list-of-travellers-scheme.htm> The application should be made at least two weeks in advance, although in an emergency these forms can be issued over the phone. Pupils should be reminded to bring but not pack their passports and a passport inspection before setting off is always a good idea. Where the party will be sticking closely together, some party leaders give themselves peace of mind by keeping all the passports centrally. A collective passport is a possibility which may be considered, but it is not possible unless the whole party is staying at the same address, nor is it possible for pupils who are over 18 or for foreign nationals. Pupils who are over 16 may need separate ID cards, which involves yet more bureaucracy. Most trips go on individual passports, but it is always important to be specific about the need to get individual passports well in time as some parents may have experienced collective passports in the past and assume that one is being arranged on this occasion.

12. EHIC cards.

If the trip is to an EU country, all participants will need to carry a European Health Insurance Card (EHIC). These replace the old E111 card and will enable a range of emergency medical services to be provided free of charge. The arrangements for using them vary from country to country, but they are generally effective. However, they do

not replace health insurance (which is provided by the school). Anyone who is resident in the UK may apply for one, although there may be restrictions if the applicant is not British. Parents should be advised to acquire these in plenty of time. The best way to apply is online on <http://www.ehic.org> as this takes 7 days. Application at the post office takes up to a month. Unlike the E111, they are issued to individuals rather than families, and also unlike the E111 they need to be renewed about every five years, so parents should check the date on the back of the card in plenty of time before the trip. Keep them centrally if the group is staying together. If the pupils are staying in families, they will need the card itself, although you may like to hold a photocopy.

13. Risk Assessment

Risk assessments are essential – for every trip a risk assessment must be made and given to the EVC at least a week before the start of the trip.

A risk assessment is basically a record of the organisers' consideration of health and safety issues and the outcomes of those discussions. It should identify hazards, state which control measures are currently in place (a control measure is a measure which is designed to reduce that risk) assess the residual risk in terms of its likelihood and its severity, assess whether current control measures reduces the risk to an acceptable level and identify any further control measures which will be needed to reduce the risk to an acceptable level.

The control measures are likely to be based on good educational practice, experience, existing codes and guidance, learning from mistakes, clear communication and advance planning.

It is also important to realise that the process of risk assessment is ongoing and will include decisions made during the trip. In the initial risk assessment you should make reference to the monitoring which will enable such decisions to be made (e.g. of the weather to anticipate hazards and advise on clothing). Some decisions may be made using local knowledge (of rivers, tides etc.). If plans need to be altered it is a good idea to have a pre-assessed plan B. If plans are altered such that a non-assessed activity will have to take place the group leader should assess this activity as best he/she can on the spot (e.g. by having a quick scout round before the group are allowed off the coach).

Here are some things to be considered when writing a risk assessment:

- a) Suitability of the location
- b) Any special medical needs of the pupils
- c) Level of supervision
- d) Competence, fitness and temperament of the participants
- e) Seasonal and weather conditions
- f) Contingency plans for bad weather
- g) Experience and qualifications of supervising staff
- h) Ratio of staff to pupils
- i) Suitability and condition of available equipment
- j) First aid provision
- k) Transport arrangements
- l) Road safety

- m) Codes of conduct
- n) Periods of remote supervision (see below)

Adults and voluntary helpers will need to be briefed. Again, reference to this can be made in the risk assessment. This briefing should include reference to:

- a) Careful supervision to cover the whole time away.
- b) System of recall and action in emergencies.
- c) Anticipation of hazards.
- d) Standards of student behaviour expected.
- e) System for regularly counting students.
- f) How much help is given to students in their tasks.
- g) A list of students in sub-groups.

Pupils do not necessarily have to be supervised all the time, but unsupervised time must be planned for and contingency plans worked out and recorded in the risk assessment. Here are some things you could include in this:

- a) Emergency meeting places
- b) Mobile phones (available from the Bursar if you prefer not to give pupils your own mobile number)
- c) Pupils known to be carrying the address of the hotel
- d) Pupils to stay in groups of no less than three (explain why: so if there is an accident one can stay with the injured person and the other can go to get help)

A method should be devised for accounting for everybody when the group is on the move – one good way is to “number off” – each pupil has a number that they call out in sequence. For large parties this is best done in smaller groups with one adult allocated to each group.

14. Preparation of pupils

In addition to the parents’ evening it is a good idea to hold a meeting with pupils just before setting off to remind them of expectations and emergency procedures. A small card should be issued to them with staff contact details, the address of the place where they are staying and a note in the foreign language requesting help in reuniting them with the party. They should be told to carry this at all times.

It is a good idea to go through the code of conduct at this stage. Group leaders are welcome to provide their own code of conduct instead of the suggested school form (Form TF5) but the main points in that form should be covered in it. Where there are senior pupils on the trip it is necessary to be very specific about the guidelines for alcohol, and smoking should never be permitted. You should also draw their attention to the arrangements for remote supervision (see section on risk assessment).

All adult supervisors should be aware of the code of conduct and the expectations of the group (in practice these may well have been devised by the adults leading the trip together).

Where the party is staying at a hotel or hostel a checking-in procedure and lights-out time should be set and monitored personally by staff. No pupil should leave his/her bedroom after final checking except in an emergency, there should be no visiting or entertaining of members of other school groups and no boys should visit girls' bedrooms or vice versa. Breakages and existing damage should be reported to staff. Where you are staying at a hotel or residential centre, make sure you arrange the allocation of rooms in advance.

Pupils will also need to be aware of the arrangements for downtime and evening activities. Too much unstructured downtime can lead to behaviour problems and homesickness, so it is best to arrange some mildly active non-academic activities and to ensure that staff are aware of their responsibilities for supervising these.

Sections should be included on punctuality, courtesy and the need to appear for meals whether hungry or not. Pupils should also be made aware of the arrangements for ensuring that no-one goes missing. One way of doing this is to institute a "circular buddy system" whereby pupil one keeps an eye out for pupil 2, who keeps an eye out for pupil 3 etc. This also facilitates numbering off.

It is good practice to involve participants in the risk assessment process as part of the preparation procedure

15. Mobile Phones

The use of mobile phones by pupils during a trip is a matter for the discretion of the party leader. They can be very useful (for example as a way of alerting parents to a late return without the need for a telephone pyramid). It can also be reassuring for a party leader to know that pupils can contact him/her during periods of remote supervision. However, the use of mobiles can result in misinformation and exaggerations about incidents or situations being relayed back home, resulting sometimes in parental panic or overreaction. Following a critical incident, the use of mobile phones must be strictly prohibited and they may need to be confiscated.

16. Transport

It is necessary to check that all the staff who are due to drive the minibus are qualified to do so (see next point below). The cost of fuel should be included in the budget. If a coach is hired one can assume that the company has adequate insurance and a PSV operator's licence if the company is known to the school, otherwise a check should be made. It is advisable to establish a good relationship with the driver quickly and reassure him that any requests he may have for directing or controlling pupils will be responded to – otherwise teachers' authority being undermined on the grounds that he is the boss in his own coach. A sum for drivers' tips can be calculated into the cost - £20 per day is normal. If any teachers use their own private cars for transporting pupils it is the teacher's responsibility to ensure that the vehicle is roadworthy, has an appropriate and valid licence, that he/she has comprehensive insurance and is insured for business use, that the car is fitted with functioning seat belts which are used at all times and that parents are informed that this will be the method of transport. If using public transport, arrange to meet and travel together (and to return together) as close to Nottingham as possible.

All coaches which are used to transport children within Britain must be fitted with seatbelts and these must be worn. Regulations vary in other countries, but if travel without seatbelts is unavoidable (i.e. because you are travelling within a country where coaches are not normally fitted out with seatbelts) this must form part of the risk assessment and parents must be told in advance.

If one of the supervising adults is a driver, he or she may not count as a supervisor whilst driving, so other supervisory arrangements must be made. It is best to try to occupy pupils with tasks during long journeys. If using a British coach or minibus in a country where the traffic drives on the right the risk assessment must include special arrangements for the fact that the door of the coach will lead out onto the road.

17. Minibus drivers:

These are the rules for eligibility to drive school minibuses as detailed in the Staff Handbook:

The small bus permit system and insurance provisos under which the school operates, allow staff to drive the minibuses subject to the following conditions.

1. The minibuses can only be used for purposes connected with education.
2. Classes of passenger are restricted to governors, staff pupils and those carried as part of the Community Service programme.
3. The vehicle must not be used for profit-making purposes
4. Staff are correctly licensed to drive the buses which means

A. Staff who passed their test before January 1997 must :

- Have a full licence, held for more than two years. Licences issued pre January 1997 have the automatic D1 (or an A on pre 1990 licences) entitlement which is required to drive the minibus.
- Be aged 25 years or over.
- Have undertaken appropriate minibus driving instruction (see below)

This category of staff can drive any of the school's three minibuses and use the trailer.

B. Staff who passed their car driving test after January 1997

These staff cannot drive the school minibuses unless they hold a PCV D1 licence.

Driving a minibus abroad should not be undertaken by any member of staff who does not have a PCV D1 licence.

The school organises minibus driving instruction which has been provided, in recent times, by MiDAS. Staff who wish to drive the minibuses (subject to the conditions mentioned above) and who have not received training from any other recognised source (check with ERC) will normally be asked to take the MiDAS course and all minibus trained staff will be required periodically (every 4yrs) to undertake a refresher course. A list of trained drivers will be published. No member of staff should drive pupils in any school minibus without initial training.

Reviewed April 10

18. First Aid

It is necessary for one member of staff on the trip to have the three day First Aid at Work qualification. First aid kits are available from Cheryl. They consist of the following items:

- a) Plasters
- b) Wound dressing pads
- c) Antiseptic wipes
- d) Eye and wound wash flask
- e) Paracetamols
- f) Surgical tape
- g) Rubber gloves
- h) Scissors
- i) Bandages
- j) Antiseptic cream

19. Reporting of Accidents

Any accident which occurs to a pupil which is serious enough for him/her to be taken to hospital or to have three days or more away from school must be reported. This reporting comes under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). These regulations apply in the first instance to the employers' duty to report accidents involving staff, but where an accident occurs to a pupil under our supervision the rules still apply. Of course such incidents must be reported in the first instance using our own accident forms, but party leaders who think that an incident should possibly be reported under RIDDOR should consult ERC who will contact the Incident Contact Centre (ICC) on 0845 300 99 23.

20. The role of the School Office

The school office should hold copies of all letters sent to parents, which they will keep in a file relating specifically to the trip. This will enable them to answer any telephone queries that may arise, particularly after the start of the trip.

One week before the start of the trip the following items should be submitted to the office. The first two will be forwarded to the Headmaster:

- a) The completed checklist (see TF9).
- b) The completed risk assessment.
- c) Itinerary
- d) Photocopies of the emergency contact forms, medical forms and consent forms.
- e) Your contact details for the duration of the trip (phone number of centre, mobile phone number).
- f) Details of emergency contacts at home whom you can contact out of school hours. One of these should be a member of the SMT, who will be able to coordinate in the event of a major emergency if the Headmaster is unavailable.
- g) Contact details for any tour operator, hotel or other accommodation you are using.

- h) Where accommodation is being provided in families (e.g. on an exchange) an address list with phone numbers of the families, including staff.
- i) Flight numbers
- j) Times/dates/locations of meeting points for departure and return.

This last point is particularly important, as the office quite often receives phone calls asking about this.

21. Pupil checklist

It is very important that pupils should always carry with them certain key details: the address and phone number of the centre or of the home where they are staying and how to contact the group leader in the event that they get lost or get into other difficulty. The problem is, of course, that pupils tend to lose bits of paper they are given. Some group leaders provide small laminated pieces of card with these essential details – something that will fit into a wallet or purse.

22. Critical incidents

If a critical incident occurs, one adult should stay at the site of the emergency to liaise with emergency services while the rest of the group is supervised and returns to base. A member of the SMT should be contactable throughout the trip so that in severe cases news of the emergency can be relayed to the school immediately. The Headmaster will contact the parents of those involved and any media interest will be dealt with by him. Pupils on the trip will be told not to phone home so that no rumours of an emergency will reach the parents before they have been contacted. The party leader writes down full details of the emergency when they are still fresh in his/her memory, names and addresses of witnesses are kept, any associated equipment is kept in its original condition. Legal liability should not be discussed or admitted. The British Embassy or Consulate should be notified if abroad and insurers should be contacted. Support and counselling will be arranged if necessary. Obtain the necessary receipts so that the costs of medical treatment may be claimed from the insurance company. If any pupil needs to go to hospital or to return home they must do so with an adult whom they know. All supervising adults on the trip need to be aware of the emergency arrangements.

23. Child Protection

It is advisable to remind yourself of the school's Child Protection Policies before going on the trip and take a copy with you. Remember that the group leader on the trip is the person to whom any child protection issues should be referred. In the case of a possible Child Protection incident occurring the leader should follow the school policies but ring their SMT contact instead of the designated officer at school.

24. Evaluation

Remember to think about some sort of follow-up and evaluation. This can be helpful for future trips as well as ensuring that pupils get the most out of the trip just past. Follow-up activities (slide-shows, concerts etc.) are also very much appreciated by

parents. An evaluation form is now provided. Make sure that everything that needs to has been reported. The paperwork should be kept for 6 years.

25. Conclusion

Many teachers now feel that the risks involved with school travel are too great and that they would now rather not take on this level of responsibility. However, common sense still prevails in the courts and so long as teachers are careful to follow the relevant guidelines, make careful checks and keep good records, the risk of being found negligent is slight. And school trips continue to be enjoyable, enriching and rewarding both to pupils and to the staff who give so generously of their time and energy to make them happen.

TF4 Medical Declaration

Please notify us in a separate letter of any medical information we may need before taking your son or daughter on a school visit and sign this form to indicate whether or not a letter is necessary. All this information will be kept strictly confidential.

In particular, you need to inform us of the following:

- a) Any condition requiring medical treatment (e.g. asthma, diabetes, epilepsy etc.).
- b) Any medication taken including details of dosage, timing and whether it can be self-administered. If it cannot be self-administered, please indicate consent for a supervisor to administer it.
- c) Any contagious or infectious disease with which your son or daughter has been in contact within the last three months.
- d) Any allergies (including allergies to medication) or phobias.
- e) Any particular dietary requirements.
- f) If your son or daughter suffers from travel sickness.
- g) Any activities in which your son or daughter may not participate, particularly if he/she is unable to swim.
- h) Any normal medical treatment for which consent is withheld.
- i) Any other information of which the school should be aware (e.g. sleepwalking etc).

Please inform the school as soon as possible of any changes in the medical circumstances of your son or daughter between the date of this form and the start of the trip.

I attach a letter giving any necessary medical information.

Signed.....
(Parent/guardian)

No letter is necessary

Signed
(Parent/guardian)

Date of last tetanus injection.....

Name of pupil.....

Date.....

Date of commencement of trip.....

TF5

Parental consent form

Dates and details of trip.....

.....

Name of pupil..... Form.....

1. I have attended/read the summary of* the briefing meeting and consent to my son/daughter/ward taking part in this visit. I agree to his/her participation in any or all of the activities described at the meeting. I consent to him/her being unsupervised where remote supervision is a planned part of the visit.

2. I hereby indemnify the governors and any member of staff involved against:
- a) any claim made against them/him/her by a third party directly or indirectly arising out of any act or default of my son/daughter/ward and
 - b) any costs and expenses reasonably incurred and/or other sums disbursed by them/him/her on behalf of my son/daughter/ward during or as a result of the trip and
 - c) any loss to them/him/her arising from damage to or loss of property or personal injury contributed to or caused by any act or default of my son/daughter/ward.

Provided:

- a) that the indemnity shall not extend to any claim, damages, costs or expenses insofar as the governors or any member of staff shall be entitled to be indemnified under any policy of insurance and
- b) that the member of staff shall not be shown to have acted negligently or irresponsibly.

3. I acknowledge the need for responsible behaviour on my son/daughter's part and have read and agree to the code of conduct prescribed. I agree that at the discretion of the school my son/daughter/ward may be sent home at my expense if his/her behaviour fails to meet the standards required by the school and that I will be responsible for accompaniment.

4. I agree to my son/daughter/ward receiving emergency medical, dental or surgical treatment including anaesthesia and/or a blood transfusion as considered necessary by the medical authorities present.

5. I understand the extent and limitations of the insurance cover provided.

Signed
(Parent/guardian)

Date.....

*(Please delete as appropriate)

TF6

Emergency contact details

Name of pupil..... Form.....

Address.....

Pupil's mother/father* may be contacted by telephone on the following numbers:

Work:

between the following hours: to

Home:

If not available at the above, please contact:

Name.....

Telephone number.....

Pupil's next of kin.....

Name of family GP.....

GP's telephone number.....

*(Please delete as appropriate)

TF7

Code of Conduct

The following guidelines must be observed. Failure to do so may lead to your being sent home and not allowed to join further school trips.

- a) Behave at all times in a manner that will not bring discredit to the school or spoil other people's enjoyment.
- b) Be reliable and punctual at all meeting places.
- c) Be sure that the person responsible for you knows where you are.
- d) If you are given free time never go beyond any boundaries that may have been set for you.
- e) Smoking is strictly forbidden.
- f) Drinking alcohol is only allowed with the permission of the member of staff in charge of the trip.
- g) If you are on a residential holiday or course, visiting other bedrooms is forbidden between 11.30 p.m. and 8.00 a.m.
- h) On no occasion should the school's normal code of behaviour in personal and sexual relationships be breached.
- i) Never slip away from your group.

On activity holidays:

- j) Always obey strictly the instructions of any party leader or instructor.
- k) Avoid putting yourself in a position of physical danger, especially if you are learning a new skill.
- l) Do not join in any activity where you will be in danger of falling into water unless you are sure you are a good enough swimmer to reach safety and can swim fully clothed if necessary.

On visits abroad:

- m) Keep your passport and any other documents or valuables in a safe place.
- n) Remember that when crossing the road in most countries you will need to look left first, as the traffic will be approaching from the other direction – not the one you are used to in Britain. It is often an offence to cross the road at crossings when the red stop sign is showing, even if it is safe to do so – the police can fine you on the spot.

Undertaking

I have read and understood the above instructions and agree to abide by them.

Signed..... Date.....
(Pupil)

Title and date of trip.....

TF9

AMENDED JAN 2010

ORGANISING OUTINGS AND EXPEDITIONS: CHECK LISTS

This checklist is to help the Educational Visits Co-ordinator (ERC) and the Party Leader to ensure:

- The safety of students and staff;
- The maximum benefit to students;
- Effective organisation and administration.

If in the months leading up to your departure date you have any questions or concerns regarding aspects of safety or organisation, please raise them with the Educational Visits Co-ordinator or his Deputy (PGC)

Not all sections will, necessarily, be relevant to all proposed trips. Please put a tick or cross or write NA if the question is not applicable to your visit.

A: INITIAL STAGES.

1.) INFORMATION & DOCUMENTS

Have you read the School's guidance on planning educational visits in S5 of the Staff Handbook and the Travel Club guidelines on the s:drive.

Have you obtained a copy of the DfES Handbook for Group Leaders from the EVC?

2.) APPROVAL FROM THE HEADMASTER/SUITABILITY OF PUPILS

Have you submitted an appropriate request form to undertake the trip in writing and spoken to the Headmaster (**copy to ERC**) and received approval. Include in your request details about the purpose of the trip, location, staff involved, other adults, costings, staff/student ratios, any preliminary visits, insurance issues, first aid cover and any transport issues.

Have you checked the "School Trips :Pupils of concern " list on the s:drive, discussed with Heads of Section and checked with Sally about those pupils who have expressed an interest in going on your trip re their suitability on academic, behavioural and medical grounds.

NB If you are undertaking an "exotic" trip with unusual physical demands; altitude, heat etc then speak to ERC. The Travel Company may require additional medical checks/forms. Remind parents about the need for full and open disclosure on all forms.

B: AT LEAST TWO TERMS BEFORE DEPARTURE

3.) PARTY LEADER/TITLE OF TRIP

Who is the Party Leader or activity organiser familiar with the School Policy Statement on visits and outdoor activities? What is the title of the trip?

.....

4.) PURPOSE

Have the purpose and the objectives of the activity been clearly identified, discussed with any other provider, and are they appropriate to the age and ability of the group?

5.) LOCATION

Is the location of the visit appropriate to the activity to be undertaken?

6.) APPROVAL

Has permission been given for adults not employed by the School to act as leaders or helpers on the visit?

7.) STAFF

Are members of staff leading activities suitably qualified and experienced for the activities proposed? This is absolutely vital in the case of outdoor pursuits, fieldtrips and sports.

Have CRB checks of leaders or helpers *not* employed by the School been made?

Have you already informed the Travel Club officers ERC/PGC of the names of staff/helpers going on the trip?

8.) STAFF/STUDENT RATIO

Will the group have the correct staff/student ratio necessary for the activities proposed and the gender mix of the group?

9.) CHOOSING A VENUE AND PRELIMINARY VISITS

Has the Party Leader made a preliminary visit (if appropriate) to the site or centre to be visited to check arrangements?

(e.g. travel time, access and permission, facilities and equipment, leisure or recreational facilities for residential stays, emergency procedures at centres, staff support, guides or programmes of work, potential Health and Safety issues, shelter, toilets, costs, accommodation, contingency arrangements, references from previous users, etc.).

If you have not made a preliminary visit, has action been taken to ensure the Party Leader is aware of the potential hazards and the possible opportunities which may exist?

10.) ORGANISATION

Do you have First Aid available and staff who are sufficiently competent in First Aid?

Are you confident that the School's insurance policy will cover your planned activities?

If not, have you made alternative insurance arrangements and have copies of these been given to the EVC and Bursar ?

Is appropriate transport available? Are the drivers suitably qualified?

11.) FINANCE

Have adequate arrangements been made to finance the trip and manage the finances? (This includes funds to cover an emergency.) Please use the correct credit and debit forms supplied by the Bursary.

NB: Parents should have as much information as possible before the deposit becomes Non-refundable.

12.) COMMUNICATION

Have other staff and colleagues whose work may be affected been notified of planned arrangements?

13.) PARENTAL CONSENT/ PUPIL SUITABILITY

Has the written consent of parents/guardians been obtained for the visit and for the activities which are planned?

Have you requested information regarding the dietary and medical needs of pupils on the trip from their parents/guardians?

Have parents been asked to provide emergency contact details

Will the pupils be prepared for and physically capable of taking part in the proposed activity?

Have you asked Cheryl to check all pupils medical forms and taken note of the earlier advice about "Exotic Trips?"

B: AT LEAST A MONTH BEFORE DEPARTURE

14.) RISK ASSESSMENT

Have you or the Party Leader discussed with the EVC the completion of risk assessments related to the proposed activity?

Have copies of the risk assessment been signed and returned to the EVC?

15.) THE PROGRAMME

Have parents and pupils been provided with a detailed itinerary?

Do the students and staff have details of clothing and equipment necessary for the activities proposed and allowing for the appropriate weather conditions? Crucial for outdoor pursuits, fieldtrips and sports.

Is there an alternative programme in the event of poor weather?

16.) BRIEFING FOR STUDENTS AND STAFF

Have both students and staff been properly briefed on all the activities they will undertake during the visit at a briefing meeting *prior* to departure?

This is to include not only activities whilst away, but also: the travel arrangements to and from the destination; an anticipation of hazards; standards of student behaviour; action in emergencies and standards of supervision, insurance details and relevant contact details. Telephone pyramid optional.

17.) PUPIL DOCUMENTATION

Have you received for every pupil a signed code of conduct, and ensured that every pupil is holding a passport and where appropriate a European Health Insurance Card.?

C: AT LEAST A WEEK BEFORE DEPARTURE

18.) EMERGENCIES WHILE AWAY FROM SCHOOL

Has the EVC or substitute been named as a point of contact at home, *in the event of an emergency*, and given a list of group members and programme of the group's activities?

Is there an emergency phone number known to all the adults in the party, be it one at home or one on site with you?

Have you collected an Emergency Contact Card from the EVC (phone nos) and from The Bursary (Insurance)

Are you aware of the School's procedures in the event of an emergency while you are away on a visit?

19.) FOR THE VISIT

Has the pro forma for reported incidents and accidents (see School Nurse) been given to the Party Leader for completion during the trip if necessary?

Have you left with the school office and the EVC

- i. A list of all those going on the trip, staff ,pupils, other adults
- ii. An itinerary including meeting and collection details
- iii. Emergency contact forms for each pupil
- iv. Your contact details (including mobile numbers) and
- v. Any other relevant contact information.
- vi. The risk assessment
- vii. This form.

D: AFTER THE VISIT.

20.) Have a rest and complete an evaluation form.

DAY TRIPS

Anyone running a day trip should read the school travel policy (this document) and then complete the check list below.

ORGANISING OUTINGS AND EXPEDITIONS: CHECK LIST FOR DAY TRIPS (Excluding theatre and cinema trips and sports fixtures)

WHEN COMPLETED HAND THIS FORM TO ERC BEFORE DEPARTURE

Any questions speak to the Educational Visits Co-ordinator ERC or his deputy PGC. Plenty of helpful information is included on the s:drive Travel Club guidelines.

A: INITIAL STAGES.

1.) INFORMATION & DOCUMENTS

If you have run this trip or a similar day trip before then tick the box

IF YOU HAVE NOT RUN THIS TRIP OR SIMILAR BEFORE SPEAK TO ERC

2.) APPROVAL FROM THE HEADMASTER

Have you submitted a request to undertake the trip in writing to the Headmaster and received approval.

B: AT LEAST ONE MONTH BEFORE DEPARTURE

3.) PARTY LEADER/TITLE OF TRIP

Who is the Party Leader or activity organiser familiar with the School Policy Statement on visits and outdoor activities? What is the title of the trip?

.....

7.) APPROVAL

Has permission been given for adults not employed by the School to act as leaders or helpers on the visit?

5.) STAFF

Are members of staff leading activities suitably qualified and experienced for the activities proposed? This is absolutely vital in the case of outdoor pursuits, fieldtrips and sports.

Have CRB checks of leaders or helpers *not* employed by the School been made?

6.) STAFF/STUDENT RATIO

Will the group have the correct staff/student ratio necessary for the activities proposed and the gender mix of the group?

7.) ORGANISATION

Do you have First Aid available and staff who are sufficiently competent in First Aid?

Are you confident that the School's insurance policy will cover your planned activities?

8.) FINANCE

Have adequate arrangements been made to finance the trip and manage the finances? (This includes funds to cover an emergency.) Please use the correct credit and debit forms supplied by the Bursary.

9.) COMMUNICATION

Have other staff and colleagues whose work may be affected been notified of planned arrangements?

10.) PARENTAL CONSENT/ PUPIL SUITABILITY

Has the written consent of parents/guardians been obtained for the visit and for the activities which are planned?

Are you aware of any medical/dietary needs of pupils going on the trip?

Have parents been asked to provide emergency contact details **if you are going to be away outside office hours.**

11.) RISK ASSESSMENT

Have copies of the risk assessment been signed and returned to the EVC?

12.) THE PROGRAMME

Do the students and staff have details of clothing and equipment necessary for the

activities proposed and allowing for the appropriate weather conditions?
Crucial

for outdoor pursuits, fieldtrips and sports.

Is there an alternative programme in the event of poor weather?

13.) BRIEFING FOR STUDENTS AND STAFF

Have both students and staff been properly briefed on all the activities they will undertake ?

Parents can be informed by letter.

14.) PUPIL DOCUMENTATION

Have you ensured if you are going abroad that every pupil is holding a passport and a European Health Insurance Card.?

15.) EMERGENCIES WHILE AWAY FROM SCHOOL

If the trip is outside office hours...

Has the EVC or substitute been named as a point of contact at home, *in the event of an emergency*, and given a list of group members and programme of the group's activities?

Have you collected an Emergency Contact Card from the EVC (phone nos) and from

The Bursary (Insurance)

Are you aware of the School's procedures in the event of an emergency while you are away on a visit?

16.) FOR THE VISIT

Have you left with the school office and the EVC

viii. A list of all those going on the trip, staff ,pupils, other adults **PIN up in CR**

ix. An itinerary including meeting and collection details

x. Your contact details (including mobile numbers) and

xi. The risk assessment EVC only

xii. This form. EVC only

C. AFTER THE VISIT.

Report any incidents to the ERC.

Away Matches, Cinema and Theatre Visits

Staff running the above trips should also read the school travel policy and follow the advice below.

CODE OF PRACTICE FOR AWAY MATCHES

- Most fixtures will be in the calendar.
- For cup matches etc. pupils will normally be informed 5 days in advance.
- Pin up team sheet on appropriate notice board.
- Team sheet will indicate departure & return times.
- Copy of team sheet to office (weekday matches) HM for weekend fixtures.
- Travel in either school uniform or appropriate kit as directed by staff.
- Travel will normally be by coach or school minibus for which generic Risk Assessments apply. (see 's' drive Travel Club, Risk Assessments)
- Pupils travelling to or from a fixture with parents, or in the case of Sixth Formers driving themselves, must seek prior permission from the member of staff in charge of the team. No pupils should travel in other families or Sixth Formers' cars without agreement of both sets of parents.
- Code of conduct – normal school rules apply.

EVENING THEATRE/CINEMA VISITS

The agreed protocol for such trips is as follows:

1. Initial permission should be sought from the Headmaster.
2. As far as is possible events should be put in the calendar and the organiser should attend the Calendar Meeting.
3. A risk assessment should be produced and checked with ERC.
4. A copy of the risk assessment, a list of pupils and staff going including a staff contact number and a copy of the letter sent to parents about the trip (which must include a permission slip) should be left with ERC before the trip departs.