



**Policy 14D - Visits  
including EYFS**  
**(Review annually from 2015)**

<b>Date</b>	<b>Reviewed by</b>	<b>Date approved SMT</b>	<b>Date approved by sub-committee</b>	<b>Date approved Governors</b>	<b>Next review date</b>
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## **GENERAL**

Barrow Hills School values the contribution of educational visits to the education of its pupils. Visits may be day or residential, in this country or abroad such visits provide pupils with opportunities for development through learning, discovery, exploration and challenge in ways that cannot be achieved in the classroom.

All visits from Barrow Hills should be conducted in accordance with the following guidelines, which are designed to ensure that such visits occur within a structured and supportive framework. Attention to the safety of all members of any group is of paramount importance and our leaders will be experienced, well prepared and well supported both by their party members and by the relevant SMT Member. The leaders in turn have a duty to keep all other members of the group well informed and to ensure that all guidelines are clearly stated and understood by everyone involved.

### **The duty of care**

Teachers looking after pupils are in loco parentis:

'THEY MUST TAKE THE CARE THAT A REASONABLE, PRUDENT AND CAREFUL PARENT WOULD TAKE IN THE SAME CIRCUMSTANCES.'

In exercising the duty of care and interpreting the meaning of "reasonable, prudent and careful", common sense should be applied. In doing so those involved should:

- i. Try to think as a parent might in similar circumstances.
- ii. Consider whether they would be able to justify what is proposed to professional colleagues whose judgement they respect, and ultimately in a court of law.
- iii. If they are in doubt they should not proceed until they have sufficient further information and advice to remove the doubt.

### **General Points**

- The purpose of the visit must be established and agreed with the SMT
- The visit must be consistent with the general aims of the School
- The visit must be appropriate to the age and experience of the pupils involved
- The visit must be linked to current work and/or stage of development
- The visit must be appropriate in time and mode to the general life of the School

Parents must be involved in such a way as to ensure they are informed promptly and fully of all appropriate matters and can make an informed choice as to whether their child should go on the visit.

All members of the staff team must be knowledgeable about the details of the visit and the extent of their responsibilities.

Pupils must be knowledgeable about the details of their visit.

Safety issues must underpin all stages and aspects of the visit.

Full Risk Assessments must be in place for every visit.

Pupils should wear correct school uniform, unless the nature of the visit makes this unsuitable.

## **SANCTIONING THE VISIT**

### **Responsibilities of the Governing Body**

Have overall responsibility for the visits policy which they delegate to the Head.

### **Responsibilities of the Head**

To ensure that there is a competent party leader. Party leaders must have had experience as an accompanying member of staff/deputy leader on the same or similar expeditions at this school, must have had three years teaching (or equivalent) experience, or, be deemed a suitable leader by the Head.

The Head must approve the choice of deputy leader and the other accompanying staff.

Only the Head may authorise the inclusion of non-school or family members in any expedition and must warn the party leader of any insurance or supervisory provisions that may be necessary in such cases.

The Head must authorise the number of accompanying adults on any visit particularly where this differs from the general supervision guidelines.

To ensure that adequate child protection procedures are in place.

To ensure that adequate First Aid provision is in place, that medical details are known and understood by all appropriate parties and that the emergency procedure is in place.

To consult with the Deputy Head regarding the above and to delegate such arrangements as they see fit.

Not to allow any visit to take place unless all the necessary arrangements are in place.

### **Responsibilities of the SMT**

A designated member of the Senior Management team will be on call at all times during all visits, day, evening or residential. The School Office is open from 8.30 am until 4.30 pm and should be the first contact between those hours. At any other time a member of SMT should be contacted directly and must always be informed immediately of any incident involving injury or illness or any change of plan. (Emergency contact details are available on a card from the DH. Please note – these list personal telephone numbers, which should not be given to a third party without permission). Many companies will ask for the Head's contact details on their forms, usually as an emergency contact number, please ascertain why they want this number, then consult the DH/SMT member about the appropriate contact details to give. The DH/SMT member should also be consulted about contact details to be given to parents.

The role of that person will be:

- To support the members of the Party and give advice where appropriate
- To convey information as required
- To give support over disciplinary or other difficult issues
- To ensure that the Head is informed of events as appropriate
- To play a major role in the event of the emergency procedures being necessary

## **SUPERVISION RATIOS**

### **Influencing factors**

It is important to have a high enough ratio of adult supervisors to young people for any visit. The Head teacher should decide the appropriate ratio, based on:

- EYFS statutory ratios;
- Sex, age, group ability and location;
- Nature of the activities;
- Experience of adults in off-site supervision;
- Competence and qualifications of staff, both general and on specific activities;
- Competence and behaviour of young people;
- Type of accommodation;
- Duration and nature of journey;
- First Aid cover.

### **Recommended ratios**

The following are all recommended minimum ratios which reflect best practice as advised by Surrey LEA and the DfE. Ultimately, ratios should be determined by a sound risk assessment; in practice this means that occasionally there will be special circumstances where it is necessary to adopt different ratios from those outlined below. The quality and nature of supervision, which must be planned and active, is more important than merely having the correct supervisory ratio.

#### Pre-school children

Children under the age of five participating in a visit or journey require very close supervision. There should be at least 1 adult for every 2 children, so that every child can have their hand held. Where there are no significant dangers a ratio of 1:4 is statutory.

#### Years 1 to 3

There should be 1 adult for every 6 young people, with a minimum of 2 adults. A female member of staff must always be present.

#### Years 4 to 6

There should be 1 adult for every 10 to 15 young people, with a minimum of 2 adults. A female member of staff should always be present. On residential and foreign visits, this ratio is reduced to 1 adult for every 10 young people.

#### Years 7 and 8

There should be 1 adult for every 10 to 15 young people, with a minimum of 2 adults. For mixed groups there should be both male and female adults present, though this is not necessary for single sex groups. On residential or foreign visits, the ratio should be reduced to 1 adult for every 10 young people.

## **PARENT INVOLVEMENT**

### **Residential trips**

A parent who accompanies a residential trip must have a current DBS clearance and have attended Barrow Hills safeguarding training. The School prefers not to rely on parents accompanying residential trips.

## **Day trips**

A parent who accompanies a day trip should have a current DBS clearance and have attended Barrow Hills safeguarding training. Otherwise, they may not be solely responsible for a group of pupils and must be accompanied at all times.

Where possible, parents should not be allocated a group with their own child(ren) in it.

## **Presence in School**

Parents who have attended Barrow Hills safeguarding training should wear a blue lanyard which is issued to them when they sign in at School.

## **PROCEDURE FOR SCHOOL VISIT**

### **This covers all trips, visits and residentials**

Complete Part 1 of the [School Visit Form](#) (found in TSStaff) and submit for authorisation ticking the box to receive a copy. You will receive an email confirming submission, ensure that you keep this email.

Once the trip has been authorised by the relevant member of SMT (you will receive an email to confirm) complete the following:

- Copy the necessary forms into your trip folder (create a new folder if necessary in TSStaff / Trips, Visits and Residentials / Actual Visits)
- School trip costing sheet to be completed and submitted with an order form to the **Financial Controller** for approval
- Once costing approved send a letter to parents via the portal requesting confirmation of attendance and approval of payment (using google form and letter templates)
  - Letter to be shared with School Office
  - Google form responses to be shared with **Fees and Safeguarding Administrator**
  - Check all parents have responded by deadline date, chase up any outstanding responses and manually update with any comments
- If a residential trip
  - hold a briefing meeting for parents to inform them of the trip details
  - give each parent a Pupil Info Sheet-BHS version from the portal so that they can check the information held for catering, medical etc. (return signed completed forms to IT Support to update engage)
  - if necessary take copies of passports and EHIC cards (give to IT Support to update engage)
  - collect passports and EHIC cards at least 24-hours before trip and store in safe
- Confirm booking with venue
- Book or arrange transport
  - Form TCC to be completed if transporting children in own vehicles
  - Book minibuses on the portal
  - See School Office to book coaches

- Risk Assessment (see blank template or previously completed assessment), many venues produce their own comprehensive risk assessments
- Check adult:children ratio
- Request any catering requirements (at least one week prior to departure)
- Complete [absence form](#) for absence and cover arrangements

From the email confirming your initial submission click 'Edit your response', change the drop down from 'Initial trip request' to 'Final details submission' and complete the rest of the form as instructed.

Submit and tick the box to receive a copy via email.

Submit all hard copy supporting documentation to the Deputy Head ~~—Pastoral~~ at least 24-hours prior to departure. The documents will be checked for compliance and the final sign off performed.

**Brief:**

- Accompanying staff
- Students
- Designated SMT member
- Deputy Head

**Collect:**

- First Aid kit
- Emergency Card
  - [A10 Visits Policy](#) - View only
  - [A10b Card 1](#) - Emergency Procedure
  - [A10c Card 2](#) - Following an incident
- Catering
- Money
- Passports / EHIC cards (if required)

Go on trip taking care to monitor throughout

Return and EVALUATE

**GUIDELINES FOR PLANNING A VISIT**

Barrow Hills School requires all visits to be run according to the following guidelines

**Personnel**

The number of staff accompanying a visit will vary according to factors such as the age of the pupils, the nature of the visit and should be discussed with the Deputy Head as appropriate.

**All adults accompanying a visit**

- Recognise that those in charge of young people are in "loco parentis" and must take at least that degree of care
- Must have a clear view of the purpose of the visit and the standards of behaviour expected of young people

## **Responsibilities of the Party Leader**

In addition to the above the party leader must:

- Ensure that all accompanying staff are fully briefed as to the purpose of the visit, their responsibilities, the level and type of supervision required and the standards of behaviour expected and that they are aware of potential hazards
- Check that insurance provision is adequate for all activities
- Prepare visit pack
- Prepare DH pack
- Take all reasonable steps to ensure the safety of all transportation and venues
- Ensure that all adults accompanying that visit as supervisors have been approved by the Head
- Ensure that all adults involved with the management of the group are introduced to the group at the outset or during the preparations
- Be responsible for all the planning of the visit (see specific visits section)
- Carry out a risk assessment and re-evaluate it as necessary
- Check sites on arrival for any immediate necessary changes
- Be aware of any sites to be visited that may be in any way sensitive and may require special instructions to be given
- Be aware that large groups are better managed as sub groups with their own group leaders who in turn report to the Party Leader. Each sub group leader must be properly briefed and must carry their own copies of lists, medication etc.
- Ensure that everyone knows for whom he/she is responsible and everyone knows who is responsible for him/her
- Work ahead to ensure that "the next thing" has been properly thought through and prepared eg on the coach planning safe disembarkation and movement to the next venue, arranging subgroups and meeting points, or phoning ahead to check that room allocation has not changed etc
- Deal promptly with any disciplinary or health issues, keep the relevant SMT member informed and involve outside agencies where necessary
- Consult regularly with the Deputy Leader and staff to monitor and review progress of planning for visit
- Meet pupils to keep a feel for the mood and atmosphere in the group
- Ensure that School or SMT member is immediately informed of any problems, injuries etc.
- NOT BE AFRAID TO ASK FOR ADDITIONAL HELP OR SUPPORT

## **Accompanying Staff**

Other staff involved must include a Deputy Leader, and may include student helpers and other adults. (The Head's consent must be sought for other adults to accompany any visit). They all have important and different roles to play.

### **Responsibilities of the Deputy Leader**

In addition to the responsibilities of all adults the Deputy Leader must:

- Attend briefing meetings as required
- Support and help the party leader in all his/her duties
- Deputise for the leader as required
- Relay information between various parties as required
- Carry a spare set of all documentation or have access to all information
- Have reasonable knowledge of the planning of the visit
- Report any significant events to Party Leader

### **Responsibilities of Student Helpers (e.g Work experience, former pupils)**

In addition to the responsibilities of all adults the Student Helpers must:

- Support and help the PL and DPL in all their duties
- Not be given sole charge of any group except in exceptional circumstances
- Be given only those duties suitable to their age and experience
- Be treated as a member of the staff team
- Have their role explained clearly to the pupils

### **Responsibilities of other Adults**

In addition to the responsibilities of all adults any accompanying adults must:

- Support and help the PL and all other staff
- Have their role explained clearly to pupils
- Not be required to do duties
- Respect the codes of conduct set for other members of the party
- Not act in any way as to make the role of other staff more difficult or undermine the authority of the party leader
- Not be given sole charge of any group except in exceptional circumstances.

### **Responsibilities of Pupils**

The group leader should make clear to pupils that they must

- Not take unnecessary risks
- Follow instructions given by PL and other staff
- Dress and behave sensibly
- Be sensitive to other people
- Be aware of possible dangers and inform the Party leader or other staff

### **Responsibilities of parents**

Parents should be briefed by the School as to their responsibilities and should ensure that

- Their child is fully prepared for the visit
- They have supplied the School with the necessary health details and emergency contact details

### **Child Protection**

If, during a trip a child passes on any sensitive information to an adult then this must immediately be written down and dated by the adult. It should be put into a sealed envelope and the adult must ensure it is passed onto the DSL or Head upon return to school. The information should not be discussed with anyone else.

## **CODES OF CONDUCT**

### **Pupils**

The School Code of Conduct for pupils applies on all visits. In addition, it may be necessary to devise an additional code to cover journeys, or specific activities. The School code of conduct with additional items relating to specific excursions must be made clear to all and adhered to throughout every visit. Pupils should be expected to wear School Uniform on visits, unless there is a good reason why not, when a clear dress code should be in place.

A code of conduct that covers most aspects of the visit and has been agreed in advance makes the visit more straightforward for everyone and makes disciplinary issues far easier to deal with. Penalties, in broad terms, for infringements of the code should also be decided in advance and agreed to by all involved. Specific codes must of course be related to the age of the party and the nature of the visit.

(For School Code of Conduct, see Policy 7E and for sample codes see - Visits Codes (Visits Policy))

### **Staff**

The Staff Code of Conduct applies on all visits. In addition, it may be necessary to devise an additional code to cover journeys or specific activities. The School code of conduct with additional items relating to specific excursions must be made clear to all and adhered to throughout every visit. (For Staff Code of Conduct see policy **7E** previously A17).

### **Student Helpers and other Accompanying Adults**

Would be expected to comply with the same code of conduct as the staff. It is the responsibility of the Party Leader to provide them with a copy of such code and any additional clauses.

## **CHOICE OF VENUE**

Factors guiding choice may include as appropriate:

- Aim of visit
- Safety – stairs/fire arrangements
- Security of site
- Arrangements for eating packed lunch
- Hygiene Arrangements
- Qualifications and number of staff
- Supervision arrangements
- On site transport arrangements
- Insurance
- Written operations procedure
- Medical Arrangements
- Equipment – guarantee of standards/quantity/ safety/ maintenance
- Written accident and emergency procedure

### **Ask for additional guidance or information if required**

#### **Preliminary visits:**

These should always take place where possible for a new visit in order for a valid risk assessment to take place. Such a visit also provides the opportunity for good links to be established.

Most reputable companies will include a free staff inspection visit but where necessary finance for such visits needs to be costed in to the overall budget. Preliminary visits should also be used to evaluate the area and further details of the programme.

## **RISK ASSESSMENT**

Everything we do involves Risk Assessment. The Risk Assessment is an examination of what could cause harm to people and subsequent planning to remove the problem or minimise the risk to an acceptable level given the age and experience of the party and the nature of the activity.

It is necessary to decide whether a hazard is significant and whether it is covered by satisfactory precaution so that the risk is small.

Please refer to Policy 16A – Risk Assessment

### **Look for the Hazards**

- In the preliminary planning visit or contact find out about the potential hazards in the context of the group and the experience and knowledge of the staff
- Concentrate on reasonable issues related to the developmental stage of the group
- Get information from others who may have had experience of this visit
- Ask questions – if you are not shown something on your check list ask to see it
- Check that the situation will be the same when you visit

### **Decide who is at risk**

- Some people in the group may be at greater risk than others and special provision may be necessary e.g. lower bunk bed on ground floor for sleepwalkers
- Staff who do not know pupils so well may pose a hazard or be at risk. Others around your party and your party may be at risk if your code of conduct is not well observed and discipline poor
- Poor organisation and inadequate rest e.g. for staff on a residential visit, can pose a hazard and put all at risk. Try to build in enough rest.

If it is necessary to take action, ask

- Can I remove the Hazard altogether?
- IF NOT can I control the risks so that harm is unlikely?

Strategies to reduce or control the risk could involve

- Changing to a lower risk option
- Restrict area of risk through code of conduct
- Restrict access to risk
- Plan to avoid risk –e.g. ski groups relative to ability
- Increase use of safety equipment
- Changing time schedules to reduce fatigue
- Increase staff supervision
- Cancel part of programme – never be afraid to do this on safety grounds or of changing plans at short notice

## **Record your findings**

Risk assessments must be prepared and saved in the relevant folder on Drive/TSStaff/Trips, Visits and Residential. No visit may take place unless a full risk assessment is handed to Deputy Head Pastoral for their approval.

All risk assessments must show risk, estimated level, to whom, means of reducing level, final level. Centre risk assessments are only acceptable if they include all the above.

This must be shown for each risk at each stage of the visit and must certainly include:

- Departure – one of the most dangerous times
- The Journey
- During the visit
- Other instructors
- Equipment
- Catering – particularly packed meals
- Activities
- Sub visits particularly where secondary transport is involved
- Return Journey
- Arrival home – again one of the most dangerous times

You need to be able to show that:

- A proper check was made
- You dealt with the significant hazards
- You took proper account of individual differences
- The precautions are reasonable and the remaining risks low
- You have kept your records

## **Review your assessment and revise it if necessary**

Nothing remains constant and circumstances may necessitate change. Risk assessments should be reviewed regularly (certainly during a visit) and you must never be afraid to change them. Most common reasons for change are

- Change in the group dynamic/illness
- Change of staff
- Weather
- Transport Problems
- Equipment
- Increasing fatigue of party
- Political change e.g. terrorist attacks

## **FINANCE**

Major considerations in the financing of any visit are keeping the cost to pupils as low as possible while at the same time ensuring we have allowed for all major expenses and the extras as well as having enough in reserve as a contingency fund. Funds can be refunded to pupils on return. It is hard to ask for more money after the visit.

### **Items to be remembered**

- Any letter to parents must state clearly what is being included in the main cost and what likely extras there may be
- Any adult taking a sub group must be adequately funded
- Check all brochures for hidden extras

- Check costs carefully before including them in a letter. It is a good idea to write that the visit will cost “**not more than** xx amount” and allow a certain amount of “contingency float” in your calculations (5%)
- Be clear about how much pocket money is to be allowed, this should be a small amount only
- Take a credit card of your own for emergency use
- If you will have known entry fees while away prepare the money in advance to avoid fuss at ticket offices. Never have pupils paying one by one even for extras, take advantage of group rates
- Preview costs need to be included in the budget

## **HEALTH ISSUES**

The success of any visit is greatly enhanced by clear and efficient management of Health Issues. Many aspects of this will vary depending on the age of the pupils and our actions are also affected by current legal requirements. All staff must be aware of pupils with special medical needs and with how to cope with problems that may arise as a result of these. One member of staff can have the duty of keeping a particular watch over such pupils although the Party Leader is ultimately responsible for all pupils.

If, during a visit there is any doubt as to whether a pupil should see a doctor or visit a hospital always err on the side of caution and keep the SMT member informed as appropriate.

Update members of the party as appropriate. A sprained ankle quickly becomes a broken leg pinned in three places if pupils are left to speculate. More dangerous – misinformation can reach home.

Parental consent is given each year for the administration of a number of non-prescription medicines and remedies. Further permission is not required to administer any of these, but accurate records of what is administered must be kept on a record of medication given form (which is filed in the sick room on return to school). In order to ensure that pupils cannot receive an overdose of any medication one person should be in charge of administration.

Any accidents and action taken must be recorded.

Record of accidents and the record of medication given form should be returned to the School Office on returning from the visit.

Ensure that all asthmatics and epipen users are carrying their inhalers and epipens.

## **INSURANCE**

- It is the responsibility of the Head and the Party Leader to ensure that this is in place
- The school insures all members of the school and adult supervisors on day and evening visits while engaged on school business, please check details with the Operations Supervisor Manager, if in doubt
- For “high risk” activities additional insurance may be necessary. If in doubt check with the Operations Supervisor Manager
- The parents of some pupils with special health needs may prefer to take out additional insurance
- Some companies offer their own insurance and include it in the overall cost of the visit. Check carefully the level of the cover

- If abroad on high risk activities check whether you will have to pay “up front” for ambulances etc, whether the cost of a member of staff remaining with an injured/sick pupil is covered and whether parents will be flown out
- The PL must have all appropriate contact numbers including Medecins sans Frontieres or its equivalent if abroad (these are available from travel companies)

### **Any insurance policy should include the following**

- Public Liability covering claims for negligence
- Third party liability covering claims against the school and its members
- Personal accident cover for Party Leaders, Voluntary Helpers and participants
- Medical Treatment
- Transport and passenger liability
- Damage to or loss of personal or hired equipment
- Programmed and non-programmed activities
- Transport and accommodation expenses in case of emergency
- Compensation against cancellation or delay
- Compensation for loss of baggage and effects
- Legal assistance in the recovery of claims
- Failure or bankruptcy of a centre or travel company

## **TRANSPORT**

Most visits will involve transport at some stage

### **General points**

- Any journey must be included in the Risk Assessment for the visit, this should include arrangements for any emergency, e.g. coach breakdown, party getting separated if using public transport
- Any journey should be seen as an exciting and worthwhile part of the visit
- Any disturbance or irritation to the general public must be avoided
- Regular head counts should be made and must certainly be made after any stops
- Sub groups make checking easier and give other staff the chance to get involved and get to know the pupils
- Prepare for Travel sickness – seat known sufferers sensibly and make sure that transport is well ventilated
- The wearing of safety belts is obligatory and non-negotiable at all times
- Parents must be aware of their responsibilities in terms of departure and collection and should sign a slip to agree to these responsibilities. Special arrangements for individuals can cause problems for the whole group and should be avoided
- Set up a pyramid system to contact parents for collection times if appropriate. This is particularly important when children do not have mobile phones
- The party leader should have an easily accessible contingency fund
- All members of the party must have agreed to the specific code of conduct for their visit and this should include travel items

### **Coach Travel**

- Book only with approved companies and ensure that you have an emergency contact number for the company
- Make sure adequate arrangements are in place in the event of a breakdown
- Seat belts must be in working order for all passengers
- The wearing of safety belts is obligatory and non-negotiable at all times

- No movement to be allowed while the coach is moving
- All passengers must be made aware of the position of the safety exits
- One member of staff should be positioned near the safety exit. One near the Driver and others spread around
- Incorporate enough rest stops as appropriate to the needs of the party
- Ensure that all members of the party are aware of information re meeting times etc after stops
- If there are any doubts about the safety of the driver or the vehicle do not proceed until confident that it is safe to do so
- If early morning departures with large groups are taking place, make careful plans for embarkation
- Take plenty of bin bags
- It is customary to give the coach driver a small tip, which should be included in the costings
- No singing or other rowdy behaviour
- Videos are at the discretion of the party leader and by agreement with the coach driver. **They must be age related.**

### **Mini Bus Travel**

- All drivers must meet the criteria of the minibus policy
- Drivers are legally responsible for the safety of the bus
- See mini-bus driving guidelines for length of time that a driver may perform in one day and the number of drivers needed
- All passengers must be made aware of the position of the safety exits
- Luggage must be secure and must not obstruct the exits
- All passengers must use seatbelts
- All passengers must have a clear understanding of the code of conduct
- Special guidelines apply if taking a vehicle abroad (ask about this before agreeing to do so)

### **Private Cars**

- The Head and the Party Leader must check that the driver's insurance policy, driving licence, MOT and road tax are current
- The School has an insurance policy that covers anyone engaged on School business. A copy is available from the **Operations Supervisor Manager**
- All passengers must use seatbelts (seats with lap belts only should only be used if no other seat is available)
- All passengers must have a clear understanding of the code of conduct
- Pupils should travel in the rear seats whenever possible

### **Ferry Crossings**

- Consideration must be given to the potential danger on board for the particular group. In particular, great care and diligent supervision must be given if the group is allowed on deck
- Sub groups are vital
- Clear meeting points must be designated
- If combining coach and ferry all members of the party must know which deck their coach is on
- Briefing must be given on:
  - Emergency evacuation

- Location of muster stations
- Feeling unwell
- Care of property
- Respect for others
- Meeting points
- Code of Conduct must be clearly established particularly with regard to Duty Free Shops, Alcohol, Aerosols, Tobacco and other illegal substances
- Supervision at the port should be carefully managed with the group working in sub groups and no one moving on without the permission of the Party Leader
- Minimum group size if given free time is three

### **Air Travel**

- Use subgroups for check in etc but the whole group should move to and from the flight together with the Party Leader at the back to avoid the party being split
- Establish a base while waiting
- Make sure all members of the group know the flight number and time and know how to check the boards
- Give clear instructions about meeting times
- While waiting minimum group size is three
- Emergency arrangements must be clear and understood by all
- All passengers will be made aware of the position of the safety exits; pupils must be instructed to listen to these carefully
- Respect for other travellers must be included in the code of conduct
- Where possible seat all pupils ahead of staff in the aircraft
- Ensure that special dietary needs have been catered for
- Seat pupils with special needs near staff

### **Rail Travel**

- Whenever possible seats should be booked in advance
- Whenever possible pupils should be seated together or in sub groups with a member of staff
- Each member of staff needs to be aware of emergency exits and procedures and to inform their group
- Seat pupils with special needs near staff
- On long journeys pupils should be encouraged to remain in their seats and permission should be sought if they need to leave their seats
- No one may leave the train before the destination without the permission of the Party Leader
- Respect for other travellers must be included in the code of conduct
- If using a train e.g. an underground train where seats cannot be booked, it is a good idea to divide the party into sub groups each of whom will board together into a separate carriage
- Ensure that pupils know where to meet if they become separated from the rest of the party

**Emergency arrangements during travel  
must be clear and understood by all**

## **CONSULTATION LETTER WITH PARENTS - LETTER**

It is necessary and desirable to keep parents well informed at all stages of a visit.

- For day and after school visits a letter explaining about the visit with a consent form is sufficient.
- The letter must contain the following information:

### **VENUE**

- Purpose
- Departure time
- Return time
- Mode of travel and company
- Name of Party Leader
- Cost and information about what is included
- Any further money that may be required e.g. for souvenirs
- If school uniform is not to be worn – a clear dress code
- Any special equipment that may be needed
- Immediately prior to departure pupils should be given final details containing group lists and any update to arrangements

## **ALCOHOL, CIGARETTES AND ILLEGAL OR DANGEROUS SUBSTANCES**

### **Alcohol**

- For pupils - the policy is – no alcohol at any time. For staff leaders and accompanying staff – it is accepted that staff may wish to drink alcohol with a meal but there must be at least two staff on duty who have not taken alcohol. No member of staff is allowed to take part in an activity or drive after consuming alcohol until the alcohol is no longer in their system
- Other adults – if travelling with the school party they must respect the code governing the party
- Any infringement – to be dealt with immediately by the Party Leader and reported to SMT from whom further advice may be taken

### **Cigarettes**

- For pupils no cigarettes at any time.
- Staff who smoke must be discreet and never smoke while on duty
- Any infringement – to be dealt with immediately by the Party Leader and reported to SMT from whom further advice may be taken

### **Illegal and Dangerous Substances**

- For all members of the party – not allowed
- Any infringement – to be dealt with immediately by the Party Leader and reported to SMT from whom further advice may be taken

## **MOBILE PHONES**

On day visits the policy regarding mobile phones will most probably reflect that used in school generally.

Where a decision is made for pupils to have phones with them clear guidelines must be given as to their use and security. If pupils' mobile phone numbers are recorded, in order

for emergency contact to be made with them, please ensure that these are not stored on staff phones after the visit ends and that any list of such numbers is shredded.

### **IPODS, ETC.**

If pupils are to be allowed these clear guidelines must be given.

### **CLOTHING**

Correct school uniform should be worn for all day trips unless the type of activity precludes it. It is the party leader's responsibility to ensure that this is checked before the party leaves.

### **FINAL ARRANGEMENTS**

To be undertaken by Party Leader 24 Hours beforehand

- Confirm coach arrangements with the School Office who will check coach company
- Ensure all members of staff are fully prepared and briefed
- Ensure that you have all necessary contact details e.g. School, SMT member, coach company etc
- Complete assembly of visits pack - this should contain
  - details of venue with contact numbers (one per subgroup)
  - details of transport with contact numbers (one per subgroup)
  - copy of itinerary with approximate timings (one per subgroup)
  - risk assessment (one per subgroup)
  - Staff medical and contact details (each sub group leader should have the relevant details for the staff in their group)
  - Pupil's medical and contact details (each sub group leader should have the relevant details for the children in their care)
  - Medical emergency sheets (one per member of staff)
  - Emergency procedure cards (one per member of staff)
  - School emergency telephone contact number card (one per member of staff)

These details should be carried by the Party leader and sub-group leaders at all times.

- Complete assembly of pack for the School Office – this should be the same as the visits pack but include staff mobile phone numbers and exclude the last three items.
- Complete assembly of Deputy Head Pastoral (DHP) pack if needed – this should be the same as the pack for the front office and give to DHP
- Get Final details sheet signed and leave one copy with the office and one with DHP if needed
- Arrange with Receptionist to collect appropriate first aid kit(s)
- Ensure that at least two members of staff will be carrying fully charged mobile phones (with at least ten pounds credit on them if they are not on a contract). If more than two sub groups, each group should carry a mobile phone.

On day of trip

- Arrange for collection and distribution of First Aid Kit(s)
- Ensure that at least two members of staff are carrying mobile phones (fully charged and in credit) or one per sub group
- Register pupils and divide into groups as appropriate
- Remind pupils of code of behaviour expected

- Inform School Office of any absentees and leave details pack in front office – they will inform SMT of any absentees
- Leave pack with DH
- Allocate staff to groups
- Give each member of staff the appropriate details etc for their group
- If any form of transport is to be used, ensure that everyone is aware of the emergency procedures needed (e.g. emergency exit on coach, where to meet if separated on a train journey)
- If pupils are allowed to go off in small groups, these should be no smaller than three and no greater than five and clear arrangements about when and where to meet should be made

Day after trip

- Evaluation completed and signed, to be given to DHP.

## **EMERGENCY PROCEDURE**

Contingency plans relating to a serious emergency:

A serious accident or incident is defined as:

*An accident leading to a fatality, serious or multiple fractures, amputation 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*

General:

- Party Details must be left in the School Office and a further copy must be available at all times for the SMT member.
- The Party Leader and Leaders of sub groups must have accurate information, including medical details, about their groups with them at all times
- The Party Leader and Leaders of sub groups must carry SMT's number and other important contact numbers at all times

Immediately following the incident:

**The Party Leader should normally take charge and the priorities are**

- **Establish the nature and extent of the incident, unless this incurs further risk**
- **Account for all party members and ensure their safety as far as possible**
- **Attend to any casualties, unless this incurs further risk**
- **Call appropriate emergency aid**

**If the party leader is one of the casualties, the deputy or other appropriate person should take charge**

As soon as possible following an incident:

- If possible appoint an adult as scribe, to record all details with timings and to continue to do so as far as possible.
- Inform School or SMT member, giving the following information:
  - Your name

- Name of Group (more than one may be out)
- Telephone number you are calling from and any other available phones
- 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
- Advise other party staff of details
- Limit the use of Mobile Phones as much as possible (reassure pupils that school will contact their parents)
- Refer any phone calls from parents to the School
- Establish names of those affected
- Arrange for safe transfer to base of remainder of party if appropriate
- Pupils should be informed, as appropriate, in small groups and reassured as much as possible
- Do not speak to anyone or give any information to anyone other than members of the emergency services and advise rest of party of this
- Do not speak to press or media, they should be referred to School for a statement
- No one discusses or admits liability
- The names of all witnesses/those involved should be recorded (particularly independent witnesses)
- Do not allow anyone, apart from the medical services, to see any party member without an adult member of the party being present
- No one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them
- Retain any equipment which may have been involved in an unaltered condition
- Keep the SMT member regularly informed of situation and of any change of contact number

As soon as possible

- Party Leader prepares detailed report

At school:

- The SMT will invoke the emergency response plan
- Head or his authorised deputy personally contacts families of all involved
- In the event of a serious incident parents of all other party members to be contacted by members of the senior team
- No names to be divulged to the media, a press statement will be released by the School
- All school staff to be briefed to withhold names
- Inform and consult travel company and other agencies as necessary