



THE HALL SCHOOL

Educational Visits Policy

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This policy is available on the School website and can be made available in large print or other accessible format if required.

EDUCATIONAL VISITS POLICY

1 Scope

- 1.1 This guidance is applicable to all those involved in the organisation of educational visits for non EYFS pupils. **It should be noted that there is no specific requirement to have an Educational Visits Co-ordinator ("EVC") but there must be a clear process for approving visits.**

2 Objectives

- 2.1 To ensure that visits are well planned and significant risks are identified and managed
- 2.2 That there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable
- 2.3 That those in charge of visits have the necessary competence to manage situations appropriately

3 Guidance

- 3.1 The Education Visits Co-ordinator ("EVC") will be responsible for the implementation of this policy.
- 3.2 Learning outside the classroom environment is an essential part of our curriculum. Trips and visits include the following (non-exhaustive list):
 - i. day trips to historic sites, museums, galleries, natural features, farms, drama productions
 - ii. language exchanges abroad
 - iii. field trips, eg geography, history, art history
 - iv. adventure activities, eg canoeing, climbing, trekking, horse riding, sailing
 - v. choir/music/concert tours
 - vi. sports teams and ski trips
 - vii. Duke of Edinburgh Award programme
 - viii. Combined Cadet Force ("CCF") activities, including weekend exercises, military camps
- 3.3 The school calendar will list the trips and visits that are due to take place over the coming academic year, together with planned home and away sports fixtures
- 3.4 Parents will be notified in advance of:
 - i. selection of a child for a sports team where they will be given a list of fixtures
 - ii. a child attending a day out on a trip / visit, including details of any extra charge and details of visit duration
 - iii. planned trips and visits for year groups. Parents of pupils opting for trips will attend the school for a full briefing
- 3.5 Individual written consent will be obtained where pupils are taken on a trip or visit that:
 - i. extends beyond the normal school day
 - ii. involves an overnight stay

- iii. collection from a different venue
 - iv. overseas visit
 - v. extra cost to a parent
- 3.6 The completed and signed consent form will include details of how to contact a parent in the event of an emergency. The form must be returned to the school at least three days before the start of the trip
- 3.7 Parents are expected to support the school in ensuring that pupils follow instructions given by those in charge of the trip. Those in charge of the trip may send home early any pupil who declines to follow reasonable instructions
- 3.8 The EVC will:
- i. support the Headmaster in the process of approving visits
 - ii. ensure, as far as possible, they are spread through different age groups and the school year
 - iii. help staff involved with organising tours
 - iv. check parental consent forms
 - v. keep records of previous visits, including details of accidents and incidents
- 3.9 All new staff will receive training on planning school visits as part of their induction
- 3.10 Every planned trip or visit will have a nominated Group Leader ("GL") who is responsible for organising and running. A deputy GL will also be nominated
- 3.11 The EVC will hold a briefing session for all those nominated as a GL, which will cover:
- i. conducting risk assessments
 - ii. emergency procedures
 - iii. school insurance cover
 - iv. budgeting for visits
 - v. circumstances when a trip may be terminated
- 3.12 First Aid Arrangements
- i. First aid provision must be made for all educational visits and activities including day, residential and home stay visits, in accordance with the Health and Safety (First Aid) Regulations 1981.
 - ii. The GL will hold a valid first aid certificate or ensure that one of the accompanying teachers does
 - iii. All Reception trips will have a member of staff who is Paediatric First Aid trained.
- 3.13 Personal Liability
- i. The GL acts "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do"
 - ii. The school as employer of the GL will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines
- 3.14 Insurance

- i. The school has Employers Liability Insurance of £10m and Public Liability Insurance of £20m.
- ii. It also has a group travel policy that covers most visits in the UK and overseas, but does not cover adventurous / hazardous activities such as climbing or scuba diving.
- iii. The EVC and / or GL should check with the Director of Operations when planning trips relating to hazardous / adventurous activities for the applicability of insurance and arrange for an extension where required
- iv. The GL should ensure that they have a copy of the school travel insurance with them on the trip
- v. Travel involving staff using their own cars is discouraged. Where this is permitted, however, cover is provided through the schools "occasional business use" motor policy

3.15 Trips and visits planning The following list relates to planning for longer trips, the text in italics indicates that the action either may not be required or that the timescale may be shortened At least *twelve* months in advance it is recommended that:

- i. written confirmation should be provided that employment and/or suitability checks have been carried out for any staff or another organisation taking responsibility for the school's pupils on a site other than the school
- ii. obtain suitable advice from the EVC on suitable dates, previous experience and requirements etc
- iii. discuss key elements of the visit, including purpose, location, transport, accommodation, activities, itinerary, number and age of participants
- iv. calculate the staff to pupil ratio
- v. prepare a draft itinerary
- vi. decide the mode of transport for the whole journey
- vii. prepare a costing for the visit, remembering to allow a contingency for delays and emergencies
- viii. if an adventurous activity is involved, that the provider is licensed and individual instructors possess a recognised qualification (such as the Adventure Activities Licensing Authority)
- ix. obtain relevant details from the intended Centre regarding acceptance of responsibility and copies of risk assessments before committing to the visit
- x. prepare your own risk assessment
- xi. find other members of staff who are willing to participate, remembering:
 - (1) male / female ratios
 - (2) language skills
 - (3) medical assistance
 - (4) nature of activities
- xii. the school may permit parents and office staff to assist with day trips and sports fixtures but consideration must be given to the Schools Safeguarding Policies.

- xiii. where parent volunteers participate it is essential that advice is sought from Human Resources and the School's Safeguarding policies are followed. This may mean that it is essential to arrange for enhanced DBS disclosure if parents have unsupervised responsibility for children
 - xiv. If you are planning for pupils to be accommodated in host families in another country then the School should work with partner schools abroad to ensure that similar assurances are undertaken prior to a visit i.e the suitability of host parents, and should always undertake a risk assessment.
 - xv. The School should follow the guidance set out in Host Family Agreements supplied by the Independent School Bursars Association. This includes ensuring parents of pupils to be hosted complete the agreement in the appendix of this procedure.
 - xvi. Regardless of whether a DBS check is undertaken, decisions to use host families should take account of relevant factors such as the length of stay, knowledge of the family by an overseas partner and the age of the pupils. Schools can also take steps to reduce any risk identified, for example, ensuring pupils are seen by a member of staff every day whilst away from home, have access to a mobile phone with signal or know who to contact and how.
 - xvii. *check that the tour company / airline is ATOL / ABTA bonded so that cover is provided in the event of the bankruptcy of the provider*
 - xviii. *undertake a reconnaissance visit to the location if the school has not visited it before, or a reference from another school where this is not possible*
 - xix. *establish the minimum and maximum numbers for the visit to be viable*
 - xx. *establish any visa and medical requirements*
 - xxi. *establish the cost of any deposits required both for travel and the activity provider and calculate the deposit required from participants*
 - xxii. *check with the travel advice unit of the Foreign and Commonwealth Office depending on the location*
 - xxiii. prepare a written case for counter signing by the EVC and approval by the Headmaster
- 3.16 Supervision, including Staffing Ratios and Vetting Checks. Primary responsibility for the safe conduct of the visit rests with the Group Leader. He/she has sole responsibility for amending the itinerary or cancelling the visit in the event of unforeseen or sudden deterioration in the weather conditions. He/she may delegate part or all of the responsibility for the following to one or more of the accompanying staff:
- i. Carrying out (and recording) head counts of the children on leaving school, on getting on and off each form of transport, entering or leaving the theatre, museum, centre et.
 - ii. Checking that all pupils wear their seat belts
 - iii. Enforcing expected standards of behaviour
 - iv. Recording any accidents or near misses.
- 3.17 Staff pupil ratios recommend by the DfE for off-site activities are:
- i. 1:6 for Years 1-3 inclusive (higher ratio for under 5's)

- ii. 1:10 for years 4-6
 - iii. 1:15/20 for Years 7 upwards (with a larger ratio permitted for overs 16's)
 - iv. 1:10 for all visits abroad
- 3.18 Parent and Other Volunteers and Vetting Checks.
- i. The use of parents, or other voluntary staff or helpers including non-teaching staff, as supervisors is acceptable. They must be fully aware of the visit risk assessment, itinerary, special instructions, emergency procedures and any other relevant information.
 - ii. Whilst the school will from time to time use parents and other volunteers occasionally and irregularly as adults to accompany educational visits, they will never be solely responsible for any pupils or group of pupils. He/she will at all times be accompanied by and under the authority and leadership of a DBS checked staff member.
 - iii. Parents and other volunteers who have not been DBS checked will not be permitted to accompany pupils or school groups on overnight stays away from School.
- 3.19 Medical and Special Needs. The Trip Supervisor must ensure that the group's staff and other supervisors have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively.
- i. Where boys are identified as having particular special needs this must be reflected in a higher staffing ratio, which must not be less than that which applies in school and in most cases will need to be higher.
 - ii. The Trip Leader must also consult the relevant school Matron(s) about any medical issues before any educational visit. If there is any doubt about the health of a child, written parental permission must be obtained before the pupil is accepted for the visit. Every effort should be made to ensure that no boy is discriminated against due to a long-term or permanent medical condition.
- 3.20 Transport. When planning the travel for the group, the Trip Organiser must take the following guidelines below into account. Private cars should not be used as a means for transporting the boys. If unavoidable, then permission should be sought from the Headmaster. Groups will normally be expected to travel by the methods described below.
- i. **Travel by Bus and Coach** - It is School policy that all buses and coaches used by The Hall for educational visits have seat belts fitted to all seats, irrespective of the type of journey, the distance travelled and of the laws for the particular country, and that these seat belts are worn. In order to comply with the latest Risk Assessment guidelines, when hiring a bus or coach the Trip Leader should verify the following points:
 - (1) that all bus/coach drivers employed by the company are legally and physically fit to drive buses/coaches when transporting boys inasmuch as they hold the correct level of driving licence and do not suffer from any known medical condition which would prevent them from driving.

- (2) that buses/coaches upon which boys will travel are legally fit for public transport, inasmuch as they are taxed, insured and have passed an MOT test and other appropriate safety standards.
 - (3) that all buses/coaches have seat belts fitted to all seats and in working order.
 - (4) that there will be an appropriate number of drivers when travelling on long journeys or when travelling abroad (i.e. two or more drivers for continental journeys as necessary).
 - (5) that coach drivers who are likely to be in a one-to-one situation or accompany and stay with a group on a residential visit are DBS checked.
- ii. **School minibus** The driver must have the appropriate qualifications. Other than for short journeys (eg under 30 minutes' duration) a second qualified driver should be present. The driver(s) will complete a driver's declaration form, which is retained by the EVC
- iii. **Travel by Air.** Airlines often have a Young Persons' Liaison Officer who will be able to coordinate the activities of a school group whilst in the departure airport terminal and make any necessary in-flight arrangements. The Trip Leader should ensure that:
- (1) a base is established in the airport terminal whilst awaiting departure and upon arrival whilst awaiting delivery of the luggage.
 - (2) luggage for the whole group is kept together and is always supervised.
 - (3) the airline crew are aware that the school group is on board. Some airlines request that boys are readily identifiable, e.g. by means of a badge. However, for personal safety reasons, badges should not bear the boys' names.
 - (4) supervisors are reserved seats that allow them to supervise properly.
 - (5) boys are supervised when boarding and alighting. A head count should be made on each occasion.
 - (6) emergency procedures are known and understood by everyone, hand luggage is securely stored and emergency exits are kept clear.
- iv. **Travel by Boat/Ferry.** If the group is travelling as foot passengers, ferry companies will often make available a member of their staff to coordinate the activities of a school group while in the departure ferry terminal and make any necessary on-board arrangements. The Trip Leader should ensure that:
- (1) when travelling as foot passengers, a base is established in the ferry terminal while awaiting departure and upon arrival whilst awaiting delivery of the luggage.
 - (2) luggage for the whole group is kept together and supervised at all times.
 - (3) when travelling by vehicle, everyone should know the location of the coach, e.g. vehicle deck number and colour zone.
 - (4) whether on foot or by vehicle, boys are supervised when boarding and alighting. A head count should be made on each occasion.
 - (5) a base is established on board the boat/ferry.

(6) members of the ship's crew are aware that the school group is on board. Some ferry companies request that boys are readily identifiable, e.g. by means of a badge. However, for personal safety reasons, badges should not bear the boys' names.

(7) emergency procedures are known and understood by everyone, hand luggage is securely stored and gangways are kept clear.

v. **Travel by train (including the Tube).** Railway companies will often make available a member of their staff to coordinate the activities of a school group while at the departure railway station and make any necessary in-travel arrangements, e.g. change of trains. It is possible for school groups to reserve seats free of charge on most main line trains. It is sensible to buy tube tickets in advance when possible. The Trip Leader should ensure that:

(1) base is established at the railway station whilst awaiting the arrival of the train and upon arrival whilst awaiting delivery of the luggage.

(2) luggage for the whole group is kept together.

(3) boys are supervised when boarding and alighting. A head count should be made on each occasion. At least one member of staff should always be last to leave the platform or train.

(4) supervisors are reserved seats that allow them to supervise properly. If the group is divided between more than one carriage, there must be at least one supervisor in each carriage.

(5) the Train Manager is aware that the school group is on board and what the travel arrangements are.

(6) emergency procedures are known and understood by everyone, hand luggage is securely stored and gangways are kept clear.

(7) walking within the stations the boys should be considerate of other travellers, keeping to the right on escalators and walking in pairs to avoid any nuisance to others.

(8) boys should be closely monitored on the tube platforms, in particular as the train enters the station.

(9) boys should if possible travel in the same carriage, if this is not feasible then a member of staff should be in each of the carriages used.

3.21 Types of Visits

i. Residential Visits – In residential situations, at night time, the security of the group is of paramount importance. The Group Leader should ensure that, as far as is reasonably practicable:

(1) teachers (of both genders where appropriate) have sleeping accommodation on the same floor and as near as possible to the boys' accommodation.

- (2) the school's usual Safeguarding (Child Protection) arrangements are in place to protect both boys and staff. Please see the school's Safeguarding (Child Protection) policy.
- (3) where hotel/hostel reception is not manned 24 hours a day, security arrangements are in force to stop unauthorised visits.
- (4) in the absence of 24 hour staffing of reception, external doors should be made secure against intrusion and windows closed as necessary to prevent intrusion.
- (5) where possible, internal doors should be lockable but staff should have reasonable access to boy accommodation at all times.
- (6) all staff and boys know the emergency procedures/escape routes in the event of a fire or emergency evacuation.

ii. **Visits Abroad.** In addition to all other advice contained in this document, visits abroad should include at least one adult with the ability to speak and read the language of the visited country.

- (1) **Individual Passports.** All adults must hold a valid individual Passport. It must, however, be noted that some countries may not allow in a traveller whose passport will expire within a few months of entry. The Trip Leader should check the passport details of all adults to obviate the risk of anyone being refused entry. Should any boy be travelling using an individual Passport, similar checks must be made. Details for individual countries can be obtained by contacting the UK embassy or consulate of the relevant country or the UK Passport Agency. If teachers need assistance in this matter, please see the EVC.
- (2) **Collective Passports.** A Collective Passport can be held for between 5 and 50 boys of British nationality. Boys who do not have British nationality cannot be included. Similarly, adults of any nationality cannot be included. Both the Trip Leader and the Deputy Leader should be named on the document. Details of this type of passport can be found at http://www.direct.gov.uk/en/TravelAndTransport/Passports/Aboutcollectivegrouppassports/DG_174122
- (3) **Visa Exemption.** Boys who are not nationals of an EU country will need to travel using their own passport and will normally require a visa to travel to another EU country. However, the school can apply for visa exemption on behalf of the boys. Details of visa exemption can be obtained from the Home Office or British Council. If teachers need assistance in this matter they should consult the EVC.
- (4) **Terrorism.** If Trip Leaders have any concerns about terrorism, up to date advice is available from the Foreign and Commonwealth Office on their website, www.fco.gov.uk/knowbeforeyougo and from the Home Office on their website, www.homeoffice.gov.uk A section is also included in the risk assessment

database for UK airports and UK ports. It must be remembered, however, that there are often exceptions in insurance policies for claims under terrorism unless there is specific advice from the Foreign and Commonwealth Office not to travel.

- (5) **Travel Advice** Should you have any concerns about travelling to a particular country, up to date travel advice is available from the Foreign and Commonwealth Office on their website, <http://www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country/> Once again, it must be remembered that there are often exceptions in insurance policies for claims under refusal to travel unless there is specific advice from the Foreign and Commonwealth Office not to travel.

4 Risk Assessment

- 4.1 GL's are trained in undertaking risk assessment and how this relates to the visit trip or activity they are planning. The school adopts the model risk assessment from the DfE (www.education.gov.uk), which is downloadable and covers:
- i. identifying potential hazards of the location being visited
 - ii. listing the groups of people that are at risk from significant hazards
 - iii. listing control measures that are in place
 - iv. allowance for hazards which may not yet be fully understood due to lack of information
 - v. monitoring hazards during the visit
- 4.2 The GL should ask for copies of risk assessments at the planning stage from professionally operated licensed activity centres and tour operators. These will form part of the overall school risk assessment
- 4.3 Risk assessments from previous visits can be used as a starting point for a revised assessment, but they must never be adopted without checking for changes which may have occurred.
- 4.4 The EVC maintains a dossier of generic risk assessments relating to sports activities, regular school visits and theatre / museum visits

5 After permission for the trip has been granted (*at least 10 months in advance*)

- 5.1 Write a preliminary letter to send to parents and guardians of the target age group (which should be reviewed by the EVC), outlining:
- i. purpose of the trip
 - ii. programme
 - iii. expected maximum cost
 - iv. process for expressions of interest and date by when deposit must be paid
 - v. parents briefing six weeks before departure
 - vi. restrictions on numbers
- 5.2 Brief pupils about the visit, its dates and purpose

- 5.3 Check the names of all pupils wishing to participate with the Matrons. Discuss any requirements with the EVC (including those for special educational needs)
- 5.4 Collect the payment for the trip and arrange for accounting procedures with the Director of Finance
- 5.5 Arrange with the Director of Finance to pay any deposits on accommodation, travel, activity centre etc
- 5.6 On exchange trips assign pupils to host families

6 AT least three months in advance

- 6.1 Finalise costs with the travel company
- 6.2 Where possible check that all coaches are fitted with seat belts
- 6.3 Confirm the cost for parents (including contingency provision)
- 6.4 Inform parents of medical and visa requirements. Any non-British passport holder's parents should be advised that it is their responsibility for ascertaining any visa requirements for their child
- 6.5 Arrange with the Director of Finance for the parents to be billed for the balance of the cost of the trip / collect the balance of the money for the trip from pupils and pass to the Director of Finance for crediting to the trip account
- 6.6 Arrange for the Director of Finance to pay the travel company /airline / hotel etc with the balance required
- 6.7 Arrange for a school credit card to be issued (if application) for the duration of the trip
- 6.8 Arrange via the Clerk of Works for the loan of a school mobile phone, with pre-paid SIM for the country to be visited from an agreed date
- 6.9 Brief pupils and ensure any specific advance requirements have been communicated

7 Six weeks in advance

- 7.1 Give the Director of Finance details of any foreign currency / travellers cheques etc and agree collection requirements (typically the GL will need to sign and produce relevant documentation at a bank or airport terminal)
- 7.2 Arrange trip briefing with parents, which will cover:
 - i. Itinerary, including meeting and collection points
 - ii. contact details for hotels / hostels/ names and addresses of host families
 - iii. the number of the school mobile phone issued to the GL
 - iv. kit, equipment, dress code of country and money requirements for pupils
 - v. expected rules of behaviour for the trip and the arrangements where such rules are not followed by pupils (including possibility of sending pupils home at the parent's expense). This includes, alcohol, tobacco etc. usage
 - vi. arrangements for dealing with emergencies and informing parents of them

- vii. arrangements for communicating with parents in the event of return from the trip being delayed
 - viii. the need to notify the school of contact with an infectious disease 4 weeks before travelling
 - ix. the reasons for why a consent form is essential
 - x. the need for a copy of each pupil's passport
- 7.3 Send all parents a copy of the consent form (example appendix 1) and the return date
- 7.4 Arrange for any catering requirements with the catering department
- 7.5 Brief pupils on expected standards of behaviour and cultural differences
- 7.6 Book travelling first aid kit from the Matrons

8 Two weeks in advance

- 8.1 Chase parents who have not returned their consent forms, pointing out that their child will not be able to participate unless the form is received 3 working days before departure
- 8.2 Obtain copies of each pupil's passport
- 8.3 Check all travel tickets and store in the school safe
- 8.4 If collecting currency / travellers cheques etc. arrange for storage with the Director of Finance in the school safe and make a note of any serial numbers etc.
- 8.5 Sign for school credit card and store in school safe (if applicable)
- 8.6 Meet with accompanying staff members to discuss all practical arrangements for the trip and roles and responsibilities
- 8.7 Prepare the Trip Information sheet for the School Office and each member of staff containing:
- i. the itinerary, with all addresses of locations during the trip etc.
 - ii. The GL mobile number
 - iii. mobile numbers of participating staff
 - iv. a list of pupils with parental contact details and medical conditions
 - v. copies of all passports and travel documents
 - vi. emergency contact numbers for the Headmaster, EVC, designated member of staff on-call
 - vii. out of hours contact numbers for school security
 - viii. address and contact details of nearest British Consul
 - ix. on exchanges contact details / addresses for schools and host families
 - x. copy of travel tickets and insurance documents
 - xi. copy of the trip risk assessment
 - xii. location of nearest hospital
 - xiii. copies of serial numbers of traveller's cheques

9 Day prior to departure / day of departure

- 9.1 Collect tickets, foreign currency, traveller's cheques etc. from the safe

- 9.2 Give trip information packs to nominated persons
- 9.3 Give each pupil the names, addresses and phone numbers of their accommodation
- 9.4 Remind pupils about expected standards of behaviour and sanctions if not followed
- 9.5 Remind pupils to bring passports and ask to see a copy
- 9.6 Collect travelling first aid kit (check contents)
- 9.7 Collect Emergency Procedures forms
- 9.8 Collect school mobile phone and charger
- 9.9 Collect any catering provisions

10 During the visit or activity

- 10.1 Primary responsibility for the safe conduct of the visit rests with the GL. They have sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. They will liaise with the partner school in the event of difficulties between a pupil and their host family. They may delegate part or all of the responsibility for the following to one or more of the accompanying staff:
 - i. Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
 - ii. Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
 - iii. Checking that all pupils wear their seat belts
 - iv. Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel.
 - v. Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
 - vi. Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
 - vii. Ask all pupils to write their mobile numbers on a sheet of paper. Give all pupils the number of the school's mobile if they are going to be allowed out in small, unsupervised groups
 - viii. Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
 - ix. Enforcing expected standards of behaviour
 - x. Looking after (or reminding pupils to look after) passports and valuables
 - xi. Storing cash, traveller's cheques and tickets in the hotel safe
 - xii. Keeping an account of all expenditure
 - xiii. Recording all accidents and near misses

11 Safeguarding incidents, injuries, illness or minor accidents

- 11.1 Before a trip takes place a Duty Designated Safeguarding Lead (DSL) will be identified. This will normally be the Headmaster who is also the senior DSL. The Head of the Junior School is the DSL for the Junior School. Alternatively, another member of staff with designated safeguarding responsibility will be identified as the duty DSL.
- 11.2 If a pupil has a minor accident or becomes ill, the GL, or another member of staff, will take him/her to the local hospital or clinic.
- 11.3 If the trip is outside the UK, he/she will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK.
- 11.4 The GL will phone the Duty DSL if a pupil has suffered an accident or injury that is serious enough to require medical treatment - as opposed to minor cuts and bruises.
- 11.5 The GL will phone the Duty DSL if there is any concern or issue relating to the welfare of a child. This contact should be made at the earliest possible opportunity even if it is decided that no further action is required subsequent to the call.
- 11.6 The Headmaster / DSL and the Group Leader will decide upon how contact is to be made with the parents / carer of a child if such action is required.

12 Emergency procedures

- 12.1 In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the GL first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital.
- 12.2 After ensuring that the rest of the group are safe and looked after, the GL will follow the instruction on the Emergency Procedures form:
 - i. inform the Headmaster or on-call member of the SMT of what had.
 - ii. where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the Headmaster are maintained.
 - iii. arrange for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas.
 - iv. a full record should be kept of the incident, the injuries and of the actions taken.
- 12.3 Where appropriate the school communications plan will be implemented
- 12.4 Where possible, communication with the media should be left to the Headmaster. The GL will refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

13 Terrorism: Practical advice for School Trips

- 13.1 The general advice is to continue as planned, but:

- i. be especially vigilant (staff should be doing this anyway);
- ii. keep an eye on the news for any changes;
- iii. avoid any areas which the Police state to avoid;
- iv. ensure that you have a 'Plan B' in place for the day, if necessary;
- v. continue to undertake due diligence and dynamic risk assessment.

13.2 Further points to bear in mind are:

- i. consider increasing supervision ratios from normal arrangements. If, for example, small groups of older pupils are allowed to spend short periods of time indirectly supervised by staff, consider removing this additional freedom;
- ii. stay alert to local and national news before and during the trip;
- iii. assess the various additional needs (medical etc.) of the pupils and their ability to react and respond to dynamic situations;
- iv. remind pupils to remain vigilant and alert, reporting anything suspicious to trip leaders;
- v. brief participants what to do if separated from each other in the event of a security incident. This should include designating specified physical meeting points and contact telephone numbers for staff. Remember that mobile phones may not work in the immediate hours after an incident, so it is additionally important to designate a meeting location;
- vi. each leader should carry an attendee list with all participant details, as well as the medical forms (and, where necessary, parental contact details);
- vii. carry water and snacks on visits in case of travel disruption and long delays, especially in warmer months or climates;
- viii. carry additional personal medication in case of long delays; and
- ix. be additionally vigilant in crowded places such as shopping centres and travel hubs.

14 Delayed return

- 14.1 If the return from a visit is delayed, the GL will phone the Headmaster who will in turn arrange to phone all the parents on their contact numbers to alert them to the delay and the revised time of arrival

15 On Return

- 15.1 The GL will provide the EVC with a report on the visit.
- 15.2 The GL will return all school property (together with a report of any lost or damaged property).
- 15.3 The GL will instruct all pupils to delete their records of the school mobile and of any staff mobiles.
- 15.4 The GL will remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit

- 15.5 The GL will return any unused cash or travellers' cheques to the Director of Operations. The pre-paid foreign currency card and the school credit card should be returned together with all related transaction vouchers.
- 15.6 The GL will produce a schedule of all expenditure on the trip. Unused balances will be returned to the parents by way of credits shown on the next school bill

16 Report for Governors

- 16.1 The Headmasters termly report to the Governors will contain a synopsis of all the school trips and visits that have taken place since the last visit. The EVC, who prepares this report, will invite the GL to draft a short report

Legal Requirements & Education Standards,

References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)

B: Reference Guide to the key standards in each type of social care service inspected by Ofsted (www.ofsted.gov.uk)

C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Director of Operations's Guide

E: "Insurance" Chapter K of the Director of Operations's Guide by HSBC Insurance Brokers Ltd

F: "Good Practice in Adventure Activities within the Education Sector" Adventure Activities Licensing Authority (AALA) (www.aals.org.uk)

G: Health & Safety on Educational Excursions, Scottish Government (www.scotland.gov.uk)

H: Health & Safety Executive, School trips and outdoor learning activities home page (www.hse.gov.uk)

I: "Taking Students Offsite" ATL (www.atl.org.uk)

J: Institute for Outdoor Learning guidance (www.outdoor-learning.org)

K: "The Drivers Declaration Form", ISBA (www.deford.co.uk)

L: Health and safety: advice on legal duties and powers, DfE Feb 2014

M: ISBA Host Family Agreements

Recommended review period: Annual

Review by: Director of Operations / EVC

Date reviewed: Nov 17

Appendix 1

CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES 2018-19

Name of Pupil:..... **Form:**.....

Please sign and date the form below if you are happy for your child,

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.
- c) I acknowledge the need for _____ (full name) to behave responsibly.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - all visits (including residential trips) which take place during term time, holidays or a weekend
 - adventure activities at any time
 - off-site sporting fixtures outside the school day,
- The school will send you information about each trip or activity before it takes place.

Additional written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

1. Medical information about your child

a) Any conditions requiring medical treatment, including medication? YES/NO
If YES, please give brief details:

b) Please outline any special dietary requirements of your child:

c) Please outline the type of pain relief medication your child may be given if necessary

d) I shall inform the party leader if my son has suffered from any contagious or infectious disease immediately prior to any trip.

e) Is your son allergic to any medication and/or food? YES/NO

If YES, please specify:

f) When did your son last have a tetanus injection?

I will inform the trip organiser as soon as possible of any changes in the medical condition or of other relevant circumstances between now and the commencement of the journey.

2 CONSENT TO EMERGENCY TREATMENT

I/ We authorise the Group Leader, or an authorised deputy acting on his/her behalf to consent on the advice of an appropriately qualified medical specialist to my/our child receiving emergency medical treatment, including general anaesthetic, blood transfusion and surgical procedure under the NHS/school's travel insurance cover if he/she is unable to contact me/us in time.

Signature of both parents or Guardian:

Contact Details for the period covered by the trip:

NAME:..... Tel .no:.....Mobile:

Email: Work no:.....

NAME:..... Tel .no:.....Mobile:

Email. :..... Work no:

FAMILY DOCTOR:..... Tel .no:.....

Address:

Behaviour code:

I understand that my son/daughter will be subject to the normal school rules of behaviour throughout the visit. I agree to him/her following the guidance on health and safety given either by a member of staff [or by an Instructor at the Activity centre] at all times. I accept that where his or her disregard for the code of behaviour either causes danger to him/herself and to others, or offence to the local customs or is a serious breach of school discipline, such as (but not confined to) smoking, drinking alcohol, using illegal drugs or sexual misconduct, that he/she may be sent home forthwith at our expense.



Signed: Signed.....

Name: Name:.....

Date: Date:

Please note that your son/ daughter will not be allowed to participate in this visit unless this form is completed and returned to The Hall School by Monday 10th September 2018

Appendix 4 - [Agreement 2 - Regulated activity]

Dear Parent

I am writing to you in relation to the exchange that {name of pupil} will be participating in. This letter sets out the basis of the arrangements that are in place and I would ask that you read this carefully, sign at the end where indicated and return it to me, along with a completed copy of the Appendix.

1. Definitions

Throughout this letter, the following words are used, with the following meanings:

School	{Name of UK School}
Family	All individuals listed in the Appendix
Pupil	{Name of Pupil}
Main Carer	The individual member of the Pupil's family as identified at the Appendix
Overseas Host Family	The family of the Overseas Pupil
Overseas Pupil	{Name of overseas pupil}
Overseas School	{name of School with which exchange is taking place}
Exchange	The exchange trip to be undertaken in {month(s)} {year} in which the Pupil will participate, involving the Pupil going to {country} where he/she will stay with the Overseas Host Family, and a visit from the Overseas Pupil who will stay at the Family's home

2. Introduction

2.1. The Pupil will participate in the Exchange, and this will involve him/her undertaking a stay with the Overseas Host Family, and the Overseas Pupil may undertake a stay with the Family. The Overseas Pupil is a pupil of the Overseas School.

2.2. The Main Carer will be the designated adult member of the Family who will take primary responsibility for the welfare of the Overseas Pupil's when he or she comes to stay with the Family.

2.3. It is acknowledged by the School and the Family that when the Overseas Pupil undertakes a stay with the Family, it may be considered regulated activity for the purposes of the Safeguarding of Vulnerable Groups Act 2006.

3. Checks

3.1. The School confirms that:

- a. It will undertake an enhanced DBS check including a barred list check on the Main Carer prior to any stay with the Family by an Overseas Pupil.
- b. It is not a requirement that the School undertake any checks on other members of the Family, but it may choose to do so.

4. Family's Obligations

4.1. The Family agrees that:

- a. The Main Carer is responsible for ensuring that there is appropriate adult supervision in the Family's home when the Overseas Pupil is present. The appropriate level of adult supervision will be determined by the child's age but if the Family is in any doubt, they should request guidance from the School.
- b. The Main Carer will provide such information and/or documents as are necessary in order for the appropriate DBS checks to be undertaken by the School. The Pupil's participation in the Exchange is subject to the cooperation by the Main Carer in the administrative process needed to undertake these checks.
- c. Any other member of the Family over the age of 16 who the School determines should be subject to a DBS check including a barred list check will provide such information and/or documents as are necessary in order to do this. The Pupil's participation in the Exchange is subject to the cooperation by any the member of the Family in the administrative process needed to undertake any checks as required by the School.

4.2. [The Main Carer shall complete and return to the School at least [add timescale] prior to the Exchange the form set out at the Appendix.]

5. Arrangements in respect of Overseas Host Family

5.1. The Family understands that no criminal record or other background checks have been carried out in respect of any member of the Overseas Host Family.

5.2. The School confirms that:

- a. a risk assessment has been carried out (as deemed appropriate by the School) in respect of the appointment of the Overseas Host Family;
- b. [if the School has any other arrangements in place, insert them here, for example Overseas School may obtain references on Overseas Host Family].

6. Arrangements while Pupil is overseas

6.1. The Family should ensure wherever possible that for the duration of the trip overseas:

- a. the Pupil has access to a mobile phone; and

b. the Pupil has a charger with adapter plug suitable for use in the relevant destination country

6.2. If this is not possible or the mobile phone has no signal while in the Overseas Host Family's home, the School will notify the Pupil of an alternative method of making contact.

6.3. The School shall:

a. provide telephone numbers for members of staff while overseas and ask that the Pupil saves these numbers in their mobile phone prior to arrival at the destination. The number given may be used by the Pupil to make contact with a member of staff at any time of day or night for the duration of the visit overseas.

b. [Inform Pupils how to make phone calls using a mobile phone or landline in the destination country;]

c. [Inform the Pupil how to contact the emergency services in the destination country;]

d. [Inform the Pupil that they should check mobile phone signal upon arrival at the Overseas Host Family's residence and notify a member of staff on the trip as soon as possible if they have any disruption to their mobile phone signal;]

e. [In situations where the Pupil has informed them that they do not have adequate mobile phone signal at the Overseas Host Family's residence, or where the Pupil does not have a mobile phone, notify the Pupil of alternative methods of making contact with a member of staff for the duration of the trip;]

f. [Ensure that the Pupil is seen by a member of staff at least once on every day during the stay, or where this is not possible that they are contacted by telephone each day]

g. [Assign a designated member of staff for the Pupil to report to [on a daily basis] at the Overseas School.]

h. [ANY OTHER STEPS TO BE PUT IN PLACE BY SCHOOL]

I hope the contents of this letter are clear but do let me know if you have any queries.

Please sign and return the enclosed copy of this letter to me by [DATE].

Yours sincerely

Name

School

I acknowledge the contents of the letter dated [DATE] regarding the exchange my son/daughter will partake in

Signed.....

Name

Date

1. Please provide details of main carer:

Name.....

Relationship to pupil.....

Please provide names of all other people living in your home, their relationship to the Pupil and whether they are over 16 years of age at the time of completing the form:

Name	Relationship	Age 16 or over (please tick)	
		Yes	No

Please confirm if the Overseas Pupil will have their own room, or share with a member of your household. If they will share please provide details of the arrangements and the name, age, and gender of who they will share with.

.....

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.....

Please confirm the following:

Circle or delete

Our home is free of verbal, physical and any other kind of abuse

Yes No

Our home is free of alcohol abuse and drug abuse

Yes No

Our home is a safe, clean and welcoming environment

Yes No

If you have marked "no" please provide further details

.....
.....

Signed by Parent

Date

Protocol for communicating safeguarding incidents, injuries and accidents on a School Trip – day and residential

The protocol below is to be used if a safeguarding incident, injury or accident occurs on a school trip and it is the judgement of the Group Leader that contact needs to be made with the Headmaster, the Head of Junior School, the DSL, a member of the SLT or a parent.

On trips it is the responsibility of the Group Leader to ensure that the School Safeguarding and Child Protection policy and guidelines are applied. The relevant documentation should be available to the Group Leader and a hard copy taken on any residential trip.

1. Before the trip takes place, a duty DSL will be identified This will normally be the Headmaster who is also the senior DSL. The Head of the Junior School is the DSL for the Junior School. Alternatively, another member of staff with designated safeguarding responsibility will be identified as the duty DSL.
2. In the case of an **injury or accident** a member of the SLT should be contacted if the Headmaster or in the Head of the Junior School (JS trip) is not available.
3. An assessment will need to be made by the Group Leader if an **incident** occurs and whether the Headmaster, the Head of the Junior School or the duty DSL should be notified. The Group Leader should definitely make contact if there is **any concern** or issue relating to the welfare of a child. This contact should be made at the earliest opportunity and within an hour even if it is decided that no further action is required subsequent to the call.
4. The Headmaster / Head of the Junior School / Duty DSL and the Group Leader will decide upon how contact is to be made with the parents / carer of a child if such action is required.
5. The Headmaster / Head of the Junior School / Duty DSL will ensure that the communication with the Group Leader takes place if further action is required.

The Bursars' Association has issued the following advice

TERRORISM: PRACTICAL ADVICE FOR SCHOOL TRIPS

The general advice is to continue as planned, but:

- be especially vigilant (staff should be doing this anyway);
- keep an eye on the news for any changes;
- avoid any areas which the Police state to avoid;
- ensure that you have a 'Plan B' in place for the day, if necessary;
- continue to undertake due diligence and dynamic risk assessment.

Further points to bear in mind are:

- consider increasing supervision ratios from normal arrangements. If, for example, small groups of older pupils are allowed to spend short periods of time indirectly supervised by staff, consider removing this additional freedom;
- stay alert to local and national news before and during the trip;
- assess the various additional needs (medical etc.) of the pupils and their ability to react and respond to dynamic situations;
- remind pupils to remain vigilant and alert, reporting anything suspicious to trip leaders;
- brief participants what to do if separated from each other in the event of a security incident. This should include designating specified physical meeting points and contact telephone numbers for staff. Remember that mobile phones may not work in the immediate hours after an incident, so it is additionally important to designate a meeting location;
- each leader should carry an attendee list with all participant details, as well as the medical forms (and, where necessary, parental contact details);
- carry water and snacks on visits in case of travel disruption and long delays, especially in warmer months or climates;
- carry additional personal medication in case of long delays; and
- be additionally vigilant in crowded places such as shopping centres and travel hubs.

DSL

Chris Godwin

07917893155