

EDUCATIONAL VISITS POLICY

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SUMMARY OF INSTRUCTIONS FOR ARRANGING EDUCATIONAL VISITS

1. If it is a new trip, arrange a meeting with the Headmistress to discuss the proposal.
2. Having obtained the Head's approval in principle, submit a "Permission to Plan" form to the Travel Coordinator.
3. Letters may now be sent to the girls' parents about the visit. The Travel Coordinator should see letters before they are distributed and final copies should be given to:

 The Head
 The Travel Coordinator
 The Bursar (preliminary letter only).
4. Complete the "Travel Charging Policy" form and give a copy to the Travel Coordinator and the Bursar.
5. Complete the Risk Assessment and give a copy to the Travel Coordinator.
6. Before the visit (residential only) arrange information evening for parents and give out final itinerary.
7. Two copies of the "Information to be retained in school" form should be left in school before the trip departs, one copy with Reception and one copy with the nominated school emergency contact agreed with the Travel Coordinator. If taking out a whole class or year group, Group Leaders may find it easier to ask the reception staff to print off a copy of emergency numbers and medical information from the database. This should then be checked against the information given by parents and may need to be amended.
8. For all visits during term time, a list of girls and staff should be posted on the staff notice board at least one week prior to departure.
9. Inform the Catering Manager which girls will not be requiring school lunch or order packed lunches if necessary.
11. On returning, complete the "Evaluation" form and hand one copy to the Travel Coordinator. Details of any incidents that have occurred during the trip should be passed to the Travel Coordinator.

RESPONSIBILITIES FOR VISITS

The following lists of responsibilities which apply to Group Leaders, Teachers, Adult Volunteers, Pupils and Parents help to provide a summary of the types of issues involved in this travel policy.

Group Leader

The group leader should have overall responsibility for the planning, supervision and conduct of the visit and should have regard to the health and safety of the group. If more than one school is involved then an overall group leader should be identified.

In Senior House:

Group leaders are appointed or approved by the Headmistress.

Group leaders should be aware that, as a general rule, subject groups are allowed one visit per academic year, with additional trips requiring special consideration by the Headmistress. Furthermore, residential visits should generally be planned during school holidays with visits during term time needing to be curriculum related.

In Junior House:

Group leaders are appointed or approved by the Head of Junior House.

It is recommended that Nursery children usually have one visit per year while Infant and Junior classes have at least one visit per term.

Residential visits are introduced in Year 5 and Year 6. These should be curriculum related and take place during term time.

In general, all group leaders should:

- ❑ Obtain the Headmistress's prior agreement before any off-site visit takes place;
- ❑ Have taken part in school visits before. This rule also applies to staff wishing to operate as a Deputy on a visit;
- ❑ Appoint a deputy;
- ❑ Clearly define the roles of each teacher/supervisor, ensure all tasks have been assigned and that all staff and supervisors have agreed to operate a common supervision policy;
- ❑ Be able to control and lead pupils of the relevant age range;
- ❑ Be aware of child protection issues, as outlined in the *Staff Handbook*;
- ❑ Ensure that adequate first-aid provision will be available;
- ❑ Undertake and complete the planning and preparation of the visit, including the briefing of group members and parents for all residential visits;
- ❑ Undertake and complete a comprehensive risk assessment.
- ❑ Review regularly undertaken visits/activities and advise head teacher where adjustments may be necessary;
- ❑ Ensure that teachers and other supervisors are fully aware of what the proposed visit involves;
- ❑ Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and conformed;
- ❑ Ensure the ratio of supervisors to pupils meets the guidelines set out in *Supervision* and that the number of staff used is maximised and the number of adult helpers/escorts minimised, when compiling the supervisory team;

- ❑ Be aware that all adults escorting any party must be declared on the Permission to Plan form and that compulsory checks will be performed.
- ❑ Consider stopping the visit if the risk to health and safety of the pupils is unacceptable and have in place procedures for such an eventuality;
- ❑ Ensure that group supervisors have details of the school emergency contact;
- ❑ Ensure that the group supervisors and the school emergency contact have a copy of the Major Incident procedure;
- ❑ Ensure that the group's teachers and other supervisors have the details of pupil's special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- ❑ Observe the guidance set out for teachers and other adults below.
- ❑ Ensure staff have completed medical forms and that these are taken with the party.

Residential and visits abroad:

In addition to the responsibilities outlined above leaders of residential trips and foreign visits must

- *Ensure that teachers/adult volunteers, the school and the school emergency contact are given details of the accommodation [name, phone number and address];*
- *Ensure the group passport [if appropriate] is applied for and valid European Health Insurance Cards are obtained [if required];*
- *Ensure group members are aware of any passport conditions if individual passports are being used.*
- *Ensure adequate insurance is obtained.*

Teachers

- ❑ Teachers on school-led visits should at all times represent the standards expected by the governing body, whether the visit takes place within normal hours or outside those hours, by agreement with the head teacher and group leader.
- ❑ Teachers must do their best to ensure the health and safety of the group and act as any reasonable parent would do in the same circumstances.
- ❑ Teachers should follow the instructions of the group leader and help with control and discipline;
- ❑ Should perform their assigned duties responsibly, notifying the group leader or considering stopping the visit if they think the risk to the health and safety of the pupils in their charge is unacceptable.

Adult volunteers

- ❑ Non-teacher adults on the visit should be clear about their roles and responsibilities during the visit.
- ❑ Non-teacher supervisors must do their best to ensure the health and safety of the group.
- ❑ Non-teacher supervisors must not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.
- ❑ Non-teacher supervisors should follow the instructions of the group leader and teacher supervisors and help with control and discipline. They should speak to the group leader or teacher supervisors if concerned about the health and safety of pupils at any time.

Responsibilities of pupils

The group leader must make it clear to pupils that they must:

- ❑ Not take unnecessary risks;
- ❑ Follow the instructions of the leader and supervisors, including those at the venue of the visit;
- ❑ Dress and behave sensibly;
- ❑ If abroad be sensitive to local codes and customs;
- ❑ Look out for anything threatening the health and safety of the group and tell the group leader or supervisors about it.

Any pupil whose behaviour may be considered to be a danger to herself or to the group may be stopped from going on the visit, or if they are already on the trip may be removed from the party and returned, according to the pre-arranged policy.

Parents

- ❑ The group leader must ensure that parents are given sufficient information in writing and through briefings, in the case of residentials, to make an informed decision as to whether their child should participate.
- ❑ The group leader should also tell parents how they can help prepare their child for the visit e.g. by reinforcing the trip's code of conduct. Parents should also be asked to agree the arrangements for sending a pupil home early and who will meet the cost.
- ❑ Parents must provide the group leader with emergency contact numbers, sign the consent form, and provide the group leader with information about the emotional, psychological and physical health of their child which might be relevant to the trip.

Special arrangements may be necessary for parents for whom English is a second language.

PLANNING VISITS

Formal planning must take place before any trip sets off. The group leader is ultimately responsible for the planning of visits and must satisfy the travel coordinator and head teacher that trips have been effectively planned and that risks are minimised.

1. Risk assessment

Who should perform the risk assessment?

Risk assessments are usually carried out by the group leader and approved by the travel coordinator. Should a tour operator be used then the group leader must obtain documentary assurance that they themselves have assessed the risks and have appropriate safety measures in place.

A proforma for completing risk assessments is in the appendix.

2. Exploratory visit

Exploratory visits should be made wherever possible to:

- Ensure that the venue is suitable to meet the aims and objectives of the visit;
- Obtain names and addresses of other schools that have used the venue;
- Assess any areas of risk;
- Become familiar with the venue.

If it is not possible to perform an exploratory visit then risks may be assessed by:

- i. Corresponding with the venue.
 - ii. Corresponding with other schools who have visited the venue.
- Exploratory visits should be funded by the individual member of staff concerned. This will then be refunded by:

If the trip is subsequently booked

- a. The company concerned if the trip is subsequently booked.
- b. Adding to the costs of the visit if the company refuses to provide a refund once the visit is booked.

If the trip is not booked

- c. The Bursar from the School's accumulated contingency fund.

Residentials and visits abroad:

- *Residential visits in the U.K. and trips abroad provide additional hazards to day visits and as such there is an even greater justification for exploratory visits to be performed, particularly if the location / country is unfamiliar. Leaders may gain advice from other staff who have visited the same or similar location. Leaders assessing the risks of visits abroad may gather information from the following sources, in addition to those outlined above:*

- *The Foreign & Commonwealth Office's Travel Advance Unit*
- *Relevant embassies and consulates*
- *Tour Operator*

- *On exchange visits the group leader must ensure that the hosts to be used for pupils are appropriate through thorough consultation with the exchange school;*

3. General considerations

During the planning stage the group leader must also consider:

- ❑ The facilities and equipment needed for the visit.
- ❑ Staff training
- ❑ Who will administer the trip.
- ❑ Transport arrangements.
- ❑ Insurance arrangements.
- ❑ Communication arrangements.
- ❑ Supervision arrangements.
- ❑ Contingency plans for changed plans and late returns.
- ❑ Information to parents.
- ❑ Preparing pupils.
- ❑ Emergency arrangements.
- ❑ Meal arrangements and whether the Catering Manager should be informed that children will miss school lunch.

Residentials and visits abroad:

- *Tour operators: Leaders organising residentials and trips abroad must be aware of the liabilities incurred should what they are offering count as a package. In simple terms, a group leader booking accommodation and significant aspects of the visit's transport and offering this at an inclusive price will possibly be deemed to be offering a package. This means they will be liable for any problems incurred during the visit. Consequently, it is essential that all leaders organising any elements accommodation and travel themselves without an operator on residentials trips **must** inform the Travel Coordinator prior to booking. Group leaders considering acting as a Package Tour Operator need to consider the ramifications of such a role and have the consent of the school. For this reason it is expected that most trips will be arranged through a reputable travel company.*
- *Tour operators: Leaders must ensure that any tour operators to be used are reputable. Ascertaining this should form part of the risk assessment. The bonding agencies that leaders should look for are as follows:*

- *ABTA - Association of British Travel Agents*
- *FTOT - Federation of Tour Operators Trust*
- *AITOT - Association of Independent Tour Operators Trust*
- *PSA - Passenger Shipping Association*
- *CPT - The Confederation of Passenger Transport*
- *YCA - Yacht Charter Association*
- *ABTOT - The Association of Bonded Travel Organisers*

In addition, The Civil Aviation Authority licenses travel organisers with an air transport element, ATOL - Air Travel Organisers License, which similarly provides evidence that security is provided for the refund of advance payments and the cost of repatriation in the event of insolvency.

Foreign operators should be checked for similar bonding provisions.

- *Vaccination: Group leaders must find out whether vaccination is necessary and ensure that all members of the group have received this in good time and have proof of vaccination in case the country to be visited requires it.*
- *Language abilities: When planning staffing it is clearly ideal if at least one supervisor can speak and read the language of the visited country. If not it is advisable that the leader or another supervisor learns enough of the language to help resolve an emergency.*
- *Visas/Passports: The group leader should ensure that all members of the group have valid passports and visas [if appropriate] in the early stages of planning the trip. A group passport may suffice in certain circumstances but group leaders must be aware of current legislation regarding the use of group passports at the time of travel. When used, photocopies of the group passport should be taken for use in emergency evacuations etc. Enquiries regarding the entitlement of a particular pupil to a British passport, national status or right of re-entry should be directed to the Home Office's Immigration and Nationality Directorate. Non-EU nationals may need a visa to travel within the EU, but may receive exemption if they are part of a school group. [Contact - Central Bureau for Educational Visits and Exchanges] It may be useful to note that Non EU nationals may be required to use separate passport control channels from the rest of the group.*
- *Paperwork:*

Group leaders should ensure that they obtain and take with them:

- 1. Travel documents [contracts and confirmations], passports and visas. It is advisable to take photocopies or serial numbers of all the groups documents;*
- 2. Valid European Health Insurance Cards [if appropriate] and gathered medical information/questionnaires;*
- 3. All parental consent forms;*
- 4. Home and work telephone numbers of the headmistress and school contact;*
- 5. Copies of a list of group members and their details;*
- 6. Details of insurance arrangements and the company's telephone numbers;*
- 7. The name, address and telephone number of the group's accommodation;*
- 8. Location of local medical services;*
- 9. Staff medical forms and emergency contact details;*
- 10. The address and telephone number of the nearest British Embassy or Consulate. This should be distributed to all supervisors.*

Information to be retained at school and with the nominated contact:

1. *The itinerary and contact telephone number/address of the group;*
2. *A list of group members and their details - contact names, addresses, telephone numbers of parents and next of kin;*
3. *Other details - telephone number and address of the travel company and transport company, insurance details, key medical information, the names of staff; [complete 'Information to be retained at school' proforma]*
4. *A copy of the contract with the operator/hotel/travel company etc.*

4. Financial planning

It is the responsibility of the group leader to complete the charging policy in accordance with school guidelines, and a copy given to the travel coordinator. This will:

- ❑ Break down the costs of the visit.
- ❑ Establish a charge for parents to pay.
- ❑ Provide a date for payment[s].

Residentials and visits abroad:

- *Group leaders should ensure that they take with them sufficient contingency funding to allow for any unforeseen expenditure. This should be included in the budget.*

5. First Aid

Clearly First Aid should form part of the risk assessment for the trip.

On day visits at least one supervisory member of staff must hold a current first aid certificate if the group is judged by the leader to be in a remote location during the trip, and so away from immediate help.

On all residential visits and trips abroad at least one supervisory member of staff must hold a current first aid certificate. Staff wishing to acquire first aid training should register their interest with the Travel Coordinator.

The group leader must ensure the first aid provision satisfies a minimum of:

- ❑ *1 Day Visit First Aid package* for day visits.
- ❑ *1 Residential Visit First Aid package* for U.K residentials and trips abroad.

These first aid kits should be booked through the Travel Coordinator at least one month in advance of the visit. Group leaders should be aware that the Travel Coordinator is responsible for ensuring that first aid kits are appropriately stocked.

As such, the Travel Coordinator must ensure that first aid kits are stocked as follows:

For Day Visits

All first aid kits must contain a minimum of:

- A leaflet giving general advice on first aid;
- Six individually wrapped sterile adhesive dressings (selection of sizes);

- Two pairs of sterile unmedicated eye pads;
- One medium sized sterile unmedicated dressing;
- One large sterile unmedicated dressing approximately 18cm x 18cm
- Two triangular bandages (at least one must be sterile);
- Two safety pins;
- Individually wrapped antiseptic cleansing wipes;
- One pair of disposable gloves;
- Scissors
- A resuscitator is optional.

For Residential and visits abroad

All first aid kits must contain a minimum of:

- *A leaflet giving general advice on first aid;*
- *A dozen individually-wrapped self-adhesive dressings (selection of sizes);*
- *Two pairs of sterile unmedicated eye pads;*
- *Two medium sized sterile unmedicated dressings;*
- *Two large sterile unmedicated dressings approximately 18cm x 18cm;*
- *Two triangular bandages (at least one must be sterile);*
- *Four sterile gauze squares;*
- *Individually wrapped antiseptic cleansing wipes;*
- *Four safety pins;*
- *Scissors;*
- *Tweezers;*
- *Clinical thermometer;*
- *Crepe roller bandages;*
- *Temporary burn dressing;*
- *Sanitary towels;*
- *One pair of disposable gloves;*
- *Sun protection cream [factor 25];*
- *A resuscitator is optional.*

Paracetamol should be kept separate from the first aid kit and held by the leader/supervisors. Staff should be familiar with the guidance on administering any medication. (See First Aid Policy)

- *Health and Emergencies: On longer visits many health problems of pupils can be caused by a lack of food, of liquid or of sleep. In warm climates it is also important to take enough salt;*

Group leaders need to be aware of the prevalence of disease in the countries they are to visit. They should be aware of prevention measures and know what action needs to be taken should a member of the group become infected:

Note 1: On both day and residential visits the group leader must ensure that any medication and first aid that is used, is replaced from the trip's contingency fund.

Note 2: Details of any accidents that have occurred during the trip should be passed to the Travel Coordinator.

Note 3: First Aid provision is also involved when using transport - see later.

SUPERVISION

1. Ratios

When deciding upon how many adult supervisors to take upon a particular visit, the following factors should be taken in to account.

- ❑ Age and ability of group;
- ❑ Pupils with special educational or medical needs;
- ❑ Nature of activities;
- ❑ Experience of staff;
- ❑ Duration and nature of journey;
- ❑ Competence of staff
- ❑ Requirements of the organisation/location to be visited;
- ❑ Competence and behaviour of pupils;
- ❑ First aid cover;
- ❑ The minimum ratios recommended by the travel company, where appropriate.

Staffing ratios are difficult to prescribe due to the various permutations possible of these factors, however a general guide for visits to for example to local historical sites or museums or for local walks, in normal circumstances, might be:

- ❑ Nursery and reception 1:3
- ❑ Years 1-3 1:6 minimum
- ❑ Years 4-6 1:8-10 minimum
- ❑ Years 7-9 1:10 minimum
- ❑ Years 10-11 1:12 minimum
- ❑ Years 12-13 1:15 minimum
- ❑ At least 2 adults will accompany a party comprising up to 20 pupils where one of the supervisors must be female. At least one supervisor must be female on all visits.

Clearly these are only intended to aid decision making, as activities must be assessed individually e.g. visits to theme parks, trips to London, some field trips, swimming pools etc. Advice regarding such types of visit is provided later; [see *Types of Visit*]. Travel company guidelines relating to free staff places must also be considered. Furthermore some small party sixth-form visits may operate with only 1 member of staff on occasion. However all **leaders must note that it is compulsory to discuss intended staffing ratios with the Travel Coordinator.**

2. Parents/Adult volunteers

Parents and volunteers may be used to supplement the supervision ratio. These should be carefully selected at an early stage in the planning process and approved by the group leader and Head Teacher and should ideally be well known to the school. A CRB check is necessary and should precede their being left in charge of pupils. However, parent/adult volunteers should never be left in sole charge of pupils. Volunteer record forms should also be completed (see staff handbook).

Spouses and partners of staff may take part/escort trips. However, this is on the basis that they do not occupy free places and their participation is mentioned in the Permission to Plan' form checked by the Travel Coordinator/Headmistress/Head of Junior House.

3. Supervisors responsibilities

All adult supervisors must understand their roles and responsibilities at all times. Teachers retain responsibility for the group at all times.

During adventure activities the group leader and other supervisors may either:

- Lead the activity themselves as a qualified instructor OR
- Place the group under the instruction of a qualified activity leader.

In each circumstance it is the responsibility of the group leader to ensure that the qualifications of staff and instructors are appropriate for the activity being undertaken in the environment for which it is planned. It is compulsory that group leaders undertaking adventure activities liaise with the Travel Coordinator for guidance on such qualifications. [Refer to Durham County Council ' Guidance for those responsible for Outdoor Education .]

4. Head counts

Regular head counting is necessary before leaving any venue. All supervisors should carry a list of all pupils and adults at all times.

Rendezvous points should be regularly established by the group leader and pupils must be instructed what to do if they lose the group.

5. Remote supervision

Group leaders considering indirect supervision of their party during their visit must refer to the guidelines detailed in the *Preparing Pupils* section of this document.

Residentials and visits abroad:

For trips abroad the following are suggested suitable ratios:

- | | |
|---------------|--------------|
| ➤ Years 5-6 | 1:8 minimum |
| ➤ Years 7-11 | 1:10 minimum |
| ➤ Years 12-13 | 1:12 minimum |

Different trips will require different types of supervision and these should be discussed with the Travel Coordinator who will refer to the Headmistress.

NB Most travel companies employ the ratio of 1:8 on coach trips and 1:10 on flights.

At least 2 adults must accompany any party. At least one supervisor must be female on all visits (large groups should have more than one female supervisor) and staffing should be sufficient to cover an emergency. Leaders must discuss intended staffing ratios with the Travel Coordinator prior to the submission of a Permission to Plan document.

Visits abroad should be restricted to Year 5 and above.

PREPARING PUPILS

Pupils should clearly understand what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them. The potential dangers involved in the visit should also be relayed to pupils.

It is the responsibility of the group leader to ensure that pupils are informed in these matters.

Participation

The group leader must ensure that pupils are capable of undertaking the proposed activity. Pupils should be encouraged to take on new challenges but should not be coerced into activities of which they have a genuine fear. Should pupils be allowed to abstain from participation the group leader/supervisors must design supervision arrangements to cover non-participants and the remainder of the group in a manner which best preserves the supervision requirements of this policy.

Information to pupils

The group leader must ensure that pupils are provided with, and understand, information regarding:

- ❑ The aims and objectives of the visit;
- ❑ Background information about the place to be visited;
- ❑ What standard of behaviour is expected from pupils;
- ❑ The code of conduct for the visit.
- ❑ Who is responsible for the group and how this may change during particular activities;
- ❑ Rendezvous procedures;
- ❑ What to do if separated from the group;

Preparing pupils for remote supervision

The group leader must ensure that pupils are adequately equipped to be on their own in a group. Leaders should consider individual pupils for the necessary skills, experience, confidence, physical ability and personal judgement. *Generally, remote supervision should be restricted to involve pupils in Senior House only unless special arrangements have been agreed with the Headmistress to involve Junior House pupils.* These age guidelines should be raised further should the activities to be undertaken, or the environment to be visited be hazardous. Leaders are advised to liaise with the Travel Coordinator when deciding remote supervision arrangements.

The group leader must carefully assess the size of the group to be under remote supervision and should provide the group with a minimum of:

- ❑ Telephone numbers and emergency arrangements and contacts if lost. These should be printed on adhesive labels by the office or laminated.
- ❑ Money;
- ❑ Maps and plans and any other information for them to act effectively;
- ❑ Location and times of regular rendezvous points;
- ❑ Knowledge of how to summon help. The leader must inform pupils of the contact procedure;
- ❑ A knowledge of out of bounds areas or activities;

Pupils should always be instructed not to go off on their own.

Leaders are strongly advised to utilise one of the school's mobile phones when considering emergency contact and remote supervision arrangements. This can be obtained from the Assistant Bursar. Leaders should ensure they are familiar with the use of the school's mobile phone prior to the visit's departure and should approach the Travel Coordinator if they are unsure.

The withdrawal of direct supervision should be a gradual four stage process:

- a. Accompany the group**
- b. Shadow the group**
- c. Check the group regularly at agreed locations**
- d. Check the group occasionally at agreed locations.**

When preparing pupils, leaders should design this procedure so that it is appropriate to the particular nature of the visit and the environment within which it is to take place. It is the responsibility of the group leader to only conduct remote supervision when they are satisfied that the group of pupils are adequately trained in, and competent to deal with, the hazards of the environment in which they are to be placed.

Residential visits abroad:

In addition to the information above leaders organising residential visits in the U.K. and abroad need to consider the following factors when preparing pupils:

- *Language - common phrases may be useful to help pupils experiencing difficult situations;*
- *Culture - body language, dress codes, local customs, attitudes to gender etc.*
- *Code of conduct;*
- *Food and drink - group members should be warned of the dangers of drinking tap water in some countries, washed fruit and vegetables and salads etc.*
- *Money - how to carry money and valuables discreetly. Pupils should carry an appropriate amount of foreign currency at all times e.g. money for telephone, or a phone card. Supervisors are recommended to consider carrying the money and valuables of pupils up to and including Year 9. In higher risk countries, e.g. Lesotho, no pupils should be in charge of significant amounts of money.*
- *How to use phones abroad for internal and international calls;*
- *Crossing roads - the group leader and supervisors must inform/remind pupils of the dangers of crossing roads where traffic may be travelling on the right side of the road;*
- *Accommodation - group leaders must inform pupils of the importance of locking the doors to their rooms at night;*
- *What to do in an emergency;*
- *Emergency information: Pupils should be provided with labels carrying their holiday address and contact details in the case of their isolation from the group. This may also carry a note in the relevant foreign language asking the reader to re-unite them with the group at their accommodation, or to take them to a police station. (As an alternative, laminated labels on string can be used.)*

Code of Conduct

The code of conduct is contained in the travel consent form which all parents sign at the start of the school year, and is as follows:

Residential Visits - Code of Conduct

We hope that all out of school visits provide a valuable and enjoyable experience for all participants. We would ask for your support as parents in helping the staff who arrange and supervise these visits to ensure that your daughter is aware that she must take full responsibility for her behaviour at all times. We expect all pupils to comply with the Code of Conduct as stated below. If any pupil does not comply with the Code of Conduct the supervising member of staff reserves the right to take appropriate action/disciplinary measures on their return. Such measures might mean that a pupil is excluded from certain activities for the duration of the trip. Staff reserve the right to request parents to collect pupils who are misbehaving.

Code of Conduct

1. Pupils should follow carefully all instructions given by the supervising member of staff or, when appropriate, the qualified instructor.
2. No pupil should at any time act in such a way as to put herself and/or others at risk.
3. Any damage caused by a pupil must be paid for.
4. There should be no smoking and no pupil should be in possession of any illegal drugs or other harmful substances.
5. There should be no consumption of alcohol.
6. No pupil should indulge in any behaviour which the organiser of the visit judges to be inappropriate.

Alcohol on School Trips

No pupil is allowed to consume alcohol on a school trip.

An exception may be made to this rule in accordance with English Law (and the relevant law of another country) with the express consent, in advance, of staff and parents. i.e. there may be an occasion where girls of 16+ who are offered alcohol during a meal (e.g. Ogden Dinner or official reception) may drink alcohol in small quantities.

No girl (including those aged 18+) on a school trip is allowed to purchase alcohol. It is never appropriate for pupils on a school trip to drink alcohol regularly or in more than small quantities.

COMMUNICATING WITH PARENTS

Parents should be informed in writing of any off-site activity even when it is a regular part of the school curriculum which parents have already been informed about through the school or course prospectus.

Arrangements should be made for parents who have difficulty communicating in English.

The only exemption to the above rule applies to the Physical Education Department. In order to make routine visits i.e. team matches, swimming pool visits etc. more practical to administer, an initial correspondence with parents appropriate to each activity prior to the beginning of each series of trips will suffice. This blanket correspondence must try to give general indications to as many of the issues outlined below as possible. Non-routine visits e.g. residential tours require individual correspondence to be made with parents.

Information to parents

Information that group leaders must provide for parents well in advance of a visit include:

1. The dates of the visit;
2. Times of departure and return - parents must have made arrangements for their child to be met promptly upon return;
3. The location where the pupils will be collected and returned;
4. Mode[s] of travel including the name of any travel company.
5. The size of the group, assessment criteria if appropriate and the level of supervision including any times when remote supervision may take place;
6. Name of the group leader.
7. Details of the activities planned and the visit's aims and of how any assessed risks out of normal experience will be managed;
8. Standards of behaviour expected i.e. the school's Code of Conduct continues to apply during all day visits;
9. Clothing and equipment to be taken;
10. Cost, refund eligibility, and money to be taken;
11. Consent form

Residentials and visits abroad:

- *Guidelines governing the information that should be provided to parents, are outlined below. Parental briefings should be used in preparation for U.K and foreign residential visits but may be regarded unnecessary in certain circumstances. This must be decided by the group leader in consultation with the Travel Coordinator. Guidance regarding the content of Parental Briefings is also provided below.*

Residential Visits

Parents should be informed in writing of any off-site residential visit. Communication regarding such visits is the responsibility of the group leader. Arrangements should be made for parents who have difficulty communicating in English.

Information to parents

Information that group leaders must provide for parents well in advance of the visit include:

1. Parents need to be aware that the teachers and other supervisors on the visit will be exercising the care that a prudent parent would;
2. Destination/location, nature and purpose of the visit (including telephone number and address);
3. Details of the itinerary and how any assessed risks will be managed if possible;
4. The visit's duration, details periods of stay;
5. Details of intermediate overnight stops;
6. Time and location regarding the points of departure and return – parents must have agreed to have their child met upon return;
7. Mode(s) of transport, including the name of any travel company and safety arrangements;
8. Accommodation and facilities, including if appropriate, cabin or berth in a ship, sleeping compartment in a train;
9. Number of pupils anticipated;
10. Group leader and deputy leader (if decided);
11. Staffing details, ie names of accompanying staff and volunteers, experience and expertise and, where appropriate, information regarding the training and experience of activity centre staff;
12. Specific explanation of the limits within which there will be no direct supervision;
13. Special clothing or equipment required;
14. Passport and visa requirements and European Health Insurance Card;
15. Reminder of Code of conduct expected of the pupils;
16. Cost and method of payment and charging policy including the arrangements covering refund (or otherwise) in case of withdrawal and whether a minimum number is required for the trip to take place;
17. What is included in the package and what additional costs may be incurred during the visit;
18. Details of insurance cover, whether special arrangements need to be made, *and whether parents need to inform the insurance company of any medical conditions*;
19. Contact arrangements including contact numbers at the school and emergency numbers in the home locality and at the venue;
20. Emergency procedures for contacting parents;
21. Means of enabling contact to be made with any member of the party at the venue;
22. Consent forms in relation to supervision and behavioural codes, and medical questionnaires.

Note: Leaders should show any letter to the Travel Coordinator to ensure that appropriate information is given in time.

Residentials and visits abroad

Parents' Meetings

Parents need to receive a comprehensive range of information where residential visits or extended journeys abroad are concerned.

It is important to have meetings with the parents after parents have received detailed written information regarding the visit, so they can raise questions over their uncertainties at the meeting.

Parents' briefings should cover the following:

Purpose of the visit and activities

The destination of the visit with full address and telephone numbers.

The dates, times and location of the points of departure and return.

A full itinerary of activities to be pursued emphasising any activities which may be deemed hazardous.

Name of the travel company; coach company; method of transport if appropriate.

Luggage and equipment

Clothing and other items recommended and luggage limits.

Details of other equipment if appropriate.

Guidance on electrical equipment allowed eg kettles, irons, hair strengtheners, phone chargers. (As a general rule most electrical items are to be discouraged).

Staff and supervision

Staff responsible identifying the group leader and deputy outlining qualifications or experience where appropriate.

Outline the supervision ratios operating, the number of girls in total attending and any times when girls will not be under direct supervision and the consequent arrangements. (Should instructors or guides be used this should be explained.)

Rules and discipline

The rules operating during the trip should be explained along with the behaviour expected. Specific reference should be made to the school Code of Conduct and to the behaviour expected when using transport. Curfew times should be given where appropriate.

Codes of behaviour which are expected during particular activities should also be outlined eg Mountain Ski Code.

Finance and insurance

Cost of the visit per pupil and a detailed breakdown of what it covers.

Insurance cover included in the cost of the trip and what optional extra insurance is suggested if appropriate.

Whether parents need to inform the insurance company of any medical conditions.

Pocket money and arrangements if to be held by staff. Similarly for passports.

Medical information

The importance of accurate medical information, updating the medical questionnaires if necessary.

Inoculations necessary.

Details of any particular children with health problems attending the visit after consultation and agreement with the relevant girl's parents.

Parental consent

Parents should be aware of the supervision policy, code of conduct and medical authority they are delegating to staff members during the trip.

Indemnity agreements should be explained where applicable along with the fact that consent also applies to their daughter's participation in any activities outlined which may involve risk and acceptance of the risk assessment and provision that has been made.

Parents should be asked to state in writing any activities in which they do not wish their daughters to participate to the group leader.

Health and Safety, Communication and Emergencies

Parents should be provided with the telephone numbers of the school contacts at home/school.

Parents should be aware of the arrangements that will apply should a pupil behave in a manner which the group leader and other staff agree endangers the safety of the party and need to be returned from the trip early.

Emergency procedures in the case of injury, extending to the arrangements that may operate in the case of an early return for a particular pupil or the group. As such, parents should be informed that in the event of an emergency staff will request that pupils should refrain from contacting people at home until staff have contacted parents directly.

Pocket Money

A recommended maximum amount should be given. Parents must be made aware that it is not acceptable to exceed that amount. On visits involving girls up to Year 9, the group leaders will usually be responsible for the pocket money of their group which will be issued to girls on a daily basis. This may also be appropriate for older pupils in high risk environments e.g. Lesotho, or on ski slopes.

Mobile Phones

It is not usually recommended that girls take mobile phones on visits abroad. Group leaders should discuss with the Headmistress or the Travel Coordinator beforehand as to whether mobile phones will be necessary.

PLANNING TRANSPORT

Private cars and the school minibus

It is the responsibility of the group leader to give careful thought to planning transport. The main factors listed below refer to the use of transport owned and driven by the school/group leader/other supervisors i.e. a school minibus or staff motor vehicles, and should be covered in the leaders planning.

1. Passenger safety;
2. The number, competence and appropriate licensing of the drivers.
3. The number of driving hours required for the journey and how this will be allocated to drivers.
4. The traffic conditions to expect;
5. Contingency funds and arrangements in case breakdown/emergency.
6. Appropriate insurance cover;
7. Stopping points on long journeys for toilet and refreshments;
8. Supervision

More specific details on the use of these two forms of transport are as follows:

Private cars

- ❑ The group leader should ensure that all teachers and others who drive pupils in their own car must ensure their passengers' safety, that the vehicle is roadworthy, and that they have appropriate licence and insurance cover for carrying pupils. Leaders should liaise with the Assistant Bursar on matters of licencing and insurance.
Drivers and Volunteers must have completed a Drivers Declaration Form and ensure that a copy of their current licence is deposited with the Assistant Bursar. In addition a CRB check may be deemed necessary. Pupils who are used as voluntary drivers at the request of the school, will also need to have completed a Drivers Declaration Form before they are permitted to drive other pupils in their car.
- ❑ It is the responsibility of leaders to seek parents' consent for their children to be carried in the private vehicles of supervisors or other parents.
- ❑ The group leader should consider that it is not advisable to place staff or parents in a position where they are alone with a pupil unless with the prior consent of parents, except in an emergency.
- ❑ The group leader should arrange a central dropping point for all pupils at the venue of which the drivers of any private vehicles understand in advance of departure.
- ❑ The group leader should arrange a central dropping point for all pupils upon returning from the visit, rather than arranging individual home drops, unless a parent has provided consent for a safe and convenient alternative dropping point.

Drivers of private vehicles are responsible for ensuring that all passengers wear seat belts.

The school minibus

All drivers must familiarise themselves with the School Minibus Procedures handbook which is located in the staff room or is available from the Assistant Bursar.

During the visit the driver of the school minibus is responsible for the vehicle, whether this be the group leader or not. The driver elected must have completed a minibus driving test (MIDAS), and have lodged a Driver's Declaration Form together with a copy of their driving licence with the Assistant Bursar. Those wishing to take the MIDAS test should contact the Assistant Bursar.

The procedures and regulations required of minibus drivers are learnt through this minibus driving test and it is the responsibility of the driver to adhere to these at all times during the visit. The responsibilities and procedures relating to drivers of the school minibus are detailed in the Staff Handbook and also in the School Minibus Procedures Handbook. Should a driver feel unsure of his/her responsibilities he/she should ask the Assistant Bursar for advice. Furthermore, it is important to note that leaders present on the minibus but not driving, must still adopt responsibility for the discipline and behaviour of their group.

The details of insurance and licensing are available from the Assistant Bursar.

Hiring coaches and buses

The group leader must ensure that hired transport is obtained from a reputable company. Reception normally book transport. Professional operators of buses and coaches are legally required to hold a public service vehicle [PSV] operators' licence. It is advantageous to use current school transport connections where possible.

Leaders hiring a minibus with a driver who is not a recognised school transport contractor must ensure that the driver fulfils the regulations applying to the driver of the school's minibus. The driver must be MIDAS qualified and adopt the responsibilities outlined above and in the Staff Handbook. Leaders should hire minibuses and other transport in consultation with the Assistant Bursar who holds a list of reputable companies and organisations. It is the responsibility of the group leader to investigate the insurance arrangements of the hire company. Any queries should be taken up with the Assistant Bursar.

Seat Belts

When booking transport the group leader should ensure that seat belts are available for pupils. Whilst seat belts must be fitted on coaches, they are not legally required on buses. Consequently group leaders should use coaches wherever possible and practical. To aid leaders' decision making a useful distinction to note is that generally coaches possess luggage space under the vehicle's seating area, whereas buses do not.

When using all forms of transport, drivers/leaders must ensure that seat belts are worn where fitted. The driver is personally responsible for ensuring that all pupils under 14 are wearing seat belts. Adults are also required to wear seat belts but the responsibility is theirs if they do not.

If the driver becomes aware that passengers have removed their seat belt whilst the vehicle is in motion they should stop as soon as it is safe to park and ask passengers to re-fasten their seat belts should they not do so when requested

For charges relating to use of the school's minibus and private vehicles see the School's Charging Policy available from the Travel Coordinator.

Residentials and visits abroad:

Leaders organising transport should consider:

- *Group leaders should seek assurance that drivers taking groups abroad are familiar with driving coaches in the countries being visited and those en route.*
- *Group leaders considering taking the school minibus abroad should be aware that EU regulations require the fitting and use of a tachograph and prescribe maximum limits on driving time and minimum requirements for breaks and rest periods. As such, group leaders should liaise with the Assistant Bursar when planning in order to assess the feasibility of such proposals.*
- *EU drivers' hours and tachograph regulations normally apply to any vehicle with 9 or more passenger seats fitted on journeys through EU countries and a few other non-EU nations. In other countries drivers must observe the domestic rules of the countries being visited which can be obtained from the relevant embassies of the countries concerned;*
- *Special documentation is required for taking the school minibus abroad. Such suggestions require discussion with the Assistant Bursar at the planning stage;*
- *When using the minibus and other vehicles abroad leaders should inform pupils of the need for extra care given driving is often on the right-side of the road meaning dismounting vehicles presents different hazards;*
- *The carrying capacity and loading requirements of vehicles and halt the journey at any point at which they feel safety is being compromised;*
- *Travel by air and sea: Should problems occur at any stage of a visits planning or execution group leaders should resist any attempt by an airline or sealine to split the group between different aircraft or ships;*

INSURANCE

It is the responsibility of the group leader to ensure, well before the group departs, that adequate insurance arrangements are in place. **Insurance is needed as soon as the first deposit is paid.** Insurance may have various sources e.g. from the school, from the travel company being used, from the organisation being visited, from an individual's insurance company for their vehicle etc. Information on insurance can be obtained from the Assistant Bursar.

It is the job of the group leader to consult with the Assistant Bursar to clarify what insurance provision already exists and what additional cover may need to be arranged. (Clearly when ascertaining the cover that exists this will require the group leader to seek information from the sources such as those outlined above.)

Insurance information that must be provided to parents

The group leader should write to parents as early as possible, to tell them which responsibilities the school accepts and the scope of any insurance cover the school is to arrange. A copy of the insurance policy which is part of the trip must be sent to parents.

Arranging insurance

Advice for Group Leaders

The operation of travel insurance requires evidence of any incidents and the expenditures to be provided when a claim is presented. Hence all group leaders should:

- ❑ Ask each person to make a list of contents of each suitcase when they pack and keep this safe;
- ❑ Report loss or damage of baggage immediately to an official of the airline or coach company upon its discovery and request a report from them;
- ❑ Report lost or stolen possessions to the local police within 48 hours of their discovery and obtain a report. You should also report the occurrence to the travel company;
- ❑ Report the admittance to hospital of insured persons immediately to the insurance company using a 24 hour emergency telephone service;
- ❑ Keep all receipts and request medical reports regarding the condition and treatment of the insured;

When investigating the insurance cover required, group leaders should consider whether their visit requires any of the following:

- ❑ Employers liability;
- ❑ Public liability;
- ❑ Personal accident cover for teachers, other adults, and pupils;
- ❑ Costs of medical treatment;
- ❑ Cover for specialised risk activities including the costs of evacuation for medical reasons and repatriation;
- ❑ Damage to loss or hired equipment;
- ❑ Cover for all programmed and non-programmed activities;
- ❑ Transport and accommodation expenses in case of emergency;

- ❑ Compensation against cancellation or delay;
- ❑ Compensation for loss of baggage and personal effects including money;
- ❑ Legal assistance in the recovery of claims;
- ❑ Failure or bankruptcy of the centre or travel company;
- ❑ Additional cover for participants with pre-existing medical conditions;
- ❑ Claims excess.
- ❑ Cover for any high risk activities not normally covered by the policy.

Group leaders should be aware that employers' and public liability are already provided by the school, as is personal accident insurance for staff.

Cancellation

Group leaders should notify parents of the cancellation policy to be enforced by the school, travel company or venue as soon as this is available.

Cancellation policies are particular to the specific visit/operator involved but in general group leaders should forward cancellations to the visit/operator as soon as possible.

Transport

Private vehicles

The school provides cover for teachers driving pupils in their own vehicles on visits. The drivers will need to ensure that their vehicle is properly licenced as well as having completed a Drivers Declaration Form, which has been given to the Assistant Bursar, together with a copy of their driving licence.

The group leader must ensure such provision is made prior to the visit taking place.

Minibuses

The group leader should check that the teacher driving the minibus has taken the advanced minibus driving test and achieved MIDAS certification. Drivers of the minibus must have deposited their driving licence with the Assistant Bursar prior to departure. Teachers certified to drive the minibus are provided with insurance cover by the school. Details can be obtained from the Assistant Bursar.

Hired transport

The group leader must check the details of the insurance arrangements provided by the travel/hire company.

A list of approved companies is available from the Travel Coordinator

Residentials and visits abroad:

Insurance for residentials and visits abroad must be organised by the group leader. As such, the details outlined above for day visits explain the considerations which apply to residentials and visits abroad. Leaders requiring further information should consult the Travel Coordinator.

TYPES OF VISIT

1. Adventure Activities using licensed providers

Group leaders should be aware of the following:

- ❑ Group leaders should check whether a provider is legally required to hold a license and that the holder actually does have that licence to offer a particular activity. Group leaders can check on whether an activity requires a licence and whether an organisation holds one, by contacting the Adventure Activities Licensing Authority; Tel. 01222 755715; Fax. 01222 755757; <http://www.aala.org> Some activities which do require licences if a centre is to offer them include - caving, climbing, trekking , upland hill-walking ,off-piste skiing, canoeing, kayaking, rafting, windsurfing. Rowing is exempt.
- ❑ Group Leaders should note that it is not permitted to organise adventure activities using unlicensed providers.

2. School-led Adventure Activities

If a member of the school staff is to organise, lead and instruct on adventure activities they should obviously undertake a risk assessment as outlined in the planning section of this booklet.

Group leaders planning their own adventure activity should:

- ❑ Be competent to act as leaders and/or instructors in the relevant activity.
- ❑ Be competent in safety procedures and their planning.
- ❑ Ensure supervision is appropriate.
- ❑ Ensure the group holds adequate first aid expertise and equipment.
- ❑ Put in place emergency procedures to cover any reasonably predictable eventuality.
- ❑ Assess the suitability of pupils to partake in the activity.
- ❑ Carefully prepare the supervision arrangements. For remote supervision the guidelines earlier in this document must be adhered to.

3. Coastal visits

Visits to coastal areas are most commonly the source of incidents. Group leaders should therefore bear the following points in mind when assessing the risks associated with coastal activity:

- ❑ Cliff tops and bases are highly dangerous and areas which are out of bounds should be understood by the group.
- ❑ Tides, sandbanks and exit routes.
- ❑ The location of warning signs and flags and their interpretation.
- ❑ Establish a base area for rendezvous
- ❑ Hazards in the sand and nearby area e.g. broken glass
- ❑ The location of assistance

4. Swimming in the sea and other natural waters

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. Group leaders considering such irregular activities, particularly swimming in natural waters should be very aware that considerable precautionary measures are required. It is therefore required that group leaders considering such activities inform the Head teacher prior to formulating these visits to discuss their practicality.

Guidelines regarding:

- ❑ Risk assessment and preparations necessary for undertaking the activity eg. considering weather conditions, temperature of the water, natural hazards and pollution;
- ❑ Warning signs and their interpretation;
- ❑ Parental consent required for swimming in natural waters;
- ❑ The qualifications of lifeguards operating during the activity.
- ❑ How supervision should be organised;
- ❑ Water not designated as a swimming site;
- ❑ The establishment of boundaries;

are available from the Travel Coordinator and must be considered by leaders prior to the visit.

Paddling

Although paddling may seem a simple and apparently innocuous activity it can in some circumstances become hazardous. The group leader must be satisfied that the area is safe for paddling. If necessary they should take local advice and consider such things as:

- ❑ Tides and currents;
- ❑ Sudden changes in water depth;
- ❑ The conditions of the bottom;
- ❑ Pollution levels.

The group leader must organise supervision so that those responsible frequently check on numbers and remain alert throughout the activity. Pupils should not be allowed to wander alone or go out of the sight of supervisors.

The group leader or supervisors should have water safety and first aid knowledge.

General supervision ratios appropriate to the groups' age should be adequate.

5. Swimming Pools

Public pools

Group leaders should follow the recommended safe supervision levels at the pool for their pupils. A minimum ratio should be 1 adult for 12 pupils in school years 4 to 6, and 1 adult to 20 for school years 7 onwards. For pupils in school year 3 and below the ratio should be higher. Group leaders should however be prepared to modify their supervision ratios to suit individual groups as necessary.

Prior to using a public pool not used before, the group leader should undertake a review of the pools hazards and general safety. This should include:

- ❑ Is there constant pool supervision by a sufficient number of qualified lifeguards?

- ❑ Is the water temperature appropriate?
- ❑ Is the water clear?
- ❑ Are depth indicators clearly visible? Is the shallow end shallow enough for the groups to be using the pool?
- ❑ Does the pool cater for disabilities if required?
- ❑ Does the deep end allow for safe diving?
- ❑ Are there a resuscitator and other pieces of first aid and rescue equipment, and is there someone trained to use them?
- ❑ Are the changing and showering facilities safe and hygienic?
- ❑ Can clothes be stored securely?

The group leader must inform swimmers and supervisors of the rules of the pool prior to commencing the activity. Pupils breaking these rules should be removed from the pool.

Group leaders organising swimming in public pools should request details of the guidelines governing such activities from the Travel Coordinator. These guidelines include information on the minimum qualifications of lifeguards. In addition, leaders can request details of a pools' Normal Operating Procedure (NOP) and Emergency Action Plan (EAP), which all public pools must possess.

Public pools hired privately

Group leaders hiring public pools must perform a review of the pools hazards and general safety as outlined above.

Leaders must request details of the pool's NOP and EAP and find out how these apply to the group. Furthermore, adequate lifeguard and responsible adult helper cover must be organised. Details of the minimum qualifications to be held by lifeguards, first aid considerations and other procedures to be followed are available from the Travel Coordinator.

Private pools

Group leaders considering allowing pupils to use private pools must be aware that the guidelines covering the use of such facilities are equally stringent to those which apply to public pools.

Prior to permitting pupils to use a private pool group leaders must have considered:

- ❑ The pool's hazards and general safety - see criteria listed above which apply to the assessment of public pools;
- ❑ Lifeguard cover and the minimum qualifications to be held;
- ❑ Adult supervisor cover and how supervision is to be organised;
- ❑ Access to a telephone that can be used in an emergency;
- ❑ The availability of rescue equipment and first aid;

Full guidelines must be requested from the Travel Coordinator.

6. Farm Visits

Group leaders considering taking school groups to farms should carefully assess the risks associated with encountering animals, farm machinery and infections such as E-coli.

Group leaders should consider via an exploratory visit:

- ❑ Is the farm well managed and hold a good reputation for safety standards and animal welfare.
- ❑ Does the farm possess adequate washing facilities and clean grounds and public areas.

During the visit group leaders should instruct all supervisors to not allow pupils to:

- ❑ Place their faces against animals.
- ❑ Place their hands near their own mouths after feeding animals.
- ❑ Eat until they have washed thoroughly.
- ❑ Sample any animal foodstuffs.
- ❑ Drink from farm taps.
- ❑ Ride on tractors or other machinery.
- ❑ Play in the farm area.

Staff considering such visits and seeking further advice should refer to:

- ❑ HSE's "Avoiding ill health at open farms; Advice to teachers"
- ❑ National Farmers Union website

7. Field Studies

Many field studies to urban and industrial sites as well as to countryside and the coast will offer more routine hazards and potential problems. The scope of these visits means that group leaders and/or supervisors must have received training in, and possess recent experience of leading groups in these environments.

Residential and visits abroad:

8. Residential Visits

When organising residential visits, in the U.K. or abroad, the nature of the accommodation to be used should be considered by leaders, in addition to those issues already highlighted. Leaders must consider the following:

- *The group should ideally have adjoining rooms with the teachers' quarters next to the pupils' - the leader should obtain a floor plan of the rooms reserved for the group's use in advance if possible;*
- *There must be at least one female teacher present;*
- *Sleeping/bathroom facilities for pupils and adults must be suitable and safe for the size, age, and make up of group;*
- *Ensure that the whole group are aware of the lay-out of the accommodation from the outset, and the details of its fire precautions/exits, its regulations and routine, and that everyone can identify key personnel;*
- *Security arrangements - where the reception is not staffed 24 hours a day, appropriate security arrangements should be in place;*
- *Locks should work on the group's rooms and girls should be encouraged to lock doors at night*
- *If water based activities are planned there should be drying facilities;*
- *There should be adequate space for storage and the safe keeping of valuables;*
- *Passports should be held centrally in a safe location i.e. a hotel safe if this is deemed appropriate by the group leader;*
- *Money: Groups comprising of Year 10 and above should be allowed to hold their own money with staff providing recommendations on how much they should carry as appropriate. Groups of Year 9 and below should have their money held by staff and distributed as daily or appropriate. However in some locations older pupils would also benefit from their money being securely held in a safe.*
- *Adequate lighting - it is advisable for leaders to take a torch;*
- *There should be adequate facilities for pupils who fall sick or who have special needs;*
- *Balconies should be stable, windows secure, and electrical connections and appliances safe;*
- *The fire alarm must be audible throughout the accommodation;*
- *There should be an adequate number of group supervisors on standby duty during the night;*

It is normally the travel company's duty to check that premises meet safety requirements. However after arrival at any accommodation it is advisable for the leader to carry out a survey of the premises immediately to satisfy the criteria outlined above prior to allocating pupils with rooms. It might be advisable to carry out a fire drill as soon as possible.

9. Exchange Visits

In addition to the normal considerations which are relevant to day trips, and to residential and foreign visits the nature of exchange visits provides many other unique considerations:

- *Remote supervision will operate over long stretches of the holiday and pupils must be prepared for this adequately.[See Supervision]*

- *Host schools and families must be vetted with great care. A good personal knowledge of the host school and counterpart is essential for the leader. The procedure to be used to vet host families must be passed by the headmistress. This may involve a vetting agency in addition to the procedures put in to place by the partner school. If the host school or placing agency does not have appropriate measures in place for carrying out checks then the group leader should seek further assurances and/or reconsider whether the visit should take place.*
- *Host families will not be subject to English law;*
- *Pupils must be aware of the ground rules agreed between the group leader and the host family.*
- *Satisfactory pairing arrangements must be made with the group leader ensuring host families are informed of particular medical and dietary conditions of pupils;*
- *Parents, pupils and the host families should be clear about the arrangements for collecting and distributing pupils to families, and for transporting pupils to families, and for transporting pupils throughout the visit;*
- *The Headmistress should retain a list of all the children involved and their family names and addresses;*
- *Pupils living with their host families should have easy access to their teachers at any time and this should be made clear to host families;*
- *Parents should be aware of the nature of the visit, and how it differs from normal school trips;*

Group Leaders should be aware that the nature of exchange visits is such that there is great potential for them to breach many areas of policy outlined within this document. Group leaders must be very sensitive to this prospect when planning and executing exchanges and liaise closely with the Travel Coordinator.

Note 1: *There will be circumstances when a visit's accommodation and facilities do not meet the guidelines outlined above. The choice of accommodation/campsite etc. is at the discretion of the group leader but leaders are advised that exploratory visits are considered essential should any doubt exist as to whether a prospective visit's accommodation/facilities fulfil the guidelines in this document. IF in doubt, consult the travel coordinator.*

Note 2: *For visits and trips which fall under the guidelines of an associated body e.g. Duke of Edinburgh's Award, it is the responsibility of the group leader to ensure that the organisation's guidelines are fulfilled. If group leaders are concerned as to whether any particular organisation's guidelines compromise the school's policy, they must consult the Travel Coordinator.*

PROCEDURES TO BE FOLLOWED IN THE CASE OF A MAJOR INCIDENT

A major incident is a disaster in which serious or fatal injuries are sustained by one or more members of the school party.

1. Immediate action should be taken to safeguard all pupils and staff.
2. Members of staff should ensure that help has been summoned from the Medical and Emergency Services and/or other appropriate agencies
3. The group leader should keep pupils informed as appropriate and ask pupils not to make contact with people at home until staff have contacted parents directly.
4. The Head and Emergency Contact should be informed of the incident and of the action taken as soon as possible. If the Head is unavailable then the Deputy Head should be informed. If both are unavailable, the Bursar should be informed. The Head or person acting in the Head's absence will then inform the Chairman of the Governing Body.
5. The Head or the person acting in the Head's absence should inform the Health and safety Executive in accordance with RIDDOR 1985, Section 1.
6. The Head or the person acting in the Head's absence will contact the Parents, Persons with responsibility or Relatives of:
 - a. Pupils who have been involved in the incident
 - b. Teachers and all other members of the party who have been involved with the incident
 - c. Pupils, teachers and all those who have been of the party but who have not been injured or directly affected to inform them about the incident and of the action taken.
7. Release of information to the media should normally be undertaken by the Head or the Chairman of the Governing Body, **not the teacher in charge of the out-of-school visit.**
8. The Head and Senior members of staff will endeavour to protect both pupils and staff from the attention of the media. **Pupils should not be allowed to talk to the media.**
9. If considered necessary, support and counselling of pupils, staff and all other members of the party should be arranged.
10. If deemed appropriate by the Head and Chairman of Governors interviews should be arranged in order to record an accurate statement of events from all those who are involved with the incident. Parents and Persons with Parental Responsibility should be present while such interviews with pupils take place.
11. Following major incidents the group leader should produce a written report detailing the nature of the incident, its time and location, the action taken, the insurance details relating to the incident and generally how the incident was dealt with and communicated to parents. This report should be read by the visit's other supervisors and their agreement/disagreement noted.

Role of Emergency Contact

An emergency contact must be appointed for all trips. This will normally be the Travel Coordinator or another Senior Member of Staff. It is important that the appointed person is locally based during the relevant period, and can stay within contact via landline or mobile phone throughout the relevant period. The contact should not be a relative of any member of the travelling party.

Before departure the contact should be given all details relating to the itinerary, accommodation, names of trip participants, together with essential medical details and home contact details.

During the trip the contact should be informed of any significant issues which might cause concern among parents. This would include significant injury or illness, problems with accommodation, or major travel delays. If there is a major disciplinary issue they should also be contacted. However in all such cases the Headmistress must also be kept informed, either directly or through the emergency contact. If necessary the emergency contact will make direct contact with parents of pupils, leaving the trip leader free to deal with the actual situation.

On safe return from a trip the group leader should inform the contact that they are back and all girls have been collected. Those returning from residential abroad should also inform the Headmistress of their safe return.

EDUCATIONAL VISITS FOR EARLY YEARS FOUNDATION STAGE CHILDREN

PART ONE: INFORMATION FOR PARENTS

(To be read in conjunction with the whole School Educational Visits Policy)

INTRODUCTION

Durham High School places great value on educational visits for all of its pupils, including the very youngest, recognising that they provide a unique opportunity to enhance the curriculum and to extend and support class based work. They provide opportunities which cannot be provided on site and can extend the knowledge and understanding of our youngest pupils. Most of our visits for this age group are local.

OUR VISITS

Supervision

Generous staffing levels, close supervision and proper protective clothing are essential for even the shortest of excursions. For all walks within the enclosed school grounds, the children are supervised by their Teacher and a Nursery Nurse. Often parents come as support but are never left alone with the supervision of the girls. Parents and volunteers are carefully selected and approved by the Head of Junior House. Volunteer record forms should always be completed for any parent and volunteer. There will always be a paediatric first aider accompanying any visit for EYFS children. Staff always take a mobile phone with them. The children are always briefed in advance about the visit and of the standards of behaviour which we expect.

Staff Ratios and Responsibility

We operate a minimum staffing ratio of 1:3 for all off-site visits involving children in our Nursery and Reception classes. There is always at least one Teacher, one of whom will have been designated in charge of the visit. The Teacher or Nursery Nurse will be qualified in paediatric or first aid. We frequently invite parents or volunteers to help with off-site visits. Volunteers are never allowed to supervise children alone and are thoroughly briefed about their roles beforehand.

KEEPING PARENTS INFORMED

All parents of children in the Nursery and Reception classes are invited to an annual curriculum meeting in the autumn term, when the aims of the year's curriculum, the topics that will be studied and the methods of delivering the curriculum through play, structured activities and outdoor activities will be briefly explained. We will send you a letter well in advance, telling you about every visit and, if appropriate, its cost and whether it involves an extension to the normal length of the school day.

All visits return your child to the school at their conclusion. All visits are optional.

CONSENT

We require your written consent every time that we take your daughter off-site. Please note that we are unable to take your daughter without a completed and signed consent form, at Annex A which includes details of where you may be contacted in an emergency. We are not allowed to use "blanket" consent forms for this age group.

PART TWO: INFORMATION FOR STAFF

SAFETY: ADVANCE PLANNING

Risk Assessments

Safety is our top priority. Even the shortest of visits needs to be thoroughly planned, and requires its own risk assessment, which must be reviewed thoroughly before a repeat visit is made. (See the policy for conducting risk assessments for Early Years visits).

Head Counts

The Teacher in charge conducts, or arranges for another Teacher or Teaching Assistant to conduct a head count of the children (recording the fact that we have done so):

- Before leaving school
- (If applicable) On sitting down in the coach
- On arrival at the destination
- On leaving the destination
- On arrival back at the school

Where we walk, the children walk in pairs, with one adult at the front, one in the middle and one at the back. Children are reminded about basic road safety and of the expected standards of behaviour. When we travel by coach, a member of staff will check that all the pupils are sitting properly and wearing their seat belts.

Missing Child Policy

Our procedures are structured to ensure that this does not happen; but in the event that a child is missing – either from school, or on a visit, we follow the procedures set out in our Missing Child policy, which can be viewed on our web site.

First Aid Kit etc

The Teacher in charge takes a first aid kit, list of emergency contact numbers and a mobile phone with him/her on every outing. We carry bottled water on all of our (longer) visits.

Delay

The Teacher in Charge will ring the school if there is any delay, for example, because of heavy traffic. The School Office has copies of all permission slips and will phone the parents to warn them of a delay.

ROLE OF THE TEACHER IN CHARGE OF A NURSERY VISIT

Every visit, however local, or short, must be planned in advance by the member of staff who is in charge of it. She will have had previous experience of accompanying Nursery (or Junior House) visits before organising one herself. The Teacher in Charge either holds a valid Paediatric or full First Aid Certificate herself, or ensures that another member of staff accompanying the visit holds one.

The Head of the Junior School is responsible for final approval of all requests for visits.

PERSONAL LIABILITY AND INSURANCE

Staff in charge of pupils have a common law duty to act as any reasonably prudent parent would do in the same circumstances. The DCSF Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," (www.teachernet.gov.uk) is required reading for all Teachers in Charge of a Nursery visits as part of their training in the responsibilities of the role. It explains that their responsibility is to "act as any reasonable parent would do in the same circumstances."

USE OF PRIVATE CARS

At the High School, we expect every member of staff to complete a "Drivers' Declaration Form" before she drives pupils in a school minibus or privately owned vehicle. Where a member of staff transports pupils in his/her car, insurance cover is automatically provided through the school's "occasional business use" motor policy. That ensures that motor insurance claims arising whilst a member of staff is using their own car for school business purposes can be settled without involving their own motor insurer. Foundation Stage children can only be transported in private cars that are fitted with special child seats.

SCHOOL MINIBUSES

No one is allowed to drive the school minibus unless s/he has qualified as a minibus driver. For any minibus journey that involves Foundation Stage children, there should always be a second member of staff. The school will arrange and fund First Aid courses, as well as courses in driving minibuses for all staff who are involved in visits. At Durham High School, we expect every member of staff to complete a "Drivers' Declaration Form" before s/he drives pupils in a school minibus or privately owned vehicle.

USE OF HIRED TRANSPORT

We hire coaches for the Foundation Stage mainly from local companies. We only book vehicles with front-facing seats that are fitted with seat belts. All drivers will have a current CRB disclosure and carry mobile phones.

DURING THE VISIT

Primary responsibility for the safe conduct of the visit rests with Teacher in Charge. He or she has sole responsibility for amending the itinerary or cancelling the visit in the event of unforeseen delay or sudden deterioration in weather conditions. S/he may delegate part of all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out (and recording) head counts of the children on leaving school, on getting on and off each form of transport, entering or leaving a theatre, museum, centre, etc
- Checking that all pupils wear their seat belts
- Enforcing expected standards of behaviour
- Keeping account of all expenditure
- Recording any accidents or near misses

ILLNESS OR MINOR ACCIDENTS

If a Pupil has a minor accident or becomes ill, the Teacher in Charge, or another member of staff will phone his or her parent's emergency contact number at once and arrange for him/her to be collected. If contact cannot be made, the Teacher in Charge, or another member of staff, will take him/her to the local hospital or, if the illness is more minor, a local medical centre. A member of staff will remain with the child at the hospital or Medical Centre until a parent or carer arrives. The Head of Junior House will be informed.

EMERGENCY PROCEDURES

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Teacher in Charge's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital and would remain with the child/children until their parents arrived. Ensuring that the rest of the group were safe and looked after, and informing the Head of Junior House what had happened would be the next task for the Teacher in Charge, who would need to give as full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Head of Junior House are maintained. He/she would also need to arrange (perhaps using one of the other members of staff, or the School Office) for the parents of the uninjured children to be contacted on their emergency contact number and asked to collect their children from either the venue or the school, depending upon the circumstances. The School Office would notify the insurers as quickly as possible. A full record should be kept of the incident, the injuries and of the actions taken.

At Durham High School, depending on the nature of the incident, we may implement our own model communications plan for informing both the families of the injured, and the families of those who are unhurt as swiftly as possible. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap.

Where possible, communication with the media should be left to the Headmistress of the School. The Teacher in Charge should refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge.

Expenditure

The Teacher in charge is responsible for producing a schedule of all expenditure on the trip.

Reviewed: Autumn 2009

Standard 6 Safety

The registered person takes positive steps to promote safety
..... on outings.

List of Travel ProFormas

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Checklist for Organising trips

- Discuss outline of idea with Travel Coordinator (IW)
- Work out plan to include possible dates, approximate costs, staffing needs, destination etc.
- Check dates with LC
- Complete Visit application form. If idea is new arrange discussion with AT/GS.
- Complete cost form for Bursar
- Letter to parents outlining trip. Get approved by AT/GS. (Times New Roman 12 on Headed letter paper)
- Include dates, costs, purpose and nature of visit, travel arrangements, payment arrangements. Parents sign to give consent. May also include cheque for deposit.
- Once agreed make relevant bookings. Check cancellation charges.
- **Check:**

Accommodation Arrangements

- Travel arrangements. Reception will book coaches. School has credit card for some bookings – contact bursar for details.
- Insurance. See Bursar if help needed on this.
- Activities
- Instructors + Qualifications / competency
- Staffing ratio → staffing needs. Discuss appropriate staff with AT/GS.
- Have meeting with staff to discuss trip and individual roles.
- Identify any pupils with special needs (medical / physical etc) – make sure arrangements are in place.
- Check 1st Aid requirements and cover.
- Complete risk assessment.
- Passports (Check names same as on booking). European Health Insurance Card.
- Identify charging means – cheques or fee accounts. If latter give list to Kath Halliday.

- Arrangements for pupils' own money.
- Cancel school lunches / order packed lunches if school day.
- Letter to parents giving final details. Should include consent form for all activities. Confirmation that medical / contact details held by school are still correct, or update to that information.
- Hold parents' meeting to inform them of the details / arrangements for the trip.
- Contact details. List of names / contacts, numbers & medical info from SIMS. Ask Reception for this.
- List on board of pupils involved.
- Photocopy of all medical forms for residential trips.
- Photocopy of medical form for any trip for pupil with particular instructions (eg anaphylaxis / diabetes).
- Arrange Emergency Contact.
- Leave all details of trip with Emergency Contact, with Reception, in trips file in office, and with travel coordinator.

Go on trip!

Particular aspects to consider –

Room allocation if residential

Appropriate dress / footwear

Remote supervision

Mobile phones

Emergency Procedure

Issuing of pocket money for younger groups

Other groups at same venue

Boredom on journey

- Inform Emergency Contact of safe return.
- Complete Evaluation Form

Permission to Plan a day trip or residential Event

Member of Staff in Charge _____

Subject / Activity Group involved _____ Year group/s involved _____

Purpose of visit

Proposed Dates _____ Proposed Destination _____

Proposed Activities (specifying any hazardous activities or periods of indirect supervision)

Proposed accommodation _____

Proposed cost per pupil _____
To be charged by cheque / fee account?

Travel company involved (where relevant) _____

Insurance Company _____

Proposed mode of travel _____

Numbers of pupils involved _____

Numbers of staff / adults required _____

Suggestions of other staff / adults who might be asked to accompany the trip

Details of previous experience of the leader, relevant to this trip.

I apply for permission to run the above trip.

Signed (Group Leader)

Once complete this form must go to the following people in this order

LI (Dates)

IW (Cover)

IW (Travel Coordinator)

AT Date

Travel Charging Policy

To be completed by group leader

Visit: _____

Year group(s): _____ Number of pupils: _____

Date of departure: _____ Date of return: _____

Group leader: _____ Deputy: _____

Charging

Is this trip to be paid for through:

- [i] Payments by cheque: to be submitted to K. Halliday (ideally in complete instalments)?
- [ii] Fee accounts? Please give details of the timing of the charges to fee accounts which the Headmistress has approved.

Write here:

Breakdown of costs

Please break down the costs of the visit, detailing any items grouped together as a package by an agent. The total cost and the breakdown entered on this form must be inclusive of staff costs [e.g. staff travel, accommodation etc.] and V.A.T. Entries for transport costs should be charged at

- £0.50 per mile for trips up to 60 miles in the **school minibus**. [Charges for longer trips should be discussed with the Bursar]; and
 - £0.25 per mile for **private vehicles**.
- Package costs can be entered under "A." with a statement of what the package includes. Non-package items should be inserted into other categories.
- Non-package holidays should be included using categories B. onwards.

	Cost	Office use
<p><u>A. Package</u> State what the package includes i.e. accommodation, transport, meals, entrance fees, etc. entering the name of the accommodation and travel company.</p>		
<p><u>B. Accommodation</u> Nature of Accommodation:</p> <p>Name of establishment:</p>		
<p><u>C. Transport</u> Mode(s) of transport:</p> <p>Name(s) of travel company (if appropriate):</p>		

<u>D. Other incidentals included in the visits total cost (eg. group passport cost etc.)</u>		
<u>E. Total insurance for party including staff</u> [if travel company costs exclude insurance charge; if include D ignore E.]		
<u>F. Sub-total i.e. A+B+C+D+E</u> [This must be the total cost of the trip for pupils and staff]		
<u>G. Add contingency fund at 1% of the sub-total F above.</u>		
<u>H Total Cost of visit including contingency fund [F + G]</u>		
<u>I. Add Administration Charge at 1% of F.</u>		
<u>J. Final Total Cost including Administration Charge [H + I]</u>		

<u>The total cost of the trip is to be recovered from:</u> Note: The sum of K, L and M must equal the Final Total Cost [J], above.	Charge	Office use
<u>K. Funding from other sources [Please indicate]</u>		
<u>L. Amount recoverable from individual members of staff [List staff below and amount recoverable from each]</u>		
<u>M. Amount recoverable from all pupils [Add pupil list]</u>		
<u>N. Amount recoverable per pupil i.e. M ÷ No. of pupils</u>		

- Please complete a list of pupils taking part and submit this to the Bursar to enable charging to the appropriate fee accounts. Form lists and subject groups can be obtained from Nova on the staffroom computer.
- E. should only be used to recover funds for the school's insurance policy when the travel company involved has agreed to omit an insurance charge from their own price.

Risk Assessment

Place to be visited: _____ Activities: _____

Year Group: _____ Dates of visit: _____

Please list below the details regarding the risks that may be encountered on the visit. Should any of the hazards linked to the visit have unsatisfactory or an absence of controls in place, please also complete the *Action Required* and *Action Taken* columns. Strategies should be suggested to deal with these issues.

Activity and risk involved	Detail the controls already present or to be provided by staff.	Are controls: Satisfactory/Unsatisfactory or Absent	Action required:	Action taken:

Signed: _____

Date : _____

Detailed proposal of final arrangements for day trip or residential event

This form must be given to IW at least one month in advance for a residential trip or one week before a day trip.

Please attach a copy of the original permission form, amending any details which have changed.

Actual number of pupils _____

Date and place of Departure _____

Time _____

Date and place of Return _____

Time _____

Number of Staff / adults accompanying group _____

Names of accompanying staff / Adults _____

Name of First Aider _____

Name of Emergency Contact _____

Names of any other persons accompanying the group.

I confirm that arrangements are in place to provide for any special needs of any of the participants. I have established an emergency contact arrangement. I have read the appropriate sections of the travel policy.

Signed _____ (Group Leader)

Date _____

Twenty-four hours before departure a detailed list of all those attending the trip, together with their details, and final details of travel arrangements and accommodation should be given to:

- The emergency contact
- Reception
- The Travel Coordinator.

Sample for trip consents

Page 1

Letter giving all the details of the trip

- Date
- Times
- Place
- Cost
- Clothing / equipment
- Etc.

.....

Page 2 or tear off slip

Please return to by

Consent form fortrip to

Pupil's name Form

I have read the information and I give consent for my daughter to join this visit.

EITHER

The medical and contact details are the same as notified in September.

OR

The medical and contact details have changed as follows

.....

.....

Signed

(Parent / Person with parental responsibility).

Durham High School for Girls
Farewell Hall
Durham DH1 3TB
Tel: 0191 384 3226
Fax: 0191 386 7381
email: headmistress@dhsfg.org.uk
website: www.dhsfg.org.uk



September 2009

Dear Parent,

School Visits – Medical Consent Form

As a school we pride ourselves on the variety and frequency of opportunities which we can offer for pupils to travel beyond the school environment, whether directly linked to the curriculum or as part of our extra-curricular programme. However in order to reduce the amount of paperwork required you will only complete one consent form at the start of the academic year with the main information required for all trips. This information will then be given to the member of staff running each trip. When your daughter is given the opportunity to take part in a trip, you will only be asked to give your consent, update any medical information, and give the current contact numbers for the dates in question. The return of the attached form is essential as otherwise your daughter will not be able to attend any trip. With several trips planned early this term, the immediate return of this form is essential, and at the latest by **Thursday September 10th**.

When signing the attached form you are also agreeing to the school's code of conduct for trips, which is therefore given below.

School Visits - Code of Conduct

We hope that all out of school visits provide a valuable and enjoyable experience for all participants. We therefore ask for the support of parents in helping the staff who arrange these visits to ensure that your daughter realises that she must take responsibility for her own behaviour at all times. If any pupil does not comply with the Code of Conduct as given below, the supervising member of staff will have to take disciplinary action, both during the remainder of the trip and possibly also on return. This might include exclusion from certain activities, or even asking the parents to collect pupils who are guilty of serious misbehaviour.

1. Pupils should follow carefully all instructions given by a member of staff or, when appropriate, the instructor in charge of the activity.
2. No pupil should at any time act in such a way as to put herself and/or others at risk.
3. Any damage caused by a pupil must be paid for by the pupil.
4. No pupil may have in her possession or consume cigarettes, alcohol, or any other illegal or harmful substances.
5. No pupil should indulge in any behaviour which the organiser of the visit judges to be inappropriate.

Thank you for your cooperation. Please can you complete and sign the attached form, then return it to your daughter's form tutor by **Thursday September 10th**.

Yours faithfully,
I M Woodland
(Assistant Head)

Information Form for all School Visits

Pupil's Name _____

Tutor Group _____

Date of Birth _____

Does your daughter suffer from asthma, chest complaint, wheezing or hay fever, migraine, fits or faints, bad period pains, diabetes, anaphylaxis, nervous disorders, or any other illness or disability? YES / NO
If YES, please give details of the condition, and any associated medication which she must take, or equipment which she must have with her.

Is she allergic to anything? (Antibiotics, any particular food or medication etc.)? YES / NO
If YES, please give details of the allergy, and any associated medication which she must take.

Is she receiving any medical treatment at present? YES / NO
If YES, please give details, including any associated medication.

Are there any physical activities in which you daughter cannot participate? YES / NO
If YES, please give details.

Has your daughter suffered any significant injury during the last year?
If YES, please give details.

Does your daughter have any specific dietary requirements?
If YES, please give details.

Does your daughter wear glasses or contact lenses? YES / NO

Does your daughter suffer from travel sickness? YES / NO
(If YES, your daughter will be expected to provide her own medication for this).

What is the date of your daughter's last tetanus injection? _____
(This must be up to date for any visits involving outdoor activities or farm visits)

What is your daughter's swimming ability? STRONG / WEAK / CANNOT SWIM

Family Doctor Name _____

Address _____

Tel No. _____

Details of Parent / Person with responsibility:

Name _____ Relationship to pupil _____

Address _____

Home Telephone Number _____

Work Telephone number _____

Mobile Phone Number _____

Second Emergency Contact:

Name _____ Relationship to pupil _____

Address _____

Home Telephone Number _____

Work Telephone number _____

Mobile Phone Number _____

I have read and discussed the code of conduct with my daughter and I am in agreement that a member of staff may impose disciplinary sanctions if my daughter fails to comply with it. I recognise that further action may be taken on her return.

I authorise a member of staff to consent on my behalf to medical treatment (including blood transfusions or surgery) which in the opinion of a medical practitioner may be necessary during the course of the visit. I undertake to hand over medication to the member of staff in charge together with instructions for their administration.

I will make sure that in advance of any particular trip I inform the member of staff in charge of any change to the information given on this form.

Signed _____

Date _____

(Parent / Person with parental responsibility)

Consent form for Accompanying adults

Name Visit to

Dates

Group Leader..... Deputy

I am aware of the arrangements made for this visit. I authorise the leader of the party, any other members of the school staff, or any other qualified instructors who may be present, to consent on my behalf to such medical treatment (including blood transfusions or surgery) which in the opinion of a qualified medical practitioner may be necessary in case of emergency during the course of the visit.

Confidential Medical Information

Do you suffer from any illness or allergy, eg diabetes, asthma, allergies to medicines like penicillin?

Yes / No If Yes please give details

.

Do you need to carry with you medical equipment such as insulin pens, inhalers, epipen etc,?

Yes / No If Yes, please give details

.

At the time of the trip will you be on a course of medicine?

Yes / No If Yes, please give details

.

Emergency telephone numbers at the time of the trip

Name of contact

Home Telephone Mobile phone

For residential visits only

Name of Doctor..... Telephone number

Signed Date

Travel Policy

Information to be retained at school

Venue:

Years Involved:

Date & Time of Departure

Date & Time of Return:

Group depart from..... Group return to

Group Leader:

Names of other staff / adult supervisors

.....

.....

Teacher in charge mobile number

Contact number of accommodation

Name and number of emergency contact

Insurance Company name and contact number

Please attach to this a list of pupil names, contact numbers, and medical conditions. Please also attach a copy of the risk assessment.

A full set of this information must be left with:

- 1. Reception**
- 2. Emergency Contact**
- 3. Travel Coordinator (IW)**

For residential / foreign trips you may wish to leave a full set of travel documents with the emergency contact – the list above is the minimum required.