



HULL COLLEGIATE SCHOOL

RESIDENTIAL TRIPS AND VISITS

This policy applies to all members of our school community including those in our Early Years setting

Hull Collegiate School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Hull Collegiate School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This document is available to all interested parties on request from the main school office and should be read in conjunction with the following documents:

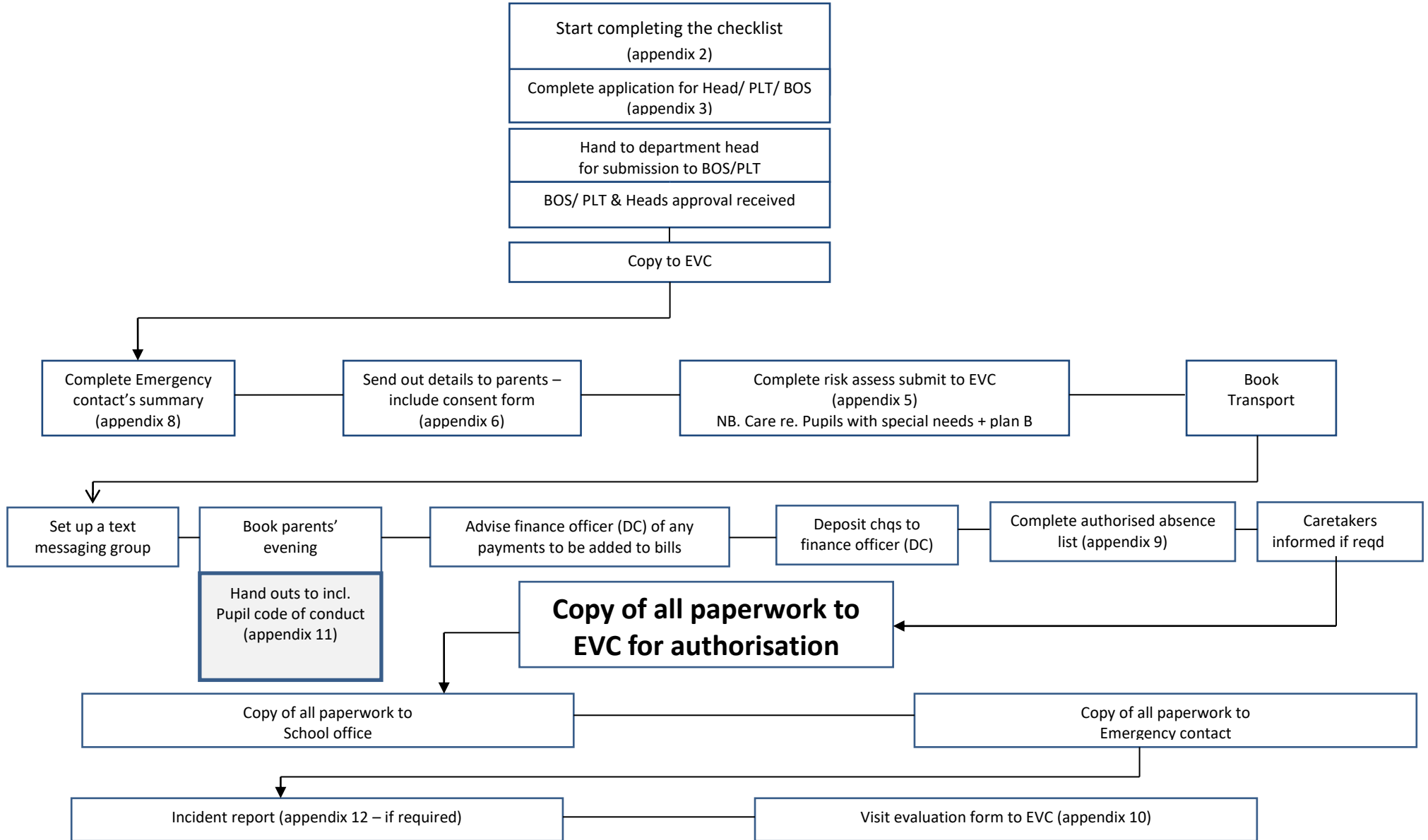
- Behaviour
- Risk statement
- Health & safety
- Minibus code

This document is reviewed annually by Mr A D Norburn, Mr A Kiddy and Mrs A Kell or as events or legislation change requires. The next scheduled date for review is September 2018.

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Hull Collegiate School Trips & Visits Flowchart (Residential)



Policy Statement

Hull Collegiate School places great value on the educational experience provided for pupils in the range of Educational Trips and Visits it provides. These range from overseas historical and linguistic based residential visits to curriculum based local field trips. There are also various recreational visits - theme parks to ski trips. The highest standards of health and safety are paramount on all school trips and those responsible for the organisation of such trips must make every reasonable adjustment so that those with SEN and disabilities are not prevented from participation.

Employees in charge of and assisting with school visits must be conversant with:

- this part of the policy
- any other school requirements detailed elsewhere
- HSE case studies.

Plus, as appropriate:

- Safe Practice in Physical Education and School Sport – by the Association for Physical Education

Where the Headteacher wishes to appoint an Educational Visits Coordinator (EVC), to act on behalf of the Headteacher the employee should be specifically competent. The level of competence required will relate to the size of the school and the types of educational visits proposed. For example, the needs of a small infants' school will differ from those of a large secondary school with an active D of E Award programme. Evidence of competence will be through the experience of practical leadership over many years of outdoor education and the completion of training in risk assessment and a thorough knowledge of this part of the Policy.

All trips and visits must be preceded by assessment of the risks involved and there must be written risk assessments and/or written arrangements for individual visits and activities. When identified as necessary, training must be provided. Risk assessment training must include information on generic assessment, specific assessment and ongoing assessment. The risk assessments and arrangements must include consideration of matters such as higher risk/adventurous activities, fire precautions and fire procedures, pupil supervision including remote supervision, transport, first aid and safeguarding. Before the visit leaves, the party leader must brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit always bearing in mind the nature and purpose of the visit set out by the party leader

Final authorisation for each visit, including approval of the risk assessments, must be made by the Educational Visits Coordinator (EVC), who acts on behalf of the Headteacher. Risk assessments etc. must be 'signed off' before the visit departs and signed copies must be taken by the group leader on the visit.

This policy and associated procedures is informed by the UCST/ULT group Health and Safety policy, Adventure activities licensing regulations (2004), the Outdoor Education advisors panel and the Standards for local Health & Safety of Pupils on Educational Visits (HASPEV 1998)

General Functions of the Head teacher/Educational Visits Co-ordinator

The school's EVCs are:

Senior School – Andrew Norburn, Deputy Headteacher

Prep School – Antje Kell, Head teacher of Prep School

Their functions are to:

- Formally review own training requirements on an annual basis and report to the school Health & Safety Coordinator
- Liaise with the employer to ensure that educational visit meet the employer's requirements including those of the risk assessment, and in doing this be aware of HSE advice – which is To assess real risks only ...

The following questions cover the main arrangements that should be in place for a visit.

- What are the main objectives of the visit?
- What is "Plan B" if the main objectives cannot be achieved?
- What could go wrong?
- Does the risk assessment cover as appropriate:
 - the main activity
 - "Plan B"
 - travel arrangements
 - emergency procedures
 - staff numbers, gender and skill mixes
 - generic and site-specific hazards and risks (including for Plan B)
 - variable hazards (including environmental and participants' personal abilities and the 'cut off' points)
 - what information will be provided for parents
 - what consents will be sought
 - what opportunities will parents have to ask questions (including any arrangements for a parents' meeting)
 - what assurances are there of the leader(s) competencies
 - what are the communication arrangements
 - what are the arrangements for supervision, both during activities and 'free time' – is there a Code of Conduct
 - what are the arrangements for monitoring and reviewing the visit.
 - Is the nominated first aider (If EYFS must be paediatric trained) aware of the school's first aid policy in relation to trips & visits. This policy and associated procedures is informed by the UCST/ULT group Health and Safety policy and the Standards for local Health & Safety of Pupils on Educational Visits (HASPEV 1998)

- Assess the competence of leaders and other adults proposed for supervision of visits, these may need accreditations from an awarding body – assessment may include practical observation or verification of experience
- Ensure the training of leaders and other adults going on visits, these may need accreditation from an awarding body; training will commonly involve risk assessment and basic first aid and information will be based on risk assessments/other written arrangements (records are required)
- Ensure that DBS checks are in place as necessary
- Assign competent people to lead or otherwise supervise a visit
- Organise thorough induction of leaders and other employees/ adults taking pupils on specific visits based on risk assessments and other written arrangements and amongst other things ensure adequate information is provided to pupils who are to go on the visits including the appropriate risk control measures within the risk assessments
- Work with group leaders to obtain the consent/permission or refusal of parents and to provide the details of the visit beforehand so that parents can give or refuse consent/permission on a fully informed basis
- Organise the emergency arrangements and ensure there is an emergency contact for each visit
- Support the head and governors with approval and other decisions
- Keep records of individual visits including reports of accidents and ‘near-accidents’, sometimes known as ‘near misses’
 - Review systems and, on occasion, monitor practice: this will involve going on visits.

General Functions of the Head teacher/Educational Visits Coordinator

Planning a Visit

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. A pre visit is usually advisable to enable the party leader to identify any potential hazards.

Employees Accompanying Visits

Wherever possible, leaders and employees accompanying the visit should be teachers employed by the school.

In general, there should be a minimum of two employees accompanying visits in the ratio of not less than one to twenty pupils in the senior school; one to ten pupils in the Prep School and one to six pupils in infant school and for EYFS there must be adherence to the statutory ratios. Ratios will depend upon risk assessment and the Headteacher may make exceptions to the general rule, for instance, for games matches and for small sixth form groups.

Remember that, except for the statutory EYFS requirements, the ratios described are recommendations. The Headteacher must ensure that ratios are adequate. When considering the ratio necessary for any particular visit the following points will be taken into account:

- the sex, ages and temperaments of the pupils involved
- the length and purposes of the visit
- the method of travel
- the nature of the locality and the activities to be undertaken
- the nature of the activities including any higher risk/adventurous activities are involved
- any medical or special needs of any pupils taking part.

Trip 'supervisors' accompanied by their spouse/partner and/or children should be discouraged and must not be counted in the ratio. Research indicates that this has proven to compromise the interests of the group as a whole.

If a joint visit is arranged with another school so that both schools share supervision, employees of the other school may be included in calculating the appropriate ratio.

If female pupils are going on the visit a male employee should be accompanied by a female employee and vice-versa. However, if compliance would result in difficulties for small groups of pupils, the Headteacher has discretion in this matter in the light of the nature and duration of the proposed visit and the ages of the pupils concerned. The requirement is primarily for the protection of employees.

Parent and other Adult Helpers

Whilst it is accepted that other suitable adults (who will need to be DBS checked if accompanying any residential trip or if they are to have unsupervised access to pupils) may play a useful role in connection with accompanying school visits, they should not be taken into account in the calculation of the minimum number of employees required to supervise the group as set out above.

The Headteacher may, however, make exceptions to this general rule for instance for:

- groups of 20 or more pupils where there are at least two employees accompanying the group
- Sixth Form outings.

Parents or other suitable adults should only be allowed to accompany the visit if:

- their inclusion is expressly approved by the Headteacher who should reserve the right to refuse any offer of help
- they have been informed of the nature of the visit, the risk assessments and made aware of their duties and responsibilities.

Alcohol

Adults accompanying visits should be clearly informed of the school's policy in connection with the consumption of alcohol. It is Hull Collegiate School's policy that there must be at least one supervisor that has not consumed alcohol and all other staff must only consume in moderation.

Employees Conveying Pupils in Private Cars

The use of private cars should be discouraged. Before allowing an employee to use his/her own car to transport pupils, the Headteacher must check and keep copies of the employee's:

- Driving licence (employees must bring any endorsements to the attention of the Head and the licence must be satisfactory to the Headteacher – six points is the usual cut off point)
- MOT certificate
- Driver declaration

Whenever employees are driving, the risk assessment relevant to the trip must also include reasonable measures to control driver fatigue.

Higher Risk/Adventurous Activities

When these are to be undertaken, the Headteacher must ensure that appropriate employees accompanying the visit are qualified¹ and competent and that all relevant equipment is provided to the appropriate safety standards and is properly maintained. It is often practicable for the activities to be undertaken at specialist provider centres where qualified and competent staff etc. are available. Parents must be informed in writing of any higher risk/adventurous activities to be undertaken and that these must be specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water-sports, pony trekking etc.

¹Qualifications must be those approved by the sports/activity's national governing body. See AfPE 'Safe Practice in Physical Education'. Qualifications must be checked in advance by the party leader.

Shared Responsibilities

External Providers

The Headteacher must be supplied with reassurance regarding the quality¹ and competence of any providers used. Reassurance covers documents such as copies of providers' health and safety policies, risk assessments and information concerning the qualifications and competence of employees. Contractor Safety Evaluation Questionnaires should be used.

The providers' completed questionnaires, in particular the risk assessments, must be checked at the initial planning stage. One of the items to check is that all provider staff who will possibly come into contact with pupils have been vetted in accordance with the safer recruitment policy.

When planning an activity involving caving, climbing, trekking, skiing or water sports a check must be made that the provider holds a licence as required by the Adventure Activities Licencing Regulations 2004.

Compliance with 'BS 8848: British Standard for Ventures, Field Works, Expeditions and Adventurous Activities outside the UK' and the LOTC quality badge are good benchmarks when relevant.

There will be times when provider staff will be primarily responsible for the pupils. These times (and in what circumstances) must be set out and agreed in writing prior to the start of the visit. Pupils must know who is in charge at any given time.

If, as in the case of some field trips, the visit is unaccompanied, then this must be made clear to parents and the Headteacher must be satisfied with all the safety procedures.

Joint Trips with other Schools

There should be one overall party leader and the Headteacher should be satisfied with the procedures in place for the partner school. The responsibility of employees of each school for the pupils of the other should be agreed and made clear to the pupils.

Remote Supervision

After careful risk assessment guidelines must be laid down by the party leader and clearly understood by all members of the party.

The following points maybe helpful:

- Pupils must be in groups – appropriate group sizes must be determined by the group leader
- The geographical area in which pupils must stay should be clearly defined
- A time limit must be set in proportion to the age of the pupils, the time of day and any other relevant factor. Anyone who returns late should understand that they will be penalised. Before dispersal, pupils must be informed of the location where an employee can be found during the whole of the period and exactly where to reassemble
- If pupils are allowed to leave their residential accommodation, on leaving and returning pupils must register with employees
- Pupils should be reminded that in the UK it is an offence for persons under 18 to buy cigarettes, alcohol and illegal substances. Other laws apply abroad. Pupils must be clearly informed of the school's policy in connection with consumption or use of these.
- Pupils away from home may well strike up acquaintance with pupils from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation. Pupils must be clear about the school's rules of conduct in this respect.

Residential Trips

Amongst other things, the party leader should check the fire exits in all group overnight accommodation and must inform pupils of the locations of fire exits and of fire procedures. If possible a fire drill should be held on the first evening, before bedtime.

Exchange Visits

These usually involve groups of pupils travelling to another country and staying with host families and may be organised by a specialist company or in conjunction with a school in that country. The following matters are relevant:

- The Headteacher will normally expect an employee to be resident in the country during the stay and will consider whether appropriate procedures exist for contacting school and parents in case of emergency. Pupils must be given details of the employee's telephone number or other contact arrangements and it should be made clear to pupils and host families when the employee will be available at an agreed location.
- Parents must be fully informed of the arrangements and given all necessary details in connection with the host families.
- Employees should accompany pupils on both outward and return journeys in accordance with the ratios given previously. Where travel is by air, it is acceptable for there to be a lower ratio on the flight, provided that the appropriate numbers of employees accompany the pupils to the departure gate and additional supervisors are available when the party is met by the host school or tour company representative at the point of arrival.
- Unambiguous instructions must be given to pupils concerning their own safety and any uncertainties they might have about their own safety or wellbeing.
- Host families must be informed of the procedures to be followed and the persons to contact in the event of any accidents, illnesses, problems or difficulties such as bad behaviour. Whenever an employee is advised of the illness/accident etc. to a pupil s/he should personally investigate immediately and if the situation warrants inform the pupil's parents straight away.
- If activities are planned with a another school, it is essential that the extent of responsibility of that school's staff is agreed in advance and that pupils know when the other school's staff are in charge and how to contact their own if based at a location remote from the pupils.

Information Concerning Visits

Parents must be fully informed in writing about the visit well in advance. If appropriate, parents and pupils should be invited to the school to discuss details with the organisers. Where possible the Headteacher or a senior member of the teaching staff who is not involved in the visit should also attend to give an objective view and independent advice.

Written information should include the following as appropriate:

- purpose of visit
- accommodation type and meal arrangements
- travel arrangements including time of return. For visits using minibuses/coaches all pupils must meet at the school prior to departure; however, if convenient, a single out of town drop off point, on route, can be organised at the discretion of the group leader and transport company
- activities (include remote supervision, if relevant) and visits in which pupils will be allowed to participate
- insurance cover and name and address of insurers
- health and hygiene requirements e.g. inoculations/safety or not of tap water

- names of party leader and employees accompanying party and address and telephone number of party leader at destination (where there is none, for example in case of some exchange visits, details of a contact number in UK must be given)
- a contact number for the pupil must be given (if pupil is staying with a family it may not be possible to give this information immediately in which case further information will need to be given)
- advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money
- advice that the Headteacher reserves the right to exclude a pupil from a visit on behavioural or medical grounds

Code of conduct and details relating to standard of behaviour expected from pupils during visit, including rules of smoking and alcohol. For major visits and all residential visits, a behaviour agreement should be signed by pupils. Parents should be informed that any instance of severely unacceptable behaviour may lead to the party leader informing the parent that the pupil concerned will be sent home as soon as possible and that the responsibility for paying for this including any accompaniment lies with the parents; and that the pupil may jeopardise their chances of going on another school visit. Requirements in the code could include a statement that pupils are under the jurisdiction of the school during the visit and therefore: pupils must obey the instructions of group leader and supervisors; pupils must not possess, use or purchase cigarettes, (alcohol), illegal drugs or knives; pupils must take responsibility for their own possessions; pupils must use seat belts where provided and must remain seated on coaches and minibuses; pupils must not put themselves or others at risk; pupils must remain in their allocated groups; and pupils must behave and dress appropriately. (An example code appears at the end of this section.)

Consent Forms

A pupil must not be allowed to participate in a school visit unless an appropriate consent form has been signed by his/her parents/guardian and returned to school.

Parents may be asked to sign a blanket consent form at the start of each year. This may be used to cover local visits such as those that will take place during day and evening times under the supervision of school staff and it may be appropriate for school sports fixtures where the school issues information to parents of the specific day-to-day arrangements, for instance by use of fixture lists/homework books etc.

It is important to note that a blanket consent form must not be used for any residential visits, visits abroad and any that involve any higher risk/ adventurous activities.

With blanket consent forms there is no possibility of parents providing up to date medical (or contact) information. If used, the employee responsible for each visit must be provided with the details of any medical condition affecting the pupils'/contact details from the school's information database. Procedures must be drawn up to ensure these are noted by the employee concerned.

Information for Pupils

Pupils must be given clear safety instructions. They must also know who is in charge of the visit and what to do if they get lost or into difficulties. The following are other matters on which they may need information provided:

- on risks associated with the trip such as with the particular type of travel to be used.
- on considerations concerning special and/or medical needs
- on any local customs they may meet which might surprise them and the possibility of their giving offence
- that tap water abroad is not always safe to drink
- in some localities abroad, that salads may need to be avoided and fruit should be carefully washed in purified water or peeled
- that the strength of the sun should never be underestimated, especially at high altitudes, and pupils should use sun protection cream and may need a hat
- that rabies can be transmitted by bites or scratches from infected cats, dogs, foxes and farm animals
- always clean hands before eating.

Emergency Procedures

Part of the written arrangements or risk assessments for the visit must include details on how to contact the school or a designated senior member of staff, at school or otherwise, for emergency purposes. This member of staff should agree to being the 'contact' and should be provided with a list of names, addresses and telephone numbers of all staff and pupils on the visit – such information should also be lodged at a known place at school office and held by the leader. In any shared responsibility situation, the emergency procedures must be agreed in advance with the provider/other school involved.

The designated member of staff and/or parents as appropriate if there is 'no show' by any pupil.

A first aid kit and mobile phones (where appropriate pupils' mobile phone numbers should be collected) should be carried and ideally there should be trained first aid personnel in every group involved in travel. The requirements for first aid and administration of medicine should be included in the risk assessment.

Careful estimates should be made of the need for cash (in the currency of the country to be visited). Employees should have sufficient funds available in appropriate form to provide for all anticipated needs plus an emergency fund.

Serious or Fatal Injury – Emergency Procedures

An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but all employees accompanying the party must be familiar with them and must be able to adapt them to the situation in which they find themselves and a copy of the procedures should be taken on each visit. The party leader (or other person in charge of small sub-group if out of contact with party leader until party leader can be contacted) should:

- establish the nature and extent of the emergency, discourage pupils from contacting their parents until they are briefed/until contact is made with the Headteacher, emergency contact point or other senior employee
- call whichever emergency services are required (UK 999, Europe 112, USA 911)
- where anyone is injured have first aid administered if possible
- make sure all other members of the party are accounted for and are safe
- establish the name(s) of the injured
- advise other party adults of the incident and that emergency procedures are in operation
- if possible arrange for an adult from the party to accompany the casualty to hospital. If this is not possible, ask the emergency services the name and address of the hospital concerned and write it down
- ensure that the remainder of the party are adequately supervised throughout. It may be necessary to arrange for their early return to base
- arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for
- commit to writing full details of the incident:
 - name(s)
 - nature, date and time of incident
 - location of incident
 - details of injuries
 - details of police who attended/witnesses' names, addresses (and telephone numbers if possible)
 - action taken so far
 - telephone numbers for future communication.

Do not discuss matters with the media, do not discuss legal liability, do not apologise or express regret.

Procedures for Other Accidents/Incidents

Complete the school accident/incident report form or commit to writing full details as above.

Critical Incident at school

Should the school be facing a critical incident when the visit is returning to school, the pupils/staff should not return to school but travel to another local area where pupils can be collected. Pupils' parents will be contacted and advised of the change of plan.

Feedback

The feedback form must be completed after each visit.

Educational Visits form completion deadlines

Upon receipt of the Head's approval a copy must be given to the EVC. This will trigger the following process, which if not fulfilled will lead to the cancellation of the visit.

The dates will be entered into a visits diary in the school office and on that basis the following deadlines issued to the organiser. As each date approaches the office will instruct the EVC to issue reminders and collect any outstanding paperwork as required.

Completed form/action	Weeks prior to departure
Parents' evening booking	4 – 6 weeks
Travel form	4 weeks
Risk assessment	4 weeks
Authorised absence list and text messaging service	2 weeks
Parental contact numbers list	1 week
Copies of all paperwork to EVC, Emergency contact and school office	1 week
Incident form (if required)	Upon return
Evaluation form	Return date + 1 week

Copies of all paperwork will then be filed in the school office for future reference.

Check List for Party Leader**'Residential Trips'****Appendix Two**

NB. No bookings should be made until approval for the visit/activity and the dates have been checked to avoid clashes with other events or important classes and relevant staff informed.

Day and date		Party leader	
Destination with address		Accompanying persons	
Depart	am./pm.	Year group	
Return	am./pm.	Number of pupils	
		Employee : pupil ratio	

Check list of action to be taken:

Action	Tick + date	Comment
Checked with calendar		
Complete Appendix 3 application		
Agreed by Head/BOS/PLT		
Senior emergency contact appointed		
Initial costing done		
Parents informed in writing & consent forms sent		
Consent forms back		
Text messaging group established via the office		
Awareness of site prior to intended visit		
Risk assessment/arrangements completed and signed off**		
Meeting with parents arranged		Date & time:
Transport booked		
Catering informed & packed lunches ordered.		
Pupil medical details checked		
Authorised absence list		
Emergency contact summary completed		
Caretakers informed of transport access		
Paperwork to EVC for final sign off		
Adequate first aid cover, medical kit/ sick buckets etc ordered		Nominated staff in charge of first aid:
Visit evaluation form ready to be completed		Complete after visit
Accident or incident report ready to be completed		If required

**** If the risk assessment has been carried out previously this should be thoroughly reviewed and may then be used after resigning and dating.**

Application to BOS/Headmaster/Head of the Prep School for the Approval of an Educational Visit

Appendix Three

This form should be submitted for approval at Board of Studies or Prep Leadership Team for all off-site activities before pupils are notified or any bookings made.

Party Leader:			
Department:			
Year Group:			
Number of pupils:		Adult/Pupil ratio:	
Total number of accompanying employees including party leader:			
Names of ALL other accompanying persons:			
CRB evidence required			
Date and time of visit:			
Venue and purpose of visit:			
Details of visit, including travel arrangements, any remotely supervised time and any potentially higher risk/adventurous activities:			
Cost per pupil: A costing sheet should be submitted for residential trips			
Additional cost to School: (incl. paid cover)			
For residential Visits: <ul style="list-style-type: none"> Type of accommodation Outline of any hazardous activities 			
Other relevant information: <ul style="list-style-type: none"> Name of organisations, e.g. coach company, travel firm. Awareness of site, e.g. previous visit 			
Approval is given to proceed with arrangements for this visit as outlined above. N.B. Any changes to the above must be communicated to the EVC for approval.			
Signed: BOS/PLT approved subject to risk assessment and other written arrangements.			
Date:			
Signed: Approved by Headmaster/ Head of Prep			
Date:			

Risk Assessment Form – Educational Visits

Appendix Five

As a guide, this must be submitted to the EVC for approval **SIX WEEKS** ahead of the departure date for higher risk/adventurous, residential and foreign trips.

Venue including address			
Date	Number of pupils		Year group
Activity			
Party Leader + mobile			
Person in charge of first aid			
Others			
School contact			
Tel. No			
Mobile			
Assessment undertaken by			
Authorised & signed off			
Date			
Review date			
Hazards	Consider activities to be undertaken and fire, security/safeguarding, lack of supervision, medical conditions/illnesses, transport, weather		
'Plan B'	In the event that a planned activity could not go ahead, what alternative activity would you do?		
Persons who might be harmed	Consider pupils (age, temperament etc.), employees and general public		
Risk identified Consider: journey, method of transport, activities, accommodation, fire precautions, weather (winds, tides etc). Medical needs of pupils, special needs of pupils, temperament of pupils, first aid, biological/ chemical hazards, man-made/ natural hazards, possible conflicts of interest specifically in an emergency situation, personal safety of pupils, free time.	Risk Controls Include: reference to any provider involved, risk assessments from any provider, first aid cover and measures, supervision arrangements (attendance should be checked regularly e.g. at meal times and whenever the party is about to move from one venue to another, reporting to the leader if anyone is missing), lost pupil arrangements, remotely supervised time, travel, arrangements to avoid driver fatigue, past experience and Plan B with risk associated risk controls.	Further action necessary to: Control risk & action plan- 1. Employee responsible. 2. Target date. 3. Completion date.	

Risk Assessment Approved by the EVC

Consent of Parent/Guardian for a Residential, Higher Risk/Adventurous, or Foreign Visit

Appendix Six

Name of pupil: Form:			
Mobile phone number of pupil			
Proposed visit to:		Cost of	
Day and date of departure:		Departure time:	
Day and date of return:		Return time:	
Travel arrangements:			
Passport No. & country issued – include nationality			
European health card (EHIC) no:			
Medical information about pupil:			
Does the pupil have any conditions requiring/which may require medical treatment/medication? Delete as appropriate YES / NO	Describe and state whether self administered or not (use a separate sheet if necessary)		
Does the pupil have any allergies, e.g. to medication or specific foods?			
Does the pupil have any special dietary requirements?			
(If yes to any of the above, details must be supplied with this form)			
To the best of your knowledge has the pupil been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?			
Contact telephone number, parent/guardian:			
Work:		Home:	Mobile:
Home address:			
Alternative emergency contact:			
Name:		Tel .No.	
Address:			

Signed:		Date:	
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Signature of parents/guardians

I, the undersigned who have parental responsibility for the above named pupil have completed the information requested above and overleaf. I have read and understood and I consent to the matters set out above and overleaf and in the visit programme or other relevant information. I agree to inform the school as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

Signed:			
Relationship to pupil:		Date:	

I the above named pupil promise to observe the pupil code of conduct for visits. I will do my best to ensure the safety of myself and other members of the party. I will obey the laws of the country I am visiting. I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the School.

Signed by the pupil:		Date:	
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- Transport

I consent to the pupil travelling by any form of private or public transport and/or in a motor vehicle driven by the party leader or any other responsible adult member of the party who is authorised by law and duly insured to drive.

- Health

I certify that to the best of my knowledge and belief the pupil is in good health and (if applicable) has received all necessary inoculations. I am aware of no reason on medical grounds why the pupil should not be a member of the party for this trip.

- Passport etc (for foreign visits only)

I certify that the pupil has a current passport and (if applicable) all necessary visa and satisfies the entry requirements of the country to be visited, and requirements for readmission to the United Kingdom.

- Accident/Illness

I consent to the pupil receiving medication as instructed and any emergency dental, medical or surgical treatment, including inoculations, general or local anesthetic, surgery or blood transfusion, as considered necessary by the medical authorities present.

- Remotely supervised time (usually senior pupils only)

I consent to the pupil having remotely supervised free time in a group of pupils with the prior permission of the party leader

- Swimming and other activities

I certify that the pupil is/is not able to swim 50 meters, is/is not confident in a pool, is /is not confident in open inland water, is/is not safety conscious in water - (in each case please delete 'one' **and initial**). I agree to the pupil taking part in any/all of the activities (where applicable) contemplated as listed in the visit programme, (including, for senior school pupils only on foreign trips, drinking a modest quantity of wine with a meal), except for the following:

(N.B. all additions, deletions or amendments to entries in this box must be initialled by the parent)

- Personal Effects of the Pupil

I acknowledge that the pupil will be responsible for the safety of his/her own money and personal effects. I will not hold the school responsible for losses unless caused by the negligence of the school.

- Insurance

I understand the extent and limitations of the insurance cover provided, and know of no information that may affect the insurance.

- Code of Conduct

I understand the consequences if the pupil does not adhere to the code of conduct. (Any instance of severely unacceptable behaviour may lead to the party leader informing the parent that the pupil will be sent home as soon as possible and that the responsibility for paying for this, including any accompaniment lies with the parent. The pupil may jeopardize their chances of going on another school visit.)

THIS FORM WILL BE KEPT IN THE SCHOOL OFFICE AND A COPY WILL BE TAKEN BY THE PARTY LEADER ON THE VISIT

Emergency contact's summary

Appendix Eight

Destination:	
Date of visit:	
Member of staff responsible:	
Other staff involved:	
Destination address:	
Emergency telephone number (if applicable):	
Travel operator:	
24 hour UK telephone contact number (if applicable):	
Time of departure:	
Time of return:	
Coach company contact number (if applicable)	
Flight number details:	

Visit Evaluation Form

Appendix Ten

Please complete this form as soon as possible after your return by ticking relevant boxes.

Visit to					
Date					
Party leader					
	Excellent	Good	Fair	Poor	Comment
Educational value					
Transport arrangements					
Suitability of venue					
Value for money					
Pupil behaviour					
Timing					
Review of Risk Assessment – Any accidents/incidents?					
Other comment					
Worth repeating?					

Pupil Code of Conduct for Educational Visits

Appendix Eleven

School trips and visits should benefit you educationally, but they should also be enjoyable. The Pupil Code of Conduct set out below gives you the general context in which School visits will take place, so that you can understand what we require of you. This Code of Conduct applies to all School visits in general, although specific visits may have additional rules, or slight modifications of these depending on the individual context. The rules about visitors in bedrooms, for example, should be taken to apply to visitors in tents where you are on a camping expedition.

We hope that your visit is safe, beneficial, and above all enjoyable.

General Rules:

1. The health, safety and well-being of all members of the party are essential to us. You must not do anything that puts yourself, or others, at risk. If you do, penalties will be applied. These may be, for example, being under constant direct staff supervision for the remainder of the visit, or being sent back immediately to School at your parents' expense.
2. You must obey all instructions given you by the teachers or by any other qualified person such as a ski instructor, an expedition guide, etc., or trip supervisor even if you feel these instructions to be unreasonable. The judgement of teachers and instructors etc. will always take precedence over the judgement of pupils.
3. You must abide by the laws both of our country and of any country that you are visiting. Your attention is drawn in particular to laws concerning the purchase and consumption of alcohol. You are required by the School to conform to UK licensing laws even if the laws of the country that you are in are more lenient.
4. You should at all times show respect; respect for teachers and other adults, respect for other pupils and their property, respect for local residents and other guests, respect for the rules laid down by any residential centre, and appropriate respect for establishments visited, especially places of worship.
5. Your behaviour must at all times be such that your teachers are proud to have you identified as their pupils.

Rules relating to activities:

1. Your teacher must know at all times where you are. Arrangements for contacting teachers in an emergency, and the meeting points and times throughout the day, will be given by the teacher.
2. If you are allowed "free time", when you are not closely supervised, you must remain in your allocated groups. This is to allow, in case of accident or illness, one of you to go to seek help while another stays with the pupil needing assistance.

Rules relating to accommodation:

1. No visitors are allowed in bedrooms except for members of our School party.
2. No visitors are allowed in bedrooms after lights out.

3. You may not visit the bedrooms of anyone except other members of our School party.
4. You may not visit another bedroom after lights out.
5. Your bedroom door must be kept locked after lights out.
6. You must remain in your room after lights out, unless you need to summon a teacher or react to a fire/alarm.
7. The School has a no-drinking policy, with the exception of modest amounts with a meal where your parents authorise this. You should note that no alcohol is allowed in bedrooms.
8. The School has a no-smoking policy.

Health and Safety matters:

1. The teachers will, shortly after arrival, go through with you the procedures for evacuating your room in case of fire or other emergency. You should discuss with everyone in your room the location of the nearest emergency exit/staircase.
2. Many bathrooms abroad have electric sockets in them for hairdryers, etc. UK standards consider this an electrical safety hazard, and you should not use electrical appliances in bathrooms or shower rooms nor near a sink in your bedroom.
3. Seatbelts must always be worn where fitted.
4. On journeys and during activities, it will often be necessary for your teachers to count you to ensure that you are all present and safe. The quickest and easiest way of doing this is via counting groups. You may not change the counting group to which you are allocated.
5. If you believe that a fellow pupil is, by his/her actions, putting his/herself or others at risk, you must inform a teacher immediately. **You cannot take the responsibility of knowing this and doing nothing about it.**

Accident or Incident Report and Investigation
Appendix Twelve

Injured or affected persons if any									
Surname									
Forenames									
Age				Class or form if pupil					
Address									
Nature of injury									
Part of body									
No treatment		First Aid		Attended GP		Sent to hospital		Resumed work/school	
Other (Specify)				Total days off work excluding day of accident/incident					

Description of accident/incident including circumstances leading up to accident/incident							
Include name and address of any witness							
Location							
Time				Date			
REPORT COMPLETED BY							
Signature				Date			
Name in blocks				Position			
Notifiable to HSE (please tick)						Yes	No
Notification by		Name		Date			
INVESTIGATION REPORT COMPLETED BY							
Signature				Date			
Name in blocks				Position			