



HULL COLLEGIATE SCHOOL

RESIDENTIAL EDUCATIONAL VISITS

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

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 policy
- Risk Assessment (statement)
- Health & Safety – Risk Management (HS) Policy (HSMJ-2)
- Health & Safety – Educational Visits policy (HSOE-2)
- Health & Safety - Driving for Work policy – (HSOE-2)
- Minibuses policy
- Health & Safety – Swimming Policy (HSOP-1)
- eVisit document library

Residential Educational Visits	
School Version:	Hull Collegiate School
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Policy Statement

Hull Collegiate School places great value on the educational experience provided for pupils in the range of educational 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
- The National Guidance for Educational Visits (OEAP NG) produced by the Outdoor Education Advisors Panel (OEAP) OEAP.info
- HSE case studies.

Plus, as appropriate:

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

The Headmistress will appoint an Educational Visits Coordinator (EVC), to act on her behalf; this 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 educational 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 Headmistress.

This policy and associated procedures are informed by the United Learning 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 Headmistress/Educational Visits Co-ordinator

The School's EVCs are:

Senior School – Mr Christopher Wainman, Deputy Head, Senior School

Prep School – Mrs Carrie Smith, Deputy Head of Prep School

Out of School Club Manager – Mrs Tiffany Harvey

Their functions are to:

- Be a champion for all aspects of educational visits and outdoor learning.
- Challenge colleagues across all curriculum areas to use educational visits and outdoor learning effectively in order to provide a wide range of outcomes for children and young people and contribute towards school/establishment effectiveness.
- Support/oversee planning (via e-Visit) so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable educational visits/outdoor learning.
- Ensure there is always a Plan B incorporated into any educational visit proposal.
- Mentor leaders and aspirant leaders, supporting their ongoing development and training and sample monitor their activity to identify any further training needs
- Ensure that planning complies with this Policy and OEAP NG and that the arrangements are ready for approval within agreed timescales.
- Support the school's Headmistress and/or Governors in approval decisions so that all those with responsibility have the competency to fulfil their roles.
- Ensure that every activity is evaluated against its aims for learning and development, that good practice is shared, and any issues are followed up
- Keep the school's Senior Leadership Team and Governors informed about the visits taking place and their contribution to school effectiveness.

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

Leaders and employees accompanying the visit must be teachers/employees of the school.

In general, there must be a minimum of two employees accompanying visits in the ratio of not less **1:17 for the Senior School, 1:10-1:15 for Years 4-6, 1:6 for Years 1-3, 1:4-6 for Reception and 1:3-4 for Nursery**. Ratios will depend upon risk assessment and the Headmistress may make exceptions to the general rule, for example Sixth Form visits, away sports fixtures where one member of staff and an external coach can accompany pupils and smaller visits involving minibus travel where a member of staff/driver satisfies the pupil/staff ratio. The Headmistress 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.

Visit Leaders 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 Headmistress 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 Headmistress 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 Headmistress 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 Headmistress 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). All drivers must provide an annual update on the driver's declaration form.
- Proof of car insurance (including business use)
- 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 Headmistress 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.

Shared Responsibilities

External Providers

The Headmistress 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.

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.

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 Headmistress must be satisfied with all the safety procedures.

Joint Visits with other Schools

There should be one overall Visit leader and the Headmistress 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 Visit Leader and clearly understood by all members of the party.

The following points may be 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 Visits

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 Headmistress 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 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 Headmistress 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 Headmistress 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 Appendix 2)

Consent Forms

A pupil must not be allowed to participate in a school visit unless an appropriate consent form has been returned to school via email.

The blanket consent form will 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.

With regard to residential visits, visits abroad and any that involve any higher risk/adventurous activities, parents must provide up to date medical (or contact) information and this must be stored on eVisit.

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 be 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 Visit Leader (or other person in charge of small sub-group if out of contact with Visit Leader until Visit 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 Headmistress, 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.

Process for planning a residential educational visit via eVisit

In the first instance, **Visit Leaders should begin to complete the Visit Checklist which can be amended and added to throughout the planning stages.** In addition, a request

for a residential educational visit should be made through eVisit. Visit Leaders will be expected to provide the following information:

1. Visit Name.
2. Why are you running this visit? What is the overall purpose? What are the learning outcomes?
3. Who is going? Who is the Visit Leader? Who are the Assistant Leaders or volunteers? Give the contact details of all leaders and the School contact number. How many male/female pupils are attending? What is the age range of the pupils? Upload a list of pupils attending (this may need to be added at a later date when numbers are confirmed).
4. When are you going? Give the dates. Is it an overnight visit? Give the name and contact number of the emergency contact number (normally the EVC). What are the departure and return times?
5. Where are you going? Give the location and, if abroad, the names of countries to be visited or passed through. Give any further details of the eventual location or onward locations.
6. What are you planning to do? Give activity details and whether or not they are adventurous. Upload the itinerary. A Plan B must also be noted. If using a Tour Operator, give specific details and details of Public Liability Insurance.
7. How are you travelling? Give full transportation details.
8. Risk Management Plan. This must be uploaded at the time of making the request and must be detailed.
9. Add any further necessary documentation.
10. Submit to the EVC for approval.

Process following request for a residential visit via eVisit

1. Following submission of the residential visit request, the EVC will either request further information from the Visit Leader or send to the Headmistress for final approval.
2. Letters can then be sent to parents with consent forms (see Appendix 1 below) to be returned to the Visit Leader together with any other request information.
3. Payment stages can be organised.
4. A Parents' Information Evening should be organised. The Pupil Code of Conduct (Appendix 2) should be distributed at this time.
5. Any amendments to arrangements should be made on eVisit and re-submitted to the EVC.
6. For the actual visit, the Visit Leader should have effective remote access (smartphone/tablet) to eVisit where all pupil information and visit details are stored. Visit Leaders should have the School phone (fully charged) which is enabled to access eVisit information. **Paper copies of pupils' personal information should not be taken on any visit.**

7. Relevant documents on eVisit include: all blanket consent forms with pupil emergency contact details, authorised absence forms, School Policies relating to Minibuses, Health and Safety, Insurance documents and the Residential/Non-Residential Visits Policies.

Following the Visit

1. An incident form should be completed (if required) and submitted to the EVC (Appendix 3).
2. An evaluation form of the visit should be completed and submitted to the EVC (Appendix 4).

Appendix 1

Residential Educational Visit Parental Consent Form

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:			

Signature of parents/guardians

Signed:		Date:	
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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.

Pupil:		Date:	
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Appendix 2 Pupil Code of Conduct for Educational Visits

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 another 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.**

Appendix 3

Visit Evaluation Form

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?					

Appendix 4

Accident or Incident Report and Investigation

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 (<i>please tick</i>)						Yes		No	
Notification by		Name			Date				
INVESTIGATION REPORT COMPLETED BY									
Signature					Date				
Name in blocks					Position				