



Solihull School

## Trips and Visits Handbook: Policy and Guidelines

### The Policy

This policy is in accordance with DCFS/HASPEV (Health and Safety of Pupils on Educational Visits) guidelines, to be found in Appendices A,B and C.

#### 1. Aims

To provide clear guidance and promote a culture of health and safety and sound management in the organisation of trips and visits.

#### 2. Objectives

To ensure trips and visits:

- Have a clear and stated educational purpose
- Are related to the age and aptitude of the participants
- Are organised and conducted within the framework stated in the guidelines for trips and visits.

#### 3. Scope of the policy

**All activities that leave the school are trips or visits.** The scope is therefore wide and will include everything from an away sports match, day visits to educational establishments like museums or galleries, visits to theatres, visits that include overnight stays, visits abroad, Snowdonia School, skiing trips, field courses and Duke of Edinburgh Award. The varied needs of these visits will require various approaches, but the basic principles and guidelines apply to all.

#### 4. The duty of Care

Teachers accompanying pupils on a school visit will have ultimate responsibility for their safety and are said to be acting *in loco parentis*. In those circumstances they are held to the same standard of care as would apply to a "reasonable parent." Therefore a teacher's response to any given incident must be within a "range of reasonable responses" that would be applied by a parent. Responsibility exists for 24 hours a day and is not lessened because the duty is undertaken voluntarily. You may pass on a higher duty of care for activities requiring specialist knowledge, however, you cannot relinquish your loco parentis to anyone else.

#### 5. Health and Safety

Trips and visits may include potentially hazardous activities. Risk assessments must be undertaken for each of the hazards identified, such that suitable and sufficient control measures can be put in place to minimise the dangers for pupils, staff And helpers.

Any activity can become dangerous when certain factors, or a combination of factors, occur. These could include various elements such as weather, water currents, inexperience of young persons, indiscipline, the unexpected, equipment failure, lack of effective safety controls.

The Headmaster has a responsibility and a legal duty to ensure that trips and visits are conducted in such a way that participants and staff are not subjected to unacceptable levels of risk to health and safety. Trips and visits should comply with the School's Health and Safety policy statement.

## **6. Equal opportunities**

Every effort should be made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of ethnic origin, sex, religion etc. All young people should be encouraged to participate in as wide a range of activities as possible.

From September 2002 under the terms of the Special Educational Needs and Disabilities Act all schools are required to make reasonable adjustments in order not to treat disabled pupils less favourably. Trips/visits should, wherever possible, be structured to allow all young people to participate at their own level. Where the trip/ visit involves outside instructors/supervisors, these should be informed of any potential difficulties or limitations when the trip/visit is being planned.

## **7. Responsibility of the Headmaster**

The Headmaster has extensive responsibilities (listed at Appendix A) but broadly he should:

- Ensure that visits comply with regulations and guidelines
- Ensure that the visit has a specific and stated objective
- Appoint a group leader, ensuring that they are suitable to lead the team and have the relevant experience/ qualifications in the activities to be undertaken.
- Ensure the team is suitably balanced

The Headmaster may delegate his responsibility to an Educational Visits Coordinator (EVC).

## **8. Permission**

All trips and visits must have written prior consent of the Headmaster and EVC and parental consent. For trips that are within the normal curriculum and for all games fixtures parental consent will have been obtained from parents by a blanket consent form signed at the beginning of every academic year. For each trip that is not a regular part of the curriculum a separate parental consent form is required. The consent form will also ask for necessary details, including medical information and learning difficulties. It will also ask for medical consent for emergency treatment, including anaesthetic or blood transfusion and for an emergency contact. Types of consent form can be found in the Lower Common Room or on the database. Director of sport to organise the timings of the individual sports trips. He should rotate between sports fairly. All sports trips leaders should speak to him before seeking approval.

## **9. Responsibilities of the Group leader**

One teacher, the Group Leader, shall have overall responsibility for the supervision and conduct of the visit and shall have regard to the health and safety of the group. He will have satisfied the Headmaster that he has sufficient experience and expertise to be group leader. In larger expeditions there will be a deputy leader who is capable of assuming leadership, if necessary. If there is more than one school involved an overall group leader should be identified, usually the person with the most experience in leading such visits. Specific tasks and responsibilities are identified in Appendix B.

## 10. Staffing Ratios

These are difficult to prescribe and will vary according to the activity. Suggested staffing ratios are to be found in the guidelines.

## The Guidelines

### 1. Preliminary planning

It is good practice to plan well in advance and the majority of day visits should be planned with a term's notice. Trips abroad or for trips over several days planning should begin a year in advance. **Before any formal announcement is made to parents or pupils, official written permission from the Headmaster and EVC must be obtained.** This is done on the forms (Green for day trip, Amber for overnight and foreign trips and Red for extended trips 15+ days) available in the Lower Common Room.

For extended trips abroad official written permission should be obtained 5 terms in advance.

For trips abroad official written permission should be obtained 3 terms in advance.

For overnight trips (in this country) official written permission should be obtained 2 terms in advance.

For day trips, if possible, official written permission should be obtained a term in advance.

This should allow the school to publish a calendar of pending trips on the school website and in the diary far enough in advance to stop any confusion.

Wherever possible it is strongly advised that a tour operator is used. If a tour operator is used then the trip organiser becomes the customer and the tour operator should have done the risk assessment. Some tour operators specify they do not do the risk assessments. Group leaders have to ensure that the risk assessment has been done. If the trip is organised independently, then the group organiser is responsible for all health and safety issues.

The standard School permission letter should be used for all School trips outside School hours. This letter covers the legal implications of taking pupils away, including medical and dietary information, passport, EHIC nos. and also parents sign to say that emergency medical treatment can be administered.

### 2. Administration - Whole Day visits and residential visits: e.g. Geography or History field trips, coach trips to London, overnight weekends, CCF camps and courses, ski trips, foreign exchanges, sports tours, expeditions etc.

- Complete appropriate visit request form and submit to EVC who will send it to the Headmaster
- Trip organiser should make sure accompanying staff have the suitable experience and at least one is a First Aider
- **With permission granted** prepare initial letter for parents, including parental consent form which includes medical consent and problems and request for details of dietary problems. Submit for Headmaster's approval
- Undertake risk assessment well in advance and submit to the EVC
- Open an account for the trip at the Bursary
- Check the rules for hazardous activities, where appropriate (see section 17)
- Check whether any activity centre being used has the necessary licence
- Where necessary send second letter to parents (see section 13 for details to be included)

- Arrange insurance cover, where necessary
- Check tour company has done risk assessments and that you have a copy
- Arrange a parents' briefing meeting, where necessary (must do if an overnight stay is involved)
- Check all medical details from Matron and parents and appoint person to be in charge of all medical requirements
- Check all dietary requirements and allergies have been met
- Arrange First Aid Kits from Matron
- Arrange any appropriate safety equipment
- Brief pupils
- Obtain mobile phone from Bursary if required
- Leave packs with Bursary, the contact SMT member, the Headmaster's PA and the EVC containing:
  - Addresses and phone number of your accommodation
  - Names and contact numbers of the tour company and any 'in-country' contact
  - Any mobile numbers carried by members of staff
  - A list of boys and staff on the trip, including their contact details
  - Name of member of staff who has agreed to deal with minor matters e.g. changes to times of return
  - Name and contact numbers of 2 SMT contacts in case of a major crisis

A checklist is available in Appendix C

3. **Administration** - Local visits (half day or whole day) forming part of the normal routine of the School and/or curriculum

- Complete Green visit request form and submit to EVC who will submit to Headmaster
- With permission granted prepare parental letter and submit for Headmaster's approval
- Blanket consent form signed at beginning of the year will cover this type of trip/visit
- Undertake risk assessment and submit to EVC
- Obtain mobile phone from Bursary if required
- Check medical details and appoint person to be in charge of medical requirements
- Check all dietary requirements and allergies have been met
- Arrange First Aid Kits from Matron
- Arrange sick bags for coaches
- Brief pupils
- Leave accurate list of staff and pupils with Headmaster's PA so that all those out of school can be identified. Include details of destination, coach company (if relevant) and contact telephone number(s)
- A checklist is available at Appendix C

4. **Administration** - Games fixtures

- The blanket parental consent form signed at the beginning of the year is sufficient
- One member of staff per team is normally sufficient. Appoint one member of staff for away matches to deal with medical problems.
- Accurate team lists should be left at reception on school week days, or posted through the letter box in the Headmaster's Wing on Saturdays before departure
- Taking boys out of lessons during the week is not common policy, but if it is necessary the Headmaster's permission must be sought and a list of players placed on the LCR notice board in advance

- More detailed guidelines are held by the EVC and Director of Sport. It is the Director of Sport's responsibility to make sure school guidelines are followed.

## 5. **Administration** - Local visits frequently taken, e.g. tuck shop (cash and carry), Art lessons

Follow guidelines agreed by EVC and trip leaders. These guidelines are then cleared by the Headmaster.

## 6. **Risk Assessment**

Risk assessment must be carried out for **all** trips and visits. A risk assessment need not be complex but should be comprehensive. A formal assessment of the risks has the aim of preventing risks or reducing them. It is strongly recommended that an exploratory visit be made to assess risks, especially for groups going abroad, residential visits or for groups undertaking outdoor activities in a location that is not familiar to them.

There are three types of risk assessment:

- Generic (likely to apply whenever and wherever the visit takes place)
- Visit/site specific (will differ from place to place and group to group)
- Ongoing (judgements and decisions as the need arises)

It is important to consider the risks after obtaining:

- All information about the environment in which activities will take place
- Qualifications and experience of those leading and accompanying
- Suitability of equipment, age, ability, aptitude and experience of the pupils.

Having assessed the risks these must be managed in such a way as to:

- Avoid them
- Do what is reasonably practical to minimise their effect.

The Health and Safety Executive have published a guideline to risk assessment on [www.hse.gov.uk](http://www.hse.gov.uk). It suggests:

- Identify possible problems/risks
- Consider what needs to be done to quantify extent of the risk and minimise them
- Define the necessary actions
- Identify people to be responsible for the actions
- Set a time frame within which action should reasonably be expected to happen
- Implement
- Monitor progress
- Review at the end

Some activities (e.g. sports fixtures) will fit into the generic category and risk assessment procedures will be available. Staff involved in such activities are to sign the risk assessment form at the beginning of each academic year to show that they have read and understood the policy in place.

Where visits are annual it must not be assumed that the previous risk assessment is sufficient. It is prudent to evaluate the risk assessment from the previous year and to modify in the light of

experience. As some factors will change from year to year it is wise to reassess the risks each time.

Continuous risk assessment is what a teacher does all the time whether in class or on a visit. Thus changing a walk because of adverse weather conditions would be an example of ongoing risk assessment

Pupils who are involved in a visit's planning and organisation and who are well prepared will make more informed decisions and be less at risk. If possible involve pupils in the writing of the Risk Assessment.

Risk assessment forms will be emailed to the group leader by the EVC. These are to be completed and emailed back to the EVC at least 72 hours before the trip leaves.

## **7. Group Leader**

The role of the Group leader is defined in the policy and at Appendix B.

## **8. Responsibilities of all Supervisory Teachers**

- Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the circumstances
- Teachers assisting the Group Leader must consent and agree that the Group Leader has full authority to direct reasonably the supervision of the pupils and must help with control and discipline at all times.
- On overnight visits it is understandable that some staff may have alcohol, however it is recommended that least one member of staff refrains in case of an emergency and/or having the need to drive.

## **9. Responsibilities of Adult Volunteers**

Non-teacher adults should be clear about their roles and responsibilities during the visit. They must:

- Do their best to ensure the health and safety of everyone in the group
- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.
- Follow the instructions of the Group Leader and teacher supervisors and help with control and discipline
- Speak to the group leader or teacher supervisors if concerned about the health or safety of the pupils at any time during the visit.
- Have a CRB check

## **10. All other Accompanying Adults**

Adults accompanying a trip but without responsibility for pupils, must recognise that the Group Leader has overall responsibility for the trip and recognise his/her authority. It is sensible that this is conveyed in writing by the group leader.

Parents and others who from time to time help teachers to supervise local visits need not be CRB checked. Volunteers helping teachers to supervise a residential visit MUST be checked.

## 11. Staffing and Staffing Ratios

It is important to have a high enough ratio of adult supervisors to pupils for any visit. Factors to take into consideration include:

- Sex, age and ability of the group
- Pupils with special educational or medical needs
- Nature of the activities
- Experience of the adults in off-site supervision (e.g. newly qualified teachers)
- Duration and nature of the journey
- Type of any accommodation
- Requirements of the organisation/location to be visited
- Competence of the staff, both general and on specific activities
- Competence and behaviour of pupils
- First aid cover

Staffing ratios for visits are difficult to prescribe and they will vary according to the activity, age, group, and location. Ratios may vary in the course of a visit. The ratios will normally fall out of the defined educational objectives and the risk assessment. However a general guideline from the DfES is:

- For UK based day visits to historical sites, museums etc:

Year 3 (J1)	1 adult to 6 pupils
Years 4 –6 (J2 –J4)	1 adult to 10/15 pupils
Years 7 and over	1 adult to 15/20 pupils

- Residential visits and trips abroad: 1 adult to 10 pupils
- A minimum of two members of teaching staff must form part of the team but there may be exceptions (e.g. a small sixth form trip to a local lecture)
- In terms of gender and experience, a balance in the staffing is essential on all trips whether day visits or residential but in the latter case if the party is mixed then the accompanying staff must have at least one of each gender. Some non-residential visits with mixed groups (e.g. those travelling long distances) will need a teacher from each sex.
- Requirements for further adult supervision can be met by using non-teaching staff, parents and volunteers.
- No member of staff or accompanying adult can be counted in the pupil/teacher ratio if they take their own child on the trip, when that child is a minor or a member of the school.

Many other factors may have to be considered. These factors may lead to a reduction in the staff/pupil ratio (e.g. hazardous activities). National Governing Bodies can be helpful when checking ratios.

Whilst group leaders need to be comfortable with the staffing of the trip in terms of group dynamics, there should be an acceptance that, between one year and the next, staffing will change to allow for professional development.

Where supervision is remote (e.g. in Duke of Edinburgh expeditions) groups should be sufficiently trained and assessed as competent for the level of activity to be undertaken, including first aid and emergency procedures. Pupils will be familiar with the environment and have details of the rendezvous points and the times of rendezvous. Pupils will have completed a comprehensive route card, including emergency routes. Clear and understandable boundaries will be set for the group and there must be clear lines of communication between the group, supervisor and the school. The

supervisor should monitor the group at appropriate intervals and he/she will be in the expedition/activity area and able to reach the group reasonably promptly. There should be a recognisable point at which the activity is completed and there should be clear arrangements for the abandonment of the activity where it cannot be safely completed. Staff should have had relevant experience/ training to understand the needs of the activity and be comfortable with the task they are performing.

## **12. Medical cover**

First aid should form part of the risk assessment. On any trip or visit the group leader should have a good working knowledge of first aid and ensure that an adequate first aid box is taken and within easy access. First aid cover may be provided by the place to be visited or in the residential accommodation. The group leader must be sure that there is adequate first aid cover both on the journey and at the place to be visited. Matron will provide first aid kits.

## **13. Communication with Parents**

For simple visits one letter announcing the trip and giving details will suffice. For more complex visits, an initial letter giving basic information will be followed later by full details about the trip. Some trips will require a final letter giving updated information close to the date of departure. All letters will need the approval of the Headmaster. For residential visits or when pupils travel abroad or engage in activities, parents should be encouraged to attend a briefing meeting. A comprehensive list of things to communicate to parents is included in the Appendix. The following information should be communicated to parents:

- Dates of the visit
- Visit's objectives
- Times of departure and return and the location of where to meet and collect
- Mode of transport and name of any tour company
- Details of the itinerary
- Size of group, level of supervision and whether any supervision will be remote
- Details of accommodation.
- Details of provision for special medical needs (if appropriate)
- Procedures for pupils who become ill
- Name of leader, deputy leader and other accompanying supervisory adults
- Details of activities planned and how the risks are to be managed. Parents can have a copy of the risk assessment.
- Standards of behaviour expected, including sexual behaviour, alcohol, and smoking. This may take the form of a code of conduct which parents sign.
- The consequences of misbehaviour, including being sent home early from a residential visit.
- What pupils should not take on the visit nor bring back
- Details of insurance
- Clothing and equipment to be taken
- Advice on money to be taken
- Details of the cost and method of payment
- On exchange visits the details of the host families.
- Details of any documentation required (e.g. passport, visa, EHIC)
- Details of the emergency contact arrangements with the group leader.
- Ask for medical consent for emergency treatment, including anaesthetic or blood transfusion

## 14. Preparing Pupils

All pupils must be briefed before a visit takes place. EVC has a generic list. They must understand:

- The aims and objectives of the trip
- The details of the trip – dates, times, accommodation, travel arrangements
- The roles and responsibilities of the accompanying adults
- If the party is to be divided into sub groups, the composition of these groups
- What standard of behaviour is expected, and the consequences of misbehaviour
- Rendezvous procedures
- How to avoid specific dangers
- Emergency procedures

It is prudent to provide a checklist for pupils. Accompanying adults should also attend the briefing meeting.

If a pupil's behaviour threatens safety or brings the school party into unacceptable disrepute, or makes the trip impossible because of supervision procedures put in place for the pupil, then consideration must be given to sending the pupil home. In such cases the course of events should be:

- Trip leader takes the decision that the pupil should be sent home
- Contact is made with the Headmaster or in his absence SMT contacts.
- Group Leader or Headmaster contacts parents to explain the decision and arrange transport home
- Group leader contacts Headmaster to confirm travel arrangements
- Transport home will normally occur in one of three ways:
  - Parents come and collect pupil – the easiest method and recommended for UK trips
  - If air transport is available parent agrees to meet pupil at the airport. Ticket is purchased by parents and arrangement made for ticket to be collected at the airport. Pupil is accompanied to airport by school staff and where appropriate checked in as an 'unaccompanied minor'. Staff may leave once the pupil has passed through passport control into the departure lounge but may prefer to wait until the plane has departed.
  - If the parent refuses to pay for transport the cost should initially be paid by trip staff and will be reimbursed by the School upon the return of the trip. The Headmaster will be responsible for pursuing the parent for payment.
  - As soon as possible the trip leader should prepare a written report detailing the cause of the early return of the pupil and the return home arrangements.

## 15. Finance

All finances must be transacted through the Bursary. Separate bank accounts must not be used. Incoming cheques should be made payable to 'Solihull School'. The Bursary will maintain a record of the state of the fund and issue regular printouts. Financial arrangements must take into account any excess to be paid on travel claims and communications with parents must make clear the financial commitment, whether deposits are non-refundable and the arrangements for payment. It is always wise to allow for a reserve fund in case of emergencies

## 16. Insurance

Employer Liability and Public Liability insurance is provided. Any school employee or helper is covered by this insurance

Details of the personal accident insurance are available in full from the Bursary. It is advised any helper seeks their own personal accident insurance, if they so wish.

Comprehensive travel insurance is provided by the School, but party leaders must check whether the cover provided is sufficient for their particular expedition. They should collect insurance details before they leave on the trip and also take it with them.

When a tour operator is used then the tour operator must be bonded (ABTA and/or SAGTA). Any air licence holder must be licensed by ATOL. EVC will check ABTA and ATOL numbers when trip permission form is completed.

## 17. Adventure Activities

When planning (in this country) to use adventure activity facilities offered by a commercial company or by a local authority, the group leader should check whether the provider is legally required to hold a licence for the activities it offers and whether that licence is actually held. The Adventure Activities Licensing Authority can check on the licence status of a provider. (Tel. 01222 755715; Fax 01222 755757; <http://www.aala.org>).

The following activities, where undertaken by young people under the age of 18 unaccompanied by a parent, need a licence:

- Caving
- Climbing
- Trekking
- Watersports

A copy of any necessary licence should be obtained from the centre and checked. The group leader should also obtain assurances from the centre as to management and staffing levels equipment and emergency plans. Any individual hired for adventure activities must hold the relevant qualification and this should be checked. Also relevant licences and insurance should be checked.

If a member of staff is to organise, lead and instruct pupils on adventure activities their competence should be demonstrated by holding the relevant National Governing Body Award. (A list can be found at Annex B of HASPEV)

Many incidents nationally have occurred by or in the sea. Swimming and paddling in the sea are potentially dangerous and should only be allowed as formal supervised activities in recognised bathing areas with official surveillance i.e. qualified lifeguard cover. No pupil should ever swim unsupervised.

Lifeguards must be in attendance even for the use of swimming pools by groups.

Skiing is a popular activity and several visits occur each year. Properly qualified ski instructors are required for ski lessons. Outside ski school lessons, younger pupils (below the sixth form) must ski with members of staff. On trips for older pupils any skiing done without a member of staff must be in groups, in designated areas. Parents must have signed a consent letter beforehand recognising that

they agree to their child skiing independently. Supervision must follow the guidelines for remote supervision. See DCFS booklet, EVC has copies.

Other activities, which are suggested as extras on a trip, **must not take place** unless parental consent has been obtained e.g. water skiing, parascending, white water rafting. Until it becomes regulated no bungee jumping is permitted.

## **18. Hosting**

There is a need for us to be seen to be acting as responsible parents would when hosting visiting teams or when our pupils are being hosted. Checks that the hosting organiser must carry out are that the sleeping and transport arrangements are all appropriate. The hosting organiser must provide a letter of comfort confirming that this has been done.

All pupils and parents must have a telephone number of a responsible adult host who can be contacted at any time in case of emergency or distress.

## **19. Travel**

It is always best practice to use the School transport or a commercial firm to travel to or from a School trip or visit. However, in certain cases, from 'time to time' it may be justifiable to use 'parent transport'. Due to safeguarding guidelines this can only happen on an occasional basis and written permission must be given by the passenger's parents in advance.

## **20. MIMP (Major Incident Management Procedures)**

All Group leaders must take a copy of MIMP so that they are fully aware of the procedures in the event of a major incident.

There must be 2 members of the Senior Management Team who are the named contact for each trip and should be contactable 24 hours a day. For this role the member of the SMT will have a school mobile phone. It is recommended that two SMT telephone numbers are taken on a trip to make sure you have 24 hour cover. Group leaders should ask the SMT member if it is possible to use them as an emergency contact and not just put their names on the expedition lists. During most school holidays the EVC will, when possible, try to organise a list of SMT names.

## Appendix A

### The role of the Headmaster (in practice to be delegated to the E.V.C.)

The Headmaster (as in HASPEV para 23) should ensure that:

- Adequate child protection procedures are in place.
- All necessary actions have been completed before the visit begins.
- A risk assessment has been completed and appropriate safety measures are in place.
- Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered.
- The Group Leader has experience in supervising the age groups going on the visit and will organise the group effectively.
- The Group Leader or another teacher /instructor is suitably competent to instruct the activity, and is familiar with the location /centre where the activity will take place.
- Group Leaders are allowed sufficient time to organise visits properly.
- Non-teacher supervisors on the visits are appropriate people to supervise children.
- Ratio of supervisors to pupils is appropriate.
- Parents have signed consent forms.
- Arrangements have been made for the medical needs and special educational needs of all the pupils.
- Adequate first aid provision is available.
- The mode of travel is appropriate.
- Travel times out and back are known including pick-up and drop-of points.
- There is adequate and relevant insurance cover.
- The School has the address and telephone number of the visit's venue and have a contact name.
- A School contact has been nominated and the Group Leader has the details.
- The Group Leader, group supervisors and nominated school contact have a copy of the agreed emergency procedures.
- The Group Leader, group supervisors and nominated school contact have the names of all the adults and pupils travelling in the group and the contact details of parents and the teachers' and others supervisors' next of kin.
- There is a contingency plan for any delays including a late return home.

It is also good practice for the Headmaster to:

- Delegate tasks to the EVC.
- Agree who will approve a visit. It makes sense for the EVC to perform this function and for the Headmaster to countersign.
- Ensure that accreditation or verification of providers has been checked.
- Ensure that the school contact has the authority to make significant decisions. The school contact should be contactable and available for the full duration of the visit, 24 hours a day. He or she should be able to respond immediately at the school base to the demands of an emergency and should have a back-up person or number and for this purpose should have a school mobile phone dedicated to contact with the group.

## Appendix B

### Group Leaders' Responsibilities (as in HASPEV para 24)

The Group Leader should:

- Obtain the Headmaster's prior agreement before any off-site visit takes place.
- Appoint a deputy.
- Clearly define each group supervisor's role and ensure all tasks have been assigned.
- Be able to control and lead pupils of the relevant age range.
- Where tuition is given by school staff, be suitably competent to instruct pupils or to nominate a teacher with the known competencies.
- Where tuition is given by an external provider, ensure that their competency has been demonstrated.
- Comply with Health and Safety regulations
- Be aware of child protection issues.
- 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.
- Undertake a complete and comprehensive risk assessment.
- Review regularly undertaken visits and advise the Headmaster where adjustments are necessary.
- Ensure that teachers and other supervisors are fully aware of what the proposed visit involves.
- Have enough information on the pupils to assess their suitability or be satisfied that their suitability has been assessed and confirmed. A Group Leader may refuse to take a particular pupil, but this must be discussed with the Headmaster in advance of notifying the pupil's parents.
- Ensure that the ratio of supervisors to pupils is appropriate for the needs of the group (see section 9 of the main policy).
- Consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality.
- Ensure that group supervisors have details of the school contact.
- Ensure that the group supervisors and the school contact have a copy of the emergency procedures.
- Ensure that the group's teachers and supervisors have the details of the pupils' special educational needs which will be necessary for them to carry out their tasks effectively.
- Observe the guidance set out for teachers and other adults in the main policy (see section 6 of the main policy).
- Check staff qualifications for any hazardous activities

APPENDIX C			
TRIPS AND VISTS CHECKLIST			
1	Have you clearly identified the aims of the visit?	<u>N/A</u>	Yes
2	Is the visit appropriate to the age of the child?	<u>N/A</u>	Yes
3	Does the visit conform to School guidelines?	N/A	Yes
4	For adventurous activities, are the staff suitably qualified?	N/A	Yes
5	If using an external agency are they approved in line with School guidelines?	N/A	Yes
6	Do you know, or have you visited, the locations?	N/A	Yes
7	Do the adults in the party have the appropriate skills for the visit? Check this carefully and arrange suitable training and/or briefing.	N/A	Yes
8	Have the adult helpers (non teachers) been vetted as to their suitability?	N/A	Yes
9	Is the level of staff sufficient for adequate supervision throughout? This will be determined by the type, level and duration of the activity, the requirements of the group, the experience and competence of the staff and the venue, time of year and prevailing conditions.	N/A	Yes
10	As leader, are you aware of, and comfortable with, your role?	N/A	Yes
11	Are all staff aware of, and comfortable with, their roles?	N/A	Yes
12	Are all helpers aware of, and comfortable with, their roles?	N/A	Yes
13	Is insurance cover adequate, or is additional cover necessary?	N/A	Yes
14	Has a suitable risk assessment been carried out?	N/A	Yes
15	Do you and other staff know the pupils you are taking away?	N/A	Yes
16	Have you advised pupils in advance about your expectations of their behaviour? Are pupils aware of any rules? Have you identified and agreed with the pupils, staff and parents the sanctions available for unacceptable behaviour?	N/A	Yes
17	Are pupils aware of the nature and purpose of the visit?	N/A	Yes
18	Are parents aware of the nature and purpose of the visit and has written consent been obtained?	N/A	Yes
19	Have you issued relevant details; e.g. itinerary, kit lists etc.?	N/A	Yes
20	Are you and other staff aware of relevant medical details of pupils? Has parental consent been obtained for named staff to administer specific medication/drugs/injections? Have named staff the appropriate training?	N/A	Yes

21	Are you aware of any staff or helper medical conditions?	N/A	Yes
22	Are you and/or staff able to administer first aid? Are you/other staff up to date/proficient? Do you have an appropriate first aid kit?	N/A	Yes
23	Have all special dietary requirements or allergies been dealt with?	N/A	Yes
24	Have you considered the suitability and safety of the transport to be used? Is there an appropriate balance between time spent travelling and time on site?	N/A	Yes
25	Is there flexibility within the programme? Do you have an emergency plan for bad weather, staff illness etc.?	N/A	Yes
26	Do you have the emergency telephone number for the designated senior member of staff?	N/A	Yes
27	Are you aware of the appropriate action to be taken in the event of a major incident or accident which might invite media attention?	N/A	Yes
28	Will you need special information such as tide times etc. and know where to obtain this information?	N/A	Yes
29	Is a mobile phone necessary and can you get reception in the area of visit?	N/A	Yes
30	Will your group need waterproof clothing, boots or other equipment? Who will provide these? Does specialist equipment conform to accepted standards?	N/A	Yes
31	Have all financial matters been appropriately dealt with?	N/A	Yes
32	Has the visit been approved by the Headmaster?	N/A	Yes
33	Has the safety for travel been checked with foreign office, where necessary	N/A	Yes
34	Have passports/visas been checked	N/A	Yes
35	Do you have a list of pupils plus emergency phone numbers if out of school?	N/A	Yes
36	Have the school secretaries, a member of the S.M.T. got copies of names, itinerary, accommodation, contact details and next of kin?	N/A	Yes
37	Have you sufficient cash/spare cash and a credit card with you?	N/A	Yes
38	Have you relevant literature, worksheets etc.?	N/A	Yes
39	Have you an appropriate First Aid Kit, sick bags, litter bags etc?	N/A	Yes
40	Are you checking pupil numbers at regular/appropriate timers?	N/A	Yes
41	Have you warned the group in advance of potential hazards? If necessary have you arranged extra supervision in those areas?	N/A	Yes
42	Are the pupils aware of the procedures in areas where there is traffic?	N/A	Yes

43	For groups working away from you, are they aware of a recall sign?	N/A	Yes
44	If arranging a rendezvous, are all aware of the exact venue, and have a watch with them?	N/A	Yes
45	Do pupils know what action to take if separated from the group?	N/A	Yes
46	If on a residential visit, do pupils know the fire emergency procedures?	N/A	Yes
<b>Checklist: At the end of the visit</b>			
47	Have you ensured that appropriate arrangements are in force for the dismissal of the pupils?	N/A	Yes
48	<b><i>Do parents know of the expected time of return to School?</i></b>	N/A	Yes
49	Have all loose ends been tied up? E.g. finance, thank you letters etc, report to Headmaster, where necessary	N/A	Yes
50	<b><i>Have you evaluated the visit and made notes for future visits?</i></b>	N/A	Yes