



HOE BRIDGE SCHOOL

Educational Visits Policy

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Statement

Hoe Bridge School places a high value on educational visits, tours and fieldwork and believes that safely managed visits, with a clear purpose, play an essential part in meeting the school mission of providing a first class education. Visits also play an important role in allowing the school to meet its aim of developing the confidence of the pupils to take appropriate risks and its aim of encouraging our pupils to become responsible citizens.

Hoe Bridge School ensures that all pupils can participate on a school visit regardless of ethnic origin or religion. The needs of pupils with a disability or SEN are taken into account during the planning of any trip. The safety of pupils on visits is of paramount importance. Hoe Bridge School accepts that visits cannot be completely without risk but requires staff who lead and accompany visits to assess the risks that occur and to take all reasonable precautions to protect staff and pupils' health, safety and welfare.

This policy applies to all sections of the school, including the EYFS setting. Hoe Bridge School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Hoe Bridge School is fully committed to ensuring that the application of the Educational Visits Policy is nondiscriminatory, in line with the UK Equality Act (2010). Full details are available in the school's Equal Opportunities Policy document.

This document is available to all interested parties, including parents and parents of prospective pupils, on the school's website and on request from the School Office. It should be read in conjunction with the following documents:

- Anti-bullying Policy
- Behaviour Policy

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- Code of Conduct – Pupils
- Equal Opportunities Policy
- First Aid Policy
- PSHE Policy
- Pastoral Care Policy
- Safeguarding Policy
- Supervision Policy

This document is reviewed annually by the Educational Visits Co-ordinator and the Senior Management Team, or as events or legislation changes require. The next scheduled date for review is April 2018.

Procedures

Section 1: Responsibilities for Educational Visits

1. The Educational Visits Coordinator

- Ensures that educational visits meet the employer's and school's requirements
- Assesses the competence of Group Leaders and staff/non-staff adults
- Ensures that risk assessments meet requirements
- Ensures that parents are informed and give consent
- Ensures that emergency procedures are in place (see Panic Card)
- Keeps records of all educational visits, accidents and near misses
- Reviews the system and monitors practice
- Ensures accreditation of external providers
- Ensures that there is a 'Plan B' in place for the visit
- Allocates time and resources for staff training
- Highlights any concerns in respect of a potential trip to both Headmaster and trip leader. If unresolved, ensure trip is cancelled.

2. The Group Leader

There must be one staff member with overall responsibility for the visit and this is the Group Leader. He or she has the overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare. The Management of Health and Safety at Work Regulations 1992, made under the 1974 Act, require organisers of educational visits to:

- assess the risk of activities
- introduce measures to control those risks
- tell their pupils and accompanying staff about these measures.

Role of Group Leader

- Be approved to carry out a visit
- Be suitably competent and knowledgeable about the school's Educational Visits Policy and procedures
- Plan and prepare for a visit and undertake and complete a comprehensive risk assessment this must include a 'Plan B' which must also be risk assessed. This should take place on the pre-visit
- Clearly define each adult's role and responsibilities for the visit, briefing them prior to the visit and ensuring that they are fully aware of what the proposed visit involves
- Ensure that staff/pupil ratios meet the school's requirements (see section 2:1)
- Ensure that adequate first aid provision is available including paediatric first aider for all EYFS visits
- Ensure that all adults accompanying the visit have a copy of the 'panic card' and emergency procedures

- Ensure that all adults accompanying the visit are aware of any medical needs of the pupils and/or the adults

Group Leaders must be aware that if there is a civil claim of negligence due to a lapse of 'duty of care' during the visit, then they will be held liable.

3. Staff Accompanying a Visit

Staff 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 same circumstances. They should:

- Ensure that they know their responsibilities
- Follow the instructions of the Group Leader and help with control and discipline
- Consider stopping the visit or the activity and notifying the Group Leader, if they think the risk to the health and safety of the pupils in their charge is unacceptable
- Take reasonable care of their own and others health and safety

4. Adult Volunteers Accompanying a Visit (including Gap Students)

Non-staff adults acting as supervisors must:

- Ensure that they know their responsibilities
- Do their best to ensure the health and safety of everyone in the group
- Follow the instructions of the Group Leader and staff supervisors and help with control and discipline
- Speak to the Group Leader or staff supervisors if concerned about the health and safety of pupils at any time during the visit
- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment
- Not be left in sole charge of pupils unless a DBS check has been carried out
- Not be left in sole charge of pupils unless parental consent has been sought

Non-staff adults acting as supervisors must be given a copy of this policy at least three days prior to the visit.

5. Pupils

Whilst on a visit, pupils must:

- Not take unnecessary risks and follow instructions
- Dress and behave sensibly and responsibly
- If abroad be sensitive to local codes and customs
- Look out for anything that might hurt or threaten anyone in the group, and inform the Group Leader or another adult supervisor

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways wherever possible.

6. Parents

Will need to:

- Reinforce the code of conduct
- Provide the Group Leader with emergency contact numbers
 - Sign the consent form and give the Group Leader information about their child's emotional, psychological and physical health, which might be relevant to the visit

Section 2: Planning Educational Visits

Whether the visit is to a local park, a museum or includes a residential stay in the UK or abroad, it is essential that formal planning takes place well in advance of the visit. In the first instance, when considering a visit, the Group Leader should ascertain that the pupils concerned have not already

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visited the proposed venue previously.

The Planning Process

1. Seeking Approval for a Visit

Approval for an Educational Visit must be sought from the school's Educational Visits Coordinator (EVC) in all instances. The EVC will then ensure that the proposed visit complies with the School's Educational Visits Policy. Permission for visits should be applied for a term in advance as far as possible. Approval is sought via the completion of a Proposed Visit form (yellow), which is handed in to the EVC. The date of the visit should be pencilled into the school diary at this point. Ensure that this date does not clash with any other school events/fixtures. A list of staff that the Group Leader would wish to accompany the visit is also included on this form. He/she should note that it may not be possible to take the staff originally requested. The Group Leader should also note that the supervision ratios set by the School are as follows:

EYFS Nursery	1:4
Reception & Pre-Prep	1:6
Year 3	1:6
Years 4 - 8	1:10
Years 4 - 8	1:8 when using public transport e.g. train/underground/bus

It is important to note that if a parent is used as a non-staff adult accompanying a visit, they must not be allocated their own child as part of their group.

Visiting Other Schools - When a visit is due to take place to another school, e.g. fixtures, the ratio is set by the Head & EVC. This supervision ratio is set on the understanding that there will be members of teaching staff at the visited school present for the duration. It is the responsibility of the Group Leader to confirm that this will be the case.

2. Once Approval has been Granted

As soon as the EVC has approved the visit, the date of the visit should be confirmed in the school diary and the venue booked.

3. Publications to Read

The Group Leader should read and familiarise themselves with the contents of 'A Handbook For Group Leaders'. If at any time during the visit, it is proposed to take the pupils on, near or in water, then 'Group Safety at Water Margins' must also be read. Both publications are available from the EVC.

4. Transport Requirements

The Group Leader should inform the Headmaster's PA of their transport requirements if it requires advanced booking, e.g. coach/train tickets. If staff/non-staff adults are to use their own vehicles for the purposes of transport, parental permission must be sought.

5. Pre-Visits

A pre-visit must be completed to any venue within the UK without exception and by the Group Leader. If the Group Leader has visited the venue the year before, it is acceptable to telephone the venue and ask if material changes have been made from the last visit. The pre-visit should not be made too far in advance of the visit, but in plenty of time to complete the necessary paperwork. This is the point at which the Group Leader prepares his/her risk assessment, together with a 'Plan B'. Remember, 'Plan B' must also be risk assessed. The Group Leader should take into account whether or not the venue is suitable for that proposed group, locating of toilet facilities, first aid points, where to eat lunch, parking, potential hazards, and shelter in case of inclement weather. For visits abroad, when it is not possible to carry out a pre-visit, the Group Leader should compile as much information as possible from other sources relating to Educational Visits (3.11 (164)) May 2017

the venue prior to the visit and on arrival, carry out a risk assessment whilst the pupils are being supervised.

6. Parental Consent

At least three weeks prior to the visit, the Group Leader must check with the School Secretary and confirm details of the visit. The visit can be advertised in The Bulletin and the correct information included on the Parental Consent Form (PCF). Dress code should also be mentioned at this point and should be appropriate to the nature of the visit. The PCF should also state whether 'remote supervision' (children within a defined area, but not physically with a teacher) will take place at any time during the visit. The PCF must list all the activities that the pupils may take part in and which staff/non-staff adults are accompanying the visit. The PCFs must be checked by the Group Leader a few days in advance of the visit, in case they contain relevant information provided by the parent. A check should be made that all have been received.

7. Visit Details Form (blue)

The Group Leader should now complete a Visit Details Form (blue). This will list the exact information and requirements of the visit. This should be completed and given to the EVC at least one week prior to the visit.

8. Informing the Kitchen

At least two weeks prior to the visit, the Group Leader must inform the Catering Manager of the visit. He will need to know how many pupils will be absent on a particular day and from which lunch, whether or not staff require a packed lunch and how many drinks and biscuits are required to be taken on the visit as a snack. Pupils bringing packed lunches on a visit must be aware that nut products are forbidden. Large bottles of water should also be taken on visits, particularly when travelling on coaches and mini-buses.

9. Medical Needs

Prep - At least two weeks prior to the visit, the Group Leader must inform the Matron's Department of the visit. This will ensure that they have sufficient time to prepare for the pupils' specific requirements and medical needs.

Pre-Prep - Two days before the visit, the Group Leader must ensure that class teachers have arranged for specific medical requirements to be provided for those children in their class who need them.

10. Staff Absence/Lesson Setting

Prep - Staff accompanying a visit should ensure that the Deputy Head is informed of their absence and that appropriate lesson cover is set. The Deputy Head must also be informed of any duties that need cover for that day at least two days prior to the visit. Staff selected for a visit should be those whose absence causes least disruption to the school timetable if possible. The EVC should ration the number of visits staff accompany each term in order to avoid a shortfall in teaching for the classes left at school.

Pre-Prep - The Group Leader must complete the duty cover sheet two days before the visit in order that the Head can arrange duty cover.

11. Information to Pupils

This should be given in sufficient time before the visit and reinforced on arrival at the visit site.

- Aims/objectives of visit
- How to avoid specific dangers and why they should follow rules
- Standard of behaviour expected
- Who is responsible for the group
- What to do if approached by anyone from outside the group
- Rendezvous procedures
- What to do if separated from group
- Emergency procedure

- For residential visits all group members should carry the address and telephone number of the accommodation
- Basic safety rules for any transport they may be travelling on

12. Insurance

The Group Leader must check with the Bursar, that the School's insurance policy will cover the visit under the normal terms of the policy, or if additional cover is required.

13. Contact the Venue

The Group Leader must make contact with the venue 24 hours prior to the visit to check that all is well and that nothing has changed.

14. What if Something Changes?

If, after the visit has been approved/booked, any part of the visit has to be changed for any reason, the EVC must be informed immediately of all the changes that have been made.

Section 3: Risk Assessment - A Legal Requirement

1. What is Risk Assessment?

A careful examination of what, in the course of your work, could cause harm to people. The aim of risk assessment is to make sure that no one gets hurt. The risk assessment prior to an educational visit should be based upon:

- Identifying the hazards
- Identifying who might be at risk
- Identifying the levels of risk
- Identifying the safety measures needed to be put in place to reduce risks to an acceptable level
- Identifying whether or not the Group Leader is able to put sufficient safety measures in place
- Identifying the steps that will be taken in an emergency

2. Why Do Risk Assessment?

- So that we can sleep at night!
- To minimise risks to staff, pupils and ourselves
- To fulfil the legal obligation of - 'duty of care'

3. Risk Assessment Should Be ...

Simple, manageable and suitable. Risk assessment must be tailored at the weakest member of the group. In many circumstances, this might actually be a member of staff.

4. Who Should Carry Out Risk Assessment?

The Group Leader, providing he/she has been assessed to be competent by the EVC/Head. Once the risk assessment has been completed and approved, the Group Leader must issue copies of it to all staff in attendance on the visit. Staff must also be briefed by the Group Leader with regards to the risk assessment. Copies of the risk assessment must be carried with staff whilst on the visit.

5. When Should Risk Assessment Be Done?

For every visit, including those taking place within the school and its grounds. This must include a 'Plan B'. For visits that are taken regularly, but no more than annually, the Group Leader can telephone the venue and ascertain if there have been any material changes to the layout, parking, communal areas, first aid points, toilets, etc. If there have been significant alterations, a pre-visit and risk assessment must be undertaken.

6. External Agency/Company Risk Assessments

If an external agency/company is to be used, the Group Leader must request a copy of the risk assessment issued by that agency/company prior to the visit taking place. This risk assessment is to be used in conjunction with the one written by the Group Leader and he/she must not rely on it

as the sole source of risk assessment information.

7. Legal Documents

Everyone must be aware, that once a risk assessment has been completed and written down, it becomes a legal document.

8. Parents and Risk Assessment

Group Leaders and staff must be aware that if a parent asks to see a copy of the risk assessment, this must be permitted. Any personal information regarding a particular pupil or member of staff included on the risk assessment form must not be disclosed.

9. Types of Risk Assessment

9.1. Generic

Applies to a visit/activity wherever and whenever it takes place.

9.2. Event Specific

This will differ from group to group and place to place. The Group Leader should take the following factors into consideration when assessing the risks:

- The type of visit/activity and the level at which it is being undertaken
- The location, routes and modes of transport
- The competence, experience and qualifications of accompanying staff/non-staff adults
- The ratios of staff/non-staff adults to pupils
- The group members' age, competence, fitness and temperament and the suitability of the activity
- The special educational or medical needs of the pupils
- The quality and suitability of available equipment
- Seasonal conditions, weather and timing
- Emergency procedures
- How to cope when a pupil becomes unable or unwilling to continue
- The need to monitor the risks throughout the visit

9.3. On Going

Judgements and decisions are made as the need arises and therefore are not normally recorded until after the visit. These should be made by the Group Leader in consultation with the other staff/non-staff adults accompanying the visit. e.g. changing weather, illness, adoption of 'Plan B'

10. Risk Assessment and the Pupils

Group Leaders should involve pupils in risk assessment and even ask them to write down their ideas. Pupils are often able to see the risks for themselves and can sometimes spot risks that staff might miss. By involving pupils in risk assessment, it will promote safe education and help the pupils to understand the rules set for the visit. Pupils must be fully briefed on the risk assessment prior to any visit. This briefing is often carried out in the school hall just prior to the commencement of the visit. The briefing must be carried out only when all the pupils and adults going on the visit, are in attendance.

11. Control Measures for Pupils

Group Leaders and staff should use the following as control measures: 'Line of Sight' - being in visual contact with pupils, setting boundaries and the use of safety zones/control zones

12. Examples of Risk Assessment

- Walking along/crossing roads - how will it be managed
- Where will the bus/coach park and is it safe for the pupils/staff to alight at that point
- How will lunch/snack be managed and where will this take place if it is wet

- Medical needs of pupils/staff
- Is there water nearby and if so how will this be managed
- Are there areas that the pupils should not go - do they know this and how will it be managed
- What to do if you become separated from the main group

These are simply examples of some of the risks that the Group Leader should look at when completing his/her assessment, but not all of them. The Group Leader must look at all eventualities and start with 'the worst case scenario' and work backwards from that

Section 4: The Day of the Visit

1. Pink Form

The pink form, which includes a list of pupils not attending the visit and staff and other adults who actually set off for the visit, must be handed in to the Headmaster's Secretary/Pre-Prep Secretary prior to leaving the school premises. This form also includes all the details of the visit, contact numbers, etc.

2. Medical Details

The Group Leader must ensure that they have collected the contact forms for the pupils attending the visit and that a member of staff has collected the appropriate medical essentials:

- Medical Information Cards
- First Aid box
- Individual pupils' medication
- Sick bucket
- Plastic bags
- Change of clothing

The Group Leader should also check the medical details of the staff accompanying the visit.

3. Wrist Bands

Pre-Prep - The Group Leader must distribute a school wrist band to all children attending the visit.

4. Coaches on Site

Coaches should not be brought on to the school premises before 9.15 a.m. in order to ensure free traffic flow. Coach companies should be advised to park in the top car park at the Pre-Prep.

5. Toilets

The Group Leader should ensure that all pupils on the visit have been given the chance to be excused before boarding the coach. This should be properly supervised and pupils should not be sent off en masse!

6. Drinks & Biscuits

The Group Leader should collect the drinks & biscuits from the kitchen prior to departure.

7. Panic Cards & Emergency Procedures

The Group Leader must ensure that he/she hands out panic cards & the emergency procedures to all the adults accompanying the visit prior to departing from school premises. These are located on the 'Educational Visits' notice board in the staff room.

Section 5: On The Visit

1. Roll Calls

All adults on the visit should have specific pupils allocated to their care. Regular roll calls must be Educational Visits (3.11 (164)) May 2017

taken and not just head counts.

2. On the Coach/Train (any form of transport)

Staff must be spread amongst the pupils on the coach or train and this must be organised by the Group Leader, who should ensure that pupils are not isolated or sitting by themselves. It is vital that staff adhere to this, observation of group dynamics is very important. On coaches/mini buses everyone must wear a seat belt and this must be checked.

3. Behaviour

Excellent behaviour is expected from all pupils at all times during the visit. To avoid/prevent injuries from trip/slip/fall/etc, pupils must:

- listen to and follow instructions
- walk up and down stairs and stay on the left to allow members of the public to pass
- not be allowed to run at any time during the visit and walk in an orderly fashion
- be prepared for heat/cold extremes e.g. appropriate clothing

On no account should staff shout in public in order to enforce discipline. A member of staff should be designated to look after 'troublemakers'. If necessary they should be separated from the rest of the group.

4. Refreshments/Lunch/Toilets

As no pupil is allowed to eat or drink on a coach/train, the Group Leader should organise to take sufficient drinks and biscuits for refreshments at an appropriate time when the coach/train reaches its destination. Any rubbish should be collected in a black bin liner and disposed of. All pupils should be given the opportunity to be excused at this point. Do not send the pupils off en masse! If the visit includes lunch, the Group Leader should have ascertained where the pupils are going to eat and that there are toilet facilities available nearby.

5. Accompanying Pupils to the Toilet

Do not send pupils to Public Conveniences by themselves. They should be under the supervision of an adult at all times. For Pre-Prep visits, boys are to use ladies lavatories under supervision.

6. Missing children

The handbook policy applies. For Early Years and Pre-Prep children the remaining children must be gathered in a suitable location to be counted and reassured by their teacher. One TA to do a sweep search of recently visited areas and another TA to alert the staff of the venue. Uniform and wristband with child's name described to venue staff. School informed by a teacher.

- When child is found child is reassured by teacher and staff and pupils on trip reassured that all is well. School phoned to be informed. Parents of child informed at the end of the day in a private meeting with teacher and Head. Teacher and Head debrief and lessons learned recorded and discussed at future staff meeting.
- If the child is not found on site within a reasonable time depending on size of venue and their risk assessments and policies police to be called and their procedures followed.

For Prep pupils - Collect all the pupils into the care of one or two members of staff and then organise a search with the rest of the adults. If a pupil is missing, the Head must be informed immediately. Pupils who were most recently with the missing pupil must be closely questioned and a search made. If the missing pupil cannot be found within 10 minutes, the museum/centre, the site managers and the police must be informed. Once the pupil is located, he/she must be seen immediately by the Head on return to school and any problems sorted out. The pupil's parents must be contacted and also seen by the Head.

7. Safety

This is of paramount importance. No matter what the nature of the visit, all adults are responsible Educational Visits (3.11 (164)) May 2017

for the pupils in their care and on no account should they leave them under any circumstances.

8. Mobile Telephones

Staff with their own mobile phones should take them on all visits and ensure that they are always switched on. This should be checked by the Group Leader. Any calls made on behalf of the school will be reimbursed. Numbers should be listed on both the Pink and Proposed Visits Form. No pupil should be allowed to take a mobile phone with them on any visit.

9. On Returning to School

Staff should ensure that pupils come back into school in an orderly fashion. There should be no running from the coach or disturbance of lessons, games or hobbies. If a trip returns late, the Group Leader should ring the School with this information, and on reaching school the staff on the visit must pass the pupils into their parents'.

Section 6: After the Visit

On returning from a visit, the Group Leader must complete the following forms:

1. The Bursar's Form (white)

This will enable the Bursar's Department to complete the necessary financial details for the visit and ensure that only those pupils who attended the visit are charged.

2. Evaluation Form (green)

This should be completed and handed to the EVC not more than 7 days after the visit. This form will provide vital information for future visits to the same venue or similar ones.

3. Report of Accident, Incident or Dangerous Occurrence Form (red)

If an incident occurred during the visit, this form must be completed within 24 hours of returning from the visit and a copy handed to the Head and a copy handed to the EVC. 'Near misses' must also be reported using this system.

Section 7: Visits Outside the UK

All the information included in this policy is applicable to visits outside the UK. There are additional requirements when considering a visit abroad and these are included in this section. All visits outside the UK should be booked through a registered tour operator.

1. Pre-Visits

For visits abroad, when it is not possible to carry out a pre-visit, the Group Leader should compile as much information as possible from other sources relating to the venue prior to the visit and on arrival, carry out a risk assessment whilst the pupils are being supervised. Other sources will include:

- the provider
- the Foreign & Commonwealth Office's Travel Advice Unit
- other schools who have used the facilities/been to the area
- the local authority in the area to be visited
- national travel offices in the UK
- embassies/consulates
- travel agents/tour operators
- the Internet, books and magazines
- the Suzy Lamplugh Trust (a national charity for personal safety)

2. The Tour Operator

Before using a tour operator, the Group Leader should ensure it is reputable. Ascertaining this should form part of the risk assessment. The operator should hold an ABTA (Association of British Travel Agents) and/or an ATOL (Air Travel Organisers Licence) licence which is a legal requirement and provides security against a licence holder going out of business.

3. Staffing

As per ratio set by the School. Mixed gender groups must have both male and female staff.

4. Preparing Pupils

Factors to consider for visits outside the UK:

- language
- culture e.g. body language, rules and regulations of behaviour, dress codes, local customs, attitudes to gender, etc.
- drugs, alcohol - usage
- food and drink - group members should be warned of the dangers of drinking tap water in certain countries, raw vegetables, salads and unpeeled fruit, raw shellfish, underdone meat or fish
- money - how to carry money and valuables discreetly
- how to use phones abroad, money required and the code for phoning home
- what to do in an emergency (RUN, HIDE, TELL)

5. Briefing Meeting for Parents

It is particularly important that parents are given the opportunity to meet with staff and non-staff adults who will be accompanying the visit prior to departure. As a rule of thumb, tell the parents everything. This will avoid any come back at a later date.

6. Vaccinations

The Group Leader should find out whether vaccination is necessary and ensure that all those included in the visit have received it in good time. Check whether the country to be visited requires proof of vaccination.

7. Insurance

The Group Leader must ensure that the group has comprehensive travel insurance.

8. Foreign Legislation

The Group Leader must check relevant legislation particularly on health & safety e.g. fire regulations, etc.

9. Language Abilities

If practicable, one of the staff accompanying the visit should be able to speak and read the language of the country being visited. Where this is not possible, it is the responsibility of the trip leader to ensure that an effective means of communication is organised. It is also advisable that the pupils have a basic knowledge of the local language prior to the visit.

10. Passports/Visas

The Group Leader should ensure that all members of the group have valid passports and visas (if appropriate) in the early stages of planning. Photocopies of all passports should be made for emergency use.

11. Nationality

If in the group there are pupils or staff whose national or immigration status or entitlement to a British passport is in doubt, it is advisable to make early enquires of the Home Office's

Immigration and Nationality Directorate concerning the requirements of the immigration rules and the right of re-entry.

Pupils or staff who are not nationals of any EU member state may need a visa to travel from the UK to another member state. However, they may receive visa exemption if they are members of a school group. Pupils or staff other than EU nationals may require a separate passport and may need to use separate passport control channels from the rest of the group.

12. Care Orders and Wards of Court

If a pupil is subject to a care order, foster parents will need to ensure that the Social Services Department give consent to any proposed visit. If a pupil is a ward of court, the Head should seek advice from the court in relation to school visits abroad well in advance.

13. Emergency Medical Facilities

The 'European Health Insurance Card' (EHIC) is the certificate of entitlement to free or reduced cost treatment. All pupils and staff/non-staff adults must have their own individual EHIC for the duration of the visit. Photocopies of these EHIC's must be held by all staff accompanying the visit. It is not enough to simply have an insurance policy covering those involved in the visit. A surgeon in another country might be reluctant to operate on a pupil unless assured of parental authorisation. Therefore, a medical history and a signed parental agreement form for the Group Leader (or other members of staff) to authorise emergency treatment on the parents behalf, must accompany all pupils/staff on the visit and copies held by all staff. It is sensible to include a translation in the relevant foreign language.

14. Paperwork

The Group Leader should ensure that they obtain and take with them:

- travel tickets
- passport/visas
- a copy of the contract with the centre/venue/hotel/etc.
- medical papers e.g. EHICs, parental agreements, etc.
- parental consent forms
- panic cards
- parents/next of kin contact details
- group lists
- details of insurance and emergency contact numbers
- location of hospital/medical facilities

All staff accompanying the visit must have copies of all the details listed above.

15. Information Retained by the School

Full details of the visit should be retained by the School while the visit is in progress. This should include:

- the itinerary and contact telephone numbers/address of the group
- a list of group members and their details, including staff
- contact names, addresses, telephone numbers of parents/next of kin
- copies of parental consent forms
- copies of travel documents, insurance documents and medical papers
- a copy of the contract with the centre/venue/hotel/etc

Each visit should have an emergency contact within the School. This contact should be in the UK and be contactable at all times for the duration of the visit. The contact should be either the Head, the Deputy Head or the Bursar.

16. During the Visit

Pupils should carry a help card in the relevant language for use if they get lost. The help card
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should ask the reader to re-unite them with the group at the accommodation/meeting point or to take them to a police station. It should also list the Group Leader's name and contact telephone number. On no account should the help card list the name or any details of the particular pupil. No pupil should display a name badge at any time. All group members should carry an appropriate amount of foreign currency at all times e.g. money for telephone, etc.

17. Emergencies

The Group Leader must ensure that all members of the group know what action to take if there is a problem. The Group Leader and supervisory adults should know where the nearest British Embassy or Consulate is located and the telephone number.

18. Contacts at Home

For each visit abroad, there must be a member of staff/contact at home with a valid passport, who must be ready to go to the area being visited to provide support to the group in the event of an emergency.

19. Travel by Air

Taking a school group on an aircraft requires careful planning and preparation. On no account should the group be split between different aircraft and if possible, sit together as a group on the aircraft. (see Generic Risk Assessment Form3 - Airport/Flight)

20. Travel by Ferry

Taking a school group on a ferry also requires careful planning and preparation. The Group Leader must locate a suitable point inside for the group to be based. This base should be an area where the pupils are able to leave their belongings and sit on a chair. At least one staff member should remain at the base at all times. Pupils may be allowed to walk around the inside public areas, but only in groups of three or more. On no account may any pupil be allowed outside on to the deck areas at any time. Pupils must be reminded that suitable behaviour will be expected at all times whilst on the ferry. This is to ensure their safety. (see Generic Risk Assessment Form 4 - Ferry)

Section 8: Residential Visits

1. Staffing

As per ratio set by the School. Mixed gender groups must have both male and female staff. All adults who accompany residential visits must be CRB checked, e.g. parents and any other volunteers

2. Preparing Pupils

Factors to consider for residential visits:

- rules and regulations with regard to the visit
- rooming requirements for both pupils and staff
- emergency procedures
- money - how to carry money and valuables discreetly
- what to do in an emergency

3. Briefing Meeting for Parents

It is particularly important that parents are given the opportunity to meet with staff and non-staff adults who will be accompanying the visit prior to departure. As a rule of thumb, tell the parents everything. This will avoid any come back at a later date.

4. Insurance

The Group Leader must ensure that the group has comprehensive travel insurance

5. Care Orders and Wards of Court

If a pupil is subject to a care order, foster parents will need to ensure that the Social Services Department consent to any proposed visit. If a pupil is a ward of court, the Head should seek advice from the court in relation to school residential visits well in advance.

6. Paperwork

The Group Leader should ensure that they obtain and take with them:

- a copy of the contract with the centre/venue/hotel/etc.
- medical papers e.g. parental agreements, etc.
- parental consent forms
- panic cards
- parents/next of kin contact details
- group lists
- details of insurance and emergency contact numbers
- location of hospital/medical facilities

All staff accompanying the visit must have copies of all the details listed above.

7. Information Retained by the School

Full details of the visit should be retained by the School while the visit is in progress. This should include:

- the itinerary and contact telephone number/address of the group
- a list of group members and their details, including staff
- contact names, addresses, telephone numbers of parents/next of kin
- copies of parental consent forms
- copies of travel documents, insurance documents and medical papers
- a copy of the contract with the centre/venue/hotel/etc.

Each visit should have an emergency contact within the school. This contact should be in the UK and be contactable at all times for the duration of the visit. The contact should be either, the Head, the Deputy Head or the Bursar.

8. During the Visit

Pupils should carry a help card for use if they get lost. The help card should ask the reader to re-unite them with the group at the accommodation/meeting point or to take them to a police station. It should also list the Group Leader's name and contact telephone number. On no account should the help card list the name or any details of the particular pupil. No pupil should display a name badge at any time.

9. Emergencies

The Group Leader must ensure that all members of the group know what action to take if there is a problem.

10. Contacts at Home

For each residential visit, there must be a member of staff/contact at home, who must be ready to go to the area being visited to provide support to the group in the event of an emergency.

11. Bedrooms

Pupils must be briefed on the importance of sensible behaviour at all times whilst in their bedrooms. Staff bedrooms must be located next to or adjacent to pupil bedrooms. Pupil bedrooms are to be kept locked from the inside during the night, with staff holding a spare key for each pupil bedroom in case entry should be required in an emergency. Pupils must only open locked bedroom doors to school staff.

12. Safeguarding

Educational Visits (3.11 (164)) May 2017

A member of staff should only enter pupil bedrooms when accompanied by another member of staff. This must be the rule in all circumstances and is there to protect both staff and pupils. In cases where it is necessary for staff to comfort ill or home sick pupils, another member of staff must also be present. Staff must not put themselves in a situation which could be misinterpreted by the pupil being comforted or other pupils and adults alike.

Section 9: Emergency Procedures

The Group Leader should refer to the 'panic card' for emergency procedures in all instances. This lists the processes that should be followed and all the names and telephone numbers of possible contacts needed at the School. A copy of the panic card can be found in Appendix C. The Group Leader should take charge in an emergency and he/she will need to ensure that all emergency procedures are in place. All staff/non-staff adults accompanying the visit must have a copy of the panic card on their person at all times. Pupils should be aware of emergency procedures prior to the visit taking place. (RUN, HIDE, TELL)

Appendix A

Prep

Headmaster

Nick Arkell

Deputy Headmaster

Adam Warner~~Graham~~

Educational Visits Co-ordinator

Dominic Lowry

Bursar

Clive Abbott

Headmasters Secretary

Jane Langley-Holmes

School Secretary

Vicky Sturgess

Catering Manager

Stephen Brown/
Sarah Murfin

Pre-Prep

Head

Linda Renfrew

Secretary

Lorraine Fenton

Educational Visits Co-ordinator

Linda Renfrew

Second Emergency Contact

Sarah Hurl

Appendix B

- 1. Proposed Visit form (yellow)**
- 2. Educational Visit Details form (blue)**
- 3. Risk Assessment forms (white)**
- 4. Pink Form (pink)**
- 5. Bursar's Department form (white)**
- 6. Visit Evaluation form (green)**
- 7. Report of Accident, Incident or Dangerous Occurrence form (red)**
- 8. Panic Card (white)**



Hoe Bridge School

Proposed Educational Visit Form

Year/s: _____ **would like to visit:** _____
date: _____ **organised by:** _____

Visit will leave school at: _____ **returning to school at:** _____
travelling by: coach / car / train / mini-bus (please circle)

Number of children involved in visit: _____
Number of adults required (Year 3 - 1:6, Years 4 - 8 - 1:10): _____
Names of staff/non-staff adults requested:

Group Leader mobile phone number: _____
Other staff/non-staff adults mobile numbers: _____

Visit: approved / declined (please circle)

EVC signature: _____ **date:** _____



Hoe Bridge School

Educational Visit Details Form

Year/Group: _____

Group Leader: _____

1. Purpose of the visit and specific educational objectives:

2. Places to be visited:

3. Dates and times:

Date of departure: _____ Date of return: _____

Time of departure: _____ Time of return: _____

4. Transport arrangements: (include the name of the transport company and vehicle registration numbers)

5. Organising company: (if any) (include licence reference number if the body is registered with the Adventure Activities Licensing Authority)

Name: _____ Address: _____

Telephone : _____ Licence No. if registered: _____

6. Proposed cost and financial arrangements:

7. Insurance arrangements for all members of the group:

Next Scheduled Review DL: April 2018

Insurance company name: _____

Address: _____

Policy Number: _____

8. Accommodation to be used:

Name: _____ Address: _____

Telephone : _____ Centre contact name: _____

10. Details of any hazardous activities and the associated planning, organisation and staffing:

11. Names, relevant experience, qualifications and specific responsibilities of staff accompanying the visit:

12. Names, relevant experience, qualifications and specific responsibilities of non-staff accompanying the visit:

13. Name, address and telephone number of the contact person at school who holds all information regarding the visit in case of emergency:

14. What is your existing knowledge of the venue/s being visited?:

15. Size and composition of the group:

Age range: _____

Number of boys: _____ Number of girls: _____

16. Names of pupils with special educational or medical needs:

I, as the Group Leader, confirm that I have completed a comprehensive risk assessment and that I have attached a copy to this form.

Signed: _____ Print name: _____

I, as the Group Leader, confirm that I have completed a pre-visit to the venue on (date) _____ at which time I prepared the risk assessment.

Signed: _____ Print name: _____

I, as the Group Leader, have received all Parental Consent forms which I have checked and noted any relevant details.

Signed: _____ Print name: _____

I, as the Group Leader, have attached copies of any details for the visit given to parents.

Signed: _____ Print name: _____

EVC signature: _____ Date: _____

Hoe Bridge School

Event Specific Risk Assessment Form



Visit Details: Year ____ visiting _____ Carried out by: _____ (Group Leader) Date: _____

Page: __ of __

HAZARD List significant hazards which may result in serious harm or affect several people	HOW TO MANAGE IT What control measures will we have?	WHO TO BE INFORMED		
		PARENTS	STAFF	PUPILS

The Group Leader must ensure that all supervisory staff/non-staff adults are aware of all Risk Assessment.

Group Leader signature.....

Date

This risk assessment has been discussed with the EVC

EVC signature

Date



**Hoe Bridge School
Educational Visit Evaluation Form**

Year/Group: _____

Group Leader: _____

Number in Group:	Boys:	Girls:	Total:
Date(s) of Visit:			
Purpose of Visit:			
Venue:			

(Rating - 10 being the best and 1 being the worst)

	Rating out of 10	Comment
1. The Venue's pre-visit organisation:		
2. Travel arrangements:		
3. Content of education programme provided:		
4. Instruction:		
5. Equipment:		
6. Suitability of environment:		

For residential visits only:

	Rating out of 10	Comment
1. Accommodation:		
2. Food:		
3. Evening activities:		
4. Representative:		
5. Overall educational value:		

Signed: _____ Print name: _____

Date: _____

This form must be completed and handed to the EVC not more than 7 days after the visit. It will provide vital information for future visits to the same venue or similar ones.



Hoe Bridge School

Educational Visit - Report of Accident, Incident or Dangerous Occurrence Form

<u>Injured or affected person</u>		Age:	Address:	
Surname:		Gender:	Form of pupil:	
Forename(s):				
<u>Details of accident or incident</u>		Location:		Date:
Nature:				Time:
				Witnesses:
<u>Details of injury</u>		Treatment: (please circle)		
Nature:		No treatment	yes/no	
Part of body:		First aid	yes/no	
		Sent to hospital hours	yes/no	detained for _____
		Attend GP	yes/no	
		Return to school	yes/no	
<u>Outcome</u> (please circle)		Description of events leading up to accident or incident:		
Not off school				
Off school for less than 3 days				
Off school for more than 3 days				
Permanent partial disability				
Temporary incapacity				
Permanent total disability				
Description of immediate actions:		Description of possible causes:		
Review of options to prevent reoccurrence:		Recommendations:		

This report was completed by: _____ **(signature)** _____
(name)

Date: _____

If an accident, incident or dangerous occurrence happened during the visit, this form must be completed within 24 hours of returning from the visit and a copy handed to the Headmaster or the Head of Pre Prep and a copy handed to the EVC. 'Near misses' must also be reported using this system.



Hoe Bridge School

Pink Form

Year/s: _____ **are visiting:** _____
date: _____ **organised by:** _____
Contact telephone number at venue: _____

Visit will leave school at: _____ **returning to school at:** _____
travelling by: coach / car / train / mini-bus (please circle)
Coach Company: _____ **Contact Telephone Number:** _____

Number of children involved in visit: _____
Names of children not going on visit: _____

Names of staff/non-staff adults accompanying visit:

Group Leader mobile phone number: _____
Other staff/non-staff adults mobile numbers: _____

Group Leader's signature: _____ **date:** _____